

**Application for Assessments Form**

This application form is available on MOODLE or from the Programme Convener and is to be completed by students requesting a Supplementary assessment, Additional assessment or a Re-assessment.

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| First Name: | | | | | | | |
| Surname: | | | | | | | |
| Student Number: | | | | | | | |
| Intake group name: | | | | | | | |
| Cell number: | | | | | | | |
| Email address: | | | | | | | |
| **Programme registered for:** | | | | | | (tick) | |
| Higher Certificate | | | | | |  | |
| Bachelor of Commerce | | | | | |  | |
| Postgraduate Diploma | | | | | |  | |
| Master’s Programme | | | | | |  | |
| **Assessment Type:** | Resubmission(refer 1 below) | (tick) | Supplementary assessment (refer 2 below) | (tick) | Additional assessment (refer 3 below) | | (tick) |
| **Module:** | | | | | | | |
| Module Name: | | | | | | | |
| Module Code: | | | | | | | |
| Formative (applicable to Additional Assessments only: | | (tick) | Summative: | | | | (tick) |
| **Assessment Type Detail:** | | | | | | | |
| 1. **Resubmission:**   A resubmission only applies to summative assessments   * Students have an opportunity to resubmit a re-worked assessment to improve their mark in one of the following cases:   + If a student failed the summative assessment, the student has the opportunity to re-submit the assessment to improve his/her mark. If the student fails the re-submission, he/she will be required to re-register for the module. The relevant module fee will then apply. In instances where a module is the last outstanding module for the student to graduate, The Institute will allow the student an additional resubmission after a consultation session with a qualified lecturer. An Additional Resubmission fee of **R800.00** will apply. * Even if the summative assessment was passed, a student may apply for the opportunity to have it resubmitted if they wish to improve their results for a specific module.   Only one (1) resubmission opportunity will be allowed per module and a re-assessment fee of **R250.00** is applicable.   * An assessment must be resubmitted within the specified time. No resubmission submitted after the deadline for resubmissions will be considered. * To qualify for award of the qualification Cum Laude, resubmission results will not be considered * The proof of payment must accompany this application. The bank details:   **Account Name:** The Da Vinci Institute for Technology Management (Pty) Ltd  **Bank:** Standard Bank  **Branch:**  Sandton  **Branch Code:** 019205  **Account Number:** 022717277 **(Use Surname, Initials and course name as reference)**   * The student is required to complete this form and submit it to their Programme Convener within 7 working days of receiving a summative assessment result. An application received after 7 working days, will not be considered * The student has 7 working days to resubmit, following the approval of the application. A resubmission received after 7 working days will not be considered * The Programme Convener will manage the submission and marking of the submission and communicate the results to the student * The result obtained after the resubmission process, will be regarded as the final and official result. | | | | | | | |
| 1. **Supplementary Assessment:**  * Supplementary assessments are applicable to invigilated assessments * Students who receive a result of between 40% and 49% for their summative assessment qualify to write a supplementary assessment * Only one (1) supplementary opportunity may be granted per module * The student is required to complete this form and submit it to their Programme Convener within 7 working days of receiving a summative assessment result. An application received after 7 working days, will not be considered. * The Programme Convener will advise the student on the Supplementary Assessment date * Failing the supplementary assessment will result in the student having to re-register for the module. | | | | | | | |
| 1. **Additional Assessment:**  * Students who were absent during the formative or summative assessment due to illness or trauma and can produce a certificate of illness or trauma from a legitimate medical practitioner, or affidavit from the South African Police, are eligible for an additional assessment * The student is required to complete this form and submit it to their Programme Convener within 7 working days of the original assessment date. An application received after 7 working days, will not be considered. The medical certificate must accompany this application * The Programme Convener will advise the student of the Additional Assessment date. | | | | | | | |

Signature………………………………………. Date…………………………………………..

**Student**

Signature………………………………………. Date…………………………………………..

**Programme Convener**