



## Intention to Resubmit an Assessment

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As outlined in Section 6 of Rule 3, the University allows one single resubmission of a failed **assessment** task per unit in the following circumstances:

### The assessment task is:

- a) not the final assessment task, or final examination, in the unit;
- b) pertains to a graded 1000 level undergraduate or a 5000 level postgraduate coursework unit; and
- c) is worth 20% or more of the available marks in the unit.

### Process to resubmit an assessment item

Students intending to resubmit an assessment item must email the Unit Assessor (via the below **Intention to Resubmit an Assessment Form**) within 48 hours of receiving the Fail mark for the original submission.

The maximum due date for resubmission will be 4 consecutive days after the return of the original failed submission, unless otherwise approved by the Unit Assessor.

Students must submit their assessment as per the original submission details and task description outlined in the Unit Outline, and upload via Turnitin where required.

The resubmitted item will be marked against the original assessment criteria and rubrics, and in line with the Academic Integrity Guidelines, including any Unit requirements around the use of Generative AI.

Assessment tasks resubmitted on time will be returned to students within 7 days of submission.

The maximum grade obtainable for a resubmitted assessment item is a Pass.

Group assessment activities may be resubmitted by the whole or part of the group responsible for the original submission. A revised grade will be awarded only to those students contributing to the resubmission.

### Instructions:

Please complete this form and email it to your Unit Assessor. Note: We recommend saving a copy of this form in a safe place for your records prior to submitting it. When you resubmit your assessment, you will also need to include a completed Resubmission proforma.



By submitting this notification, I confirm that the failed assessment item has a 20% or greater weighting, and I have:

meaningfully attempted the assessment (that is, have made a tangible and genuine attempt to address the requirements of the assessment activity), but achieved a Fail mark; and

submitted the assessment by the due date (either the original due date or an extended due date granted in accordance with Section 5 - Special Consideration)

not received definitive answer guides or exemplars as part of the feedback.

## **Student details**

**Given name(s)**

**Surname**

**Student ID**

**Unit Code**

**Unit Name**

**Unit Assessor**

**Tutor name (if applicable)**

**Assessment number and/  
or title**

**Date**