



## Remedial Exam Policy

### Policy Statement:

This policy outlines the guidelines and procedures for remedial exams (retake exams) for Patient Care Technician (PCT) trainees at the Training Centers. It aims to provide Trainees with an opportunity to improve their academic performance and demonstrate mastery of the theoretical and clinical program competencies.

### Eligibility:

- 1.1. Trainees who have failed an exam or received a grade below the minimum passing criteria are eligible to retake the exam.
- 1.2. Trainees who have been granted an excuse for their absence during the administration of exams.
- 1.3. The retake option is available for final exams as determined by the curriculum
- 1.4. Retake Frequency: Trainees are allowed to retake exams on a single occasion.
- 1.5. Trainees who do not pass the retake of the final exams will not meet the eligibility to set for the final exams administered by SCFHS.

### Conditions for Retake:

- 2.1 Trainees must meet any prerequisites or requirements specified by the program directors or Trainers before being allowed to retake an exam.
- 2.2 Trainees must adhere to the rules and regulations specified for retake exams at training facilities, including any specified time limits before completing the program requirements.
- 2.3 The retake exam schedule will be communicated to eligible trainees in a timely manner to allow for adequate preparation.
- 2.4 The retake exam grade will replace the original exam grade in the calculation of the final course grade, subject to the scoring system set by the curriculum.

### Preparation and Support:

- 3.1. Trainees are encouraged to seek additional support, such as tutoring services, study resources, or academic advising, to improve their performance in preparation for the retake exam.
- 3.2 The program faculty may provide guidance or resources to assist trainees in their exam preparation.





### Confidentiality and Integrity:

4.1. Trainees must adhere to the principles of academic integrity during the retake exam, including refraining from any forms of cheating, plagiarism, or unauthorized collaboration.

4.2. Any breach of academic integrity during the retake exam will be subject to disciplinary action as per Health Academy policies and procedures.

