

# A Guide to HE Exam and Practical Work Deadlines for Access to HE

All the information regarding the process for dealing with the submission and resubmission processes can be found online in the QAA Grading Scheme handbooks (C & E).

## QAA Grading Scheme Handbook Section C and E

<https://www.qaa.ac.uk/access-to-he/access-to-he-resources/access-to-he-grading-scheme>

### What you need to know:

#### 1. A draft must be mentioned in the assignment brief

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For more information, please see the Quick Guide on Drafts.

#### 2. What if the student has missed an exam or practical assessment?

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Students should attend the exam or practical assessment on the date set on the assessment schedule and assignment brief unless there is a recognised, justified reason why the student cannot attend on that date. A formal extension should be granted for these situations.

A student who has a legitimate reason for not attending an exam or practical assessment can be given an opportunity to take a replacement exam or practical exercise (or an assessment which meets the Assessment Criteria and Learning Outcomes effectively, where the exact circumstances of a replicated practical activity is not possible).

If this work is completed successfully, the student's work can be marked and awarded a grade where appropriate for the performance.

If it is not completed successfully, the student may be offered a resubmission deadline, where, if met, the student may still achieve a grade where appropriate for the performance.

### 3. What if the student did not have an authorised absence?

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A student who misses an exam or practical assessment without a legitimate, sanctioned reason for doing so may take a replacement exam or practical exercise at the next appropriate opportunity. This will be regarded as a late first submission and will be capped at a Pass if the student completes the work successfully.

If the student fails to complete the exam or practical assessment successfully following an unauthorised late submission of work, the opportunity for a second attempt should not be granted, and a referral request to the moderator must be made. This follows the QAA guidance on late, incomplete submissions.

### 4. Does the student have to take exams/practical assessments?

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The nature of the assessment to be used for each unit is specified in the Diploma Guide unless the assessment method has had an approved change, as indicated on the diploma assessment grid for the Centre. If the assessment requirements specify that the evidence should be achieved through an exam or practical work, then the student should produce the unit evidence under these conditions.

There may be instances where a reasonable adjustment may be needed to support an individual student's needs. In this case, an alternative assessment may be used for that student, using the equivalence table in the [guide to assessments and volume](#) to ensure that the same standard is adhered to.

Centres must keep a record of learners who have been given an alternative method, and these must be made clear to the Access to HE moderator. This will ensure that learners are not given an unfair advantage or disadvantage in the assessment method used.

## Contact Details

If you are unsure or have a specific query, please email the support team at [access@gatewayqualifications.org.uk](mailto:access@gatewayqualifications.org.uk).