

Sector Qualifications: Re-sitting a failed assessment

Introduction

The information in this document is for candidates that have failed one or more of the assessments for a Sector Qualification and who want to re-sit this.

Sector Qualifications

The suite of Sector Qualifications includes the following:

- Certificate in Academy Governance
- Certificate in Charity Law and Governance
- Certificate in Corporate Governance
- Certificate in Health Service Governance
- Certificate in Sports Governance

Assessment

Sector Qualifications are assessed by:

- Multiple choice question exam
- Written assignment

Both Assessments Failed

If you fail both assessed elements, you are strongly recommended to study the course materials again. You must retake both assessments in the June assessment window and submit a new written assignment based on the current brief. A reduced course fee applies.

Multiple Choice Question Exam Failed

If you failed the multiple-choice question exam you will be able to re-sit this in the next assessment window. A resit fee applies.

The pass mark for your written assignment will be carried over.

Written Assignment Failed

Feedback on a failed written assignment will be provided, giving guidance on how this can be improved. You are allowed to re-submit a failed assignment.

A resubmission, which is a rewrite of the original assignment, is only allowed in a November assessment window when the original assignment was submitted in the June assessment window of the same year. Any other resubmissions of a written assignment will be based on the current assignment brief.

You can only submit a re-written assignment once. If you fail the re-submission, you must submit a new written assignment based on the current brief. A re-sit fee applies.

The pass mark for your multiple-choice question exam will be carried over.

Registering for a Re-sit

To confirm that you want to re-sit a failed assessment, email the Learning and Assessment team at examinations@cgi.org.uk. In your email you should state the qualification that you are taking and the assessment that you want to re-sit. You will not be allowed to re-sit the failed assessment until the appropriate fee has been paid.

Postponing a Re-sit

If, after registering for a re-sit, you want to postpone this and take it at a future assessment window, your previous pass marks will be carried over. A postponement fee applies.

If you postpone the second submission of a failed written assignment i.e. you failed this in June and was going to re-submit it in the November assessment window, you will not be able to re-write the failed assignment. You will have to submit a new assignment based on the current brief.

Assessment Attempts

You are limited to four assessment attempts. If you fail an assessment following multiple attempts, CGIUKI reserves the right to remove you from the register without a refund of fees.

Further Information

If you require further information on re-sitting a Sector Qualification, please contact the Learning and Assessment Team at examinations@cgi.org.uk.