

CIPD End Point Assessment Resit / Retake Policy

Issue 1

Contents

Introduction	3
Definitions and rules.....	3
Readiness for EPA.....	4
Process	4
Receiving results and booking a resit	4
Resits	4
Retakes	4
Timeframes	5
Allocation of the Assessors.....	5
Cancellations	5
Receiving resit / retake results	5
Certification	5
Appeals.....	6
Exceptional Circumstances	6
Fees and Payment Terms	6
Appendix - Processes.....	7
Resits	7
Retakes	8

Introduction

This policy has been developed for training providers, employers and apprentices but should also be referenced by CIPD staff and CIPD assessors.

This policy replaces previous standard specific Resit/Retake Policies.

The purpose of this document is to detail the CIPD policy for resits and retakes following end-point assessment (EPA).

Each apprenticeship standard has a set of assessment activities, as detailed in the apprenticeship assessment plan, which the Apprentice must achieve to be successful. If an apprentice does not pass their end-point assessment this will necessitate a resit or a retake. Where assessment plans contain specific requirements for resits/retakes these will be detailed in CIPD's resit/retake guidance.

Definitions and rules

Resits and retakes are defined as follows:

- Resit - the reassessment of an EPA where additional training does not take place
- Retake - the reassessment of an EPA activity where additional training does take place

Rules for CIPD assessments are:

- A fail in one assessment method will require that assessment method to be repeated but not the whole EPA. This is likely to be a resit.
- If all (both) assessment methods are failed, then the entire EPA must be repeated. This will necessitate a retake.
- The maximum grade available for resits is specified in the assessment plans and is detailed in the resit guidance for each standard.
- As resits and retakes are not covered by levy funding they are always at the employer's discretion.
- An apprentice is permitted two resits before a retake is required.
- Only one retake is permitted per apprentice.

Readiness for EPA

An apprentice is ready for EPA when they have completed all on-programme training, achieved the mandatory aspects of the apprenticeship standard and the employer has confirmed they are confident the apprentice has achieved occupational competence.

The final decision as to whether the apprentice is ready to move to EPA is made by the employer, who may seek input from the training provider, based on their joint monitoring of the apprentice's progress.

The process to determine whether the Apprentice is ready to move on to EPA is known as the Gateway and is confirmed during a review after the on-programme training has been completed. It is the role of the employer to conduct the Gateway review, supported by the training provider, who has a continuing duty of care for the apprentice throughout EPA and until completion of their apprenticeship.

Process

This section outlines the process for resits and retakes.

Receiving results and booking a resit

All resits must be booked and completed within the timeframe specified following notification of a fail outcome. The timeframes for each standard are detailed in the resit guidance documents. The date of notification of results is taken from the date when results are available and uploaded to SmartEPA. Retakes will be booked after completion of the additional training period as agreed with the employer and training provider.

CIPD Produces EPA Feedback for apprentices. This indicates which assessment criteria have not yet met and therefore need to be addressed in a resit or retake. To maintain the integrity of the end point assessment CIPD is not able to provide feedback that leads or guides the apprentice. The assessment criteria are detailed in the assessment plans and further clarification of evidence expectations is given in CIPD EPA guidance.

Resits and retakes are booked by emailing MyEPA@cipd.co.uk with the requested date of EPA and confirmation of the employer's approval. Copying in the employer is sufficient.

Resits

As a general rule, CIPD will aim to minimise the assessment burden of a resit while adhering to all requirements of the assessment plan. Where possible, CIPD will aim to use targeted reassessment that focuses on the assessment criteria that were not yet met. Further details for each standard are provided in the resit guidance.

Retakes

Retakes follow the same process as the initial assessment. Apprentices must complete a new consultative project and complete a new professional discussion. Once the additional training is complete, please contact MyEPA@cipd.co.uk to book in for a retake.

Timeframes

CIPD delivers resits and retakes according to the timeframes specified within the assessment plans for each standard.

For retakes the apprentice's timeline is paused whilst they undertake additional training. When they are ready to go through EPA again, they will be given the full time allocation complete their EPA.

Allocation of the Assessors

End point assessment retakes and resits will be allocated to Assessors according to Assessor availability. This means the Assessor who marked the original assessment may assess the resit/retake but this won't necessarily be the case.

