



ACCA



Level 7 Project report

Resubmission guide

Think Ahead

Where an apprentice fails the project report (PR) element of the end-point assessment (EPA), subject to the agreement of their employer, an apprentice may resubmit at the next exam session.

The number of times an apprentice is permitted to re-take the EPA and the date at which they do so is determined by the employer. However, there is a seven year time limit for on-programme and EPA examination passes at the final level of the ACCA Qualification.

Guidance on resubmission

When resubmitting, an apprentice will need to complete both the Project Report declaration form and the relevant session's submission form in full again. All four questions within the PR need to be completed again.

Remember that each of the 4 questions is worth 100 marks and the format of the PR questions will be as follows:

Question 1 will always be on **building relationships**;

Question 2 will always be based on the **other skills** (business insight, ethics and integrity, leadership or problem solving and decision making) with apprentices choosing one question from a choice of two;

Question 3 will always be on **continuous improvement**; and

Question 4 will always be based on the **other behaviours** (adds value, flexibility or professional scepticism) with apprentices choosing one question from a choice of two.

This means that questions 2 and 4 will therefore change for each separate submission date and you can only make choices based on the options available for those submissions.

Before an apprentice resubmits their PR, they are advised to follow the steps below:

Step 1. Ensure that they are using the correct submission form for the session as they change each session.

Step 2. Read the **Guidance for Apprentices** carefully again. Pay particular attention to Appendix 1 which includes descriptions and example activities for the skills and behaviours and section 5 which includes details of the marking rubric that is used to assess the PR.

Step 3. Read the latest **Examiner's Report** which provides hints and tips on how to improve the PR submission and common errors to avoid.

Step 4. Read the **sample answers** that have been provided as examples of PR responses that are deemed a 'pass' and consider whether their responses are of a similar standard.

Step 5. Read the **Common Project Reports Errors guidance**. Make sure that these common errors are all avoided.

Step 6. As questions 1 and 3 do not change, the apprentice should review their original answers before they resubmit. The apprentice should check that they have used a single scenario to answer these questions and should evaluate their original answer using the marking rubric to identify areas of weakness. Make improvements to the original submission by ensuring that every subheading in the marking rubric has been addressed. Use the rubric headings to split the answer and give it more structure. Remember that the role of the apprentice in the scenario should be clear and that evaluation and critical assessment are key to scoring marks.

Step 7. Consider the options for questions 2 and 4. These options may be different from the original submission. Consider whether an original answer can be adapted to cover the skill or behaviour or if a completely new scenario needs to be selected. Again, use the rubric headings and subheadings to structure the answer and ensure all areas are covered.

Step 8. Consider having their PR reviewed by either their employer or learning provider (or both) prior to submission to ACCA.



RESUBMITTING THE PR

Where an apprentice is required to resubmit the PR, a full resubmission is required. This means that the declaration form and the correct submission form for the session need to be completed again. All 4 questions need to be resubmitted. Note that question 2 and 4 change for each session.



UNFAIR PRACTICE

In the event of the apprentice being deemed to have used any form of unfair practice, their PR 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.

