

# **Re-sit and Re-take Policy V 3 January 2026**

<b>Document Details</b>	
<b>Document Name</b>	Re-sit and Re-take Policy
Document Version Number	V 3 January 2026
Document Status	Published on website
Document Owner	HoQA
Date Approved	January 2026
<b>Next Scheduled Review Date</b>	December 2026

<b>Version History</b>		
<b>Version Number</b>	<b>Date Approved</b>	<b>Change/Reasons for Change/Comments</b>
V 3	January 2026	<p>Re-sit and re-take definitions moved from the rear to the beginning of the policy for visibility.</p> <p>Grades available to an apprentice when re-sitting and/or re-taking an assessment clarified.</p>

<b>Contents</b>	
<b>Policy Statement</b> .....	<b>4</b>
<b>Reason for the Policy</b> .....	<b>4</b>
<b>Policy Objectives</b> .....	<b>4</b>
<b>Who Needs to Know About this Policy?</b> .....	<b>4</b>
<b>Generic Conditions of the Re-sit/Re-take Policy</b> .....	<b>5</b>
<b>Timescales</b> .....	<b>5</b>
<b>Grades</b> .....	<b>6</b>
<b>Arrangements Specific to the L7 Operational Research Specialist Standard</b>	
<b>ST0884/AP01</b> .....	<b>6</b>
<b>Transfers</b> .....	<b>7</b>
<b>Fees and charges</b> .....	<b>7</b>
<b>Definitions</b> .....	<b>5</b>
<b>Responsibility</b> .....	<b>7</b>
<b>Contact</b> .....	<b>7</b>
<b>Policy Review</b> .....	<b>8</b>

### Policy Statement

This policy covers the delivery of OR Society EPA services that are subject to internal and external quality assurance. Our EPA products include those that may be offered and/or delivered under an EPA Services agreement. The policy aims to detail the Society's approach to re-sits and re-takes within EPA.

### Reason for the Policy

Employers and Training Providers must be confident that the Apprentice is ready for EPA before putting the Apprentice forward for Gateway.

However, once an Apprentice has completed elements of, or all their EPA and been awarded a grade, they may need to re-sit or re-take some, or all the EPA. This policy explains the conditions around re-sits/re-takes.

All re-sit/re-take requests must be submitted to us via the ACE360 resit request function.

### Policy Objectives

- To explain the generic conditions and definitions of re-sit and re-take of assessment
- To explain the timescales of assessment resit and retake
- The availability of grades for a re-sit or re-take
- To determine fees and charges for re-sit or re-take
- To consider the transfer of previously completed EPA elements

### Who Needs to Know About this Policy?

Contracted partners must make sure that Apprentices and staff, who are involved in the design, delivery, management, assessment, and quality assurance of OR Society EPA, are familiar with the contents of this policy. Staff can include site, sub-site or contractual staff.

Partners can download copies of the policy from ACE360, or request copies from the EPA team by emailing [epao@theorsociety.com](mailto:epao@theorsociety.com) .

## Definitions

### **What is a Re-sit**

If an Apprentice fails one element of their EPA and the employer and training provider feel the Apprentice has sufficient knowledge and understanding to attempt the assessment again without further learning, they are able to re-sit as soon as is convenient for all parties.

### **What is a Re-take**

If an Apprentice fails two or more elements of their EPA and the employer, training provider or the OR Society EPA team feels that the Apprentice requires further development or it is a requirement of the Assessment Plan, the training provider must deliver and evidence, through additional learning to the Apprentice before they attempt the assessment again. This evidence should be provided to us prior to the assessment being repeated.

## Generic Conditions of the Re-sit/Re-take Policy

The rules for re-sitting or re-taking elements of, or all the EPA vary from standard to standard. This policy outlines the conditions to be applied when an assessment plan does not include specific rules for re-sit/re-take. Where the assessment plans state specific requirements around re-sits and/or re-takes, they take precedent over the identified conditions of this policy.

In the event of a re-sit/re-take we will endeavour to use the same Independent Assessor to conduct the re-sit/re-take to maintain consistency for the Apprentice, Employer and Training provider; this however may not always be possible.

When the result notification recommends a re-take, the employer and training provider should consider a supportive action plan that responds to the weaknesses identified from the original result notification. The action plan should clearly state the nature and extent of the re-training and include the estimated time to prepare the Apprentice for the retake. This information must be provided to the independent assessor prior to the assessment re-take.

A re-sit involves the Apprentice sitting a failed assessment component again, without the need to undertake further training.

Following failure of EPA, we will provide a result statement showing the assessment components the Apprentice has failed. Some EPA plans set out specific criteria for re-sits which need to be followed including if evidence of additional learning prior to a re-take is necessary.

