EPA guidance on resits and retakes

Apprentices who fail an assessment component of their EPA should be offered the opportunity to resit or a retake. The definitions of resit and retake are:

Resit	Taking the EPA again, without any extra learning.
Retake	Taking the EPA again, after further training.

For some EPAs, there are restrictions on resits/retakes. For example, specific limits on:

- the number of resits permitted,
- the number of retakes permitted,
- the time period that must elapse between resit and/or retakes, or
- the time period allowed for completing any resit/retakes (after which the entire EPA must be taken again).

Resits

Some assessment plans limit the number of resits or set out specific criteria for resits, which might include the time that must elapse between attempts, and this must be followed. This information is included in the individual EPA packs.

Where the assessment plan does not set a specific rule on resits, the number of resits is at the discretion of their employer. The ESFA recommends a limit of two resits, however, more resits can be taken if needed (providing it's permitted by the assessment plan). A resit **cannot** be used to increase the original grade if an apprentice has already passed their EPA.

Retakes

If the apprentice runs out of resit attempts, they will need to complete further learning before they can take the EPA again. The employer and training provider should develop an action plan that responds to the weaknesses identified in any feedback. It should clearly state the nature and extent of the retraining and include the estimated time required to complete it. City & Guilds may ask for evidence of this. Some assessment plans set limits on the number of retakes permitted, with additional attempts only permitted in exceptional circumstances. Assessment plans may also require that a specific period of time elapses between retakes

Requesting additional resits or retakes

For some EPAs, there are restrictions on the number of attempts that can be booked. If you need to book an attempt beyond this, we need you to make an application, including (where applicable):

- any exceptional circumstances outside the control of the apprentice or their employer, and
- details of the action plan you have in place for further training.

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