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**Template letter to students about resit requirements**

1. The following template indicates text to be included in formal letters to students informing them of whether they must or may re-sit particular elements (or components within elements) of their degree. Core text will vary depending on how many elements/components of different types either must or may be re-sat.

1. These messages will be used by the Exams Office in LSHTM Registry to communicate with all F2F students. The DL Exams Office will send separate messages to any DL students who fail either DL modules or F2F modules taken by blended learning.

1. These examples do not include text for students who have been granted extenuating circumstances in respect of either a first attempt or a re-sit, and are thus to be offered a ‘new attempt’ at the relevant assessment. The Extenuating Circumstances policy in [Chapter 7, *General Academic Regulations* of the LSHTM Academic Manual](https://www.lshtm.ac.uk/sites/default/files/Academic_Manual_Chapter_7_2019-20.pdf) covers this.

1. Students who do not need to re-sit will not be sent specific messages. This includes students who may have failed a module or exam, but whose other grades compensate this.

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[Address line]

[Address line]

[Address line]

[Address line]

[Date]

Dear [Sample Name],

I am writing to inform you that the Board of Examiners for your programme, MSc [Programme Title], have recently considered your grades and progress towards the award for which you are registered, to determine whether you may still need to take or re-sit particular assessments.

With regard to [*either* modules *and/or* the examined element *and/or* the project], they have determined that you either must or may attempt the following, as specified in the table below.

* *‘Must be re-sat’ means you currently need to take the re-sit to remain eligible for the award. Note, if you have more than one such required re-sit, it may be possible to schedule one/some for a later assessment deadline, so that good performance in the assessment(s) taken first could compensate a remaining assessment and render it unnecessary to re-sit.*
* *‘May be re-sat’ means you currently have the option to either take the assessment at an upcoming opportunity, or wait until sufficient other results come in to render it either required or unnecessary to be re-sat.*

*[Add details taken direct from Exam Board minutes, in the following table format. Note that re-sit recommendations will have different table headings to Extenuating Circumstances/deferral-related recommendations].*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Credit-bearing element  | Original overall grade  | Specific assessment component(s) to be re-attempted  | Original component grade  | Must or May be re-sat \*  | Date/deadline for resit (and any options)  |
| ***CANDIDATE: ####***  |  |  |  |  |  |
|   |   |   |   |   |   |
| *Related comment on timing/options:*  |   |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Credit-bearing element  | Specific assessment component(s) affected  | Component grade if taken  | Reason new attempt allowed  | Date/deadline for new attempt (and any options)  |
| ***CANDIDATE: ####***  |  |  |  |  |
|   |   |   |   |   |
| *Related comment on timing/options:*  |   |  |  |  |

Please find enclosed a ‘repeat assessment entry form’ – used to register for re-sits or new/deferred assessment attempts. To be able to take the relevant assessment(s), you must complete and return this in time to reach us by **[Deadline date *– e.g. Friday 24 August 2012 for F2F modules*]**.

* The form should be e-mailed to **assessments@lshtm.ac.uk** .
* If you do not have email access, it may be posted to: The Registry, London School of Hygiene & Tropical Medicine, Keppel Street, London WC1E 7HT, UK.

Please check the programme or module information you were previously given for details about the type of task involved. Students are expected to take any exam-type assessment tasks in London. Further information about the precise nature of the task and timing, submission arrangements and/or location will follow direct from the Teaching Support Office [*or* Distance Learning Office, for DL modules], **by email only** **to your LSHTM email address**. This is anticipated to be sent out from **[Date *– e.g. Wednesday 05 September 2012 for F2F modules*]**.

Note that only ONE re-sit attempt is permitted for any individual assessment task. The overall grade for any credit-bearing degree element (module, exams or project) that includes a re-sat component will be capped at a maximum GPA of 3.00.

Yours sincerely,

**Matthew Paul Simpson**

Examinations Officer

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