Student submits mitigation case to parent school.

SSCC hear the case and agree on outcome. If student accepts the first attempt, the original mark will be expunged even if the next attempt achieves a lower mark or Absent.

Decision is taken to the Exam or Progression Board for approval.

Is a first attempt granted?

Yes

No

Student informed of decision and advised on resit opportunities.

School liaise with student and explain the outcome of the SSCC. Ensuring the student fully understands the implication of accepting a first attempt.

Written notification received and kept on file by Parent School.

Student's decision

Accepted

Progression Tool is updated and SWPRFA report is forwarded to Exams and Progress team.

The student and the Exams and Progress team are informed.

The student informs their parent school of reasons preventing their return to Leeds in time for the August Re-Examination period.

The student is eligible to sit the exam overseas and the exam is suitable to be taken overseas.

The case is discussed at the SSCC and they decide if the first attempt can be permitted to be taken overseas.

Is the student permitted to sit overseas?

No

The student is informed and advised as necessary by the parent school.

Yes

The Exams and Progress team update Banner.

The reasons fall outside of the agreed normal conditions of sitting first attempts overseas.

The student indicates their intention to sit the exams overseas on the Result and Resit Application page.

An automatic indicator is flagged in Banner to inform Exams and Progress Team.

The Exams and Progress Team will make the necessary arrangements and apply the overseas charges.*

Please note: Students are not charged the resit fees on first attempt exams, but they will still be charged the overseas charges in addition to any charges the British Council apply.

*Any additional charges beyond the overseas charges will be charged to the student.