



Rawda College Resubmission Policy

1. **Introduction:** This Resubmission Policy outlines the procedures and guidelines for learners and assessors in cases where learner work is referred or fails to meet the requirements of the qualification at Rawda College. This policy is intended to ensure transparency, fairness, and consistency in the resubmission process while upholding the standards described in the unit learning outcomes (LOs) and assessment criteria (AC).
2. **Requirements for Learner Work:**
 - Learner work submitted for assessment must meet the unit learning outcomes at the standards described by the assessment criteria. Assessors will evaluate learner work based on these criteria, ensuring that the standards are met and the learning outcomes are achieved. The learner work must provide sufficient authentic evidence for each Learning Outcome of the unit, responding to the tasks described in the respective ATHE Sample Assignment.
3. **Reasons for Resubmission:**
 - The assignment will be referred back to the learner for correction or retake in the following cases:
 - The assignment does not provide sufficient or any evidence for each of the LOs.
 - The responses to the AC do not follow the command verbs.
 - The work proves to be plagiarized partially or fully.
 - The work appears to have a very different language than the learner's own voice.
4. **Number of Resubmissions:**
 - The college recognizes the importance of providing learners with the opportunity to address gaps in their understanding and improve their work. Therefore, the following guidelines apply to resubmissions:
 - Learners are entitled to a maximum of two resubmissions for each assessment task.



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- Resubmissions are subject to the approval of the assessor, who will assess whether the revisions sufficiently address the feedback provided.
- Within these 2 resubmissions, once the pass grade has been achieved, learners may resubmit their work once to achieve a higher grade.

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5. Process for Referral and Detailed Feedback:

- When an assessor refers learner work due to not meeting the requirements of the qualification, the following steps will be taken:
 - The assessor will provide detailed feedback, highlighting the areas where the work did not meet the assessment criteria.
 - The feedback will include specific reasons for the referral, outlining what aspects of the assessment criteria were not met.
 - The assessor will communicate the referral decision to the learner through Moodle, along with the feedback and areas requiring improvement.

6. Resubmission Process:

- After receiving referral feedback, the learner is required to revise their work to address all the identified issues, and the revised work must clearly demonstrate improvements aligned with these issues.
- The learner must submit the revised work to the assessor within 15 working days from the date of referral feedback.
- The assessor will reevaluate the resubmitted work, providing a final assessment decision.

7. Recording and Documentation:

- The number of resubmissions for each learner will be tracked and recorded in the learner's academic record, providing detailed feedback and reasons for referral on the marksheet.
- The assessor's evaluation of the resubmitted work, along with the final assessment decision, will be recorded in the learner's assessment records.

8. Appeals Process:

- If a learner disagrees with the referral decision or the assessment process, they have the right to follow the college's established appeals procedure, as outlined in the Appeals Policy.



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9. Review of Policy:

- This Resubmission Policy will be reviewed periodically to ensure its effectiveness, relevance, and alignment with the UK Awarding Body's requirements and any updates or changes.

10. Contact Information:

- For inquiries or concerns related to the Resubmission Policy, learners and assessors may contact the Academic Office at info@rawdacollege.org

Policy Version 1 was issued on 01/02/24 by Director of Education.

This policy is effective from 01/02/24

Next review is due on 31/01/25