



Staff guide to first sits, resits and deferral arrangements for UG and PGT modules in 2025-26

Approved by:
Academic Board

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Glossary of terms

Module Assessment Board (MAB) – this is a regulatory requirement to formally ratify module outcomes once all components for that module have been assessed (attended by Registry and MLs)

Progression/Programme Assessment Board (PAB) – this is a regulatory requirement to formally ratify progression and programme outcome decisions for individual students based on the confirmed module outcomes of the most recent MAB. The PAB only processes students who are at yearly progression points (attended by Registry, HoPs and external members)

Ratified – This refers to the process which occurs in a MAB or PAB to confirm marks and outcomes in front of the members of that board. The board needs to be reassured of the robustness of the marks being presented

Pre-boards – these are unofficial spaces for Registry and Academic staff to check all marks are accurate in preparation for upcoming MABs and PABs

Components – each module is made up of a series of assessed tasks, some of which are graded, some of which are not. Those that are required to be passed for students to pass the module are components (summative assessments)

Graded components – a graded component is graded by the marker and that mark contributes towards module and programme graded outcomes

Weighted components – if a component is graded, it also carries a weight. This indicates what weight it carries in the final grade for that module. Eg, there may be two weighted components, one with a weighting of 40% and the other with a weighting of 60%

Non-graded (and non-weighted) components – these are parts of the module that have to be passed in order to pass the module, but that are not graded and do not contribute to the grade for the module or the programme

Learning Support Plan (LSP) - the wellbeing and disability team develop these in consultation with the student and have them checked by the academic team. Some LSPs give students permission to hand their work in 5 days later than the deadline without penalty

Deferral – a deferred (later) deadline (or ‘deferral’) is given to a student if they apply for mitigating circumstances that have affected them being able to hand in by the published deadline (either a first sit, resit, or an already deferred sit). They must follow the MC Policy and Procedures. [Policies and Procedures - Metanoia Institute](#). Academic staff cannot offer deferrals, it must be done through the MC Policy and Procedures. MCs relate only to marked assessments, students may not apply for MCs in relation to shortcomings in clinical, supervision or therapeutic hours.

Key Dates

February MABs and PABs

ML to complete Grade Register; ML to complete Record of Calibration and Moderation - 6pm Weds 4th Feb
Quercus update deadline 6pm Weds 11 th Feb ML checking Quercus 9-10am Thurs 12 th Feb Module pre-boards 10am onwards Thurs 12 th Feb
Module boards Tues 17 th Feb Programme pre-boards Thurs 19 th Feb
Programme boards Tues 24 th Feb

In order to meet these deadlines, we recommend the following as the latest possible deadline a module offers for any given component:

- Weds 7th Jan for written submissions
- WB 26th Jan for oral submissions
- 31st January for clinical or attendance-based components

Resit dates coming out of this board will usually be set centrally as 4th March for all submissions (oral or written)

June MABs and PABs

ML to complete Grade Register; ML to complete Record of Calibration and Moderation - 6pm Weds 27th May
Quercus update deadline 6pm Weds 3 rd June ML checking Quercus 9-10am Thurs 4 th June Module pre-boards 10am onwards Thurs 4 th June
Module boards Tues 9 th June Programme pre-boards Thurs 11 th June
Programme boards Tues 16 th June

In order to meet these deadlines, we recommend the following as the latest possible deadline a module offers for any given component:

- Weds 29th April for written submissions
- WB 18th May for oral submissions
- 31st May for clinical or attendance-based components

Aug MABs and PABs (predominantly resits)

ML to complete Grade Register; ML to complete Record of Calibration and Moderation - 6pm Weds 15th July
Quercus update deadline 6pm Weds 22 nd July ML checking Quercus 9-10am Thurs 23 rd July Module pre-boards 10am onwards Thurs 23 rd July
Module boards Tues 28 th July Programme pre-boards Thurs 30 th July
Programme boards Tues 4 th Aug

Resit dates for this board will be set centrally as 1st July for all submissions (oral or written)

For modules going through this board as first sits, we recommend a lead in time similar to the February and June Boards.

First Sits

- The 'first sit' is the main deadline that is communicated to all students as their submission deadline for that component of the module
- First Sit Dates and Handback dates are published in handbooks and **cannot be informally changed or adapted for individual students**
- Students who are unable to meet a deadline due to unforeseen and adverse circumstances may apply for a '**Deferred First Sit**' through Mitigating Circumstances (this enables them to submit their 'first sit' at a later date without penalty (see MC Policy and Procedures - [Policies and Procedures - Metanoia Institute](#); students access the application for MC from MyRegistry on moodle)
 - Students apply for this through the MC system (staff cannot offer this locally)
 - Students should be encouraged to apply for this in advance of their deadline
 - The decision on whether to offer the deferral is made by the MC panel
 - Deferral dates are set centrally and will be communicated to students by the MC panel, alongside the outcome of their application

