

Application for Resit or Resubmission



Student Information

- Complete Section A and submit application to course Lecturer/Tutor
- Your Lecturer/Tutor will complete Section B
- Where fees apply, take the completed application to Student Finance to pay the required fee and attach the receipt to the application
- Submit the completed application to your Lecturer/Tutor **prior** to the resit/resubmission date

Section A: Student to complete

Student ID:	<input type="text"/>	Phone/email:	<input type="text"/>
Family name:	<input type="text"/>	First names:	<input type="text"/>
Course code:	<input type="text"/>	Course title:	<input type="text"/>
Assessment:	<input type="text"/>		
I understand that if I do not attend/hand-in the resit/resubmission at the arranged time I will not be eligible for a refund and will not receive a completed grade.			
Signature:	<input type="text"/>	Date:	<input type="text"/>

Fees:

\$100/hour (\$50 minimum charge), plus any additional materials costs – actual charge based on duration of reassessment. Refer to your Programme Handbook or consult with your Lecturer/Tutor for clarification.

Section B: Lecturer/Tutor to complete

Resit/Resubmission Date:	<input type="text"/>	Time:	<input type="text"/>	Room:	<input type="text"/>
Duration:	<input type="text"/>			\$	<input type="text"/>
Materials:	<input type="text"/>			\$	<input type="text"/>
Total Cost:				\$	<input type="text"/>
Charge Code: 1850		Cost Centre:	<input type="text"/>		
Details of Resit:	<input type="text"/>				
Original Mark:	<input type="text"/>	New Mark:	<input type="text"/>	Minimum Mark:	<input type="text"/>
				New Grade:	<input type="text"/>
Lecturer/Tutor Signature:	<input type="text"/>			Date:	<input type="text"/>

Office use only:

Date Received:	<input type="text"/>
Result Entered:	<input type="text"/>
Signed:	<input type="text"/>

Note: for further details on resits or resubmissions please refer to *APP505 Assessment Policy* section 3.15