

**School:**  
**Module:**  
**Name and number of student:**  
**Title of assessment (if appropriate):**  
**Date:**

**Dear XXXX,**

Please submit your reworked XXXX (assignment, report etc...**INSERT APPROPRIATE ASSESSMENT TYPE**) using the method stipulated by the tutor by XXXX (time) on XXXX (date) making sure you **fully** address **each** of the following suggestions. Failure to adequately address all the points listed may result in failing to pass the assessment.

Resubmitted work will be capped at 40.

If you wish to discuss anything related to this piece of assessment please contact your academic advisor /Course Director /module leader (**COURSE STAFF TO DECIDE**).

Please attach the completed table to your resubmitted work (or upload it with an online submission).

Yours sincerely

Course Director / Module Leader (**INSERT AS APPROPRIATE**)

**Staff might wish to add their assessment grading criteria /rubric in HERE**

Learning Outcome being assessed. (STAFF TO COMPLETE)	Feedback comments . (STAFF TO LIST and COMPLETE)	Comments from Student... (Explain in detail how you modified your first piece of work to address each identified feedback point).	Completed Yes/No/Partially... (STAFF TO COMPLETE)