



WELLPARK
College of Natural Therapies

APPLICATION FOR ASSESSMENT RESIT/RESUBMISSION: assignments; examinations (practical and theory); tests

Important notes:

- *ASSESSMENT* is the terminology used for all graded materials and includes assignments, practical exams, written exams, and tests.
- *ASSIGNMENTS* are written documents generally uploaded to Moodle. You can submit an assignment up to one week late with a 20% reduction of your grade by communicating directly with your Faculty Support Person – after this time your assignment will be considered to be a fail and you will be required to *resubmit*. You can apply to **resubmit** an assignment within 1 week of either: non submission; notification of a failed assignment.
- *EXAMS and TESTS* are one off events and cannot be resubmitted. You may apply to **resit** an exam/test within 1 week of either: non attendance; notification of a failed exam/test.
- There is a charge for all resits/resubmissions regardless of the circumstances. This fee must be paid **BEFORE** your application will be processed.
- You must provide appropriate and authorised evidence to support your application – incomplete applications will be declined.
- A maximum of a 50% grade will be awarded for resits/resubmissions.
- All applications for **resubmissions** are processed directly by the **Faculty Support Person** and are recorded during weekly Education Subcommittee meetings. Approval is not guaranteed.
- All applications for **resits** are considered by the **Education Subcommittee**. Approval is not guaranteed.

There are three circumstances in which you may apply to resit/resubmit an assessment:

- Illness
- Extenuating circumstances
- Failure of first attempt

Illness: If you fail to show up for an examination or test, or fail to submit an assignment within one week of the due date because of illness, you will be required to submit a detailed doctor's certificate including information about why the illness would prevent you from being able to attend/submit the assessment in the period required.

Extenuating circumstance: If you fail to submit/show up for an assessment for some reason other than illness, you must make every attempt to notify the College of your absence on the day of the assessment and the reason why. Your circumstances will be considered by the Education sub-committee. Documentation (e.g. death certificate etc) is required to support your request.

Failure of first attempt: If you fail an assessment you will be notified by your Faculty Support person or your assessor. You must apply to resit/resubmit your assessment within **one week** of being advised of your fail. You will be granted one opportunity to resit/resubmit only.

Process:

- Please fill in the Application for Assessment Resit/Resubmission Form (one form and one fee per assessment).
- Attach evidence that you are eligible for a resit/resubmission if illness or extenuating circumstances apply. Attach evidence of assignment completed to date if applicable.
- **Resit/resubmission fee (see prices below) must be paid BEFORE you submit your application.** This fee should be paid to reception and proof of payment (receipt) must be attached to your application. You may choose to pay online if that is easier and print out your confirmation of payment as evidence of payment – please see reception for bank account details and enter your Student ID, course code, and RESIT in the details section. This fee covers additional administrative processes required.
- Email the following to Faculty Support: completed form; proof of payment; supporting evidence; assignment completed to date if applicable.
- You will be contacted by Faculty Support regarding the outcome of the application and any new assessment dates/due dates.


Fees:

Theory assessments (assignments/tests/theory examinations/worksheets):

A fee of \$40 is charged per assessment resit/resubmission.

Practical assessments incur the following charges:

Full examination	90 minutes	\$ 270.00
	60 minutes	\$ 180.00
	30 minutes	\$ 90.00



	15 minutes	\$ 45.00
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APPLICATION FOR ASSESSMENT RESIT/RESUBMISSION FORM

Please provide the following information:

STUDENT NAME: STUDENT ID:

PROGRAMME ENROLED IN: TODAY'S DATE:

COURSE NAME: COURSE NUMBER:

ASSIGNMENT NUMBER: ASSIGNMENT DUE DATE:/...../.....

Reason for seeking a resit/resubmission (please attach documentation to this application – including assignment work completed to date if applying for an assignment resubmission):

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.....

Please use this checklist to ensure you have covered all requirements

- | | | | | |
|------------------|--------------------------|---|--------------------------|------------------|
| Student
Check | <input type="checkbox"/> | a) Fill in the Application for Assessment Resit/Resubmission Form – located in reception area and on the Wellpark website | <input type="checkbox"/> | College
Check |
| | <input type="checkbox"/> | b) Attached evidence of extenuating circumstances i.e. Medical Certificate | <input type="checkbox"/> | |
| | <input type="checkbox"/> | c) Attached progress on assignment to date if applicable | <input type="checkbox"/> | |
| | <input type="checkbox"/> | d) Attached proof of payment | <input type="checkbox"/> | |
| | <input type="checkbox"/> | e) Email the form and evidence to Faculty Support | <input type="checkbox"/> | |

You will be advised of the outcome of your application via email by Faculty Support

For administration use only

Date application was considered by the Education Subcommittee:

Or

Date application was considered by the Faculty Support Person:

Evidence of fee attached: YES/NO Evidence to support application attached and adequate: YES/NO

This application is: Approved / Not Approved

Rationale of decision:

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.....

Student was advised of outcome of application:

Name: Signature:

Date:/...../..... Method:

FACULTY SUPPORT CHECK LIST

1. Advise student of the outcome
2. Advise student of new due date and HOW to upload a late assessment to Moodle – or- advise of new date/location of resit for exam/test
3. Record the new assessment due date on: SMS in assessment section; on Moodle under students submission area; on the Issues Spreadsheet
4. Upload this completed form to the students file on the SMS