



## Resit Policy

This policy is reviewed biennially to ensure compliance with current regulations

Approved/reviewed by	
ABPI Director of Examinations June 2024	
Date of next review	June 2026

Candidates receive an indicative result on screen immediately following an examination. Receiving an indicative fail outcome will be disappointing however, pass or fail is not confirmed until the result has been through a quality assurance (QA) check by the ABPI Examinations Team. The QA check could include viewing of the exam recording should it be considered necessary. The Examinations Team will contact any candidate for whom there is a justifiable need to change a result.

The ABPI qualification pathways allow for resitting an examination unit on receipt of a fail outcome however, all candidates are encouraged to consider when, where and whether, a resit is most appropriate.

A candidate should be confident of being ready to sit an examination before scheduling and therefore, in the event of failing a particular exam unit, the candidate should allow time for additional study before scheduling a resit in order to maximise the opportunity to pass the examination on the next attempt.

Note: the Examinations platform will not allow a resit of an examination in less than 6 hours from completing the previous attempt.

Candidates must also consider the timeframe specified for attaining the qualification when planning and scheduling a revision and exam timetable.

Clause 9 of the current ABPI Code of Practice requires representatives to take an appropriate examination within their first year of employment as a representative and to pass it within two years of starting such employment.

Resit costs, delivery, marking and quality assurance, and all aspects of Exam Regulations for all resit examinations remain the same as those applied to the initial assessment.

If it is possible to resit an examination with the intention of completing the qualification prior to attainment date, then this is the course of action which should be taken and is preferable to applying for an extension to the 2 year rule from the PMCPA, unless there is good reason to do so.

The PMCPA request in relation to extensions to the time period to take and pass an examination, that any candidate considering applying for an extension to the 1 and 2 year rule, should check the following [link first](#) which gives further guidance about extensions.

The ABPI place importance on providing a positive candidate journey while also endeavouring to ensure candidates are not unduly disadvantaged. The ABPI is not seeking to deny any candidate the opportunity to pass the qualification however, the principles of the ABPI Code of Practice are key to how the industry operates, builds trust and enhances industry reputation. The ABPI exam qualification is accredited by an Ofqual regulated body, and it is paramount the integrity of the qualification is maintained at all times to be fair to the ABPI, all candidates, the industry and public confidence.

Consequently, the following qualification resit rules are in operation:

1. No more than 2 resits of a particular unit can be taken in a 24 hour period
2. A particular unit cannot be resat more than 5 times following a fail on the first attempt

#### Exceptions to rule 1:

It is recognised there may be exceptional instances when it is necessary to resit a particular unit more than twice in any 24 hour period, although with careful forward planning and respect for deadlines, this ought to be extremely rare. In such a situation, the candidate must contact the ABPI examinations department if a third resit is required within a 24 hour period. Failure to do so could lead to the result of a third resit being declared as void. The Examinations Director will review within normal office hours, on a case-by-case basis, any application to resit more than twice, a particular unit within a 24 hour period.

Note: The Examinations department contact phone number and email address will not be responded to outside of normal office hours.

#### Actions to take in relation to rule 2:

Candidates are notified of resit results in the same way as for the initial assessment; there is no 'fast track' to QA procedures.

If a candidate fails to pass a unit examination in 6 attempts, evidence of additional study must be provided before any further resit can be considered and possibly sanctioned.

The limit of 6 attempts to pass a particular unit examination applies to all candidates irrespective of whether independent, employed in, or not in, a promotional role.

Evidence of additional study may take different forms and will be reviewed by the Examinations Director on a case-by-case basis. An example of such evidence could include a line manager providing confirmation significant additional study has been undertaken since the last attempt and, as a result, one further examination attempt should be sanctioned.