



Student Resubmission Policy 2024–25

About the College

Oxfordian College is an esteemed institution dedicated to delivering innovative undergraduate, postgraduate, and professional education. Aiming to be a leader in borderless education, Oxfordian College provides a wide array of international qualifications, surpassing the traditional local education system for UK youth.

As one of the UK's largest transnational education groups, Oxfordian College operates and specializes in offering international programs and highly respected degrees and skills qualifications locally. Accredited by leading awarding bodies SQA, VTCT, TQUK, NCC Education, Oxfordian College specializes in providing forward-thinking education in fields such as undergraduate and postgraduate studies, education programs, professional and skills training, accounting, innovative sciences, education, design, media, and business education.

The college excels in transnational education programs, establishing numerous collaborative, affiliated, and partnership arrangements with renowned international institutions, universities, professional bodies, and global assessment associations. Whether seeking a Foundation Diploma, an undergraduate degree, a top up programme or a Professional Certification, Oxfordian College offers a program to suit diverse interests, professional needs, and career aspirations.

Learner Resubmission Policy

Introduction

Oxfordian College is committed to ensuring that all learners have the opportunity to succeed in their studies by demonstrating their competence and understanding in their assessments. To support this, the college provides a fair and transparent resubmission policy for learners who have not met the required standards in their initial submissions.

This policy outlines the process and conditions under which learners may resubmit their work and ensures consistency with the guidelines set by the Awarding Organisation.

This policy applies to all learners enrolled at Oxfordian College and is relevant to the staffing structure, roles, and responsibilities of assessors, internal verifiers, and support staff involved in the resubmission process.

Eligibility for Resubmission

Learners may be eligible to resubmit their work if:

- The initial assessment did not meet the required standards.
- The learner has met all other assessment criteria for the course or module.
- The learner has adhered to all deadlines and requirements set out in the course or module.

Resubmission is only allowed if the assessor believes that the learner can achieve the required outcomes without further additional teaching.

Conditions for Resubmission

Feedback Requirements

The assessor must provide detailed, constructive feedback explaining why the learner's initial submission did not meet the required standards. The feedback should clearly outline areas for improvement, allowing the learner to understand and meet the assessment criteria on resubmission.

Feedback should be provided promptly to support learners in making their improvements within the stipulated timeframe.

Resubmission Deadline

Learners will typically have up to 10 working days from the date of receiving feedback to resubmit their work. In exceptional cases, extensions may be granted at the discretion of the assessor, and any extension must be documented.

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Limitations on Resubmission

A maximum of two resubmission attempts per assessment are allowed, unless the Awarding Organisation or specific course regulations dictate otherwise.

If the learner fails the second resubmission, no further attempts will be permitted unless the learner re-enrols in the course or module.

No Additional Teaching

Resubmissions are intended for learners who can improve their work independently based on feedback. No additional teaching or new study materials will be provided by the college during the resubmission process.

Original Work Requirement

All resubmitted work must be the learner's own. Plagiarism and other forms of academic misconduct will be treated in line with the college's academic integrity policies.

Process for Resubmission

When referring work back to learners for resubmission, assessors must:

- Clearly communicate the reasons for referral, referencing the specific assessment criteria that were not met.
- Provide detailed feedback to guide learners in addressing areas needing improvement.
- Set a resubmission deadline within the allowable timeframe and communicate it to the learner.

Recording Resubmissions

- The resubmission process, including deadlines, feedback provided, and the number of attempts, must be recorded in the learner's records.
- The number of resubmissions made per learner will be documented by the assessor and maintained in the internal records system or integrated on the LMS.

Assessment of Resubmitted Work

- Reassessed work is graded strictly based on the original assessment criteria. No additional criteria should be introduced.
- The focus is solely on whether the learner has successfully addressed the areas identified as not meeting the required standard in the initial submission.
- Assessors must ensure that the same standards and benchmarks used in the initial assessment are applied during reassessment.
- The grade awarded should reflect the learner's demonstrated understanding and achievement in the reassessed work without bias or undue influence.
- Learners should be informed of the grading process and how their resubmission will be evaluated.

Special Considerations

Learners who have valid reasons for missing submission deadlines or performing poorly in their initial submission (e.g., due to illness or personal circumstances) may apply for special consideration. Special consideration applications must fill out the special considerations form included in Appendix I and may allow for additional resubmission opportunities or an extension to the original deadline.

Appeals

Learners who feel that their resubmission was unfairly assessed or that the feedback did not provide sufficient guidance may appeal the decision. The appeal process is detailed in the Learner Appeals Policy. Appeals must be lodged within 10 working days of receiving the assessment decision for the resubmitted work.

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Responsibilities

Learners

- Ensure work is resubmitted by the specified deadline.
- Act upon the feedback provided by the assessor.
- Ensure that the resubmitted work is their own and follows the College's academic integrity guidelines.

Assessors

- Provide clear and constructive feedback for resubmission.
- Set appropriate resubmission deadlines and communicate them to the learner.
- Mark the resubmitted work in line with the original assessment criteria.

Internal Verifiers

- Ensure that the resubmission process is conducted fairly and in line with the college's policies and the Awarding Organisation's guidelines.

Monitoring and Review

Oxfordian College will monitor and review the effectiveness of the appeals process regularly to ensure its fairness and compliance with Awarding Organisation standards.

By following this policy, learners are assured of a fair and transparent process for challenging internal assessment decisions. This policy demonstrates Oxfordian College's commitment to quality, equality, and diversity, in alignment with the principles set out by our Awarding Organisation.

Appendix I

<p>Oxfordian College – Special Consideration Application Form This form is for learners who wish to apply for special consideration due to illness, personal circumstances, or other valid reasons affecting their ability to meet assessment deadlines or perform in assessments.</p>	
<p>Learner Details</p>	
<p>Full Name</p>	
<p>Student ID</p>	
<p>Course/Program</p>	
<p>Module Unit</p>	
<p>Assessor Name</p>	
<p>Reason for Special Consideration Request</p>	
<p>Please select the reason(s) for applying for special consideration:</p> <p><input type="checkbox"/> Illness</p> <p><input type="checkbox"/> Personal Circumstances (e.g., bereavement, family emergency)</p> <p><input type="checkbox"/> Other (share details)</p>	
<p>Details of the Circumstances</p> <p>Please provide detailed information about your circumstances, including the dates and how they affected your ability to meet deadlines or perform in assessments</p>	
<p>(Attach additional sheets if needed)</p>	

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Appendix I

Supporting Evidence

Please indicate what supporting evidence you are providing with your application (check all that apply):

- Medical Certificate/Doctor's Note
- Death Certificate
- Letter from Employer
- Other (please specify):

(Note: Applications without supporting evidence may not be considered.)

Assessment Information

Assessment Title/Unit:

Original Submission Deadline:

Assessment Type (e.g., essay, presentation, exam):

New Deadline Requested (if applicable):

Assessment Information

Please indicate the action you are requesting (check one):

Extension to the assessment deadline

Additional resubmission opportunity

Consideration for poor performance due to circumstances

Other (please specify):

Learner Declaration:

I confirm that the information provided in this appeal is accurate to the best of my knowledge, and I have followed the appropriate steps as outlined in the Learner Appeals Policy.

• **Learner Signature:** _____

• **Date:** _____

For Office Use Only:

• **Date Received:** _____

• **Appeal Stage (1, 2, 3, 4):** _____

• **Appeal Decision:** _____

Assessor/Internal Verifier/Assessment Board Signature:

Date of Decision:



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