



Reassessment Policy

Approved by:	Scott Machen
Signed:	<i>Scott Machen</i>
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Date review:	Mar 2027
Version No:	V3.2

V1	May 2024	Policy written
V2.1	Apr 2025	Updated to encompass all relevant Appropriate Awarding Bodies (AAB)
V3.2	Mar 2026	Alignment versions with similar documents. Minor amendments made. SEQ Level 2 in Teaching Swimming MCQ added.

Reassessment Policy

Remit of this policy

Statement of Intent: Active Swim is committed to fair assessment and should be given sufficient opportunities to pass tutor-assessed units during a course. However, if a candidate is not yet competent in such a unit, the following policy should be followed:

1. The tutor will inform the learner that they are not yet at the required standard. The tutor will provide feedback to the learner on what they need to do to reach the required standard. An action plan will be set to become competent in the specific units.
2. The learner should notify the Key Contact when the learner feels that they are ready to be reassessed.
3. Written tasks: the learner should resubmit the rewritten evidence to the original tutor. Practical assessments: the learner should be offered the opportunity to be reassessed on an Active Swim course or to arrange an assessment at their venue, subject to an assessment charge. At SEQ Level 2 in Teaching Swimming, learners are entitled to a first attempt and a first resit opportunity automatically. Subsequent charges will be made.
4. Further reassessments for Aquatic qualifications will be charged a minimum of £50 for professional discussion, £50 for re-submission of written work and £100 for a practical re-assessment visit.
5. Candidates have 12 months from the start of registration (first day of the course) to complete a Swim England Qualification from the registration date. Learners for the STA qualifications must complete any MCQs on the second attempt. They will have to redo the course. A candidate should be aware that if they fail to request reassessment before this period ends, they will lose the right to be reassessed.

Review

This policy will be reviewed annually to ensure that it continues to meet the requirements of Active Swim and SEQ/STA.

Contact

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