

Resubmissions Policy

1. Purpose and Scope

This policy sets out the provisions and procedures for students of SCL International College who need to resubmit an assignment or resit an examination following a fail. The intent is to give students an additional opportunity to demonstrate their learning while upholding the academic standards of the College.

2. Definitions

Resubmission: The act of submitting an assignment again after initial failure.

Resit: The act of attempting an examination again after initial failure.

3. Principles

Students are entitled to one opportunity for resubmission or resit in the event of a fail.

The maximum mark achievable for a resubmission or resit is capped at 50%.

The resubmission and resit provision is designed to support students in their learning journey, allowing them to focus on areas of improvement.

4. Eligibility

Students who achieve a mark below 50% in an assignment or examination are eligible for a resubmission or resit.

Only one resubmission or resit is allowed per assessment.

5. Process

The Academic Manager will notify the student in writing of their fail and their right to a resubmission or resit.

Students will be provided feedback on their initial submission, highlighting areas requiring improvement.

Students will be granted a minimum of 2 weeks from the date of notification to prepare for the resubmission or resit.

The resubmission or resit must address the feedback given and focus on areas identified as requiring improvement.

Once the resubmission or resit is completed, it will be assessed according to standard assessment criteria but will be capped at a maximum mark of 50%.

6. Costs

There is no additional fee for a resubmission or resit. The College believes in supporting its students in their academic journey without imposing financial burdens for additional assessment opportunities.

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7. Responsibilities

The Academic Manager is responsible for notifying students of their eligibility for a resubmission or resit and providing them with the necessary feedback.

Students are responsible for acting upon the feedback provided and ensuring they submit their work by the specified deadline.

8. Review

This policy will be reviewed annually to ensure it remains relevant to the academic standards and student needs of SCL International College.

Last Reviewed: June 2023 by Paul Clarke and Gary Speirs

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