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| **Application for an A3 resit/sit to be scheduled in S1/A1 with the existing cohort**  **[2nd resits only for students not in attendance this academic year)** |
| The School Director of Student Experience (DoSE) may exceptionally consider an application from a student who wishes to bring forward an assessment that has been scheduled in the resit assessment period (A3) to the Semester 1 teaching and/or assessment period (S1/A1).   1. Who is this process for?   This form may be used by students with a **second resit/sit only** (i.e. students who are not currently registered). **It cannot be used by students on a study abroad or placement year, by students with a first or trailed resit or for Semester 2 modules**.   1. Which assessments can be brought forward?   Students can apply to bring any second resit forward, including assessments during the teaching period. Please note that:   * the assessments due for the module should either **all** be brought forward, or **all** remain in the resit assessment period * if the application is for more than one module with a centrally timetabled assessment, the exam timetable should be consulted (if it has been published) to check for assessments scheduled at the same time or on the same day  1. When does an application need to be made and when will the decision be made?   **An application can be made from the start of the semester** (there is no need to wait for the exams timetable to be published in **mid-November 2022** before applying). For assessments scheduled during the teaching period, an application should be made as soon as possible. The following deadlines apply:   * S1 teaching period assessments: the application should normally be submitted 20 working days before the cohort deadline\* and a decision is normally made 15 working days before the cohort deadline * A1 assessments: the application is submitted by **18th November 2022** and a decision is made by **25th November 2022**, i.e. 20 working days before A1   \*The cohort deadline means the date students currently taking the teaching for the module are due to submit.   1. What are the criteria for approval?   The DoSE may give academic approval for an application provided that:   * The standard assessment cycle has already been completed (such that an initial attempt and a resit/sit attempt have already been offered in the previous academic year) * The resit mode the student wishes to bring forward is due to be taken by the next cohort in the S1 teaching and/or assessment period. * The assessment scheduled for the next cohort will test all the module learning outcomes and will therefore serve as an appropriate resit/sit * The application is received and can be processed in line with the above timelines so that the student has sufficient time to prepare for their resit/sit * The student is advised that, where the application is approved, no further resit opportunities will be offered and that the exam board will consider them for progression/award at its next meeting.   An application may be refused on logistical grounds, including where the assessment set for the next cohort is not appropriate or where a special paper is already being set in the resit assessment period for the preceding cohort as a result of a change in curriculum. A rationale must be provided where an application is refused. No appeal may be made against a decision.  **Note:**  Where the application is to bring forward a centrally timetabled assessment for more than one module, and the exam timetable has not been published, additional approval from SSRO is required. SSRO may reject the application should it lead to a new combination of assessments to timetable.  Please refer to Regulation 20 of ‘Conduct of Examinations’ in Section 2 of the [Examination and Assessment Regulations](http://www.sussex.ac.uk/adqe/standards/examsandassessment).  This form is to be completed electronically. |

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| **Section 1: to be completed by the student** | | | |
| Candidate name |  | | |
| Registration number |  | | |
| Course title |  | | |
| Year of study |  | | |
| Modules affected:  (Right click in columns to right and insert more rows if needed) | Module Code | Module Title | Resit mode to bring forward |
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| I confirm that I would like my application to be considered for the above assessments to be scheduled with the existing cohort.  Name:  Date:  **Please return this completed form to your School Curriculum and Assessment Officer** | | | |

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| **Section 2: to be completed by the School / DoSE (of the School that owns the course)** | | | |
| **A3 resit (module code and mode)** | **Timing of cohort assessment (e.g. A1, S1 wk 8)** | **Rescheduling approved by DoSE (y/n)** | **Rationale/comment** |
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| To be approved by the Director of Student Experience  Name:  Date:  **Please now return this form to the School CAO.**  **Note to CAO: SSRO also need to approve if the application is for more than module with a centrally timetabled assessment and the exam timetable has not been published.** | | | |

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| **Section 3: to be completed by SSRO Assessments Team (if for more than one module with a centrally timetabled assessment and exam timetable has not been published)** | | |
| **A1 assessment (module code)** | **Rescheduling approved by SSRO? Y/N** | **Comment e.g. can be reconsidered when exam timetable is published** |
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| To be approved by SSRO Assessment Team:  Name:  Date:  **Please now return this form to the School CAO.** | | |

**Actions**

**CAO to send approved applications to the Assessments Team, Student Systems and Records Office (SSRO),** [**spa-assessment@sussex.ac.uk**](mailto:spa-assessment@sussex.ac.uk)

**CAO to notify the student of the outcome (may need to wait for SSRO approval of centrally timetabled assessments).**

**SSRO to approve where application is for more than one module with a centrally timetabled assessment and the exam timetable has not been published.**

**SSRO to update the student’s assessment timetable on Sussex Direct.**