Refers/Resits

- In the event that a student does not pass their First Sit, they will normally be offered a Resit to try to improve their mark to a pass grade by a MAB.
 - This will be offered once per component
 - All components of a module must be complete and processed (ratified) through a Module Assessment Board (MAB) for this offer to be made to the student
- Resit deadlines are set about two weeks after the MAB that confirms that the resit opportunity is being offered
- Dates for 2025-26 are:
 - For modules that are complete and processed (ratified) through the February MAB, the resit date offered for all unsuccessful components will be **4th March at 3pm** (unless the module handbook states that it is 1st July at 3pm)
 - For modules that are complete and processed (ratified) through the June MAB, the resit date offered for all unsuccessful components must be **1st July at 3pm**
- Students cannot formally submit their resit until the whole module has been processed (ratified) through a MAB and the resit offer is confirmed for unsuccessful components of that module
- Students can pre-emptively begin working on their Resit as soon as they hear about their unsuccessful First Sit
- Students who are unable to meet a resit deadline due to unforeseen circumstances may apply for a '**Deferred Resit**' through Mitigating Circumstances (this enables them to submit their 'resit' at a later date without further penalty (see MC Policy and Procedures - [Policies and Procedures - Metanoia Institute](#); students access the application for MC from MyRegistry on moodle)
 - Students apply for this through the MC system (staff cannot offer this locally)
 - Students should be encouraged to apply for this in advance of their deadline
 - The decision on whether to offer the deferral is made by the MC panel
 - Deferral dates are set centrally and will be communicated to students by the MC panel, alongside the outcome of their application

5-day extensions on LSPs

- Some students have a 5-day extension on all of their deadlines as part of their LSP
- This refers to calendar days so a weds deadline moves to a Sunday
- Students need advising that their new deadline might fall on a weekend when there will not be Academic Coordinators to support them to upload if they have any upload issues
- LSP students who utilise this 5-day extension, have the same hand back date as normal submission students
- 5-day extensions apply only to first sits

Exceptional Third Attempts

- In the event that a student does not pass their First Sit and then also does not pass their Resit, the Programme Assessment Board will consider their case and decide whether to offer an Exceptional Third Attempt (without module fees), or whether to ask them to retake the module in full (with module fees)
- **If a Third Attempt is offered, it will be in the next academic year**
- It is at the discretion of the Board as to whether this will be offered, it is not guaranteed
- The decision is based on a combination of the academic record of the student and the regulations being applied

Assessing Attendance

- Attendance forms a non-graded (therefore non-weighted) component of a module
- Attendance is assessed on the 31st May by the Primary Tutor
- Attendance is processed (ratified) in the June MAB
- If attendance does not meet the 80% requirement, the student will be offered a Resit for the attendance component
- They will then have their attendance assessed on the 15th July and processed (ratified) in the August MAB

Assessing Clinical Hours

- Clinical hours, Personal Therapy hours and Supervision hours each act as a non-graded (therefore non-weighted) component of a module
- Clinical hours, Personal Therapy hours and Supervision hours are all assessed by the 31st May by the Primary Tutor
- Clinical hours, Personal Therapy hours and Supervision hours are then processed (ratified) in the June MAB
- If any of these components do not meet the requirements, the student will be offered a Resit for that component
- They will then have that component re-assessed on the 15th July and processed (ratified) in the August MAB
- The Progression (Programme) Board has the discretion to enable students to progress to the next year with Clinical components still outstanding
 - In this event, an exceptional third attempt will be offered
 - The exceptional third attempt would be assessed on the 15th January in the next academic year and processed (ratified) at the Feb MAB of the next academic year

Deferrals

A deferred (later) deadline (or ‘deferral’) is only given to a student if they apply for mitigating circumstances that have affected them being able to hand in by the published deadline (either a first sit, resit, or an already deferred sit). They must follow the MC Policy and Procedures. [Policies and Procedures - Metanoia Institute](#). Academic staff cannot offer deferrals, it must be done through the MC Policy and Procedures.

If students apply to defer any deadline **between 1st Sept and 31st March**, and the MC panel accepts their application, they will be given a **new deadline for that piece of work of 29th April**.

If students apply to defer any deadline **between 1st April and 31st May**, and the MC panel accepts their application, they will be given a **new deadline for that piece of work of 1st July**.

If students apply to defer any deadline **between 2nd July and 31st Aug**, and the MC panel accepts their application, they will be given a **new deadline for that piece of work of 15th Sept**.

