

Examination Entry & Resit Policy

1. Introduction:

1.1 Purpose: The purpose of this Examination Entry & Resit Policy is to establish guidelines and procedures for students at XYZ College regarding examination entry, resits, and related matters. This policy aims to ensure fairness, academic integrity, and the smooth administration of examinations.

1.2 Scope: This policy applies to all students enrolled in academic programs at XYZ College who are required to take examinations as part of their assessment.

2. Examination Entry:

2.1 Eligibility for Examination Entry: Students must be officially registered for the relevant courses and have fulfilled all attendance and coursework requirements to be eligible for examination entry.

2.2 Examination Timetable: The college will provide students with a clear and comprehensive examination timetable, including details of the date, time, and location of each examination well in advance.

2.3 Examination Entry Deadline: Students are required to complete the examination entry process within the specified deadline communicated by the college.

2.4 Late Entries: Late entries for examinations may be considered under exceptional circumstances and will be subject to approval by the college's Academic Affairs Office.

3. Resits:

3.1 First Attempt: Students are expected to take their examinations during the designated examination period as per the college's timetable.

3.2 Resit Eligibility: Students who fail an examination or miss an examination due to valid extenuating circumstances may be eligible for a resit opportunity.

3.3 Number of Resits: In most cases, students are allowed one resit opportunity per failed examination. However, the college may specify exceptions for specific courses or programs.

3.4 Resit Conditions: Students must meet any conditions set by the college for resitting examinations, such as attending remedial classes or completing additional coursework.

3.5 Resit Examination Fee: A resit examination fee may be applicable, and students will be informed of the fee amount and payment process.

4. Resit Examination Timetable:

4.1 Resit Timetable Availability: The college will provide students with a separate resit examination timetable, including details of the date, time, and location of each resit examination.

4.2 Resit Examination Entry: Students must complete the resit examination entry process within the specified deadline communicated by the college.

4.3 Late Resit Entries: Late resit entries may not be considered unless there are exceptional circumstances, and approval will be subject to the college's discretion.

5. Resit Results:

5.1 Resit Grade: The maximum grade that can be awarded for a resit examination is the pass mark. The resit grade will be capped to the minimum passing grade.

5.2 Recording of Results: The resit examination grade will be recorded on the student's academic transcript, along with the original grade achieved.

6. Appeals:

6.1 Resit Results Appeal: Students have the right to appeal their resit examination results if they believe there were procedural irregularities or that the results were not fairly determined.

6.2 Appeal Process: Appeals must be submitted in writing to the college's Appeals Committee within the specified timeframe outlined in the college's academic regulations.

7. Review and Updates:

7.1 Review: This Examination Entry & Resit Policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations.

7.2 Updates: Necessary updates to this policy will be made to reflect changes in legislation or college policies.

By adhering to this Examination Entry & Resit Policy, Presidency London College aims to provide a fair and transparent process for examination entry, resits, and appeals, ultimately promoting academic excellence and integrity among its student community.