



ACADEMY
Online Learning Ltd

Resubmission and Referrals Policy

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Academy Online Learning Ltd

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1.0 Introduction.....	3
1.1 Definitions	3
2.0 Persons Affected.....	3
3.0 Policy	3
3.1 Resubmissions	3
3.2 Referrals	4
3.3 Referral Process	5
3.4 Decisions.....	7
3.4 Appeals	7
3.5 Fees and Charges	7

1.0 Introduction

Academy Online Learning Ltd. (AOLL) is committed to ensuring that learners are not disadvantaged by any action that is out of their control, but resubmission and referrals are not in place to allow students to achieve an unfair advantage over other students.

1.1 Definitions

Resubmission: these can occur where a Learner does not cover all assessment criteria on their first submission, thereby giving all Learners fair opportunity to meet the demands of the course.

Referral: these can occur, only with the permission of the awarding body, where a Learner hasn't fully met assessment criteria on a resubmission, or has submitted an assignment late without an agreed extension and hasn't met assessment criteria.

2.0 Persons Affected

All Learners.

3.0 Policy

3.1 Resubmissions

If an assignment is submitted which does not meet the assessment criteria specified for the assignment, the assignment is not eligible for grading, nor can it count towards the award of credit.

In this instance, students can make a resubmission which gives them **one** opportunity to re-submit the work in order to meet the assessment criteria. Tutors will advise through feedback where the criteria hasn't been met, ensuring that students are clear about what is required. Learners will have 5 days in order to submit a resubmission.

3.2 Referrals

If a student's resubmission still does not fulfil the assessment criteria and a student feels that there are extenuating circumstances then a referral request may be made only if the student hasn't already had resubmissions that add up to a maximum of 15 credits. If agreed this would allow the Learner to make a further submission against a new assessment task.

The referral process is as follows:

- 3.21 Learner's work is marked and doesn't meet assessment criteria.
- 3.22 The resubmitted work is internally moderated.
- 3.23 If the internal moderator agrees with the tutor's decision of non-achievement the tutor will discuss this with the Learner in light of their future goals (if the internal moderator disagrees with the assessor's decision of non-achievement, usual internal moderation processes will be applied).
- 3.24 The tutor can then raise the possibility of a referral with the internal moderator only after the following requirements have been fulfilled:
 - 3.241 The Learner is informed that referral does not mean a second resubmission will automatically be approved.

- 3.242 The Learner is informed that the final decision on whether a further resubmission is allowed will be made by the Access Validating Agency (AVA).
- 3.243 The Learner is made aware than any work submitted through a referral will be capped at a 'Pass'.
- 3.244 The Learner, tutor and internal moderator must formally agree (in writing) to implement the referral process.

The referral process may also be applied where a Learner has made a late submission which would ordinarily be capped at a Pass, to request that the full range of grades be available to the Learner because there were extenuating circumstances which led to the late submission which weren't dealt with by following the Extenuating Circumstances Policy.

Where an assignment is submitted late, without an agreed extension, and assessment criteria isn't met, a referral must be made to request that a resubmission be permissible.

Any opportunity for a referral, where agreed, would be against a new assignment brief.

A referral may only be made up to a maximum of 15 credits.

3.3 Referral Process

3.31 Before Referral

- 3.311 The student completes a resubmission or submits an assignment late without an agreed extension and fails to meet one or more assessment criteria.
- 3.312 The student's work is internally moderated.
- 3.313 Where the internal moderator disagrees with the tutor's decision, normal procedures would be resumed. Where the internal moderator agrees, a discussion would take place relating to the best way for the student to progress.

3.314 If it is agreed that a referral request is to be made, the student must be informed that this gives no guarantee that a resubmission will be allowed and that any work submitted as a result of a referral will be capped at a pass.

3.315 Where the student, tutor and internal moderator agree, a request can then be made.

3.32 Making a Referral

3.321 If it is agreed by all parties that a referral will be requested, the assessor or the internal moderator will inform the AVA via the Application for On Course Referrals form available from: <https://certaaccess.co.uk/existing-providers/>

3.322 Evidence presented must include:

A brief outline of the extenuating circumstances;

Copies of the feedback forms from the original and resubmitted work;

Copies of the original and resubmitted marked assignments;

A copy of the student's learning plan showing evidence of any achievement resulting from a resubmission, late submissions or extensions.

3.323 Referrals can be made to The Skills and Education Group at any point through the course. However, where the request relates to an assignment submitted in the final four weeks of the course, the request should be made at the Final Awards Board where a decision relating to the Award of Achievement can be made.

3.324 Referrals should be emailed to accesstohe@certaaccess.co.uk

3.4 Decisions

- 3.41 The AVA will acknowledge receipt of the referral request and check that appropriate documentation has been received.
- 3.42 Complete documentation will be passed to the External Moderator Panel within two working days.
- 3.43 The AVA will pass on the Panel's decision within three working days.
- 3.44 If a referral request is granted, an alternative pre-issue verified assessment should be available which is equal in terms of demand and time.

3.4 Appeals

If a student wishes to appeal against the Panel's decision, an appeals form will be provided.

3.5 Fees and Charges

Any referral made will incur an administration charge. For 2021/2022 the minimum fee as set by The Skills and Education Group, is £50. The student would be responsible for covering this fee.