



RESUBMISSION AND REASSESSMENT POLICY

Policy reference UKV-QA-17 | Version 3.0

UK Versity Online Limited | BAC Accredited College | UKPRN 10052768

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Policy owner	Quality Manager
Author	Director of Education
Approved by	Principal (Ramanjeet Singh), on behalf of the Academic Board
Approval date	1 October 2026

Resubmission and Reassessment Policy

UK Versity Online Limited | ATHE 889 | Pearson 07737 | OTHM DC1506132 | Ascentis 3286 | NCFE 8465520 | IFA Direct 283334

Document control

Title	Resubmission and Reassessment Policy
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Version	3.0
Status	Updated
Effective date	1 October 2026
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Owner	Quality Manager
Author	Director of Education
Approval authority	Academic Board, chaired by the Principal (Ramanjeet Singh)
Approval date	1 October 2026
Applies to	All UK Versity learners submitting assessed work, and all assessors and internal quality assurers
Supersedes	Resubmission Policy (QA-21, May 2026); resit and resubmission section of the Learner Handbook 2025/26
Summary	Explains when and how learners may resubmit referred work, how resubmissions are marked and graded for each awarding organisation, and how they are recorded.

Compliance mapping

BAC College Scheme 2023 standards	11.x
UK Quality Code 2024 (voluntary)	Principle 11
OfS conditions (benchmark only; not OfS registered)	B4 (benchmark)
Awarding organisations	ATHE; Pearson; OTHM; Ascentis; NCFE; IFA Direct
Legislation and regulation	Equality Act 2010; UK GDPR and Data Protection Act 2018 (as amended by the Data (Use and Access) Act 2025); Ofqual General Conditions of Recognition

Version history

Version	Date	Change
1.0	November 2014	First issue as Resubmission Policy (QA-21)
2.0	May 2026	Revised: one free resubmission per task, referral feedback timescales, recording and IQA sampling

Version	Date	Change
3.0	October 2026	Full rebuild: resubmission windows aligned with Learner Handbook, AO-specific grading rules, Pearson HN precedence, links to integrity and appeals; BAC/QAA/OfS mapping, version control

1. Purpose

This policy gives every learner a fair and consistent opportunity to meet assessment criteria they did not meet on first submission, while protecting the standard of UK Versity's qualifications and following the rules of each awarding organisation (AO). It explains how many resubmissions are allowed, the deadlines, how resubmitted work is marked and graded, and how resubmissions are recorded and quality assured.

2. Scope

This policy applies to all learners and to all summative, assignment-based assessment on qualifications delivered by UK Versity with ATHE (Awarding body for Training and Higher Education), Pearson Education Ltd (Pearson BTEC, including BTEC Higher Nationals), OTHM Qualifications, Ascentis (including Access to HE Diplomas, validated under the QAA Access to HE scheme), NCFE (including qualifications under the NCFE CACHE brand, and NCFE Functional Skills) and Institute of Financial Accountants (IFA) qualifications delivered through IFA Direct, administered in partnership with ATHE. It applies to all assessors, internal quality assurers (IQAs) and staff who support them.

For learners on Pearson BTEC Higher National programmes, the Pearson HN edition of this policy (v3.0, July 2026) applies and takes precedence where the two differ.

NCFE Functional Skills external assessments are not resubmitted under this policy. Re-sits of external assessments are booked through the Examinations Officer under UKV-QA-22 and the NCFE regulations.

3. Definitions

- **Referral:** a summative outcome where one or more assessment criteria have not been met (called "Refer" by OTHM).
- **Resubmission:** a further summative submission of the same assignment, addressing the criteria not met, after a referral.
- **Reassessment:** any further assessment of a unit after the permitted resubmission, including a new task or a repeat of the unit, where the AO allows it.
- **Draft or formative feedback:** feedback on work in progress before formal submission. This is not a resubmission.

4. Policy statement and principles

1. Every learner is entitled to **one resubmission per assignment, free of charge**, after a referral.
2. Only the criteria that were not met are reassessed. Criteria already met are confirmed and are not re-marked.
3. A learner cannot resubmit to improve a grade once the unit has been passed, unless the AO's rules allow it.
4. The grade awarded on resubmission follows the AO's rules (section 8). UK Versity does not apply a grade cap unless the AO requires one.
5. Resubmitted work is subject to the same authenticity checks as a first submission.
6. Resubmission is a structured opportunity with a deadline. It is not an unlimited right.

