

# REC PROFESSIONALS ACCREDITED CENTRE

Policy Document:

## Deferrals and Resits Policy

Dated: June 2020

The REC Professionals Accredited Centre (known as REC Professionals Centre) role is to successfully deliver qualifications certificated by REC's Awarding Organisation (RECAO).

As part of our commitment to quality standards and therefore protecting our learners, RECAO ensures that any regulatory requirements imposed upon us are met. REC Professionals policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. These are reviewed annually to ensure they remain fit for purpose.

## Deferrals & Resits Policy

### Deferrals

Please contact the REC Professionals Centre on 020 7009 2155 or email [qualifications@rec.uk.com](mailto:qualifications@rec.uk.com) if you can no longer attend an examination due to unforeseen circumstances or if you wish to discuss options to defer to a later examination date.

Please note the following terms and conditions apply to requests for deferral:

- All deferral transfers incur a cost of £149 plus VAT.
- There is no guarantee of acceptance to the preferred deferral examination date.
- Should a deferral to the next examination date be offered, it will only be considered for examinations if the proposed deferred examination date is within 12 months of the original examination date. If the deferral takes the proposed examination outside of the criteria a full enrolment fee will become applicable.
- All requests for deferral must be made at least 4 weeks prior to each exam date. There is a strict four week cut off point to request a deferral, prior to each exam date. Any request received after this deadline can only be processed after exam day, this will result in you being logged as a no-show for the exam in question.
- Learning materials and study coaches may be subject to change and it is the responsibility of the learner to refresh their knowledge in advance of examinations.
- Consideration will be given on an individual basis to a reduced or no fee deferral in extenuating circumstances and where appropriate evidence is provided. Extenuating circumstances are likely to be i) where you are ill and on submission of a doctor's note ii) an immediate family member is seriously ill iii) family bereavement iv) change of company employment.

### Resits

If you wish to retake the examination, you must complete the resit form and submit the payable examination resit fee.

Students who failed the Level 3 Certificate in Recruitment Practice post-August 2014 have the option to have single unit resits. Please note that if you choose this option, you will only be allowed to resit one unit per published examination date. Please also note that this option only applies to resits.

## Application Forms

Deferral & resits request forms can be found at: <https://www.rec.uk.com/recruiters/training-and-qualifications/qualifications/exams-and-results#155934> or requested via 020 7009 2155 or [qualifications@rec.uk.com](mailto:qualifications@rec.uk.com)