Cancellations

In the case of a cancellation of a resit/retake, the end-point assessment will be re-arranged in accordance with the cancellation policy and any associated fees will be charged to the employer.

Receiving resit / retake results

Apprentices will be notified of their resit/retake results in the same way as for their initial assessment. The outcome will be uploaded to SmartEPA following any necessary verification and quality assurance conducted by the CIPD.

The notification will be sent to the apprentice and copied to their employer and training provider within two - three weeks of the assessment.

Certification

An apprentice will not receive their apprenticeship certificate until the EPA has been completed successfully. This is issued from the Education and Skills Funding Agency (ESFA) and IfATE direct to the chosen name and address selected on SmartEPA.

Appeals

An apprentice has the right to appeal the outcome of their EPA on the basis of one or more of the following:

- the results of EPAs where the CIPD did not properly, fairly, or consistently follow procedures
- the conduct of EPAs
- decisions about Reasonable Adjustments and Special Consideration relating to apprentices taking an EPA
- decisions relating to any action taken against an apprentice following an investigation into malpractice or maladministration.

Any additional resit or retake bookings cannot be considered until after the appellant has been notified of the appeal outcome. The CIPD will notify the appellant of the outcome of the appeal within 20 working days. This will then be considered the date on which the appellant was notified of their results.

More details about the appeals process can be found within the CIPD's Appeals and Enquiries (EPA) Policy on [the CIPD website](#).

Exceptional Circumstances

There may be occasions of exceptional circumstance preventing the apprentice from booking the resit/retake within the timeframe provided. In these circumstances the Apprentice must inform CIPD as soon as possible and no more than five working days after the booking deadline; supporting evidence may be required. The CIPD will consider the circumstances and an extension may be granted.

Any reasonable adjustment requirements outlined at Gateway will apply to the resit/retake if suitable.

For further details, please refer to the CIPD Reasonable Adjustments and Special Considerations Policy on [the CIPD website](#).

There may also be occasions of exceptional circumstance where the original assessment cannot be graded, or the original grade cannot be honoured. In these circumstances the CIPD will contact the apprentice, employer and training provider to discuss next steps.

For further details, please refer to the CIPD Malpractice and Maladministration policy on [the CIPD website](#).

Fees and Payment Terms

Under the conditions for the end-point assessment organisations as set out by the ESFA, the CIPD are permitted to charge for the costs associated with any further assessment required by the apprentice to achieve end-point assessment.

Under the ESFA Funding Rules, public funding can only be used for the additional learning required to retake an EPA. This means that the employer must cover any associated costs for resits/retakes.

For further information on fees and payment terms, please refer to the CIPD EPA Terms and Costs.

Appendix - Processes

Resits

1	Overall grade is released on SmartEPA.
2	Apprentice reviews feedback provided by the assessor and discusses the outcome with employer.
3	If employer agrees to the resit, the training provider contacts MyEPA@cipd.co.uk to book the resit assessment.
4	Apprentice completes additional work/gathers additional evidence supported by employer.
5	Apprentice submits by the deadline / Apprentice should use the test link on the booking email sent from SEPA@smartapprentices.com prior to their assessment date to ensure they can access the Zoom platform for the day of assessment.
6	The apprentice's results will be released 2 - 3 weeks from the resit assessment date.

Retakes

1	Overall grade is released as a fail for all assessment methods or it is clear that additional learning is required.
2	Apprentice reviews feedback provided by the assessor and discusses the outcome with employer.
3	Employer works with the apprentice and training provider to create a development plan
4	Training provider uploads a copy of the development plan onto the Apprentices 'Documents' tab on SmartEPA along with the employer's authorisation, new Scope documents and expected EPA date and notifies MyEPA@cipd.co.uk
5	Once the apprentice's further training and development is complete, the apprentice, training provider and employer have a review meeting to determine readiness for EPA.
6	The training provider should email MyEPA@cipd.co.uk to book the retake. The apprentice will have the same timeline as the initial assessment.
7	Apprentice submits their evidence by the deadline.
8	Apprentice should use the test link on the booking email sent from SEPA@smartapprentices.com prior to their assessment date to ensure they can access the Zoom platform for the day of assessment.
9	The apprentice's results will be released 2 - 3 weeks from the resit assessment date.