5. Reasons for referral

A submission is referred when:

- it does not meet one or more learning outcomes or assessment criteria;
- criteria have been misunderstood or only partly addressed;
- evidence is insufficient to confirm a criterion.

Where there are concerns about plagiarism, AI misuse or other malpractice, the work is handled first under UKV-QA-19 Academic Integrity, Plagiarism and Use of AI Policy or UKV-QA-20 Malpractice and Maladministration Policy and Procedure. Any resubmission after an integrity finding follows the outcome of that process.

6. Procedure

6.1 Referral and feedback

1. The assessor marks the work within 15 working days of submission (UKV-QA-15).
2. The assessor records the outcome as referred and states clearly, criterion by criterion, which criteria were not met and why.
3. The assessor gives developmental feedback explaining what the learner needs to show, without rewriting or correcting the work.
4. Feedback and the resubmission deadline are released on Moodle and emailed to the learner.

6.2 Resubmission deadline

1. The resubmission deadline is normally **10 working days** from the date referral feedback is issued.
2. Where the learner needs more time, they may ask the Tutor Coordinator before the deadline. The Tutor Coordinator may extend it, up to a maximum of **6 weeks** from the date of the referral feedback.
3. Longer extensions are only possible for mitigating circumstances approved under UKV-QA-18.
4. All resubmissions must be completed within the learner's registration period with the AO and the course access period in their Learner Agreement.

6.3 Making the resubmission

1. The learner revises the work to address the referred criteria and resubmits through Moodle or learnerwork@ukversity.co.uk.
2. The learner signs a new authenticity declaration and includes their name and learner ID on every page.
3. The resubmission is checked with GPTZero and plagiarism detection in the same way as a first submission (UKV-QA-15 section 8).

6.4 Marking the resubmission

1. The assessor marks the resubmission against the referred criteria within 15 working days, normally the same assessor who marked the first submission.
2. The assessor records the final outcome and feedback. The outcome is provisional until confirmed by IQA and the Assessment Board.

6.5 Where the resubmission does not meet the criteria

1. A second resubmission is not automatic. The assessor may recommend one, and it must be approved by the Quality Manager (Lead IQA) before it is offered.
2. Approval is given only where the AO permits a further attempt, the learner has engaged with feedback, and there is a realistic prospect of success.
3. Any fee for a second or later resubmission is set out in UKV-QA-08 Fees, Payment, Cancellation and Refund Policy and is confirmed to the learner in writing before the resubmission is accepted. No fee applies to the first resubmission.
4. Where no further attempt is available, the unit is recorded as not achieved, and the Course Coordinator discusses options with the learner (for example an alternative unit within the rules of combination, or a certificate for the units achieved, where the AO allows).

7. Learner information

You have one free resubmission for each assignment. Read your feedback carefully, check which criteria you did not meet, and ask your tutor if anything is unclear before you resubmit. Your resubmission deadline is normally 10 working days after your feedback, and can be extended to a maximum of 6 weeks if you ask the Tutor Coordinator before the deadline.

Your tutor can explain the feedback but cannot rewrite or correct your work. If you think the referral decision is wrong, you can ask for a review under UKV-QA-23 Appeals Policy and Procedure (section 10 below).

8. Grading of resubmitted work by awarding organisation

AO	Grading on resubmission
OTHM	Units are Pass or Refer. A successful resubmission is recorded as Pass.
ATHE and IFA Direct	No cap is applied by UK Versity. The learner is awarded the grade the evidence supports against the Pass, Merit and Distinction criteria, unless the qualification specification or current ATHE guidance states otherwise.
Pearson BTEC Higher Nationals	The Pearson HN edition applies: one resubmission, authorised and recorded, completed within 15 working days of notification with no further guidance, and the unit grade is capped at Pass.
NCFE (including NCFE CACHE)	The grade the evidence supports, in line with the qualification specification and NCFE guidance.
Ascentis (including Access to HE)	In line with the qualification specification and, for Access to HE Diplomas, the QAA Access to HE Grading Scheme and Ascentis requirements. The Quality Manager confirms the grading rule for the unit before the resubmission is marked.

The Pearson HN Pass cap applies only to Pearson BTEC Higher National programmes. It is not applied to any other AO.

9. Recording and quality assurance

1. The assessment tracker records for each resubmission: the original outcome, the criteria referred, the feedback date, the resubmission deadline and any extension, the assessor, the resubmission date and the final outcome.
2. The original submission and the resubmission are both kept in the learner's assessment record.

