

SSS Re-Sit Policy and Steps: Associate Diploma and Diploma

1. Purpose of the document.

The document provides the details of resit policy and process defined by SSS and steps to be followed for a resit booking of trainees.

Resit eligibility

Any trainee who has failed the Associated Diploma or Diploma is allowed to resit within the proceeding two assessment windows. There are a few rules for resit eligibility. For example a resit for e-portfolio is not possible. Please refer to the following table for eligibility of a trainee's resit.

Trainee	e-portfolio	Capstone	CBT	Final Result	Eligibility for RESIT
A	PASS	PASS	PASS	PASS	NO
B	PASS	PASS	FAIL/ABSENT	FAIL	YES
C	PASS	FAIL/ABSENT	PASS	FAIL	YES
D	PASS	FAIL/ABSENT	FAIL/ABSENT	FAIL	YES
E	FAIL	PASS	PASS	FAIL	NO
F	FAIL	PASS	FAIL/ABSENT	FAIL	NO
G	FAIL	FAIL/ABSENT	PASS	FAIL	NO
H	FAIL	FAIL/ABSENT	FAIL/ABSENT	FAIL	NO

Resit and appeal rules

A trainee is always eligible for Appeals within the window provided to colleges between the publishing of Provisional and Final result. Appeals requests outside of the appeals window will not be considered.

There are two types of appeals:-

1. Appeal against a grading decision by an assessor
2. An enquiry on results awarded – Although a resit for e-portfolio is not possible, a result enquiry can be made regarding an incomplete e-portfolio.

Resit Rules

1. Only two resits are allowed for each trainee for a failed component (please note: no resit is allowed for e-portfolio).
2. A resit should be booked in very next assessment cycle. For example. If a trainee failed CBT and Capstone or either one, in June, they should be booked for Nov assessment cycle. The system will treat such trainees as ABSENT if they do not enter the assessment and will mark them as FAILED.
3. If a trainee is FAIL in e-portfolio in provisional result, trainee can appeal for e-portfolio before final results are published.
4. If a trainee is FAIL in e-portfolio and CBT or Capstone or Both. He/She can appeal for e-portfolio and Capstone (if required) and will only become eligible for resits in capstone or CBT if appeal for e-portfolio is successful and trainee is graded pass in e-portfolio in Final results.
5. A resit for a trainee is only possible if Final result for e-portfolio is PASS. i.e. in case a trainee is FAIL/ABSENT in e-portfolio in Final result he/she cannot do any resit.
6. The trainee will only get two RESIT chances to pass the Qualification. If they do not pass all components in the subsequent two assessment sessions to their initial assessment, they will be marked permanently FAILED.

Diploma enrollment eligibility

Trainee	e-portfolio	Capstone	CBT	Final Result	Eligibility for Diploma Enrollment
A	PASS	PASS	PASS	PASS	YES
B	PASS	PASS	FAIL/ABSENT	FAIL	YES
C	PASS	FAIL/ABSENT	PASS	FAIL	YES
D	PASS	FAIL/ABSENT	FAIL/ABSENT	FAIL	YES
E	FAIL	PASS	PASS	FAIL	NO
F	FAIL	PASS	FAIL/ABSENT	FAIL	NO
G	FAIL	FAIL/ABSENT	PASS	FAIL	NO
H	FAIL	FAIL/ABSENT	FAIL/ABSENT	FAIL	NO

