

Procedures and Responsibilities for Resits, Resubmissions and Second Results

1 Procedures for Resits and Resubmissions

The Department must:

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

The learner must:

- a Apply to the Department for resit reassessment according to programme regulations.
- b Submit required assignment for assessment before last assessment date or attend scheduled resit 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 learner regarding options for second result or re-enrolment in the course
- d Advise the learner that because there is no tuition fee involved, no extra tuition is available from Ara Institute of Canterbury.
- e Register the learner for the second result reassessment on the Student Management System.
- f Arrange reassessment opportunity (usually part of standard assessment).

The learner must:

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