3. Resubmissions are included in IQA sampling (UKV-QA-16), to check that only referred criteria were reassessed, that no passed criteria were reopened, and that the AO grading rule was applied correctly.
4. The Assessment Board confirms resubmission outcomes before they are claimed (UKV-QA-15 section 12).
5. The Quality Manager reviews referral and resubmission rates by unit and assessor each term, and uses the findings to improve assignment briefs, teaching and feedback.

10. Appeals

A learner who disagrees with a referral or resubmission decision may appeal under UKV-QA-23 Appeals Policy and Procedure. Stage 1 is a review by the assessor, requested within 10 working days of the result, with a response within 5 working days. Appeals are free, and no learner is disadvantaged for appealing. An appeal does not stop the resubmission deadline running unless the Quality Manager agrees in writing.

11. Roles and responsibilities

Role	Responsibility
Principal and Director of Education	Approves this policy; chairs the Assessment Board.
Quality Manager and Lead IQA	Owns this policy; approves any second resubmission; confirms AO grading rules; monitors referral and resubmission data.
Tutor Coordinator	Agrees extensions to the resubmission deadline up to 6 weeks; follows up missed resubmissions.
Course Coordinator	Discusses options with learners who do not achieve a unit.
Assessors	Give clear criterion-level referral feedback; set the resubmission deadline; mark only the referred criteria; apply the AO grading rule.
Internal quality assurers	Sample resubmissions and check the correct grading rule was applied.
Learners	Act on feedback; meet the resubmission deadline; submit only their own work with a new declaration.

12. Awarding organisation requirements

AO	Requirement / escalation route	Source document
ATHE	Resubmission decisions and reasonable adjustments recorded in assessment records; appeals to ATHE by the Head of Centre within 15 working days of the centre's final decision.	ATHE monitoring and development review (May 2026); ATHE Enquiries and Appeals policy
Pearson	HN: one resubmission capped at Pass; one repeat unit capped at Pass at the Assessment Board's discretion; contravention leads to Certification Pending status. Preliminary appeal within 14 calendar days.	Pearson HN Resubmission and Reassessment Policy (July 2026); Pearson Reviews and Appeals Policy v3.1 (June 2026)
OTHM	Pass or Refer; learners may escalate to OTHM within 30 working days of the centre's final outcome.	OTHM Complaints and Appeals Policy and Procedure v4.1 (July 2026)

AO	Requirement / escalation route	Source document
NCFE	Centre appeals on the learner's behalf with written permission within 14 calendar days of the decision.	NCFE Appeals Policy ADEL-002 v2.6
Ascentis	Access to HE appeals to Ascentis within 20 working days of the unit grade being confirmed, after the centre process.	Access to HE Handbook for Centres 2025-26
IFA Direct	Administered in partnership with ATHE; ATHE route applies.	As for ATHE

13. Related policies and legislation

- UKV-QA-08 Fees, Payment, Cancellation and Refund Policy
- UKV-QA-10 Learner Agreement
- UKV-QA-15 Assessment Policy
- UKV-QA-16 Internal Quality Assurance Policy and Procedure
- UKV-QA-18 Reasonable Adjustments, Special Consideration and Mitigating Circumstances Policy
- UKV-QA-19 Academic Integrity, Plagiarism and Use of AI Policy
- UKV-QA-20 Malpractice and Maladministration Policy and Procedure
- UKV-QA-22 Examinations and Controlled Assessment Policy
- UKV-QA-23 Appeals Policy and Procedure
- Pearson HN edition: Resubmission and Reassessment Policy
- Ofqual General Conditions of Recognition
- Equality Act 2010
- UK GDPR and Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025
- UK Quality Code for Higher Education (2024), Principle 11 (voluntary alignment)

14. Monitoring and review

The Quality Manager monitors referral and resubmission rates, resubmission success rates, extensions granted, second resubmissions approved, IQA findings on resubmissions and appeals, and reports them to the Academic Board at least annually.

This policy is reviewed at least annually, and earlier if legislation, AO requirements, BAC standards, an EQA or inspection action, or a significant incident requires it. The Quality Manager records each version in the Policy Register (UKV-QA-REG v3.0). Original and resubmitted work and resubmission records are kept for at least 3 years after certification, or longer where an AO requires.

Approval and review

Stage	Name and role	Date
Prepared by	Director of Education	30 September 2026
Checked by (policy owner)	Quality Manager	30 September 2026
Approved by	Ramanjeet Singh, Principal and Director of Education, on behalf of the Academic Board	1 October 2026

Stage	Name and role	Date
Next review due	Quality Manager (Shazia Khan) to schedule through the Policy Register UKV-QA-REG	September 2027