Board progression details for each for these three scenarios are listed below:

Scenario	Effect
First sit (and resits from February Board) deferrals for any deadline between 1 st Sept and 31 st March: – they are given 29th April as their new deadline	Progresses ‘as normal’ - Deferred assessment goes through June Board (as a first sit or resit) - If it is a first sit and they need a resit, they will be offered the 1st July resit deadline (for Aug board)
First sit deferral for any deadline between 1 st April to 31 st May: – they are given 1st July their new deadline	Progresses ‘a board behind’ ➤ Deferred first sit assessment goes through Aug Board ➤ If a resit is required, they will be offered a 15th Aug resit deadline (for Chair’s action or Oct Clinical Board) ➤ Small numbers = chair’s action ➤ Larger numbers = > go though Oct clinical board (in a degree section) but allowed to attend if teaching starts before this board sits
Resit deferral of a 15 th Aug deadline: – they are given the 15th Sept as their new deadline	Final chance to have that assessment (and associated module) processed in the academic year ➤ goes though Oct clinical board (in a degree section) but allowed to attend if teaching starts before this board sits

NB – 15th Sept is the final submission deadline for students to complete modules required to progress

If students do not have enough module credit to progress, they will need to remain in their current year of study until they make up the missed modules

In most cases, students have up to a maximum of two years to complete each module before they time out

Special Arrangements for Final Year students on BACP BScs

- Students will be able to submit their dissertation and take their viva voce examination to standard submission dates, even if they have not fulfilled all clinical practice requirements. This will avoid capping at 50
- BACP does not stipulate that 150 hours should be completed prior to the dissertation and the viva-voce. The minimum clinical hours required to undertake these assessments is 80
- If a student needs more time to complete their hours, they will have until the February board of the following academic year to achieve this without paying an EWLT fee i.e. registration continues without charge until the February Board (Note: students will need to re-enrol in the September and will be classed as being in a *no-fee continuation* period)
 - This meets regulations as the final year hour components will have their first sit in the June Board and, based on prior patterns, students who are low at this point would not feasibly be able to get their hours up to the required amounts by the Aug Board, so their next reasonable opportunity for a resit is the February Board
- If the student has not achieved their hours by the February Board then they will need to pay the fee to remain registered to enable them to complete their hours. Students must attain all required hours by the August Board at the very latest. This is because at that point, they will have had two years to attain their final year hours and will have timed out

Special Arrangements for Final Year students on UKCP MScs (non-TA)

- Students will be able to submit their Dissertation and Viva to the standard submission dates even if they are behind on their hours at the point of submission
- For the MScs, there is no UKCP requirement for students to have 450 clinic hours before they take their Dissertation or Viva. Thus, by decoupling these we can avoid the need for low hours resulting in Dissertation or Viva deferral which would see them capped at 50
- If a student needs more time to complete their hours, they will have until the February board of the following academic year to achieve this without paying an EWLT fee i.e. registration continues without charge until the February Board (Note: students will need to re-enrol in the September and will be classed as being in a *no-fee continuation* period)
 - This meets regulations as the final year hour components will have their first sit in the June Board and, based on prior patterns, students who are low at this point would not feasibly be able to get their hours up to the required amounts by the Aug Board, so their next reasonable opportunity for a resit is the February Board
- If the student has not achieved their hours by the February Board then they will need to pay the fee to remain registered to enable them to complete their hours. Students must attain all required hours by the August Board at the very latest. This is because at that point, they will have had two years to attain their final year hours and will have timed out

Special Arrangements for Final Year students on MSc TA

- EATA requires students to have their hours before they can sit their final year assessments
- EATA has higher hour requirements than other UKCP MScs
- EATA requires that there is a 6-month gap between the Dissertation and the Viva.
- Therefore, students will be offered an administrative deferral if they cannot submit due to either not yet having the hours they need, or due to not having had a 6-month gap yet.
- Most students will therefore follow one of the two trajectories below:

April and November:

- **April of yr5:** They have enough hours to submit their dissertation in April of yr5, so they submit it and have it processed through the June Board. If required, a September of yr6 resit will be offered (processed through the February Board). If this happens this student falls into the trajectory below (September and May)
- **Nov of yr6:** They have enough hours, and a minimum of 6 months has passed since they handed in their dissertation, so they sit their Viva in November of yr6 and have it processed through the Feb Board. If required, a May of yr6 resit will be offered (processed through the June Board)

September and May

- **April of yr5:** They do not have enough hours to submit their dissertation in April of yr5.
- **Sept of yr6:** They have enough hours to submit their dissertation, so they submit it in Sept of yr6. It is processed through the Feb Board. If required, an April resit will be offered (processed through the June Board). If this happens this student will not be able to take their viva until yr7.
- **Nov of yr6:** They cannot take their Viva in Nov of yr6 as 6 months has not passed since they submitted their dissertation.
- **May of yr6:** They have enough hours, and a minimum of 6 months has passed since they handed in their dissertation, so they sit their Viva in May of yr6 and have it processed through the June Board (if required, a 1st July resit will be offered (processed through the Aug Board))

In rare cases, a student may not be able to follow either of these trajectories due to lack of hours or mitigating circumstances. These will be handled on an individual basis to ensure that we meet regulations and do not detriment any students.

No EWLT fees will be charged until the student has had reasonable first sit and resit opportunities, based on the PSRB restrictions described above (Note: students will need to re-enrol in the September and will be classed as being in a *no-fee continuation* period). In most cases, students must complete all assessments by the August Board at the very latest. This is because at that point, they will have had two years to attain their final year requirements and will have timed out.

DOCUMENT CONTROL

Section 2 - to be completed by receiving committee.

Choose an item.	Staff guide to first sits, resits and deferral arrangements for UG and PGT modules in 2025-26
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