

CURRENT STUDENT DETAILS

Student No:

Given Name:

Family Name:

Course: ☐ Master of Design ☐ Bachelor of Design ☐ Certificate III in Design Fundamentals ☐ UCert

Campus: ☐ Sydney ☐ Melbourne ☐ Brisbane

RESUBMISSION

- Should a student fail to pass an assessment task in a subject of study and obtain a grade between 40-49% or a Not yet Competent result for an assessment task in a VET unit, they may re-submit the assessment.
- Only one re-submission or re-assessment is permitted per assessment. The student and the assessor must negotiate a specific timeframe for the re-submission of the assessment task and note and sign the re-submission timeframe on the Assignment Submission Form.
- A student may only be awarded a 50/Pass grade (for a higher education subject) or a *Competent* result (for a VET unit) for a successful re-submission or re-assessment.

NOTICE TO RESUBMIT

This notice serves to inform you that the assessment detailed below has not attained the minimum PASS GRADE and has to be resubmitted. Depending on the weighting of the assessment, failure to re-submit by the deadline could lead to a FAIL in this subject /unit and will need to be repeated at an additional expense.

Subject / Unit:

Teacher:

Assessment weighting:

Original due date:

☐ Assessment 1 ☐ Assessment 2 ☐ Assessment 3

Details of assessment resubmission requirements:

Deadline for resubmission:

Assessor Signature:

Date:

Students will be required to comply with the Whitehouse Institute of Design Student Code of Conduct and all relevant policies and procedures.

- [Student Progression and Exclusion Policy](#)
- [Learning and Teaching Policy](#)
- Whitehouse [Student Code of Conduct](#)

WHITEHOUSE USE ONLY (Please provide a copy of this notice to Student Administration)

Method of Notice: ☐ In Class ☐ Emailed ☐ Mailed Date: