


**Important Notice**

Ref : RG/21/STD/075  
 To : **Students of Higher Diploma / Associate Degree / Professional Diploma / Diploma Programmes**  
 From : Registry  
 Date : 26 May 2021  
 Re : **Special Reassessment (2020-21, 1<sup>st</sup> and 2<sup>nd</sup> Semester Courses)**

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

In consideration of the impact of the COVID-19 situation on teaching and learning during the past year and students' concern about their academic performance under this special circumstance, please be informed that the special reassessment arrangement introduced in the last academic year will continue to be adopted in this academic year (2020-21), i.e. to include courses for the Higher Diploma, Associate Degree, Professional Diploma and DGS programmes offered in the 1<sup>st</sup> and 2<sup>nd</sup> Semesters of 2020-21 as a special one-shot arrangement. Application fee for this special reassessment will be waived. Below please find the details of the special reassessment arrangement.

### ***1.1 Special Reassessment 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](mailto:registry_reassessment@cihe.edu.hk) during the following period:-

Programme	Application Period	Reassessment Period
<b>DGS</b> (Full-time and Part-time modes)	<b>24-25 June 2021</b> 9:00 am – 5:00 pm (full-time mode programmes)	<b>2-6 August 2021</b>
<b>AD and HD</b> (Full-time mode)		<b>2-14 August 2021</b>
<b>PDPMP &amp; HDPDPT</b>		
<b>HDSWPT</b>	5:30 pm – 7:30 pm (part-time mode programmes)	<b>23-27 August 2021</b>

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 21 June 2021 as follows:

- (1) Download the form “Application for Special Reassessment / Application for Reassessment 2020-21” from the following location:  
[http://studentportal.cihe.edu.hk/Registry/Registry Services/Forms](http://studentportal.cihe.edu.hk/Registry/Registry%20Services/Forms); OR
- (2) Obtain at the **Registry counter** (2/F Student Services Centre at CIHE Building).



The completed application form(s) (REG-S08) should be submitted to the Registry counter (2/F Student Services Centre at CIHE Building) or by email at [registry\\_reassessment@cihe.edu.hk](mailto:registry_reassessment@cihe.edu.hk) by **7:30 pm on 25 June 2021 (Friday)**. Results of the applications will be announced to individual applicant on or before 30 June 2021 (Wednesday).

### *1.3 Notes for Applicants*

- a. Students who have i) enrolled in the course(s) offered in the 1<sup>st</sup> or 2<sup>nd</sup> Semester of the 2020-21 academic year, ii) fulfilled the attendance requirement and iii) obtained a grade of **C-, D+, D, E, F\*** in the course(s) may apply for a reassessment **once only**.
- b. Application for reassessment of **elective General Education course(s)** must be made **in the same year** in which the course(s) is / are taken.
- c. Reassessment does not apply to practicum, internship, externship and fieldwork.
- d. Potential graduands (i.e., students who have already fulfilled the graduation requirements) will not be eligible for this special reassessment arrangement.
- e. 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.
- f. 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.
- g. Students who are under disciplinary action on a particular course, are not entitled to applying for reassessment of that course concerned.
- h. 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.



**1.4 Reassessment Timetable and Course Reassessment Arrangement** will be available as follows (*individual notification will not be given*):

- (1) **Student Portal -Registry** <http://studentportal.cihe.edu.hk> or **Student Intranet** <http://booking.cihe.edu.hk>; (under “**Reassessment Arrangement**” of the Main Menu)
- (2) The **Registry’s notice boards** located at Registry counter (2/F Student Services Centre at CIHE Building).
  - i. *Course Reassessment Arrangement starting from 23 June 2021 (Wednesday)*, and
  - ii. The *Special Reassessment Timetable* for Written Examination [excluding elective General Education (GE) course(s)] **starting from 28 July 2021 (Wednesday)** will be available at the locations at (1) and (2) above.

### **1.5 Release of Results**

The results of the reassessment will be released on **3 September 2021 (Friday)** at:

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

### **1.6 Appeals Against Special Reassessment Results**

All written applications for appeal must be submitted to the Registry **by 23 September 2021** 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 on 3702 4371 for CIHE and Ms Ng on 3702 4377 for CBCC.

Wishing you every success in your examinations.

