

Notification of intention to resubmit an assessment

This notification of intention to resubmit an assessment form must be submitted within 48 hours of the graded assignment being posted to FLO. Refer to the [Assessment Variation Procedures](#) regarding the resubmission of failed assessment.

Instructions:

Please complete this form and email it to your Topic Coordinator.

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, please note you will also need to include a completed [Resubmission proforma](#).

Student details:

By submitting this form, I certify that the information below is true and correct:

First name: _____ Surname: _____

Student ID: _____

FAN: _____

Topic code: _____

Topic name: _____

Topic coordinator: _____

Tutor name (if applicable) _____

Assessment number and/or title: _____

Date: _____

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

- meaningfully attempted the assessment activity (i.e. I have made a tangible attempt to address the requirements of the assessment activity), and
- submitted the assessment activity by the due date (either the original due date or an extended/deferred due date), and
- not already received an opportunity for formal feedback on a draft of the assessment activity or completed a similar assessment set as a scaffolded activity to the final assessment, or
- not received answer guides as part of the feedback.
- received a mark for the assignment less than 48 hours ago.

Please outline your plans for improving your resubmitted assessment:

(Incorporate any feedback you may have received from the original assignment. E.g. better library search for appropriate articles, better organisation of wording and/or paragraphs in the assessment, use of more professional language etc.)

Notes for Topic Coordinators

If a Notification of intention to resubmit an assessment form is received and the assessment has been facilitated by the FLO assignment tool, please follow these steps (refer to the [FLO staff support pages](#) for instructions):

- Allow another attempt for this student
- Set a new due date for one week after the return of the original submission
- Check the maximum number of uploaded files setting allows for the inclusion of the Resubmission proforma

If a Notification of intention to resubmit an assessment form is received and the assessment is *NOT* facilitated by the FLO assignment tool, either:

- Make appropriate arrangements with the student (eg. verbal presentation, performance, etc.)
OR
- Contact your [Learning Designer](#) for advice on facilitating resubmission in other FLO tools (eg. quiz)