

## HTU/Pearson Resubmission Policy

**RESUBMISSIONS** can be authorized by the Program Leader or the Assessment Board (Department Board) and approved by the Deans's Council if all of the following submission conditions are met:

### PROCEDURES AND CONDITIONS FOR RESUBMISSION

The student has met the initial deadlines set in the assignment, has met an agreed deadline extension, or has submitted work late that has been accepted\*

The assessor judges that the student has fully attempted to achieve all targeted learning outcomes in their original submission

The assessor judges that the student will be able to provide improved evidence without further guidance

### STANDARDS VERIFICATION

Pearson's Standards Verifiers will require the Center to include evidence of resubmitted work in sampling, including:

- Evidence of Lead Internal Verifier authorization, signed and dated, with the resubmission deadline clearly stated.
- The initial assessment record
- The resubmitted learner evidence, accompanied by a signed-and-dated declaration of authenticity by the learner
- The resubmission assessment record, detailing the additional learner evidence submitted and showing any related changes to the assessment decisions
- Confirmation from the assessor that the resubmitted evidence is authentic and is the learner's own work.

### FORMS AND DEADLINES

If the LIV does authorize resubmission, it must be:

- Recorded on the assessment record
- Given a deadline for re-submission within 15 working days\* of the learner receiving the result of the assessment.
- Undertaken by the learner with no further guidance

\*15 working days must be within term time, in the same academic year as the original submission