

# MISSED ASSESSMENTS

## WHAT TO DO

### **If you have missed one or more of the following:**

In-year written test (s) / audio test / oral assessment due to medical or severe personal circumstances or involvement in official college activities, you will be given an opportunity to retake the missed assessment.

### **How to apply ?**

1. Inform the relevant course convenor
2. Complete and submit the *Missed Assessment Application form* (see relevant Blackboard site) with supporting documentation to the relevant course convenor as soon as practicable, but **no later than 10 days** after the missed assessment.

*You should note that your request will not be considered*

- *Unless the application is made on the appropriate form*
- *Unless all the key information is provided*
- *If supporting documentation does not meet requirements*
- *If more than 10 days has elapsed since the assessment date*

### **What happens after you make the application ?**

- On the basis of the information provided in your application, the Head of Department and the relevant course convenor will decide whether you have met the requirements and can therefore resit the missed assessment.
- The list of candidates eligible, the date, time and location of the resit\* will be posted on Blackboard and the notice board of the department as soon as practicable.

*\*Resits for Semester 1 assessments are usually scheduled during the month of January. Resits for Semester 2 assessments are usually scheduled during the Study week of that semester.*

**You should note that the dates of the resits are fixed.**