**SAE, TPA, PALS, PASE – processes and responsibilities following a failed assignment**

On the next page is a flow chart which sets out the responsibilities and route taken through the resubmission process for assignments. The process is set out in text below.

Once an assignment receives a fail mark, please meet with your tutor pair to discuss scheduling and agree which submission point to submit to and present to the directors for consideration/approval (assignment submission points can be found on the ‘Marking process, passing and failing assignments’ page in the programme handbook).

All marks are provisional until they have been presented to and formally ratified (i.e. accepted) by the Exam Board.

Once the trainee has been notified of the provisional fail it is their responsibility to contact their tutor pair to arrange an Individual Training Plan (ITP) meeting to discuss support for the next submission of the assignment. It is also the trainee’s responsibility to raise any issues with the tutor pair which may impact on scheduling submissions. The tutor pair approach the directors to present any changes to a trainee’s submission scheduling including submission 2 attempts and resubmissions .

Support to be offered for the next submission attempt is discussed and agreed in the ITP meeting. The trainee has responsibility for recording this on the ITP form and sharing with the tutors once recorded.

**What support can I expect?**

* Tailored to your needs
* Typically provided by one/both of tutor pair
* Review of marking feedback – outcome of which is to generate plan for how to approach the next submission of the assignment
* May include part/full draft read
* May include a further meeting to discuss feedback

If the assignment fails at the second attempt, what happens next depends on the assignment

**SAE, TPA, PASE** – all have a first submission, followed by a second submission followed by a final resubmission attempt if needed.

**PALS** – has submission and resubmission attempts ONLY

**SIPP** – for 2020 cohort (and earlier cohorts) has a formative attempt (practice with feedback), submission and resubmission attempts only; for 2021 and later cohorts the SIPP is prefaced by the project block which is designed to practice skills being assessed in the SIPP, submission and resubmission.

**Exam Board** – all recommended outcomes are provisional until ratified (i.e. agreed by the Exam board). Outcomes are presented to the Exam Board following external examiner moderation.

**Exceptional circumstances** – trainee can make a submission to this committee if they think they have grounds to (see relevant programme handbook webpage for further details)

If a FAIL is recommended for a submission, then move to the second or resubmission attempt (depending on assignment and go back to start of this process again); OR

if a FAIL is recommended for a resubmission attempt - if ratified (i.e. agreed) by exam board this can lead to programme failure.

**Flow diagram of process outlined above**

What support can I expect?

* Tailored to your needs
* Typically provided by one/both of tutor pair
* Review of marking feedback – outcome of which is to generate plan for how to approach the next submission of the assignment
* May include part/full draft read

May include a further meeting to discuss feedback

**SAE, TPA, PASE** – all have a first submission attempt, followed by a second submission attempt followed by a final attempt (resubmission) if needed.

**PALS & SIPP** – have submission and resubmission attempts ONLY

**Exam Board** – all recommended outcomes are provisional until ratified (i.e. agreed by the Exam board). Outcomes are presented to the Exam Board following external examiner review.

**Exceptional circumstances** – trainee can make a submission to this committee if meet criteria (see relevant programme handbook webpage for further details) **BEFORE SUBMISSION takes place**

FAIL recommended for 2nd attempt – move to resubmission attempt (and go back to start of this process again)

OR

FAIL recommended for resubmission attempt - if ratified (i.e. agreed) by exam board - programme failure

Trainee notified of recommended Fail

PASS - no further action for that assignment

2nd attempt/ Resubmission made by allotted deadline

Trainee and tutor pair agree plan re scheduling of 2nd attempt/resubmission – details of support to be agreed and documented by the trainee on the ITP form

Tutor pair inform directors of proposed scheduling through Teams spreadsheet

Trainee contacts tutor pair to arrange an exceptional ITP meeting to discuss assignment submission scheduling (**assignment submission points** can be found on the ‘Marking process, passing and failing assignments’ page in the programme handbook)

**Trainee responsible for contacting Tutor pair to invoke exceptional ITP meeting to discuss support for 2nd attempt/ resubmission process asap**

Directors confirm proposed scheduling

If directors recommend further consideration of scheduling – tutor pair and trainee meet again