



APPLICATION TO RE-SUBMIT ASSESSMENTS

Student Name: _____

Student ID Number: _____

Course: _____

RE-SUBMISSION WITHOUT FINANCIAL OR ACADEMIC PENALTY

Summative assessment tasks may be resubmitted without penalty, with the approval of the relevant Head of School, if the re-submission occurs not later than one week after the last teaching day of a semester. Please refer to the Raffles Student Handbook available on the website or from Student Services.

Subject Code and Name: _____

Assessment Name: _____

Date for Re-submission: _____

RE-SUBMISSION AT OTHER TIMES WITH A FEE AND FINANCIAL PENALTY

Re-submission at other times will normally incur an administration fee of \$200 to cover the payment of an assessor and the handling costs in the academic department and the finance department.

Subject Code and Name: _____

Assessment Name: _____

Date for Re-submission: _____

Student signature: _____ **Date:** _____

Lecturer's approval: _____ **Date:** _____

Head of School approval: _____ **Date:** _____

Once you have received approval from the lecturer and Head of School, please submit this form to Student Services on Level 18 along with payment (if applicable). Resubmissions with financial penalty will not be assessed without payment.

For Office Use Only

Fee (if relevant) received by Accounts Department: _____ Signature: _____ Date: _____

Reassessment conducted by:

Lecturer Name: _____ Signature: _____ Date: _____

Reassessment result: _____

Result processed by Registrar: _____ Signature: _____ Date: _____

Transcript Reissued by Student Services Manager: _____ Signature: _____ Date: _____