



WELLPARK
COLLEGE OF NATURAL THERAPIES

Wellpark College of Natural Therapies

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APPLICATION FOR ASSESSMENT RESIT/RESUBMISSION FORM

This Form applies to all applications for written assessments, Tests/Exams and Practical assessments/ RESIT or Resubmission. (Reasons allowable listed on second page of this form and in the Student Handbook)

This Application for Assessment RESIT/Resubmission Form is completed by the student. The student must complete this Application Form and submit it to Faculty Support via email facultysupport@wellpark.co.nz or deliver to the Wellpark Reception (who will date stamp receipt and pass it on to Faculty Support) or to Faculty Support directly within one (1) calendar week after being advised of either non-submission or notification of a fail grade. TEST/EXAMS and PRACTICAL Assessments are one off events and cannot be resubmitted. A student may however apply to RESIT a Test/Exam or Practical Assessment within ONE (1) calendar week of either: non-attendance; notification of a failed grade.

The student must provide appropriate and authorised evidence to support the Application for an Assessment RESIT/Resubmission. That is, evidence of extenuating circumstances (e.g. medical certificates, computer repair documentation etc.) must be attached to the Form to demonstrate eligibility for a RESIT/Resubmission. All Applications for assessment RESIT/Resubmissions are processed by Faculty Support and considered by the Education Sub-committee for approval. Approval is not guaranteed and incomplete applications will automatically be declined.

Failure to apply for assessment RESIT/Resubmission may result in failing the course. A maximum of 50% grade is awarded for RESIT/Resubmissions.

Fees:

There is a charge for all RESITS/Resubmissions regardless of the circumstances. One Form and one fee is payable per assessment (see Fees Table). This fee must be paid BEFORE your application will be processed. Payment may be made at Wellpark Reception or Library or online. Proof of payment must be attached to the application (i.e. a receipt from Wellpark or a printout confirmation of payment as evidence of payment or a screenshot of electronic payment). See Wellpark Receptionist or Faculty Support for Wellpark College online bank account details and enter Student ID, course code and RESIT in the account details section. This fee covers additional assessment administration and assessor costs.

Student to provide the following information – use the CHECKLIST prior to emailing:

STUDENT NAME: STUDENT ID:

PROGRAMME OF STUDY: TODAY'S DATE:

COURSE NAME: COURSE CODE:

ASSESSMENT NAME & NUMBER:

ASSESSMENT DUE DATE:/...../.....

STUDENT SIGNATURE: *continue over page...*

Reason for seeking a RESIT/Resubmission

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List of evidence attached

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PLEASE USE THIS CHECKLIST TO ENSURE YOU HAVE COVERED ALL REQUIREMENTS

Student Check	<input type="checkbox"/>	a) Fill in the Application for Assessment RESIT/Resubmission Form – located on the Wellpark College website or you can request a copy from Faculty support	Faculty Support Check	<input type="checkbox"/>
	<input type="checkbox"/>	b) Attached evidence of extenuating circumstances i.e. Medical Certificate		<input type="checkbox"/>
	<input type="checkbox"/>	c) Attached progress on assessment material to date		<input type="checkbox"/>
	<input type="checkbox"/>	d) Attached proof of payment (receipt)		<input type="checkbox"/>
	<input type="checkbox"/>	e) Email or deliver the Form and evidence to Faculty Support (can be via Reception)		<input type="checkbox"/>

Email the completed Form; proof of payment; supporting evidence; assessment material completed so far (if applicable). You will be contacted by Faculty Support regarding the outcome of the application and any new assessment due dates.

Assessment: The terminology used for all graded assessments, which includes written, presentations or practical assessments and Tests/Exams (also termed summative).

Late submission: You can submit an assessment up to one (1) calendar week late with a 20% reduction of your grade by communicating directly with Faculty Support. After one week from the due date, your assessment is considered a FAIL and you are required to RESIT or Resubmit the assessment.

There are three circumstances in which you may apply to RESIT/Resubmit an assessment.

- Extenuating circumstances
- Failure of first attempt
- Illness

Extenuating circumstances: If you fail to submit/show up for an assessment for some reason other than illness or injury, you must make every attempt to notify the College of your absence on the day of the assessment and the reason why. Your extenuating circumstances are considered by the Education Subcommittee. Documentation (for example, Death Certificate) is required to support your request.

Failure of first attempt: If you fail an assessment you will be notified by Faculty Support. You must apply to RESIT/Resubmit your assessment within one (1) week of being advised of your FAIL. You will be granted one opportunity to RESIT/Resubmit only.

Illness: If you fail to show up for an Test or Exam or Practical assessment, or fail to submit an assessment within one (1) week of the due date because of illness, you are required to submit a detailed Medical Certificate including information about why the illness prevented you from being able to attend/submit the assessment in the period required.



Fees Table

- 1) Written assessments (TEST/EXAMS/worksheets/presentations etc.)
A standard fee of \$40 is charged per assessment RESIT/Resubmission.
- 2) Practical assessments incur the following charges per assessment RESIT/Resubmission:

Full examination	90 minutes	\$ 270.00
	60 minutes	\$ 180.00
	30 minutes	\$ 90.00
	15 minutes	\$ 45.00

FOR ADMINISTRATION USE ONLY

Date application was considered by the Education Sub-committee *or*

Date application was considered by Faculty Support

Evidence of fee attached: YES/NO

Evidence to support application attached and adequate: YES/NO

This application is: Approved Not Approved

Decision rationale:

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FACULTY SUPPORT CHECK LIST

- ✓ Advise the student of new due date and HOW to upload a Resubmitted assessment to Moodle *-or-* advice of new date/location of RESIT for Test/Exam emailed
- ✓ Record the new assessment due date on: SMS in assessment section; on Moodle under student’s submission area; on the Issues Spreadsheet
- ✓ Upload this completed form to the student’s file on the SMS
- ✓ Advise student of outcome of application:

Faculty Support name: Signature:

Date:/...../..... Method of communication with student:

