

**LEVA Policy:  
Retaking of Course Exam**



- 1) If a student fails the Level 1, Level 2, or Level 3 courses, the student may opt to retake the element(s) that led to the course failure. Elements are written, oral and practical.
  - 2) If a student fails the Level 4 course, no retakes are permitted and the student must take the full course again within one year.
  - 3) A student who requests retaking any Levels 1-3 elements must complete the retake within three months of the respective class end date. The retake can be done virtually or at the next scheduled in-person class of the same level.
  - 4) A student who requests a retake of Level 1-3 elements will be assessed a fee of \$200 per element retaken, either virtually or in-person. Any fee must be paid no later than ten days before the retake.
- If a Practical exam must be retaken, the cost of shipping by FedEx any required LEVA equipment will be added to the fee.
- 5) If a student fails the exam retake, they must attend the course again.
  - 6) A student who must take a full course again will pay the full prevailing tuition.

Please direct any questions to Mr. Jan Garvin, LEVA Executive Director, [training@leva.org](mailto:training@leva.org)