The most appropriate method of assessment for re-sit/re-take; digital or face to face will be considered regardless of what method of assessment occurred before.

## Timescales

The ESFA recommends a limit of 2 re-sits, however more than 2 re-sits can be taken if deemed appropriate, unless otherwise specified in the apprenticeship standard assessment plan.

Unless otherwise identified within the standard assessment plan, or in exceptional circumstances:

- A re-sit/re-take must be taken within 3 months of the date of notification of results
- The entire EPA should be concluded within 6 months of gateway, regardless of the number of re-sit/re-take attempts

The Apprentice only needs to re-sit/re-take the method of assessment that they have failed. However, if the EPA has not concluded within the assessment window specified in the assessment plan, the entire EPA may need to be taken again to ensure currency of competency across the entirety of the standard.

The Apprentice must be employed for the entire duration of the apprenticeship, including EPA. The only exception to this is if the Apprentice has been made redundant. In such cases, please refer to the ESFA funding rules.

If an apprentice has a break in EPA, the total duration, including the break, cannot extend beyond 12 months from the date of gateway. For example: if an apprentice is active on EPA for two months, then goes on a break in EPA, they will have four months remaining when they return from the break.

#### Are all Grades Available on a re-sit/re-take?

Unless otherwise specified in the assessment plan, or if there were exceptional circumstances when the original assessment was conducted, the results for a re-sit/re-take will be capped at a pass for the relevant method of assessment. This may or may not impact on the final overall grade, depending on the grading methodology applied by each individual standard.

Apprentices cannot re-sit/re-take any elements of the EPA simply to achieve a higher grade.

#### Arrangements Specific to the L7 Operational Research Specialist Standard ST0884/AP01

Apprentices who fail one or more assessment method/s will be offered the opportunity to take a re-sit or a re-take at the employer's discretion. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action.

A re-sit does not require further learning, whereas a re-take does.

Apprentices should have a supportive action plan to prepare for a re-sit or a re-take.

The timescales for a re-sit/re-take are agreed between the employer and EPAO. A re-sit is typically taken within 3 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 4 months of the EPA outcome notification.

All assessment methods must be taken within a 10-month period, otherwise the entire EPA will need to be re-sat/re-taken. (i.e., 6 months typical EPA period plus 3 or 4 months for re-sit/retake = 10-month total period).

Re-sits and re-takes are not offered to apprentices wishing to move from pass to a higher grade.

Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless the EPAO determines there are exceptional circumstances requiring a re-sit or re-take.

### Transfers

If an Apprentice has already passed elements of EPA and transfers from another EPAO, they do not have to re-sit elements of EPA they have already passed on condition that we are provided with evidence of the elements of EPA which have been passed.

If the Apprentice has failed all elements of EPA with another EPAO, they will need to take the full EPA with us and the full cost will apply.

### Fees and charges

The application of fees for a re-sit if there are technical issues during the administration of an assessment will be reviewed on a case-by case basis so that we can consider the implication and whether a fee will be applied.

If an Apprentice fails to attend a booked assessment, they will be recorded as a failure and will be subject to re-sit conditions and fees.

Re-sit/Re-take (assessment method one):

£500 remote plus VAT

£600 face to face plus VAT

Re-sit/Re-take (assessment method two):

£475 remote plus VAT

£575 face to face plus VAT

Where booked and scheduled assessment are cancelled the following fees apply:

If cancelled or rescheduled before 6 weeks of the assessment date: 20% of the EPA component relevant remote or face to face re-sit/re-take cost plus VAT will be payable.

If cancelled or rescheduled within 2 to 6 weeks of assessment date: 30% of the EPA component relevant remote or face to face re-sit/re-take cost plus VAT will be payable.

If cancelled or rescheduled within 14 days of the assessment date: 50% of the EPA component relevant remote or face to face re-sit/re-take cost plus VAT will be payable.

Apprentices cannot be asked to pay for costs of training and assessment and are not responsible for re-sit costs.

All re-sit/re-take fees will be included in a monthly invoice from us and are published on the OR Society fees list in ACE360.

### Responsibility

All staff and partners are responsible for the management of this policy to ensure that all regulations regarding re-sit and re-take of EPA is adhered to.

### Contact

If you have any queries about the contents of the policy, please contact the OR Society EPA team by emailing [epao@theorsociety.com](mailto:epao@theorsociety.com) and include Re-sit/Re-take Policy in the subject line.

#### Policy Review

The External Quality Assurance Organisation may require the OR Society to change this policy at any time to ensure compliance with its requirements.

This policy is reviewed as part of the OR Society's continuous improvement monitoring through its annual self-assessment arrangements. It may be reviewed earlier should any feedback or concern be brought to the attention of the OR Society to ensure it remains fit for purpose and the process and its outcomes are deliverable.