

# Request for Further Assessment

Complete this form if you want to request a resit of an examination/test or the resubmission of an assignment. Requests for further assessment must be received **within 5 working days** of the release of assessment results. Requests to resit a final supervised assessment/examination must be received **within 30 working days** of receipt of your Official Results Notification. A1-R1 3.2 Programme regulations state any instances where the Academic Statute

Return to: Your Tutor

0800 935 832

www.weltec.ac.nz

## 1 PERSONAL INFORMATION

Legal Family Name(s)

Legal Given Name(s)

WelTec Student ID

Telephone

Email

## 2 FURTHER ASSESSMENT DETAILS

Please fill in the table below and take this form to the Tutor.

Type:  Further Assessment  Resit a Supervised Assessment/Examination

Course Code:	
Course Title:	
Assessment:	

## 3 CONFIRM ELIGIBILITY

The tutor confirms your eligibility, then determines the fees and completes this section.

Eligibility confirmed

Yes  No

Tutor Name

Tutor Signature

Date

Fee: \$

Materials: \$

Total: \$

## 4 FEE PAYMENT

Please take this form to the Student Experience Team at the Information Desk, pay the total fee and attach the receipt to this form.

## 5 CONFIRM FURTHER ASSESSMENT EVENT

Resubmit this form to the tutor when fees (if any) have been paid.

Further Assessment Arrangement

Location:	
Time:	
Date:	

Tutor Name

Tutor Signature

Date

## A1 - R1 ACADEMIC STATUTE

### Programme Regulations

3.2 Programme regulations state any instances where the Academic Statute is modified or over-ruled.

### Further assessment attempts

4.19 Programme regulations specify the number of further attempts available to students who do not achieve a pass result in summative assessments.

4.20 Further assessment attempts may be limited by the type of assessment or by the number of attempts permitted per assessment, course, level or programme.

4.21 Further assessment attempts may be either:

- Improving a previous submission, where the tutor considers the student, with suggestions for improvement but no further learning time, is likely to achieve a pass result.
- Submitting a new, similar but not identical assessment, where the tutor considers the student requires further learning time. It should cover the entire scope of the original, not just those parts that were not completed successfully the first time.

4.22 Within five (5) working days of the release of the assessment result, the student makes a request to the programme manager for a further assessment opportunity.

4.23 On approval, the programme manager notifies all parties of the conditions for the further assessment attempt, including the time, place, tools, materials and fees (to be paid prior to the attempt) as required.

4.24 A further attempt is recorded for internal purposes and does not show on any official academic notification.

4.25 On successfully completing the further assessment, the minimum pass result is awarded.

## BPM 3.5 ASSESSMENT POLICY

### Examinations (and Supervised Assessments)

The programme regulations for a programme may allow for re-sits of final examinations where this does not conflict with stated external assessment regulations. Where final examination re-sits are permitted the following eligibility criteria apply:

- (i) All in-course work must have been completed and overall pass standard achieved
- (ii) The application to re-sit an examination must be received within 30 days of receipt of Final Course Result Notification
- (iii) The examination re-sit must take place within the next offering of the course
- (iv) The course material has not been redeveloped since the original attempt at the examination
- (v) The topic weightings for the in-course summative assessments and final examination have not changed since the original attempt at the examination.
- (vi) The examination weighting has not decreased since the original attempt at the examination
- (vii) The original assessment weightings will be used to determine the student's final grade
- (viii) Only one re-sit is available
- (ix) The prescribed fee must be paid.