

Level 7 Senior People Professional End-point Assessment (EPA)

Guidance for Resits and Retakes

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Introduction

At CIPD, we understand the time and effort apprentices have put into their end-point assessment (EPA) and how disappointed they may feel at this stage. This guidance is designed to support apprentices when preparing for a resit or a retake. It may also be useful for employers and training providers when considering how they can best support apprentices.

As the career partner for people professionals CIPD wants to support all apprentices to achieve a successful outcome in their apprenticeship and reach their potential in their career.

Apprentices who fail one or more assessment method(s) of the Level 7 SPP EPA will be able to take a resit or retake with the agreement of their employer.

Definitions and rules

Resits and retakes are defined as follows:

- Resit - where no additional learning is required
- Retake - where additional learning is required

Resits and retakes are not offered to apprentices wishing to move from a pass to a distinction grade. This means that if an apprentice has achieved a pass or distinction grade in either assessment method, they will not be able to resit that assessment method.

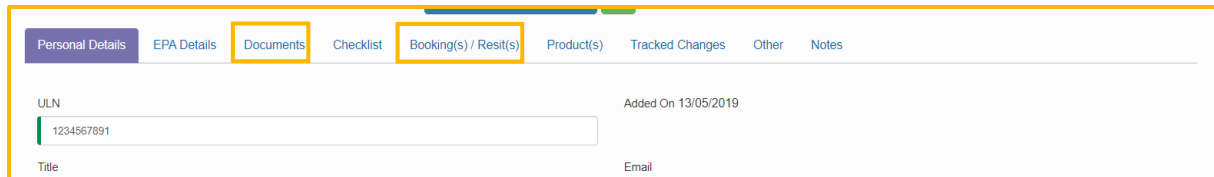
There is no grade cap for resits or retakes. This means that it is possible to achieve a grade of distinction in a resit or retake.

Apprentices are permitted up to 2 resits before a retake will be required.

Only one retake is permitted per apprentice.

Receiving your outcome and booking your assessment.

Results will be released approximately 2-3 weeks after the date of your assessment. Your results will be accessible through the SmartEPA (SEPA) platform in the 'Bookings/Resit(s)' tab along with your feedback report in the 'Documents tab'.



The screenshot shows a web interface with a navigation bar at the top containing the following tabs: Personal Details, EPA Details, Documents, Checklist, Booking(s) / Resit(s), Product(s), Tracked Changes, Other, and Notes. The 'Booking(s) / Resit(s)' tab is highlighted. Below the navigation bar, there is a form with the following fields: 'ULN' with a value of '1234567891', 'Added On' with a value of '13/05/2019', 'Title', and 'Email'.

If you receive a fail outcome for your EPA you will be able to resit or retake your assessment. The decision about undertaking a resit or a retake will need to be discussed with your employer as resits and retakes are subject to an additional cost.

Resits

If you have received a fail outcome for one assessment method but a pass or distinction outcome for the other, and are able to acquire or demonstrate the missing evidence within the resit period, you will only need to resit the assessment method in which you have received a fail.

When booking a resit, the assessment date will need to be within 2 months of the booking request. In exceptional circumstances the maximum resit period may be extended to 3 months.

When booking your resit please think about how much additional time you will need to prepare and/or acquire the additional evidence. If it is not possible to do this within the maximum resit period of three months, you will need to retake of both assessment methods.

To book your resit, please email MyEPA@cipd.co.uk including the apprentice's name, ULN and the word 'resit' in the subject line.

The email should include:

- Apprentice details (Name, ULN, Employer).
- The date requested for the resit.
- Confirmation form the employer that they support the resit.

CIPD will confirm the resit booking within 7 days.

Retakes

If you have received a fail outcome for both assessment methods and/or need additional development or training, we recommend that you **retake** the end point assessment in full.

The timescale for a retake is dependent on how much additional development and learning you require. You and your employer will need to develop an additional learning plan with the guidance of your training provider. Any additional guidance and support needed from your training provider is likely to be subject to additional cost. The learning plan should set out when you will be ready for your retake including the EPA expected date.

For further detail on the process for resits and retakes please refer to the appendix at the end of this document.

To book your retake, please email MyEPA@cipd.co.uk including the apprentice's name, ULN and the word 'retake' in the subject line.

The email should include:

- Apprentice details (Name, ULN, Employer).
- The learning plan
- The date requested for the retake.
- Confirmation from the employer that they support the retake.
- An updated Gateway Submission document.
- An updated portfolio and Portfolio Template.

CIPD will confirm the retake booking within 7 days.

Preparing for your resit

Resits will require you to provide additional evidence against the grading descriptors for which you have not yet achieved a rating of 'met' or 'exceeded'.

Your feedback report will be accessible through SmartEPA and will give your assessment outcome. Your feedback report will also indicate which grading descriptors have not yet been met and will indicate what evidence is expected for these grading descriptors.

Your feedback report will contain a Red, Amber or Green (RAG) status for each grading descriptor.

RAG	Definition
Red	Not met
Amber	Partially met
Green	Met
Blue	Exceeded

The reason for any ratings of 'partially met' or 'not met' will be explained in the assessor's summary comments.

Using this feedback to address the gaps will help you to prepare effectively for your resit assessment.

Resit for the professional discussion underpinned by Portfolio of Evidence

When resitting the professional discussion, you will only be re-assessed on the grading descriptors that were rated 'partially met' or 'not met' in your last assessment. It is essential to consider what additional evidence you need to provide to fully meet the requirements of the grading descriptors.

