

# 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:

Charges may be made for any additional materials costs. 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"/>		
Materials Cost:	<input type="text"/>			\$	<input type="text"/>		
Charge Code: <b>1850</b>		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