

1.4 Procedure for resubmission

If the Lead Internal Verifier does authorise a resubmission, it **must** be:

- recorded on the assessment form
- given a deadline for resubmission within 10 working days* of the learner receiving the results of the assessment
- undertaken by the learner with no further guidance.

* 10 working days must be within term time, in the same academic year as the original submission.

Our Standards Verifiers **will** require you to include evidence of resubmitted work in sampling, including:

- evidence of Lead Internal Verifier authorisation, signed and dated, with the resubmission deadline clearly stated
- the initial assessment record
- the resubmitted learner evidence, accompanied by a signed-and-dated declaration of authenticity by the learner
- the resubmission assessment record, detailing the additional learner evidence submitted and showing any related changes to the assessment decisions
- confirmation from the assessor that the resubmitted evidence is authentic and is the learner's own work.

Please see the **BTEC Centre Guide to Assessment** for further information on writing assignments.

You can find these rules, complete with **FAQs**, in the **Guide to Internal Assessment for BTEC Firsts and Nationals** at:

www.btec.co.uk/keydocuments.

2. Retakes for BTECs on the Qualifications and Credit Framework (QCF)

The Qualifications and Credit Framework (QCF) does not allow for compensation – this means that BTEC Firsts and Nationals on the QCF require learners to achieve every pass criterion in order to successfully achieve the qualification.

2.1 Conditions for retaking a new assignment

If a learner has met all of the conditions listed in **1.3 Opportunities for resubmission** but still not achieved the targeted pass criteria following resubmission of an assignment, the Lead Internal Verifier **may authorise one retake opportunity** to meet the required pass criteria.

The Lead Internal Verifier **must only** authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so. (NB)

- The retake **must** be a new task or assignment targeted only to the pass criteria which were not achieved in the original assignment. Please see the **BTEC Centre Guide to Assessment** for further information on writing assignments for retakes (www.btec.co.uk/keydocuments).
- The assessor **cannot** award a merit or distinction grade for a retake. (NB)
- The assessor **must** agree and record a clear deadline before the learner starts a retake.
- The learner and the assessor **must** sign declarations of authentication as they both did for the previous submissions.
- The learner **will not** be allowed any further resubmissions or retakes.
- Standards Verifiers **will** require you to include evidence of any retakes in sampling.

3. Retakes for BTECs on the National Qualifications Framework (NQF)

Compensation is available for BTEC qualifications on the National Qualifications Framework (NQF). This means that BTEC Firsts and Nationals on the NQF do not require learners to achieve every pass criterion in order to successfully achieve the qualification.

Retakes of internally assessed units are therefore not available to learners studying BTEC Firsts and Nationals on the NQF.