

Resubmissions Policy

Academic Year 2025–2026

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Approved by	Senior Management
Next review date	05/08/2026

Purpose of Resubmissions Policy

The purpose of this policy is to outline the procedures and guidelines for learners and assessors at London School of Management and Media ('LSMM') in cases where learner work is referred or fails to meet the requirements of our awarding bodies/university qualifications.

This policy is intended to ensure transparency, fairness and consistency in the resubmission process while upholding the standards described in the unit learning outcomes (LOs) and assessment criteria (AC).

Scope

This policy applies to all courses delivered at London School of Management and Media at all its centres and affiliate centres worldwide.

Actions to Implement this Policy

All staff at LSMM have a responsibility to give active and full support of this policy by ensuring that it is known and understood by staff and learners, and that it is implemented effectively.

Requirements for Learner Work

Learner work submitted for assessment must meet the learning outcomes at the standards described by the assessment criteria.

Assessors will assess learner work based on these criteria, ensuring that the standards are met and the learning outcomes are achieved.

The learner work must provide sufficient authentic evidence for each learning outcome of the unit, responding to the tasks described in the respective awarding body/university's Sample Assignment.

Reasons for Resubmission

The assignment will be referred back to the learner for correction or retake in the following cases:

- the assignment does not provide sufficient or any evidence for each of the LOs
 - the responses to the AC do not follow the command verbs
 - the work proves to be partially or fully plagiarised
 - the work appears to have a very different language than the learner's own voice.
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Number of Resubmissions

LSMM recognises the importance of providing learners with the opportunity to address gaps in their understanding and improve their work. Therefore, learners are entitled to a **maximum of 02 resubmissions** for each assessment task.

Process for Referral and Detailed Feedback

When an assessor refers learner work due to not meeting the requirements of the qualification, the following steps will be taken:

- The assessor will provide detailed feedback, highlighting the areas where the work did not meet the assessment criteria.
- The feedback will include specific reasons for the referral, outlining what aspects of the assessment criteria were not met.

- The assessor will communicate the referral decision to the learner through email followed by a face-to-face discussion if required, along with the feedback and areas requiring improvement.
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Process for Resubmitting Work

After receiving referral feedback, the learner is required to revise their work to address all the identified issues, and the revised work must clearly demonstrate improvements aligned with these issues.

The learner must submit the revised work to the assessor within 10 working days from the date of referral feedback.

The assessor will reevaluate the resubmitted work, providing a final assessment decision.

Recording and Documentation

The number of resubmissions for each learner will be tracked and recorded in the learner's academic record, providing detailed feedback and reasons for referral on the marksheet.

The assessor's evaluation of the resubmitted work, along with the final assessment decision, will be recorded in the learner's assessment records.

Appeals Policy and Procedure

If a learner disagrees with the referral decision or the assessment process, they have the right to follow the LSMM's established appeals procedure, as outlined in the **Appeals Policy**.

Policy Review

This Policy will be reviewed annually. The next date of review is **05/08/2026**.