

Exams and Resit Policy for Functional Skills and EPA

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1. Purpose

This policy ensures that all learners undertaking Functional Skills qualifications and End-Point Assessments (EPA) are assessed fairly and have clear opportunities to resit or retake assessments where necessary. For a full list of resit costs refer to NL0112 Functional Skills and End-Point Assessment Resit costs.

2. Scope

This policy applies to:

- Learners undertaking Functional Skills qualifications in English and/or maths.
- Apprentices completing an EPA as part of their apprenticeship standard.

3. Functional Skills

NLTG will agree 3 potential dates where employer and learner are available to allow NLTG to book a Functional Skills test date with the Awarding Organisation. NLTG will confirm via e-mail with both the employer and learner the date of the functional skills test bookings. If the test date needs to be cancelled or postponed, the employer **MUST** inform NLTG **IMMEDIATELY**. This is to avoid any charges being made by the Awarding Organisation.

3.1 Eligibility for Resits

- Learners who do not achieve a pass are automatically eligible for a resit. Should a learner fail for a second time then the English and maths Manager will evaluate the benefits of whether it is suitable for the learner to make a third attempt.
- Learners who miss an exam due to valid reasons (e.g., illness, bereavement) may resit at the next available opportunity.
- Where both learner and employer have been made aware via e-mail of functional skills tests and they cancel or miss an exam once booked there will be a resit cost as per NLTG's Functional Skills and End-Point Assessment Resit costs policy.

3.2 Resit Schedule

- Functional Skills resits are offered throughout the year.
- Learners will only be entered for a resit following agreement between employer, learner and NLTG.

3.3 Support for Resit Learners

- Learners will receive feedback identifying areas for improvement.
- One-on-One Tutoring is available for learners needing targeted support.
- Workshops and Revision Sessions.
- Online Resources which includes access to practice tests and revision guides.

3.4 Special Considerations

- Adjustments may include extra time, assistive technology, or alternative formats.
- Requests must be supported by appropriate evidence.

3.5 Resit Fees

- Resits are typically funded for the first three attempts.
- Additional attempts may incur a fee unless waived due to extenuating circumstances.

Further details on individual resit costs are available on our website via the following link www.nltg.co.uk/publications/

4. End-Point Assessment (EPA)

All Apprentices commencing an Apprenticeship programme, will be subject to an End Point Assessment (EPA) undertaken by an End Point Assessment Organisation (EPAO).

All EPAOs are assessed as being suitable to conduct independent EPA of Apprentices and must enter their end-point assessment (EPA) on Ofqual's [register of regulated qualifications](#)

NLTG will discuss with employers as part of the initial assessment of the Apprentice, the options available for a suitable EPAO and factor in the cost of the EPA at the start of the programme. The EPA costs are discussed and are recorded on the Apprentice's Training Plan during initial assessment.

The EPA will take several forms as each Standard offered by NLTG is different. EPA may consist of a presentation, interview, showcase of a portfolio of evidence, multi-choice test, work-based project or panel interview, or any combination of these. This is described in the relevant Apprenticeship Standard Assessment Plan and will be discussed as part of initial assessment and ongoing during the programme.

Payment for the EPA is made by NLTG on behalf of the employer from the Apprentice funding received. The cost of this varies dependent upon the Apprenticeship and the EPAO; each will have its own requirements for payment.

If requested, NLTG will provide a copy of the EPAO invoice and payment evidence.

4.1 Cancellation or Postponement of an End Point Assessment (EPA)

We will agree 3 potential dates where employer and learner are available to allow NLTG to book an EPA date with the EPAO. Once the EPA date is confirmed by the EPAO, NLTG will notify both employer and learner via e-mail. If the EPA needs to be cancelled or postponed, the employer **MUST** inform NLTG **IMMEDIATELY**. This is to avoid any charges being made by the End Point Assessment Organisation (EPAO).

If any charge is incurred, NLTG will invoice the employer the full EPA fee. The EPA fees will vary between Apprenticeship Standards and EPAOs.

4.2 Termination of an End Point Assessment (EPA) mid-Assessment

If an EPA is terminated mid-assessment by an End Point Assessment Organisation (EPAO) for any reason associated with unsafe employer practices (e.g. Health & Safety issues, Safeguarding concerns), the employer will be liable to pay the full EPA fee.

4.3 Gateway Requirements

Before attempting the EPA, apprentices must:

- Complete the minimum duration of the apprenticeship.
- Achieve at least the published Off the Job Training (OTJT) Hours for the Standard being followed which will be documented within their Training Plan.
- Achieve required Functional Skills qualifications.
- Be deemed ready by both employer and NLTG Tutor.

The Apprentice will be supported by both their employer and NLTG to prepare them for EPA. The Apprentice will not be submitted for EPA until the employer, the NLTG Tutor and the Apprentice are confident that the Apprentice is competent in all aspects of the EPA. This mitigates the risk of an unsuccessful EPA outcome. Once all parties agree that the Apprentice is ready for EPA, the 'Gateway Declaration Form' is signed.

Each method of EPA is different and will have varying demands upon the Apprentice, but it is important that the Apprentice feels they are fully prepared to succeed in the EPA. NLTG will agree with the employer and the Apprentice that the Apprentice is ready to take their EPA.

We will then Agree 3 potential dates where employer and learner are available to allow NLTG to book an EPA date with the EPAO.

4.4 If the Apprentice leaves their programme Prior to End Point Assessment (EPA)

If the EPA is booked and the Apprentice leaves their programme before completing their EPA, the cost of the EPA is non-refundable to NLTG, and therefore, we are unable to refund any associated EPA costs to the employer.

4.5 If the Apprentice fails the End Point Assessment (EPA) Resits and Retakes

- Resit: Reattempt of a failed EPA component without additional training.
- Retake: Reattempt following further training.

The rules for resitting/retaking part, or all of the EPA will vary between each Apprenticeship Standard and also EPAOs.

If the Apprentice fails one or more parts of the EPA but is successful in others, only the failed element(s) need to be re-taken. The cost of any/all resits is the sole responsibility of the employer.

Note: The number of resits may be limited by the EPA plan. It is NLTG's understanding that EPAO policy is that grades may be capped on resits depending on the standard i.e. if an Apprentice resits EPA they cannot achieve higher than a "Pass" overall, even if the Apprentice performs at a Distinction level at the resit.

Process

- The EPAO provides a breakdown of failed components.
- The employer and NLTG agree on whether a resit or retake is appropriate.
- A support plan is developed for retakes.
- Resit/retake fees and scheduling are coordinated with the EPAO.

NLTG will only book resits on the employer's behalf, once we have received feedback from the EPAO on the areas of weakness that resulted in the original EPA failure.

If the employer and Apprentice both agree for a resit then the resit EPA payment must be paid to NLTG by the employer. Only upon receipt of such payment will NLTG book the resit.

Note: Under no circumstances should either the employer or learner agree a resit with the EPAO without NLTG's knowledge. In these circumstances the employer will be charged any cancellation fees.

In the very unlikely event the second attempt at EPA results in a fail, then the employer and NLTG will need to agree a plan of action for the Apprentice. This may involve an appeal to the EPAO or further quality assurance discussion. It is not expected that a third EPA will take place. Further details on individual EPA resit costs are available on our website via the following link www.nltg.co.uk/publications/