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Resit and Remediation Policy

1. Purpose & Scope

The purpose of this policy is to establish clear, fair, and consistent regulations regarding the opportunities, conditions, and procedures for learners who fail a module, unit, or specific assessment component.

This policy applies to all registered learners enrolled in taught programs at Green Line Institute and covers all forms of summative assessments (exams, coursework, practicals, and projects).

2. Definition of Terms

- **First Attempt:** The original assessment taken by the learner during the standard scheduling of the module.
- **Resit:** A second attempt at an assessment granted to a learner who failed the first attempt, designed to assess whether the learner can demonstrate the required minimum competence.
- **Deferral:** A postponement of an assessment to a later date, typically due to approved Extenuating Circumstances. This is treated as a fresh attempt (not a resit).
- **Capping:** The practice of limiting the maximum marks achievable for a resit attempt to the minimum passing grade.

3. Eligibility for a Resit

Learners are automatically eligible for a resit opportunity if:

1. They fail to achieve the overall minimum passing grade for a module/unit (e.g., 40% or 50% depending on program standards) after the first attempt.
2. They fail a specific "must-pass" core component of a module, even if their overall average is high.
3. They missed the first attempt due to unexcused absence, resulting in a mark of zero.

Note: Resits are only permitted to retrieve a failing grade. Learners are **not** permitted to resit an assessment they have already passed simply to improve their marks or GPA.

4. Grading and Capping Regulations

To ensure fairness to learners who passed on their first attempt, the following grading rules apply to resits:

- **Capping of Marks:** The mark for any successful resit assessment will be **capped at the minimum passing grade** (e.g., a "Pass" or the numeric equivalent like 40%/50%).
- **Transcript Recording:** The learner's academic transcript will explicitly indicate that the module was passed via a resit attempt.
- **The "Best Mark" Rule:** If a learner performs worse on their resit than on their original attempt, the higher of the two marks will stand (though still capped if it fails to reach a pass)

5. Resit Limitations & Consequences of Failure

- **Maximum Attempts:** Learners are permitted a maximum of **one resit attempt** per failed module component.
- **Repeat Year/Module:** If a learner fails the resit attempt, they will not be permitted further assessments in that cycle. Depending on academic board review, they must either:
 - o Retake the entire module in the next year (including attending classes and paying associated retake fees).
 - o Be withdrawn from the program if the failed module is a prerequisite for progression.

6. Fees and Timelines

- **Timelines:** Resit assessments are typically scheduled during the designated institutional remediation period (e.g., late summer or between semesters) and must be completed prior to the start of the next academic stage.
- **Resit Fees:** The Institute reserves the right to charge a nominal administrative fee per resit application to cover examination costs. Fees are waived for learners with approved Extenuating Circumstances.

7. Mitigating and Extenuating Circumstances

If a learner fails or misses an assessment due to severe, documented unforeseen events (e.g., acute illness, bereavement, or critical personal trauma):

- They must submit an **Extenuating Circumstances Form** alongside official evidence within 5 working days of the assessment deadline.
- If approved, the next assessment will be classified as a **Deferred First Attempt**, meaning the mark will **not** be capped, and it will not count as a resit.