



RESIT - RESUBMISSION POLICY

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INTRODUCTION

This policy provides a brief introduction to the procedures that are followed in the college for re-submission or resit of assignment.

SCOPE

This policy covers Resubmission, Resit and Retake Policy of Britts Imperial University College. The term Module, subject and unit all mean the same which is a complete unit

KEY POINTS:

- learner is not required to achieve minimum grade in order to be eligible for resubmission or resit or retake for a failed assignment
- learner cannot resubmit, resit or retake an assignment if he/she has already passed
- To progress further learner needs to pass all the module
- The first can be resubmitted only 3 times for external verification after which the alternative assignment will be given. Alternative assignment can be resubmitted only once after if failed all future submissions will not be admissible
- learners are required to follow the submission dates strictly
- External Verifiers feedback and grades will be final and binding for all.
- Resit and Retake may result in delay of final certification
- Grades will be capped at "Pass" for resubmission and retake.

EVALUATION OF ASSIGNMENT:

The assignment will be evaluated at 2 stages:

1. **Learning Outcome (LO) Level** – Evaluation of assignment will be done at LO level by the internal verifiers. The evaluation will help learners to get feedback on the LO which will be ongoing. learners will be able to make changes or alter their assignment if they don't meet the standards. Each module/subject/unit will have multiple LO like LO1, LO2, LO3 etc. to complete an assignment of a particular module, learners will need to complete at least pass criteria of all LO's. The evaluation will be carried out during the teaching of a particular LO. The faculty will give learners a draft, final and resubmission date for the LO's assignment. learners are required to follow the dates mentioned by the faculty. If a learner fails to submit the assignment on time, then the submission will not be accepted, and no feedback will be given to the learner for the submission.

However, the learner can submit the assignment on the next due date. For Example: learner failed to submit the assignment of LO1 on the draft date submission then no feedback on draft submission will be given however the learner can still submit the assignment on final date of submission and receive the feedback if the faculty feels the assignment is not up to the standard then learner will be required to resubmit the assignment on resubmission date. In case the learner did not submit the assignment of LO1 on draft date and final date then no feedback of LO1 will be given to learner however the learner will be able to receive feedback on remaining LO's given that learner submits the assignment on given date.

2. **Assignment level (Final Submission to the Awarding Body)** – Evaluation of assignment at this stage will be done by the internal verifier and external verification (awarding body). The assignment will be sent to the external verifier only if the internal verifier has approved. Please note, if the external verifiers have rejected learners' work 3 times then a new alternative assignment will be given to the learner by the faculty. If the new assignment is rejected 2 times by the external verifier, then the further submission will not be admissible by the learner for the module in question.

VERIFICATION OF ASSIGNMENT:

To pass a module a learner will need to submit the assignment for the module and get a minimum of pass grade. The assignment submitted by the learner goes through 2 stages of verification.

1. Internal Verification - Internal Verification will done by the Academics Department of Britts Imperial University College, and
2. External Verification - External Verification will be done by the Awarding Body.

In order to pass a particular module the assignment submitted by the learner of a particular module should be accepted and approved by both Internal and External Verifiers.

Example: learner 'A' has submitted the assignment and the internal verifiers have approved and accepted the assignment but the same has been rejected by external verifier then learner will be required to submit the assignment again with the changes highlighted/required by the external verifier. Only after Internal Verifiers has approved the assignment it shall be sent to the external verifier

RESUBMISSION OF ASSIGNMENT:

learners will need to resubmit their assignment if the Internal or External verifiers have requested for the same. learners can only resubmit the final assignment once. If the resubmitted assignment is marked as fail/non-accepted by any of the verifiers then the learner will have to resit the module.

If an external verifier has requested for resubmission of the assignment, then the assignment will be reviewed first by the internal verifier and if the learner passes, then the assignment will be sent for External Verification. Upon resubmission the grades will be capped at "Pass" only (this is only applicable at assignment level submission and not applicable at LO level submission).

Example: learner 'A' submitted the assignment, and it was rejected by the Internal Verifier. The learner will be given more chances. If the learner passes the internal verification, then the same will be submitted for external verification.

RESIT OF UNIT

learners will need to resit a module if the assignment resubmitted does not meet the required standards. Resit means the learner will need to rework on the assignment again with the help of the faculty. learners will be given a draft date and final date of submission of the assignment and will be given 1 resubmission chance. The grade for the assignment will be capped at "Pass" only. If the learner is not able to pass the module in resit the learner will need to retake the module in question. A fee of AED 500 will be implied towards resit.

RETAKE OF MODULE

learners will need to retake the module if he/she is not able to pass the module in resit. learners will need to attend the lecture of the module with the next batch and submit the assignment of the module. The learner might be given a new assignment. There will be no cap on the grade which means the learner can submit the assignment for Pass, Merit and Distinction. A fee of AED 1,500 will be implied towards retake. Retake may cause delay in final certification as the submission of the assignment will be done late.

POLICY REVIEW

The contents of this policy will be reviewed before the end of every academic year, by providing enough time to involve the feedback of the staff and make changes so the new policy document is ready well before the commencement of the new academic year.

FURTHER INFORMATION

Any further information or clarity about the content of the policy can be obtained from:

The Dean / Centre Head

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