

Procedures and Responsibilities for Re-sits, Resubmissions and Second Results

1 Procedures for Re-sits and Resubmissions

The Department must:

- a Establish re-sit regulations (number of re-sits etc) for each course or entire programme.
- b Ensure that the re-sit/resubmission rules related to each course are set up on the Student Management System.
- c Establish the last assessment date for re-sits for each course.
- d Determine appropriate re-sit charges, based on the Standard Charges sheet.
- e Determine whether re-sit grade #P / ##P is used to identify that the grade was obtained after a re-sit (this must also be included in published programme regulations).
- f Determine whether there is a penalty applied to re-sits, e.g. if no more than the minimum pass can be obtained for that assessment.
- g Publish all of the above re-sit regulations, charges and final assessment dates in programme regulations.
- h Input re-sit results on Student Management System, and advise Central Academic Records Office of any change to the result status.
- i Use approved form templates.

The student must:

- a Apply to the Department for re-sit reassessment according to programme regulations.
- b Submit required assignment for assessment before last assessment date or attend scheduled re-sit reassessment (as applicable).

2 Procedure for Second Result Reassessment

The Department must:

- a Establish result reassessment regulations, including whether or not it is appropriate for the particular programme.
- b Determine appropriate charges, based on the Standard Charges sheet.
- c Provide appropriate counselling to student regarding options for second result or re-enrolment in the course
- d Advise the student that because there is no tuition fee involved, no extra tuition is available from Ara Institute of Canterbury.
- e Register the student for the second result reassessment on the Student Management System.
- f Arrange reassessment opportunity (usually part of standard assessment).

The student must:

- a After consultation with relevant Department staff, register for the reassessment and pay the required fees.
- b Attend/complete the scheduled assessment.