

Diploma in Journalism re-sit policy 2023-24

The NCTJ permits candidates to re-sit/re-submit assessments in order to achieve the industry standard C grade or above.

Candidates on accredited courses can re-sit exams on any of the exam dates provided on the NCTJ diploma date schedule. Centres arrange their own examination timetables from the dates provided by the NCTJ, therefore any re-sits must be arranged via the course provider. The centre should then submit an exam booking to the NCTJ within the required timeframes.

National examination dates, offered three times a year, are an opportunity for all candidates (including those no longer on course, distance learners and other external applicants) to re-sit examinations to enable them to complete their Diploma in Journalism qualification. Individual bookings are made directly to the NCTJ and must be submitted via the NCTJ website. National exam dates are also published on the NCTJ website.

Centres may choose to accept external candidates on national exam dates and may make arrangements to do so direct with the candidates if they wish. The centre must submit an exam booking form to the NCTJ via our database to host a national exam organised direct with candidates. In this circumstance, the centre will be responsible for paying the appropriate exam fees to the NCTJ and for distributing the results to candidates.

Please note: external candidates can only re-sit examinations on national examination dates. Information on these dates and re-sit fees can be found on the NCTJ website.

Remote exams:

Remote exams for the Diploma in Journalism were first introduced in May 2020 in response to the coronavirus pandemic. In 2023-24 remote exams continue to be available to candidates on NCTJ-accredited remote courses, candidates on apprenticeship courses, and candidates sitting NCTJ national exams/distance learners. Remote exams will only be available to candidates on NCTJ-accredited courses via special consideration, with final approval by the NCTJ examinations team.

Exams held online in Cirrus are delivered remotely using Proctorio, a secure proctoring platform. Exams held outside of Cirrus will be delivered remotely using Zoom.

Candidates sitting NCTJ exams remotely are responsible for their own technology and must be satisfied that they have a secure, stable internet connection at home so they can sit the exam. If a technical issue occurs during a remote exam, candidates are eligible for **one free in-centre re-sit per person** (not per exam). If they take up the offer to re-sit in-centre, their script from the exam that went wrong at home will not be marked. They will also be advised to sit no further exams at home and should reschedule all future exams when they can be sat safely in-centre again.

Thereafter, if the candidate sits any further exams at home they do so at their own risk. A free in-centre re-sit will not be offered for subsequent exams taken at home if the candidate experiences further technical problems.

If a candidate experiences a loss of internet connection during a remote exam due to supplier outage (e.g. BT, Sky, Virgin) then the NCTJ's normal special considerations policy

will apply and the candidate can apply for a free re-sit which may be used for a remote exam or an exam sat in-centre.

National Qualification in Journalism re-sit policy 2023-24

Candidates who fail one or more assessments on the National Qualification in Journalism (NQJ) will be offered the opportunity to re-sit/re-submit the relevant assessment(s).

Candidates registered on the NQJ can re-sit exams/re-submit their logbook assessment on any of the exam dates provided by the NCTJ for this qualification. The NCTJ holds three exams dates for the NQJ per academic year, in November, March and July. Any re-sits/re-submissions must be arranged via the candidate's employer or, in the case of the senior journalist apprenticeship, the candidate's training provider. The employer/training provider should then submit an enrolment form to the NCTJ for the relevant assessment, within the required timeframes.

Certificate in Foundation Journalism re-sit policy 2023-24

Candidates who fail one or more units on the Certificate in Foundation Journalism (CFJ) will be offered the opportunity to re-submit their assessments for the relevant unit(s).

Distance learners registered on the CFJ can resubmit their unit assessments on any of the bi-monthly submission dates provided by the NCTJ for this qualification. Submissions must be made on the NCTJ's e-learning platform, the Journalism Skills Academy.

Candidates on CFJ courses approved by the NCTJ should resubmit their unit assessments via their centre/training provider. The centre/training provider is responsible for liaising with the NCTJ to arrange marking/moderation for the resubmitted assessments, within the required timeframes.

End-point assessments re-sit and re-take policy 2023-24

An apprentice who fails one or more assessment method of an end-point assessment (EPA) will be offered the opportunity to take a re-sit or a re-take.

An apprentice who achieves a fail for one or more assessment method of an end-point assessment (EPA) will not pass the EPA overall and therefore does not qualify for a final apprenticeship grade.

The failed assessment method may be re-taken at any time after results have been issued. The number of re-sits that can be taken by an apprentice will be at the discretion of their employer.

A re-sit involves the apprentice sitting one or more failed assessment components again, without the need to undertake further training. A re-sit cannot be taken with the intention of increasing the original grade if an apprentice has passed their EPA. Re-sits are only to be taken in the event of a fail.

In the event of a re-take (when an apprentice requires further training), the employer and training provider should consider a supportive action plan that responds to the weaknesses identified in the assessment feedback provided with the EPA result. The

action plan should clearly state the nature and extent of the re-training required and include the estimated time to prepare the apprentice for the re-take.

Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless there are exceptional circumstances which have been agreed with us.

A re-sit/re-take fee will be charged – please refer to the relevant fees list. Employers are expected to financially support an apprentice until completion, including paying the cost of re-takes/re-sits, when necessary. Re-sits are ineligible costs and are not funded by the ESFA. An apprentice cannot be asked to pay for costs of training and/or assessment and are not responsible for re-sit/re-take costs.

Information on EPA re-sit/re-take fees can be found on the NCTJ website at www.nctj.com