

“ I HAVE FAILED AN ASSIGNMENT ”

How to...

Resit/Retrieve an Exam/Assignment

1.

If you have failed an exam you can apply for a resit. This is done by emailing the Student Administration Manager (qasd@bishopg.ac.uk) or going to their office in the Quality Assurance and Student Administration Offices (Ground Floor Skinner Annexe).

If you have failed another type of assignment, then that will need to be retrieved. This means you will have to submit another assignment on the original assignment brief, or an adapted brief if necessary.

2.

If you feel there are factors that impacted on your performance during the assessment, then you should follow the poster for extenuating circumstances. This can only usually be done up to 7 working days after the assessment hand-in date.

3.

Resits and resubmissions cost £25 and as you will have failed the original assignment, your grade will be capped at 40%