

## RE-SITTING POLICY

1. No re-sitting is permitted for students who wish to improve the attained mark of a particular Module.
2. Students need to register for re-sitting within one (1) week upon the release of the result slip.
3. All re-sitting will be processed and arranged immediately or before the next semester starts. It is a must for students to re-sit the failed module(s) on the dates advised by the SAE.
4. GCS will not provide revision and/or tutorial for students who request for re-sitting. if needed, then the student shall request for a re-module.
5. If the failed modules are equal or greater than 50% of the total number of modules in the semester and did not register within one (1) week upon the release of the result slip, the students will be advised to do re-module.
6. If the total number of failed modules is equal or greater than 50% of the total number of modules of the course, the students will be advised to do re-module or enrol again the entire course, If the student will not request for re-module, the students will be barred to take the examination and are deemed withdrawn/terminated from the course.
7. The maximum re-sit of module is two (2). Otherwise, the students are advised to do re-module.

## RE-SITTING PROCEDURE

1. SAE releases the results within 2 months after the date of the assessment.
2. If the mark attained by the student is below 50, SAE process the student request for re-sit.
3. SAE arranges all the re-sits before the next semester starts.
4. SAE reviews the re-sit request of the students and performs the following but not limited to:
  - If the total failed modules within the semester are greater than or equal to 50%, SAE will inform the student to arrange for remodule on the next semester. Refer to Remodule policy and procedure.
  - If re-sit for the same module more than 2 times. Refer to Remodule policy and procedure.
  - If the total failed modules within the semester are less than 50%, SAE will inform the Academic Department.
5. TLC prepares the examination papers for resit and plans the dates of resit.
6. TLC communicates to SAE the resit dates.
7. SAE informs and communicates to the students the dates of resit.
8. SAE collects the re-sit fees and issue a receipt.
9. SAE Calls and reminds the student, one day before the scheduled re-sit exam. In the event that the student didn't come for the re-sit, he/she fails the exam