



## Resubmission and Retake Policy

<b>Policy Title</b>	Resubmission and Retake Policy					
<b>Course type</b>	HE	x	Practical			x
<b>School</b>	London	x	Online	x	Ibiza	
<b>Approved by</b>	Academic Board					
<b>Owner</b>	Registrar					
<b>Date Approved</b>	July 2021					
<b>Date of Review</b>	August 2023	<b>Date of next review:</b>		August 2024		
<b>Version</b>	1.0					
<b>Publication</b>	<b>Staff Access</b>					X
	<b>Student Access</b>					X
	<b>Public Access via Point Blank website</b>					X

**Document Revision History**

**Version Log**

<b>Committee / Approval Date</b>	<b>Author</b>	<b>Version</b>	<b>Publication Date</b>	<b>Page Reference &amp; Summary</b>

**Related Documentation**

<b>Document Reference No. (Policy version / Supporting doc. #)</b>	<b>Document Type</b>	<b>Link or Dept. Owner</b>	<b>Document Title</b>

## 1. Principles

Overall definition:

All students have the right of at least 1 resubmission attempt (also known as reassessment), following a first failed attempt. Under Middlesex University regulations and their grading scale, this would be a Fail grade in any module of 17, 18, 19 or 20. At Point Blank, for all modules, we require all components to be passed, therefore a student receiving a grade of 17-20 in any one component, will be required to pass this on resubmission in order to progress to the next level.

## 2. Procedure:

Resubmissions will be taken at the next available opportunity (normally during the student's "break term" between level progression unless that reassessment is deferred as a result of Extenuating Circumstances, or the student is due to progress in the following term.

Re-assessment takes the form of a resit/resubmission of the failed assessment component, and unless agreed otherwise by the Assessment Board, will be to a new assignment brief. This resit/resubmission opportunity does not attract additional scheduled teaching or fees and for Levels 5, 6 and 7 the Resit grade is capped at 40%.

**If a student is due to progress a level** (e.g. progress from level 5 to level 6), and holds a deficit of outstanding resubmissions across 2 or more modules, the Assessment Board may hold progress until the student has passed all the modules required to progress. This is to ensure students understand and have acquired all relevant skills and knowledge at the current level before advancing to the next level of academic rigor.

For students in the extraordinary circumstance of progressing in the following term (this may be due to deferred assessment in previous terms), they may be allowed to carry over 20 credits of outstanding passes to the next level with the approval of the Assessment Board. In exceptional circumstances, normally due to severe extenuating circumstances, the Assessment Board may approve up to 60 credits to be carried over to the next level. In these rare circumstances, the student will be required to meet with the Programme Leader or Academic Success Centre to arrange a supportive learning plan. This will assist the student in managing the increased workload and understanding when these resubmissions will be taking place.

Repeat years and withholding progression: Students with more than 60 outstanding credits (**or 40 credits, if on an accelerated course**) at the point of progression to the next level will be required to repeat the year/stage with evidence of significant extenuating circumstances, or have their progress interrupted/withheld until the current level has been passed in line with Middlesex University regulations. ***This may also apply in advance of the student's due point of progression, if the Assessment Board confirms at an earlier term that there is insufficient time to accommodate the***

***resubmissions and academic workload (notional learning hours) before the due point of progression.*** Students may be required to transfer to an alternative course or award if appropriate.

At the communication of the outcome of these decisions, all students have the right of academic appeal, subject to evidence of extenuating circumstances not raised previously for good reason. All students should note that the approval of the opportunity to repeat the year takes into account extenuating circumstances, and the normal outcome at the outstanding amount of more than 60 credits would result in withdrawal from the course.

### **3. Failure of resubmissions**

In line with Middlesex University regulations (as noted via the paragraph reference points below):

E7.2 Failure without good reason to undertake reassessment at the next available opportunity will result in failure with the award of a FAIL grade of 20 should the required learning outcomes not be met.

**No second reassessment is permitted.**

E7.3 Failure without good reason to undertake deferred assessment will result in the award of a FAIL grade of 20 should the required learning outcomes not be met. The student will be permitted to undertake reassessment in that module at the next available opportunity with the normal penalty.

E7.4 Where it is not practical to resit a component of assessment the Assessment Board may specify an alternative form of assessment, provided that the alternative appears to be fair given the facilities available to the candidate.

E7.5 The Assessment Board may impose any reasonable conditions on the student undertaking reassessment. Supervision for a student being reassessed in supervised work experience will be provided by the University but otherwise the student will not be entitled to tuition.

At FHEQ level 4 and above, the best mark/grade which may be gained for each reassessed component is a bare pass mark/grade. The re-assessed grade for the module is computed by combining these capped re-assessed component marks/grades, with original marks/grades gained for the non-re-assessed components. The final overall module grade gained is the better of the two module grades gained at first assessment and re-assessment.

At level 6 and above, following reassessment, where capping the reassessed component(s) results in an overall module fail grade, whereas with no capping, the overall module grade is a pass, a minimum pass grade (16) shall be awarded for the module.

## 4. Compensation of failure

Failure at grade 17 or 18 in modules may be compensated, only in exceptional circumstances, at the discretion of the School Assessment Board.

In line with Middlesex University regulations:

- It is subject to satisfactory overall performance and permitted for a maximum of 30 credits. In extraordinary cases and subject to exceptionally significant extenuating circumstances, the Assessment Board may compensate up to 60 credits across level 5 and 6.
- For the exit qualifications of Cert HE, Dip HE and Ordinary degree, the maximum total credit that may be compensated is 30, 60 and 90 credits respectively.
- Compensation will not be agreed for project or dissertation modules, such as production Portfolio. Compensation will not be agreed at level 5 and 6 for a module where a prior module has been compensated which has related learning outcomes.
- Compensation should not normally be granted where a student has not undertaken reassessment. In exceptional circumstances, this may be granted with the approval of the Assessment Board and Middlesex University Link Tutor.
- If compensation is granted, the Progression Board may recommend whether the student should continue with their proposed qualification or whether they should be required to change their programme of study and/or transfer to another qualification. The Assessment Board may also approve for the student to be requested to change or transfer their programme or mode of study, particularly in cases where extenuating circumstances have significantly affected their performance, or concerns have been raised on a student's fitness to study.
- Compensation should be considered where a student is unable to progress without passing the module or if they have exhausted all reasonable opportunities to pass the component/module at the due point of progression.
- Compensation should be considered where a student with compensation, may be granted an exit award and therefore be advised to change their programme of study or withdraw from the course. Where the Board may be assured that the failure was due to exceptional extenuating circumstances and has confidence that the student may complete their original qualification, they may approve for the student to progress as normal. A learning plan or further academic support may be arranged with their Programme Leader or Academic Success Centre.
- Compensation should not normally be granted unless there is strength in the student's overall performance.
- Compensation will not be granted in modules which have been deemed "non-compensatable" in the programme specification, due to their special contribution to the achievement of programme learning outcomes.
- Compensated failure will count towards the total credit required for a qualification but will be indicated as such on a student's academic record by the addition of a 'PC'.
- A compensated failure will be treated as a grade of 16 for the purposes of profiling.