

City of Dublin ETB Repeat and Resits Policy and Procedure (2019)

4 Repeat Opportunity

4.1 Policy

- a) An FE College will offer all learners a repeat opportunity where applicable and possible. A learner who has been unsuccessful in a module will be offered the opportunity to resit an exam or resubmit assessment evidence at the next available assessment opportunity.
- b) A repeat opportunity will only be offered to a learner who has been unsuccessful in a module. This includes any outstanding assessment evidence for the repeat module.
- c) A repeat opportunity is not available to learners who have passed the module but wish to increase the grade. *(In the absence of a programme specific instruction eg: An Apprenticeship programme, this policy will apply)*
- d) In the case of certain assessments it may not be possible for practical reasons to offer a repeat opportunity. In such cases the learner will be given the option to repeat the module in the next academic year.
- e) There is no limit to the number of modules a learner can be offered to repeat.

4.2 Repeat Procedure

- a) A notification of the opportunity to repeat will be provided to the learner.
- b) Learners taking a repeat will be required to pay a fee to cover charges incurred.
- c) Learners will be notified of the specific dates of the examination resit or the resubmission of assessment.
- d) A Results Approval Panel meeting will take place to approve results.
- e) Learners will be notified of their results and will be advised of their right to appeal.
- f) The results will be updated on the relevant awarding body system.
- g) City of Dublin ETB QA assessment guidelines and procedures will apply at all times.

In the case of repeats or resubmissions, City of Dublin ETB cannot ensure that the final results will meet CAO or advance progression deadlines.

