**Purpose of Guidance**

The University aims to reduce dependency upon the need for a centrally scheduled resit examination diet in August of each year and to consider alternatives to resit examination. Students must be provided with appropriate opportunities to address failure. This guidance document outlines options for Schools and Student Systems. The information provided in guidance is not mandatory.

**Scope: Guidance is not Mandatory**

The guidance applies to staff who prepare resits and supplementary assessments for students who have failed or been unable to take assessments.

**Contact Officer**

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### Document control

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**Related policies, procedures, guidelines & regulations**

- Taught Assessment Regulations
  - [www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/TaughtAssessmentRegulations.PDF](http://www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/TaughtAssessmentRegulations.PDF)
- Informing Taught Students of their Final Programme Course and Progression Results
  - [www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Informing_Taught_Students_of_their_Final_Programme_Course_and_Progression_Results.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Informing_Taught_Students_of_their_Final_Programme_Course_and_Progression_Results.pdf)
- UK Quality Code

**Guidance superseded by this guidance**

n/a

**Alternative format**

If you require this document in an alternative format please email Academic.Services@ed.ac.uk or telephone 0131 650 2138.

**Keywords**

resit, assessment, regulation, overseas examinations, supplementary assessment
Resits and Supplementary Assessment Guidance

The guidance covers four broad categories:

1. The alignment of learning outcomes to individual assessment tasks: the potential to focus the supplementary assessment/resit on the specific learning outcomes that were not achieved at the first sit/submission
2. The option to provide supplementary assessment/retake opportunities within the academic year
3. The ability for students to undertake invigilated or online examinations off campus
4. Implications for Student Systems

Action 1: The option to provide supplementary assessment/retake opportunities within the academic year

1.1 Failure of summative assessment in semester 1: Where the assessment is set as coursework and a student has failed the summative assessment for semester 1, an opportunity for resubmission or a reassessment opportunity, which may use a different assessment method, should be provided in semester 2.

1.2 Failure of summative assessment by examination in semester 1: Where a semester 1 assessment is set as an examination and the student has failed, the first resit opportunity by examination should occur in the semester 2 examination diet.

Additional guidance:

1a It is for Schools to decide the most appropriate time for the resubmission or reassessment to occur, but the assumption is that around mid-semester 2 would be appropriate, having provided the student with academic guidance and an opportunity to undertake additional work in the interim. A resubmission or a revised piece of assessed work, rather than a reassessment, may be permitted where only minor changes are required.

1b If there is a summative assessment in semester 1, then Schools must hold Boards of Examiner meetings early in semester 2. External Examiners would be expected to participate but this does not necessarily need to be “in person”.

1c Where possible, the nature and design of the supplementary assessment should enable the student to focus on specific areas of failure.

1d There will be some courses where an opportunity to retake the course using the same assessment method may need to be provided, for example where lab work is required. Students need to be made aware of this at the outset, at the start of the course. Such courses may not be able to provide a resit opportunity in semester 2.
Resits and Supplementary Assessment Guidance

Action 2: Consideration of an alternative method of assessment where the student has failed

Where the student has failed, the School should evaluate the nature of the learning outcomes failed and consider whether an alternative method of assessment could be used.

Additional guidance:

2a This option will apply unless there are Professional, Statutory and Regulatory Body (PSRB) requirements to use examination as the only form of assessment.

2b Where coursework is deemed suitable Schools are invited to then follow the guidance in Action 1.

Action 3: Taking a consistent approach to the scheduling of resit attempts

Taking a consistent approach to scheduling of resit attempts and the opportunity to retake courses where needed, is beneficial for the student. The following table outlines this approach, listing the maximum number of assessment attempts*. It also allows for retaking the course for the third attempt. The Curriculum and Student Progression Committee (CSPC) considered that after two failures then more support will be needed by students. Schools will also be expected to provide information to students about the guidance available to them when taking additional assessment attempts.

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<th>Attempt 1</th>
<th>Attempt 2</th>
<th>Attempt 3</th>
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<td>Course taken Semester 1 diet</td>
<td>Resit Semester 2 diet</td>
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<td>Semester 2 course</td>
<td>Course taken Semester 2 diet</td>
<td>Resit August resit diet</td>
<td>Course taken Semester 2 diet</td>
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*NB: The number of resits permitted in programmes where there are professional, statutory or regulatory body requirements may be limited to fewer than the maximum permitted. In addition, students who are subject to immigration control may have restrictions as a result of conditions of their visa which supersede academic regulations.

Action 4: The ability for students to undertake invigilated or online examinations off campus

Student Administration offers an Overseas Examination Service whereby some written examinations sat during the August diet (resits and/or first sits) can be sat out-with the UK.

Additional guidance:

4a The service makes arrangements with the British Council for the exam(s) to be sat simultaneously with the exam(s) held in Edinburgh. The exam(s) is held at a relevant British Council office and invigilated by British Council staff. The exam paper is securely delivered to the British Council and the completed script is couriered back to Edinburgh. In addition, Visiting Students are now able to sit exams at their home institution (with the home university’s agreement). Additional information is available from Student
Resits and Supplementary Assessment Guidance

Action 5: Key dates timeline

A key dates timeline will be established by Student Systems to ensure that all Schools have completed all assessment data entry in EUCLID at a specified point.

Additional guidance:

5a For further information please contact Mr Barry Neilson, Director of Student Systems: barry.neilson@ed.ac.uk

Action 6: Provision of a status report to Schools

Each School will be provided with a status report by Student Systems for each of the students for whom they are responsible for the purpose of confirming progression, credit achieved and credit deficit, special circumstances and, where applicable, the agreed course of action for each student.

Additional guidance:

6a Student Systems are taking this work forward. For further information please contact Mr Barry Neilson, Director of Student Systems: barry.neilson@ed.ac.uk

5 June 2014