**LEEA ACADEMY 2.0 PORTAL ASSESSMENT RESIT BOOKING FORM**

# Please note that LEEA member companies should only put forward their own employees for LEEA assessments - if it is discovered that non-employees are attending assessments booked for them by a LEEA member company then all assessments in that session for that particular member company will be voided.

# Requirements for eligibility to book an online resit:

# Students must have completed the relevant course prior to booking a resit

# Payment for the assessment resit is required ahead of the assessment being booked and students will have 30 days to complete the assessment once the booking is confirmed.

# Students must have downloaded the LEEA Academy App (used to complete the course, and assessment) and a webcam or built-in camera facility on their computer, laptop, or phone to complete the online assessments.

**Please** **complete ALL sections below**

Given Name: Click or tap here to enter text.

Family Name: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text.

LEEA Student ID (if known): Click or tap here to enter text.

**Please insert an ‘X’ in the correct statement from the below two options:**

Is the student an Employee of Member Company: Click or tap here to enter text.

OR an Individual Trainee (ITS): Click or tap here to enter text.

Company name (and branch if applicable): Click or tap here to enter text.

Individual E-mail address, *we will use the same email address as the original course enrolment unless stated otherwise.*

 Click or tap here to enter text.

**Select Subject:** Choose an item.

We no longer ask you for an assessment date as the assessment will be automatically unlocked once the payment is received and the booking is confirmed.

If the student needs to redownload the LEEA Academy App on a new device, please see the instructions on how to do this below. All key details, including the checklist and rules can be found on the following page.

<https://leeaint.com/presentation/welcome-to-leea-academy-2-0>

**Assessment Key Information & Rules**

1. You will have 1 hour and 40 minutes to complete the Foundation Certificate assessment and, 2 hours and 30 minutes for the Diploma assessments.
2. You will be unable to exit the assessment and re-access it. If you exit the app, it will update LEEA that you have done this, and the assessment room will be locked.
3. Foundation Certificate is 100 questions and Diplomas are 150 questions that are to be answered, all of which are multiple choice format with only **one** correct answer.
4. Navigate through assessment questions using the “Previous Question/Skip Question” buttons on desktop or the “<-/->” arrow buttons on mobile devices. Access both answered and unanswered questions at any point during the assessment by pressing the ≡ button. Prior to submitting your assessment, make sure to review both your answered and unanswered questions.
5. All LEEA Assessments are CLOSED BOOK.

**Assessment Requirements Checklist**

1. Ensure no other applications are running or are open when you start your assessment. (This includes second screens)
2. Ensure you are in a well-lit room – it’s not too dark or too bright for the camera to take pictures of you to verify who you are.
3. Ensure you have enough battery on your device for the assessment.
4. Be mindful that no one else is with you when taking your assessment.
5. Do not close the academy app’ or open any other app’ whilst taking your assessment – you will be locked out of your assessment. If you do so you may be charged £50 GBP (+ vat where applicable) to have a new assessment provided to you.
6. Ensure that when using a mobile phone or tablet, the camera is angled correctly to see your whole face, as incomplete images recorded during your assessment will not be accepted and you may have to repeat the assessment process at additional cost.

**Assessment Resit Fees**

For re-sits of Assessments, where students did not achieve the required “pass” mark on the first attempt the cost is:

Employees of LEEA Member Companies: £90 (incl. VAT) £75 (excl. VAT)

Individual Trainees: £120 (All incl. VAT to comply with UK law)

Payment is required at the time of assessment booking and all LEEA payment methods are available further in the booking form.

**Employer’s Declaration (TO BE SIGNED BY EMPLOYER ONLY)**

I hereby certify that this candidate is eligible to sit the course (s).

Signed

Date Click or tap here to enter text.

Name Click or tap here to enter text.

Position Click or tap here to enter text.

## Employers of candidates with additional needs, e.g. Dyslexia, should make LEEA aware at the time of completing this form by providing a brief explanation of their difficulty below.

Click or tap here to enter text.

**Individual Trainee Declaration (TO BE SIGNED BY REGISTERED INDIVIDUAL TRAINEES ONLY)**

I hereby certify that I am registered under the Individual Trainee Scheme and eligible to sit the course (s).

Signed

Date Click or tap here to enter text.

 Name Click or tap here to enter text.

**Credit/Debit card payment:**

Please complete the details below. Card type (please indicate):

MasterCard, Visa Credit, Visa Electron, Maestro, Solo, JCB, American Express, Visa Debit

Card number: Click or tap here to enter text.

Card expiry date: Click or tap here to enter text.

Security code (last 3 digits in signature box): Click or tap here to enter text.

Issue number or start date (Maestro/Solo only): Click or tap here to enter text.

Card holder’s name (as on the card): Click or tap here to enter text.

Card holder’s Signature:

Alternatively, we can issue you with an invoice, secure payment link or take payment via the phone on +44 1480 432801.

If you require an invoice with a purchase order number, please provide this below:

Purchase order number: Click or tap here to enter text.

## Terms and Conditions

1. All parts of the Assessment Entrance Form are to be completed. It is ESSENTIAL that the EMPLOYER'S DECLARATION or INDIVIDUAL TRAINEE DECLARATION is signed.
2. The above Assessment Requirements Checklists must be adhered to at all times.
3. LEEA must be informed at the time of booking if a trainee has additional needs. Depending on what assistance and accessibility arrangements are requested, we may need to see evidence of the trainees’ additional needs. Further information about this is available on request.
4. The completed online assessment booking form should be e-mailed to assessments@leeaint.com. Please allow a minimum of 5 working days’ notice for assessment requests.
5. If students do not complete their assessment within the 30 days allocated, there will be a £50 administration fee charged to re-book this.
6. All completed Assessment Forms must be forwarded to LEEA as separate pdf/word documents as each form is stored individually against the employee’s LEEA database record. Each pdf/word document can be attached to one covering e-mail.
7. Diploma certificates will not be issued unless the LEEA Foundation assessment has been passed. All results, certificates, and Team Cards (where applicable) will be sent to the company training / LEEA contact.
8. Feedback will not be offered to any company/candidate regarding assessment results unless in exceptional circumstances (to be decided by the Training Manager). LEEA is also unable to release any assessment papers or send any extracts of information from them to companies or Individual Trainees. In the rare event that you wish to challenge your assessment result, your LEEA contact must email assessments@leeaint.com with the necessary details. Emails sent from candidates (other than Individual Trainees) will not be responded to. Your complaint/appeal will be dealt with by our team who will in turn respond to your LEEA contact with our findings. In all cases, the decision of the Deputy CEO (Chief Examiner) will be final.

**Please note:** any cases of plagiarism or cheating will be dealt with in accordance with our Assessment Policy (details available on request) and can result in individuals being prevented from taking a LEEA assessment for significant periods of time.

1. A candidate failing any LEEA assessment will be subject to a 30-day waiting period before the candidate can retake the specific assessment. This is to allow the individual sufficient time to re-visit the LEEA training material and continue with revision studies before the next assessment. Students are also only given 12 months from the date of their enrolment to complete the course and pass the assessment.
2. Force Majeure - neither LEEA or the member/individual trainee shall be liable to the other for any failure to perform any part of the agreement which is due to an event beyond the control of either party, including but not limited to terrorism, war, Political insurgence, strike, riot, civil unrest, act of civil or military authority, uprising, earthquake, flood or any other natural or man-made eventuality which may cause the termination of the event.
3. Candidates who fail the assessment will be able to re-sit at a cost of £75 (plus VAT where applicable) for employees of member companies, or £120 for Individual Trainees subject to the normal examination re-sit process.