This assessment method is based on experiences you have had in the workplace which demonstrate how you have applied the knowledge, skills and behaviours (KSBs) underpinning the relevant grading descriptor(s) in a real work context.

You will need to work with your employer to make sure you have had the opportunity to apply the KSBs in the workplace for any grading descriptors that were rated as 'partially met' or 'not met' in your last assessment. In the resit period you may need to gather new evidence for your portfolio. If this is the case you should speak with your employer about the evidence you will need to gather. Whether you are submitting new portfolio evidence or the same as your first submission, you will need to expand on your portfolio evidence in the professional discussion to show how you have met the grading descriptors.

You will need to complete a resit portfolio template and upload the template to SmartEPA, in the documents tab, a minimum of 7 days before your resit assessment.

Your professional discussion will cover the grading descriptors that were rated 'not met' or 'partially met' in your last assessment. This may mean that your resit professional discussion is considerably shorter than your original assessment.

Your assessor will explain how many question areas they will be exploring at the start of your professional discussion and will indicate when breaks are planned.

Resit for the project proposal, presentation and questioning

When resitting the project proposal, presentation and questioning, you will only be re-assessed on the grading descriptors that were rated 'partially met' or 'not met' in your last assessment. It is essential to consider what additional evidence you need to provide in order to fully meet the requirements of the grading descriptors.

You will need to submit additional evidence for your project proposal and prepare for the presentation and questioning. Your assessor will review the additional evidence for your project proposal, watch your presentation and will you questions that target the grading descriptors that were rated partially met' or 'not met' in your last assessment.

Project Proposal

It is likely that additional project work will be needed on your project proposal to fully evidence the grading descriptors. You will need to plan the time needed to complete this additional work and to write up your additional evidence using the project proposal resit template.

This template asks you to indicate which grading descriptor(s) you are providing additional evidence for.

The resit template in combination with your original proposal must not exceed 7000 words (+10%)

This may mean that you need to edit your original submission to remove unnecessary words.

You will need to upload your resit project proposal to SmartEPA, in the documents tab, a minimum of 7 days before your assessment.

Step 1

You will need to complete a resit template that addresses the grading descriptors not in your initial assessment.

- Start by ticking the relevant grading descriptors on the template.
- Add your evidence in the boxes provided **remember to write as though you were adding this to your project.**
- There is extra space below the boxes where you can add supporting information such as diagrams, charts, graphs and tables. Please remember to reference these images as Fig A, B, C etc in the evidence boxes.
- The total wordcount of the resit template and the original submission must not exceed 7700 words. If it does, proceed to step 2.

Step 2

If you need additional wordcount, edit your initial submission.

- Remove unnecessary wording.
- Make sure you don't remove evidence related to other grading descriptors.
- Make sure that your edited project proposal reads well and is easy to follow.
- Ensure that the edited project proposal and the resit template in combination do not exceed the word count according to the standard.

Presentation

The presentation will follow the same format as the original assessment. It may be pre recorded and submitted with the project proposal.

Questioning

The questioning may be up to 40 minutes but could be shorter depending on the number of grading descriptors that are being reassessed.

Preparing for your retake

Your retake will follow the same format as your initial assessment. Your assessor will reassess all grading descriptors for both assessment methods and the duration of the assessments, word counts, and assessment rules remain the same.

You will need to undertake a period of additional learning before retaking your EPA. This additional learning should focus on the Knowledge, Skills and Behaviours (KSBs) associated with the grading descriptors for which your evidence was rated 'not met' or 'partially met' but may be broader and encompass other KSBs.

Your additional learning plan should be agreed with your employer with advice from your training provider.

When your learning plan is complete, you and your employer should meet to agree that you have addressed all learning needs, that you are occupationally competent and ready for EPA. Please submit a new gateway submission document with your retake booking email.

Once you are ready for EPA, you will have 12 weeks to complete your project proposal. Importantly, your project proposal may address the same business issue or need as the proposal in your original assessment and work submitted as evidence may be used for your retake assessment.

It is important however, that you are given the opportunity to fully rework your project proposal where necessary. If you are changing the scope of your project, please fully update your project scope when submitting the gateway submission document.

Appendix - Process for resits/retakes

Resits

Where a fail was awarded against one assessment method, the resit should be booked and completed within 2 months of the results being available and uploaded to SmartEPA.

1	Overall grade is released with a fail for one assessment method.
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 updates the portfolio content to address the missing evidence and prepares for the Professional Discussion or completes the project proposal resit template, updates their presentation and prepares for the questioning.
5	Apprentice submits the updated portfolio/project proposal & presentation 7 calendar days before the resit assessment date.
6	The apprentice's results will be released 2 - 3 weeks from the resit assessment date.

Retake - Assessment method 1 and 2

Where a fail was awarded against both assessment methods, the timeline will be paused so that the apprentice can undertake further learning and development.

1	Overall grade is released with a fail for Assessment method 1 and 2.
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	Once the apprentice's further training and development is complete, the apprentice, training provider and employer should have a review meeting to determine readiness for EPA.
5	The training provider will email MyEPA@cipd.co.uk to book the retake dates and also submits: <ul style="list-style-type: none">• A copy of the development plan• A new gateway submission template• The employer's authorisation for the retake• A new portfolio of evidence.• The EPA expected date.
6	The apprentice will have the same timeline as the initial assessment typically 4 months from the date of booking.
7	Apprentice submits their Project Proposal & Presentation by the deadline, 21 calendar days before the assessment date.
8	Apprentice should use the test link on the booking emails sent from SEPA@smartapprentices.com prior to their assessment date to ensure they can access Zoom.
9	The apprentice's results will be released 2 - 3 weeks from the resit assessment date.