

Cambridge CELTA Course Assignment Resubmission Policy

This policy outlines the resubmission process for written assignments on the Cambridge CELTA course. It aims to provide clear guidelines for trainees while maintaining the integrity of the assessment process.

1. Eligibility for Resubmission:

- Trainees are eligible to resubmit each failed assignment once.
- Resubmission is only permitted for assignments that have been graded as "Resubmit", having not met the assessment criteria.

2. Resubmission Process:

- Following the initial assessment, trainees will receive written feedback outlining the areas where the assignment did not meet the required criteria.
- Trainees will be given a specific deadline by which to revise and resubmit the assignment. The timeframe varies according to the assignment and the course commitments but all candidates will be given the same deadline.
- Resubmissions must be completed on the same document as the original assignment and address the points outlined in the written feedback. Each assignment provides a space for resubmission at the end of the document.
- No changes should be made to the first submission and trainer feedback must not be deleted.
- Resubmissions should be uploaded to the trainee's portfolios and clearly marked as 'resubmission'.

3. Assessment of Resubmissions:

- Resubmitted assignments will be assessed by the same trainer who marked the original submission, where possible.
- If the first submission was double marked, the submission will also be double marked by the same two trainers.
- The trainer will focus on whether the trainee has adequately addressed the feedback provided. If the assignment now meets the assessment criteria the assignment will be graded as 'pass'
- If the resubmitted assignment still does not meet the required standard, it will be graded as a 'fail' and no further resubmission is possible.
- A record of pass on first submission/pass on second submission /fail is maintained by the trainer and recorded by the Candidate in their CELTA 5.

4. Late Submissions:

- Requests for extensions should be made to the course tutors by submitting an extension request form and providing appropriate evidence. Extension requests must be requested *before* the original deadline.

- Resubmission is not an option for assignments submitted late without prior, agreed-upon extension.

5. Plagiarism:

- All submitted work must be the trainee's own original work. Any instances of plagiarism (copying or paraphrasing without proper acknowledgement) will be dealt with severely and may result in failure of the assignment. Trainees are expected to be familiar with and adhere to the principles of academic integrity.

6. Appeals:

- In the event of a disagreement regarding the assessment of a resubmitted assignment, trainees may discuss their concerns with the course tutors. However, the final decision regarding the assessment rests with the course tutors and the Cambridge Assessor.

7. Confidentiality:

- All feedback and resubmissions will be treated confidentially within the course team.

This policy is subject to change at the discretion of the course providers, in line with Cambridge Assessment guidelines. Any changes will be communicated to trainees promptly. It is the trainee's responsibility to be familiar with the current version of the policy.