



EMA RE-SIT AND RE-TAKE POLICY FOR END-POINT ASSESSMENT

Document No. 7.0



Contents

1. Purpose	3
2. Definitions	3
3. Funding	3
4. The EMA Approach	3
5. Re-sits / re-takes of knowledge tests	3
6. Re-sits / re-takes of Practical Assessment	4
7. Re-sits / re-takes of Interviews	4
8. Re-takes of Portfolio of Evidence	4
9. Re-sits / re-takes at final grading	5
10. Re-sits / re-takes when the employer provides facilities	5
11. Policy Review	5
12. Contact details	5



EMA Re-sit and Re-take Policy for End-Point Assessment

1. Purpose

The purpose of this document is to detail the policy on re-sits and re-takes within end-point assessment (EPA).

2. Definitions

- Re-sit – the re-sit of a mandatory qualification or end-point assessment activity where additional training does not take place
- Re-take – the retake of a mandatory qualification or end-point assessment activity where additional training does take place

3. Funding

The Education and Skills Funding Agency (SFA) Funding Rules (April 2017) state that re-takes can be publicly funded: “Funding to re-takes mandatory qualifications or the EPA, providing additional learning takes place”. Public funding cannot be used for re-sits where no additional learning takes place (re-sit).

Where total costs for end-point assessment are higher than 20% of the funding band as a result of the re-take, the difference must be paid by the employer.

4. The EMA Approach

The EMA prices apply irrespective as to whether additional learning has taken place and as such there is no differentiation between re-sit and re-take prices.

The price will depend upon the apprenticeship and EPA activity being re-taken. However, if any element of the EPA remains a ‘fail’ by the end of the EPA period, or of the end-point assessment activities have not been completed within the published timeframes of the assessment plan, the apprentice will be classified as a fail and will need to re-enter EPA, and the full EPA price will be charged.

An apprentice cannot re-sit or re-take to move from a pass to a distinction. Unless stated within the assessment plan the number of re-sits or re-takes is at the discretion of the employer but subject to the maximum duration of end-point assessment.

5. Re-sits / re-takes of knowledge tests



If an apprentice does not achieve a pass the first time, the employer must work with them to agree a remedial action plan and resit / retake in line with the requirements in the published assessment plan. Re-sits or Re-takes will incur a price to cover:

- The delivery of a new knowledge test
- The hire of test centre premises, if applicable
- Marking of a new knowledge test
- Invigilation of a new knowledge test

6. Re-sits / re-takes of Practical Assessment

If the apprentice does not achieve a pass first time, a decision on whether to allow re-sit or retake rests with their employer. All apprentices that fail must have a remedial action plan in place. Any re-sits or re-takes, must take place within the timeframe allowed for EPA.

Re-sits or Re-takes will incur a price to cover:

- The End Point Assessors used to assess the trade test / work observation and travel expenses
- The premises and equipment for the observation, if applicable

7. Re-sits / re-takes of Interviews

If the apprentice does not achieve a pass first time, a decision on whether to allow re-sit or retake rests with their employer, unless specified within the assessment plan. All apprentices that fail must have a remedial action plan in place. Any re-sits or re-takes, must take place within the timeframe allowed for EPA.

Re-sits or Re-takes will incur a price to cover:

- The End Point Assessors used to deliver and assess the interview and travel expenses
- The premises for the interview

8. Re-takes of Portfolio of Evidence

It is the responsibility of the employer and training provider to ensure that the apprentice has built up sufficient detail within their work log and portfolio to meet the knowledge, skills and behaviours of the standard. If the apprentice does not achieve a pass first time their work log and portfolio summative assessment, then employer must work with the apprentice to put in



pace a remedial action plan in order to provide parity of opportunity for the apprentice to gather their additional / outstanding evidence requirements.

A re-take of a portfolio of evidence is not marked but required to progress to the other EPA activities.

Re-sits or Re-takes will incur a price to cover:

- The End Point Assessors used to assess the portfolio

9. Re-sits / re-takes at final grading

If any of the EPA activities being re-sat or re-taken cause a need for a discrete Final Decision Panel or external examiner visit, a price will be charged to cover the experts involved, their expenses, and the facilities.

10. Re-sits / re-takes when the employer provides facilities

If an employer is providing the facilities and / or materials for the re-sit or re-take then the re-sit or re-take price will be adjusted to remove the cost of the facilities and / or materials.

11. Policy review

The policies will be reviewed every 2 years from implementation.

12. Contact details

Energy Managers Association
Suite 77, 95 Mortimer Street
London, W1W 7GB
T: +44 (0) 203 9165516
Email: enquiries@theema.org.uk