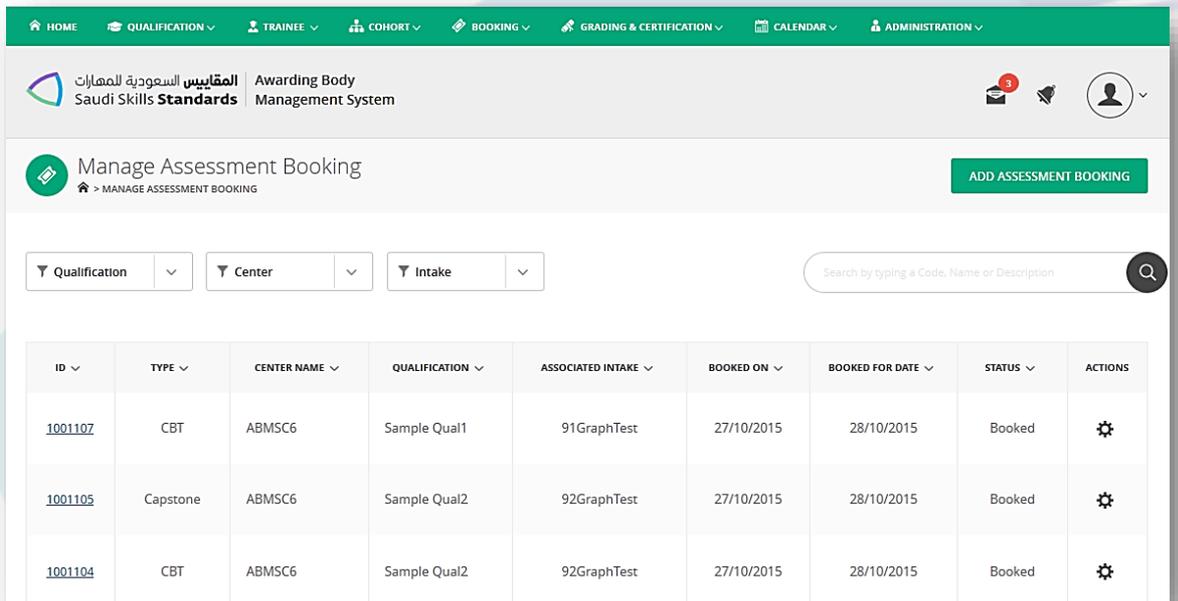


Steps for Resit booking

A trainee need not be enrolled again for a resit booking to be done. The trainee will remain in the same Cohort and Intake. Post final results the status of that trainee will become COMPLETED or FAILED. FAILED trainees need not be enrolled again, until and unless they decide to take the qualification again with a different intake. Such enrollment will be considered as a new admission of that trainee.

To do the resit booking of that trainee, colleges just need to follow the following steps during assessment booking period.

1. Login as your center
2. Go to menu bar mouse hover on booking and click on book assessment. You will be directed to manage assessment booking page. Page will look like as follows:

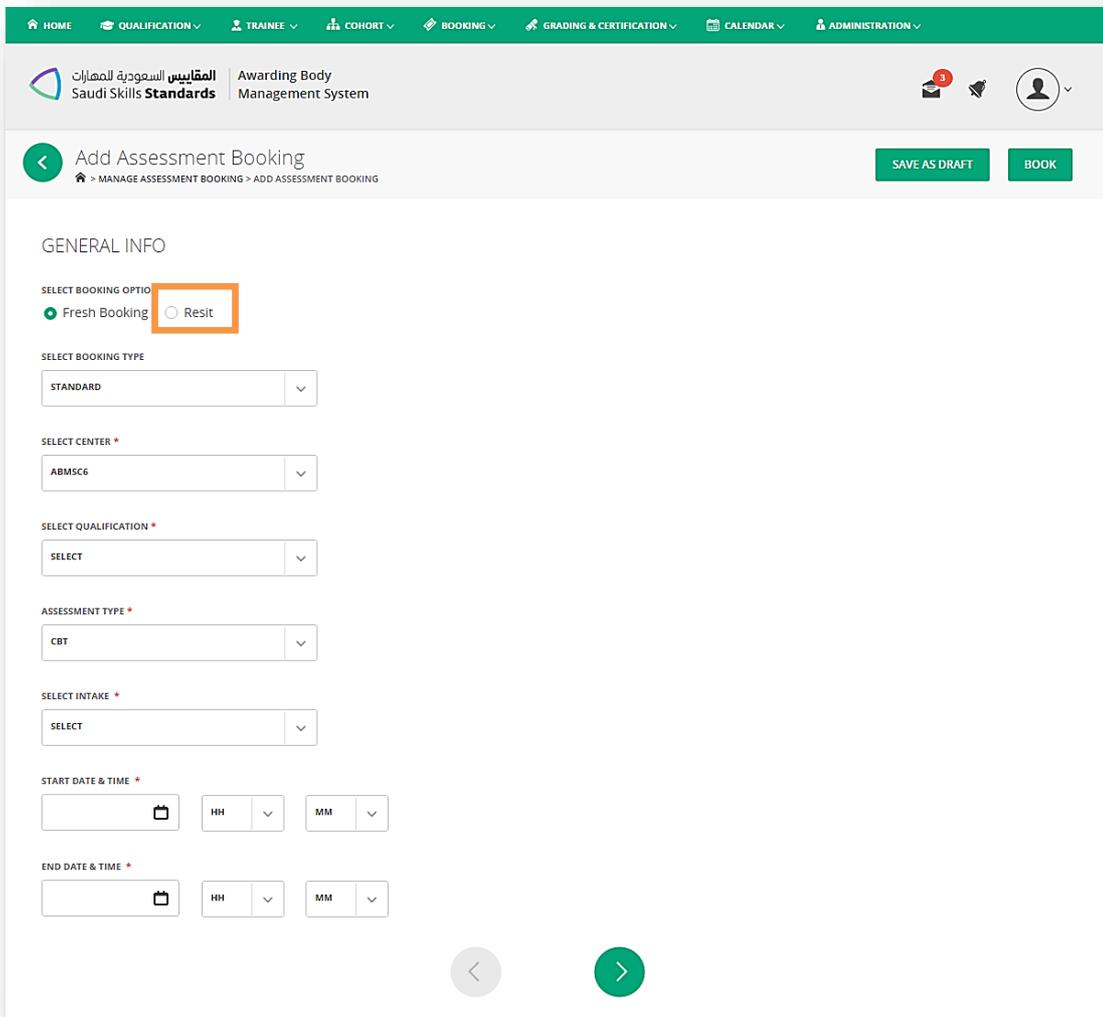


ID	TYPE	CENTER NAME	QUALIFICATION	ASSOCIATED INTAKE	BOOKED ON	BOOKED FOR DATE	STATUS	ACTIONS
1001107	CBT	ABMSC6	Sample Qual1	91GraphTest	27/10/2015	28/10/2015	Booked	
1001105	Capstone	ABMSC6	Sample Qual2	92GraphTest	27/10/2015	28/10/2015	Booked	
1001104	CBT	ABMSC6	Sample Qual2	92GraphTest	27/10/2015	28/10/2015	Booked	

