

NCTJ Resits policy

Contents

1. Purpose	2
2. Scope	2
3. Definitions.....	2
4. Policy statements	2
4.1 When are resits/retakes permitted?	2
4.2 Principles.....	3
4.3 Roles and responsibilities	3
5. Procedures	3
5.1 Diploma in Journalism.....	3
5.2 National Qualification in Journalism (NQJ).....	4
5.3 Certificate in Foundation Journalism (CFJ)	4
5.4 End-Point Assessments (EPA)	5
6. Review arrangements.....	5
7. Contact us	6

1. Purpose

This policy outlines the re-sit and re-submission options available for NCTJ assessments, ensuring candidates have a clear process to achieve the required qualification standards.

2. Scope

This policy applies to candidates and centres involved in:

- Diploma in Journalism re-sits
- National Qualification in Journalism (NQJ) re-sits
- Certificate in Foundation Journalism (CFJ) re-submissions
- End-Point Assessments (EPA) re-sits and re-takes

3. Definitions

Learners: Encompasses students, apprentices, or distance learners, at any stage of their journalism training.

Centres: Encompasses training providers, HEIs, FE colleges and commercial centres.

4. Policy statements

4.1 When are resits/retakes permitted?

- **Diploma in Journalism:** The NCTJ permits candidates to re-sit/re-submit assessments in order to achieve the industry standard C grade or above.
- **National Qualification in Journalism:** 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).
- **Certificate in Foundation Journalism:** 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).
- **End-point assessments:** 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.

4.2 Principles

Candidates can re-sit or re-submit assessments to meet qualification requirements.

Re-sits must be booked through the candidate's centre, employer, or directly with the NCTJ, depending on the qualification.

Fees apply for re-sits and re-submissions.

Remote exams are available for specific candidates under set conditions.

Employers are responsible for covering EPA re-sit and re-take costs.

4.3 Roles and responsibilities

- Candidates: Must book re-sits within the required timeframe and ensure they meet technical requirements for remote exams.
- Centres: Must arrange re-sits for their students, submit bookings to the NCTJ, and provide necessary support.
- Employers: Must support apprentices through re-sits and re-takes, including covering costs.
- NCTJ: Administers re-sits, issues results, and ensures assessment integrity.

5. Procedures

5.1 Diploma in Journalism

Candidates on accredited courses can re-sit exams on any of the exam dates provided on the NCTJ diploma date schedule. Candidates on accredited courses book re-sits through their centre. Centres should then submit an exam booking to the NCTJ within the required timeframes.

External candidates (including those no longer on course, distance learners and other external applicants) can only re-sit on national exam dates via direct booking with the NCTJ and must be submitted via the NCTJ website. National exam dates are also published on the NCTJ website.

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 are 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 are responsible for their own technology and for ensuring a stable and secure internet connection so they can sit the exam. One free in-centre re-sit per person is offered if a technical failure occurs at home. 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.

5.2 National Qualification in Journalism (NQJ)

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.

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. Exams are held in November, March, and July.

5.3 Certificate in Foundation Journalism (CFJ)

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 approved courses re-submit through their centre. The centre is responsible for liaising with the NCTJ to arrange marking/moderation for the resubmitted assessments, within the required timeframes.

5.4 End-Point Assessments (EPA)

A 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

6. Review arrangements

The NCTJ will review this policy annually as part of the NCTJ's annual self-evaluation arrangements and revise it as and when necessary, in response to customer, learner or regulatory feedback.

If you would like to feedback any views, please contact us via the details provided at the end of this policy.

This policy will be reviewed in September 2026.

7. Contact us

Any queries in relation to the contents of this policy, please contact our head of awarding.

Telephone: 01799 544014

Email: Exams@nctj.com