

Assessment Concession: Resubmission, Resit or Further Assessment



**MANUKAU
INSTITUTE OF
TECHNOLOGY**
Te Whare Takiura o Manukau

This form is to be completed by a student who needs to apply for a resubmission (excluding formal examinations) or a further assessment opportunity. If you require a resit opportunity for a formal examination, please use the Assessment Concession: Affected Performance form.

Some programmes, courses or assessments may be subject to restrictions or limitations. Check your programme information before filling in this form on the [MIT website](#).

Email the completed form to your lecturer within 5 working days of receiving the marked assessment.

Student details

Student ID Number

First Name

Last Name

Preferred Name

Email

Phone

Reason for Assessment Concession application

Due to personal circumstances beyond my control:

- I was unable to adequately prepare for an assessment
- I had to leave a test or assessment early.
- I submitted on time or completed the assessment, but I was unable to do my best.
- Other: Please provide more details:

Course Details

Programme

I am applying for an Assessment Concession: Resubmission/Resit/Further Assessment opportunity for the following assessment:

Course Name	Course Code & number (e.g. FSTU 3942 or 234.567)	Lecturer	Assessment Name

Declaration

I declare that:

- The information I have provided is a true account of what happened.
- I give my consent for any relevant details to be shared with the appropriate MIT staff.

Date Signature
(You can use an electronic signature)

When you have completed and signed this form, email it, email it, along with any evidence to your lecturer. Your lecturer will need to discuss the application with the Academic Programme Manager or Head of School.

ACADEMIC PROGRAMME MANAGER/HEAD OF SCHOOL TO COMPLETE

Outcome options: Approved/Pending/Declined

Course Name	Assessment name	Outcome	Reason	Date	Conditions