**Change to submission terminology, assignment support and responsibilities**

**Background:**

The programme in more recent times has been using the terms ‘formative’, ‘summative’ and ‘resubmission’ in relation to different submissions of assignments. The terms were picked up on by the most recent British Psychological Society (BPS) accreditation visit as being confusing. Since that time the programme has endeavoured to find a new set of terminology to more accurately represent the sequence of submissions.

The programme has now arrived at a preferred set of terminology which is set out below:

Submission

Resubmission

Live skills assignments (i.e. PALS, SIPP) have one submission attempt.

Other assignments not considered to be live skills (i.e. SAE, TPA, PASE) have two submission attempts.

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| **Broad Skills Assignment** | **Assignment support/ feedback** | **Submission** | **Submission 2 (attempt 2)** | **Resubmission** |
| SAE | * Two meetings with tutors prior to submission of report * No draft read offered * Teaching and Q&A * ‘How to guide’ and additional resources on programme handbook webpages | X | X | X |
| TPA | * Discussion with Research Tutor * Draft read of 1000 words only – read by Research Tutor * Teaching * ‘How to guide’ and additional resources on programme handbook webpages | X | X | X |
| PASE | * Discussion with tutor pair & supervisor * No draft read offered by Tutor team (unless specified in ITP support plan) – trainees can ask placement supervisor for draft read support * Teaching * ‘How to guide’ and additional resources on programme handbook webpages | X | X | X |
| **Live Skills Assignment** | **Assignment support/ feedback** | **Submission** |  | **Resubmission** |
| PALS #1 | * Discussions with Clinical Tutor * Full draft read of report by Clinical Tutor team– (no viewing of recording) * Trainees can ask Placement Supervisor for support with choosing recording and draft read * Teaching and seminar * ‘How to guide’ and additional resources on programme handbook webpages | X |  | X |
| PALS #2 | * Discussions with Clinical Tutor and Supervisor. * No draft read offered by unless specified as part of an ITP support plan * Trainees can ask Placement supervisor for support with choosing recording and draft read * Q&A * ‘How to guide’ and additional resources on programme handbook webpages | X |  | X |
| PALS #3 | * Discussions with Clinical Tutor and Supervisor. * No draft read offered by unless specified as part of an ITP support plan * Trainees can ask Placement supervisor for support with choosing recording and draft read * Q&A * ‘How to guide’ and additional resources on programme handbook webpages | X |  | X |
| SIPP | * Formative practice attempt – feedback given (2020 cohort and previous cohorts) * Feedback on performance/skills during project block preceding the SIPP (2021 cohort onwards) * Teaching * ‘How to guide’ and additional resources on programme handbook webpages | X |  | X |

**Support for Submission 2 / resubmission**

When a trainee has been notified of a fail for an assignment submission – it is their responsibility to arrange an ITP meeting with their tutor pair.

Support for a Submission 2 / Resubmission will be decided on a case by case basis and is tailored to what a trainee’s individual support needs are through the Individual Training Plan (ITP) process (this may include draft read support). The specifics of any agreed arrangements need documenting via ITP. Typically, support for each assignment will be offered as follows:

* SAE – both/either tutor agreed at ITP
* PALS – Clinical Tutor
* TPA – Research Tutor
* PASE – both/either tutor agreed at ITP
* SIPP – both/either tutor agreed at ITP

**SAE, TPA, PALS, PASE – process and responsibilities for submission 2 and resubmission attempts**

Below is a flow chart which sets out the responsibilities and route taken through the resubmission process for assignments. The process is set out in text below.

**Once an assignment receives a fail mark, it is automatically scheduled to be submitted again at the next submission point for that assignment** on the assignment submission schedule (assignment submission points can be found on the ‘Marking process, passing and failing assignments’ page in the programme handbook).

All marks are provisional until they have been presented to and formally ratified (i.e. accepted) by the Exam Board.

**Once a trainee has been notified of the provisional fail it is their responsibility to contact their tutor pair** to arrange an Individual Training Plan (ITP) meeting to discuss support for the next submission of the assignment. It is also the trainee’s responsibility to raise any issues with the tutor pair which mean they would find it difficult to meet the next automatically set deadline. The tutor pair can approach the directors if needed to ask for an alternative date.

Support to be offered for the next submission attempt is discussed and agreed in the ITP meeting. The trainee has responsibility for recording this on the ITP form and sharing with the tutors once recorded.

**What support can I expect?**

• Tailored to your needs

• Typically provided by one/both of tutor pair

• Review of marking feedback – outcome of which is to generate plan for how to approach the next submission of the assignment

• May include part/full draft read

• May include a further meeting to discuss feedback

If the assignment fails at the second attempt, what happens next depends on the assignment

**SAE, TPA, PASE** – all have a (first) submission, followed by a (second) submission 2 followed by a final resubmission attempt if needed.

**PALS** – has submission and resubmission attempts ONLY

**SIPP** – has a formative practice time (with feedback), submission and resubmission attempts ONLY

**Exam Board** – all recommended outcomes are provisional until ratified (i.e. agreed by the Exam board). Outcomes are presented to the Exam Board following external examiner review.

**Exceptional circumstances** – trainee can make a submission to this committee if they think they have grounds to (see relevant programme handbook webpage for further details)

If a FAIL is recommended for a submission, then move to the second or resubmission attempt (depending on assignment and go back to start of this process again); OR

if a FAIL is recommended for a resubmission attempt - if ratified (i.e. agreed) by exam board this can lead to programme failure.

**Flow diagram of process outlined above**

Trainee identifies issue/reason with meeting automatically set deadline

Next submission point for that assignment automatically set for submission 2/ resubmission (assignment submission points can be found on the ‘Marking process, passing and failing assignments’ page in the programme handbook)

**Trainee responsible for contacting Tutor pair to invoke exceptional ITP meeting to discuss support for summative/ resubmission process asap**

Reason is managed within the ITP process

Trainee and tutor pair discuss scheduling and submission 2/ resubmission support as part of exceptional ITP meeting – details of support to be agreed and documented by the trainee on the ITP form

What support can I expect?

* Tailored to your needs
* Typically provided by one/both of tutor pair
* Review of marking feedback – outcome of which is to generate plan for how to approach the next submission of the assignment
* May include part/full draft read

May include a further meeting to discuss feedback

**SAE, TPA, PASE** – all have a submission attempt, followed by a submission 2 attempt followed by a final attempt (resubmission) if needed.

**PALS & SIPP** – have submission and resubmission attempts ONLY

**Exam Board** – all recommended outcomes are provisional until ratified (i.e. agreed by the Exam board). Outcomes are presented to the Exam Board following external examiner review.

**Exceptional circumstances** – trainee can make a submission to this committee if they think they have grounds to (see relevant programme handbook webpage for further details)

FAIL recommended for submission 2 attempt – move to resubmission attempt (and go back to start of this process again)

OR

FAIL recommended for resubmission attempt - if ratified (i.e. agreed) by exam board - programme failure

Trainee notified of recommended Fail

PASS - no further action for that assignment

Submission 2/ Resubmission made by allotted deadline

If all agree reason requires further consideration of scheduling - approach made by Tutor pair to Directors for change in allocated deadline as part of ITP review (see deadlines policy) – directors review and inform trainee/tutor pair of outcome