



Important Notice

Ref : RG/20/STD/066
To : **Students of Higher Diploma / Associate Degree / Professional Diploma / Diploma Programmes**
From : Registry
Date : 7 July 2020
Re : **Application for Reassessment (2019-20, 1st and 2nd Semester Courses)**

(Circulation by student intranet, Institute email account and Registry notice boards)

Drawing to the close of semester, your attention is drawn to the following arrangement:

1. Students who wish to apply for **Reassessment for 1st and 2nd Semester courses**, please observe the following:

1.1 Application Period and Reassessment Period

Applications should be made at the Registry Counter (2/F Student Services Centre at CIHE Building) or by email at registry_reassessment@cihe.edu.hk during the following period:-

Programme	Application Period	Reassessment Period
DGS (Full-time and Part-time modes)	13-17 July 2020 9:00 am – 5:00 pm (full-time mode programmes) 5:30 pm – 7:30 pm (part-time mode programmes)	3-7 August 2020
AD and HD (Full-time mode)		3-14 August 2020
PDPMP & HDPDPT		
HDSWPT		17-21 August 2020

If a student fails to apply within the above period, an administration fee of **HK\$120** will be charged for each subsequent late application, to cover the additional cost incurred in handling the case. The Registrar reserves the discretion whether or not to grant permission for the late application.

1.2 Submission of Application Form

Application forms are obtainable from 10 July 2020 as follows:

- (1) Download from [http://studentportal.cihe.edu.hk/Registry/Registry Services/Forms](http://studentportal.cihe.edu.hk/Registry/Registry%20Services/Forms) (under “Reassessment” of the Main Menu) ; OR
- (2) Obtain at the **Registry counter** (2/F Student Services Centre at CIHE Building).

The completed application form(s) (REG-S08) with payment receipt(s) should be submitted to the Registry counter (2/F Student Services Centre at CIHE Building) or by email at registry_reassessment@cihe.edu.hk by **7:30 pm** on **17 July 2020 (Friday)**. Results of the applications will be announced to individual applicant on or before 20 July 2020 (Monday).



1.3 Application Fee

A reassessment fee of **HK\$400.00 per course** will be charged. For course(s) to be reassessed by both written examination and project, reassessment for two courses will be counted.

1.4 Notes for Applicants

- a. Students who obtained a grade of **C-, D+, D, F** in a course enrolling in the **2019-20 Academic Year or before** for **AD / HD / PD / DP programmes** may apply for a reassessment **once only**.
- b. Application for reassessment of **elective General Education course(s)** must be made **in the same year** the course(s) is / are taken.
- c. Payment Method
 - i. Payment by **EPS/CASH or VISA/Master Credit Card** at *2/F Student Services Centre at CIHE Building* or *10/F Counter of CBCC Building* by the due date; OR
 - ii. Payment by **other methods** as shown on the back page of the Payment Advice.
- d. Reassessment does not apply to practicum, internship, externship and fieldwork.
- e. Potential graduands (i.e., students who have already fulfilled the graduation requirements) will not be eligible for this reassessment arrangement.
- f. Once application form has been submitted to the Registry for processing, subsequent withdrawal of application will not be entertained. Reassessment fee paid is non-refundable.
- g. The highest grade a student can get in the reassessment of a course is **grade C**. The student's original grade for the course concerned will stand if it is better than the student's reassessment result.
- h. Students who are absent from the reassessment examination (for any reason) or do not submit the project/assignment concerned before the deadline will be given zero mark. They will be regarded as having used the opportunity. Supplementary examination will not be considered.
- i. Previous receipt(s) of reassessment payment was/were invalid even though no resit has been taken.
- j. Students who are under disciplinary action on a particular course, are not entitled to applying for reassessment for that course concerned.
- k. Students should familiarize themselves with the graduation requirements and the Assessment Regulations governing Reassessments as laid down in the Student Handbook.



Non-examination Oriented /Project-based Courses

- a. Students are reminded to approach the Examiner(s) concerned for details for courses which are reassessed in the form of assignments, individual projects or tests.
 - b. Students are required to submit the reassessment assignments / projects according to the stipulated deadline(s). Late submission will not be entertained.
- 1.5 Reassessment Timetable and Course Reassessment Arrangement will be available as follows (*individual notification will not be given*):
- (1) Registry <http://studentportal.cihe.edu.hk> or **student intranet** <http://booking.cihe.edu.hk>; (under “Reassessment” of the Main Menu)
 - (2) The **Registry’s notice boards** located at Registry counter (2/F Student Services Centre at CIHE Building) and the 2/F lift lobby at CBCC Building.
 - i. the Information of Arrangement **starting from 15 July 2020 (Wednesday)** and;
 - ii. the Reassessment Timetable for Written Examination [excluding elective General Education (GE) course(s)] **starting from 20 July 2020 (Monday)** will be available at the locations at (1) and (2) above.

1.6 Release of Results

The results of the reassessment will be released on **1 September 2020** at:

<http://booking.cihe.edu.hk>

1.7 Appeals Against Reassessment Results

All written applications for appeal must be submitted to the Registry *by 18 September 2020* from the date of release of reassessment results, together with payment of the prescribed fee of HK\$400.00 per course. If your application for an appeal is successful, the appeal fee will be refunded.

If you have any enquiries on the above, please contact the Administrative Officers of the Registry, Mr Lai at 3702 4371 for CIHE and Miss Ng at 3702 4377 for CBCC.

Wishing you every success in your examinations.

