



ACCA

Level 4 Portfolio and Reflective Statement

Resubmission guide



Think Ahead

Where an apprentice fails the portfolio and reflective statement (PRS) assessment method of the end-point assessment (EPA), subject to the agreement of their employer, an apprentice may resubmit at the next exam session.

There is no maximum number of attempts at the EPA. However, where one assessment method is failed, it must be re-attempted and passed within 12 months of the date that the other assessment method was passed. In the event that the 12-month period expires before the failed assessment is passed, the apprentice must re-attempt **both** assessment methods. Supplementary documents Please do not include any document if there are any potential confidentiality issues involved.

Assessment criteria

Portfolio	Competent	Not competent
To be deemed competent if each overall performance objective (PO) is individually demonstrated.	Makes a reasonable attempt to address the achievement of each individual skill and behaviour in their summary statements. Shows a clear ability to explain how each skill and behaviour has been achieved through work experience, using appropriate examples of activities undertaken and includes evidence where helpful.	Overly focused on only one or two elements of the skill or behaviour or there are complete gaps in coverage of some of the elements within the overall statement for one or more of the skills or behaviours. Insufficient use of real-work examples to explain how many of the elements have been achieved or the summary statement is somehow not sufficiently credible.
Reflective statement	Competent	Not competent
To be deemed competent if each challenge question is individually answered to a competent level.	Makes a reasonable attempt to address the four statements. There must be sufficient evidence of being able to clearly explain what your organisation does and your role within it, recognising the knowledge, skills and behaviours which add most value and sufficiently demonstrating your ability to reflect on learning during your EPA and work experience.	Overly focused on only one or two challenge questions. Insufficient explanation of your organisation, what it does or your role and a weak critical discussion of the usefulness of knowledge, skills and behaviours acquired and demonstrated. Emphasis on description of events rather than reflection with little evaluation of self-development etc.



RESUBMITTING THE PRS

The apprentice will receive feedback from the marking team on the areas of the PRS where they have been deemed non-competent. Where an apprentice is required to resubmit the PRS, they **ONLY** have to amend the statements on skills and behaviours and/or the challenge questions that were deemed non-competent. The parts of the PRS deemed competent in the previous submission should be re-submitted unchanged. ACCA will check that the apprentice's resubmission is their own original work and that they have made **NO** changes to the areas that were deemed competent at the previous attempt.



UNFAIR PRACTICE

In the event of the apprentice being deemed to have used any form of unfair practice, their PRS will be deferred by the independent assessment team and the reasons for the deferral given to ACCA. Following deferral, the case will be referred to ACCA's Professional Conduct department to establish a case against the apprentice, which they will have a right to challenge or appeal against. If unfair practice is proven then their PRS will be deemed to have failed and the apprentice may face further sanctions, up to and including permanently losing their ACCA apprenticeship status.

