

STUDENT CHECKLIST: Retaking an Examination

Guidelines and Facts

- ❖ A retake—or repeat examination—is scheduled for a student if they received a grade of "Unsatisfactory" on their interim assessment (0–3 points) in a maximum of two courses.
- ❖ Only the grade for the examination itself may be changed, based on the results of the retake, if the first sitting of the given exam resulted in an "Unsatisfactory" grade. After the retake, the interim assessment grade is calculated according to the same formula as during the examination period.
- ❖ If the cumulative grade prior to the examination was low, then there is a high probability that the final grade for the course will still be "Unsatisfactory" even if the exam retake grade was higher than the grade given for the first sitting of the exam.
- ❖ A retake exam is administered during the retake period and no more than twice.
- ❖ The first retake exam is administered by the same faculty member/examiner who had previously administered the initial exam, and according to comparable metrics and rules.
- ❖ The second retake, however, is administered by a committee consisting of several faculty members. The format for administering the retake exam, the metrics, and the grading technique may differ from those of the initial exam; these conditions are specified beforehand in the course syllabus.
- ❖ More than half of all students who sit for retake examinations pass them successfully and retain their status as students in good standing.
- ❖ If the second retake exam results in a grade of "Unsatisfactory," however, then the unsuccessful student must be expelled from the University.
- ❖ More than 70% of students expelled from the University are reinstated within one to two years in order to resume their studies and continue their education under their initial degree programme, or switch to another degree programme upon being reinstated.
- ❖ Students who, during the retake period, receive one or two grades of "Unsatisfactory" as a result of the first retakes are entitled to defer and reschedule their final retakes in order to repeat the relevant course and continue their studies.

Who should proceed with a second retake exam?

- ❖ Assess your chances of successfully passing the second retake exam before the committee. You may find it helpful to analyse the course grading formula and information on your current pre-examination cumulative grade, as well as to do a self-assessment of your level of preparedness for improving your exam results on your final attempt to pass it.
- ❖ If you are confident in your abilities and chances of passing the exam, then we wish you luck on your second retake.
- ❖ Remember that, if you still receive a grade of "Unsatisfactory" after your second retake and are expelled from the University, you still retain the right to [reinstatement](#).

If you understand that a second retake would not currently help you

- ❖ You have the right to defer your second retake for a period of up to one year from the date of your academic failure in order to repeat the course and undergo all relevant elements of assessment to improve your cumulative grade.
- ❖ Repeating a course is an available option only if you are studying on a fee-paying basis. But, if you have a subsidised state-funded place, then continuing your studies with an academic failure and repeating a course would require that you switch to a fee-paying place, after signing a basic educational agreement.
- ❖ If you have decided to defer your second retake and to repeat the relevant course, then file an [application to repeat the course](#) no later than **two calendar days** from the date the results of the first retake were announced.
- ❖ In order to repeat a course, you will need to sign a separate agreement for part of the relevant degree programme consisting of one or two courses and allowing for **just one attempt** to pass the retake exam to be administered by a committee.