Student submits mitigation case to parent school.

SSCC hear the case and agree on outcome.

Decision is taken to the Exam or Progression Board for approval

Is a first attempt granted?

No

Student informed of decision and advised on resit opportunities.

Yes

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

If student accepts the first attempt, the original mark will be expunged even if the next attempt achieves a lower mark or Absent.

Student's decision

Declines

School files notification from student. No further action is required.

Accepted

Written notification received and kept on file by Parent School.

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

The student and the Exams and Progress team are informed.

The Exams and Progress team update Banner.

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.

Yes

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

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

Is the student permitted to sit overseas?

No

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

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 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.*