



## **Cambridge Ruskin International College**

### **CPR QS9 Appendix A: Resit Policy**

**Version 1.17**

#### **1. Introduction**

This document sets out the Cambridge Ruskin International College policy and procedure for the provision of re-assessment (or 'resit') opportunities. The forms referred to in this document may be downloaded from the Navitas SharePoint Learning and Teaching folder.

#### **2. Purpose and scope**

- 2.1 The provision of re-sit opportunities reflects the commitment of Cambridge Ruskin International College, Anglia Ruskin University and Navitas UK to the optimisation of the student experience. It is recognised that students who are not able to show that they have met module outcomes on initial assessment may, following provision of feedback and supplementary tuition, be able to meet the outcomes of a module without having to retake the module with attendance in a subsequent semester.
- 2.2 Resit opportunities will be provided to eligible students on CRIC Stage 1 Standard Delivery Modules in the period between Progression Board meetings and the close of enrolment in the following semester. Students enrolled on Stage 2 Integrated Delivery Modules will have resit opportunities as dictated by the Anglia Ruskin University Academic Regulations. Students enrolled on Stage 2 Standard Delivery Modules will have resit opportunities as dictated by the Anglia Ruskin University Academic Regulations relating to Lord Ashcroft International Business School (LAIBS) provision for Collaborative Partners.
- 2.3 Resit assessments are overseen by the College Director/Principal (CDP) and Director of Academic & Support Services (DASS), and managed by the Manager of Academic Services.

#### **3. The Resit Process**

- 3.1 The process for identifying students eligible for resits, providing resit tuition and conducting resit exams is as follows:
  - I. Following the completion of exam week and the deadline for submission of major weighted assessments Academic Teaching Staff will mark exams / assignments and Upload marks to Moodle.
  - II. The Manager of Academic Services will prepare paperwork for Module Panel and Progression Board meetings
  - III. Internal Moderation of CRIC Stage 1 modules and Second Marking of LAIBS Stage 2 SDM modules.
  - IV. External Moderation of LAIBS Stage 2 SDM modules.
  - V. Module Panel recommends re-sits for students who failed a module but qualify for a resit opportunity as per 4.1 below. Attended by CRIC Academic Teaching Staff, CRIC Academic & Support Services Staff and Anglia Ruskin University's CRIC liaison from the International Office.
  - VI. SDM Progression Board – reviews and, where appropriate, confirms recommendations of the Module Panel. Attended by primary faculty Link Tutor.
  - VII. Results released and Academic Services Team notify students who are eligible for re-sits
  - VIII. Eligible students must sign a form at the CRIC Office confirming they will do resit. This form will be used for invoicing purposes.
  - IX. Extra tuition provided for resit candidates; the nature, duration and timing of which will depend on the size of the resit cohort and nature of assessment.
  - X. Re-sit exams conducted
  - XI. Before the close of enrolment in subsequent semester, supplementary Progression Board held, allowing for the possibility of Chair's Action.

- XII. Confirmed resit results released allowing students' onward enrolment or progression to Partner University before the close of ordinary enrolment.

#### **4. Eligibility**

- 4.1 Students on CRIC SDM may qualify for a resit if they score 20% or higher on the final weighted assessment. Since students are potentially eligible for compensation in two modules per stage the margin for resits at Stage 1 will be 20% - 45% in a maximum of two modules and 20% - 49% in other modules.
- 4.2 Students who score a passing grade on the re-sit will have their mark capped at the module pass mark and the grade will over-ride the previous composite result for that module. For ILSC the final exam re-sit make will replace that assessment event only, and will be capped at the pass mark. All other assessment events in ILSC will attract a re-sit opportunity in-semester (timed to be held towards the end of teaching). The mark for the in-semester re-sit events will be capped at the pass mark and replace only the specific assessment in question.
- 4.3 Ordinarily, students who pass a module will not be offered a resit for that module, unless special progression requirements (requiring a higher progression result) apply.
- 4.4 In order to qualify for a re-sit opportunity students must have attended a minimum 85% of tutorial sessions for the module in question and must have attempted all assessments, as detailed on the DMD. The Module Panel may withhold a resit opportunity for students who do not meet these criteria.
- 4.5 Only students who pay the prescribed re-sit fee will be eligible for re-sit opportunities. The re sit fee will be waived for SLC-funded students on their first re-sit opportunity in any given module.

#### **5. Re-sit Results**

- 5.1 Re-sit results will replace the students' final mark on Navigate and will be capped at the pass point for the module in question. For ILSC the final exam re-sit make will replace that assessment event only, and will be capped at the pass mark.
- 5.2 For students re-sitting under special progression requirements (see 4.3 above) the re-sit result will be capped at the progression requirement level

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