3. You can view all your assessment booking and their status and details consisting of given information in the list:
 1. Assessment booking ID
 2. Booking type
 3. Center Name

4. Qualification
5. Associated Intake
6. Booked On
7. Booked for Date
8. Status
9. Actions

4. Click on Add assessment it will lead you to add assessment booking page. It will look likes given as follows:



The screenshot shows the 'Add Assessment Booking' page. At the top, there is a navigation bar with icons for HOME, QUALIFICATION, TRAINEE, COHORT, BOOKING, GRADING & CERTIFICATION, CALENDAR, and ADMINISTRATION. Below the navigation bar, the page title is 'Add Assessment Booking' with a breadcrumb trail: 'MANAGE ASSESSMENT BOOKING > ADD ASSESSMENT BOOKING'. There are two buttons: 'SAVE AS DRAFT' and 'BOOK'. The main content area is titled 'GENERAL INFO' and contains the following fields:

- SELECT BOOKING OPTION:** Two radio buttons: 'Fresh Booking' (selected) and 'Resit' (highlighted with an orange box).
- SELECT BOOKING TYPE:** A dropdown menu with 'STANDARD' selected.
- SELECT CENTER *:** A dropdown menu with 'ABMSC6' selected.
- SELECT QUALIFICATION *:** A dropdown menu with 'SELECT' selected.
- ASSESSMENT TYPE *:** A dropdown menu with 'CBT' selected.
- SELECT INTAKE *:** A dropdown menu with 'SELECT' selected.
- START DATE & TIME *:** A date picker and two time dropdowns (HH and MM).
- END DATE & TIME *:** A date picker and two time dropdowns (HH and MM).

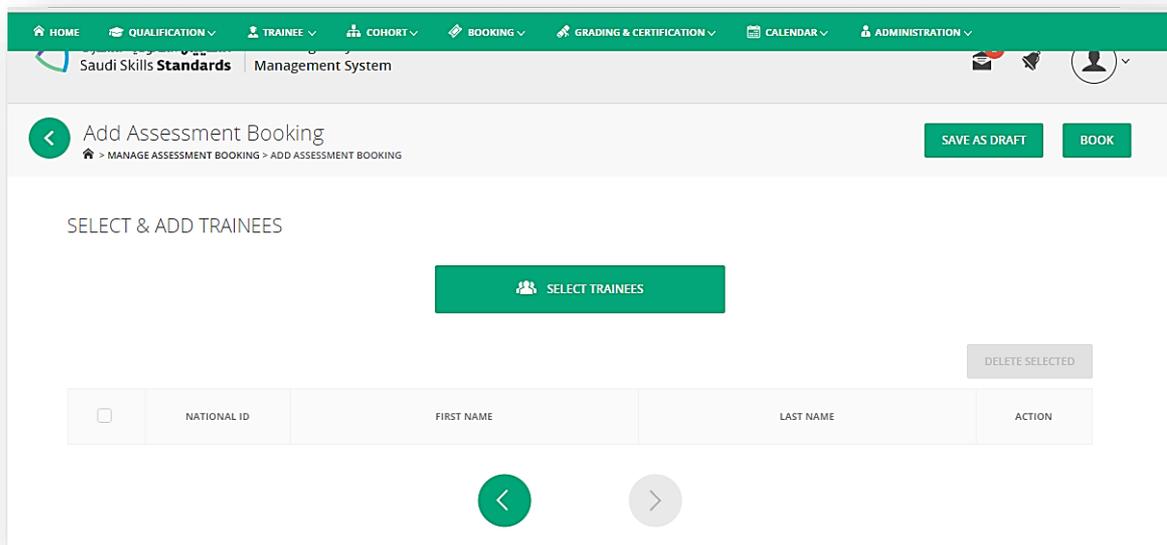
At the bottom of the form, there are two navigation arrows: a grey left arrow and a green right arrow.

1. First select the radio button of booking option as **resit**.
2. Select booking type as **standard**
3. Select center
4. Select qualification

5. Assessment type (could be CBT or Capstone as resit is allowed only for CBT and Capstone)
6. Select Intake – **Choose the intake in which the trainee was enrolled**
7. Start Date and time
8. End Date and time

***Maximum number of days allowed for CBT is 2 and Maximum number of days allowed for Capstone is 5. These rules remain the same.**

Click on next button will leads you to next page:



Next page will look like as shown above:

5. Click on Select trainees will show trainees who are eligible for resit. You can select them for booking.
6. Click on the book button and wait for successful response.

