**CGIUKI Exam Results Appeals Policy and Process v1 Feb ‘23**

**Sector Qualifications: Re-sitting a failed assessment**

April 2025

**Introduction**

The information in this document is for candidates that have failed one or more of the assessments for a Sector Qualification and who want to re-sit this.

**Sector Qualifications**

The suite of Sector Qualifications includes the following:

* Certificate in Academy Governance
* Certificate in Charity Law and Governance
* Certificate in Corporate Governance
* Certificate in Health Service Governance
* Certificate in Sports Governance

**Assessment**

Sector Qualifications are assessed by:

* Multiple choice question exam
* Written assignment

**Both Assessments Failed**

If you fail both assessed elements, you are strongly recommended to study the course materials again. You must retake both assessments in the June assessment window and submit a new written assignment based on the current brief. A reduced course fee applies.

**Multiple Choice Question Exam Failed**

If you failed the multiple-choice question exam you will be able to re-sit this in the next assessment window. A resit fee applies.

The pass mark for your written assignment will be carried over.

**Written Assignment Failed**

Feedback on a failed written assignment will be provided, giving guidance on how this can be improved. You are allowed to re-submit a failed assignment.

A resubmission, which is a rewrite of the original assignment, is only allowed in a November assessment window when the original assignment was submitted in the June assessment window of the same year. Any other resubmissions of a written assignment will be based on the current assignment brief.

You can only submit a re-written assignment once. If you fail the re-submission, you must submit a new written assignment based on the current brief. A re-sit fee applies.

The pass mark for your multiple-choice question exam will be carried over.

**Registering for a Re-sit**

To confirm that you want to re-sit a failed assessment, email the Learning and Assessment team at [examinations@cgi.org.uk](mailto:examinations@cgi.org.uk). In your email you should state the qualification that you are taking and the assessment that you want to re-sit. You will not be allowed to re-sit the failed assessment until the appropriate fee has been paid.

**Postponing a Re-sit**

If, after registering for a re-sit, you want to postpone this and take it at a future assessment window, your previous pass marks will be carried over. A postponement fee applies.

If you postpone the second submission of a failed written assignment i.e. you failed this in June and was going to re-submit it in the November assessment window, you will not be able to re-write the failed assignment. You will have to submit a new assignment based on the current brief.

**Assessment Attempts**

You are limited to four assessment attempts. If you fail an assessment following multiple attempts, CGIUKI reserves the right to remove you from the register without a refund of fees.

**Further Information**

If you require further information on re-sitting a Sector Qualification, please contact the Learning and Assessment Team at [examinations@cgi.org.uk](mailto:examinations@cgi.org.uk).