

OVERVIEW

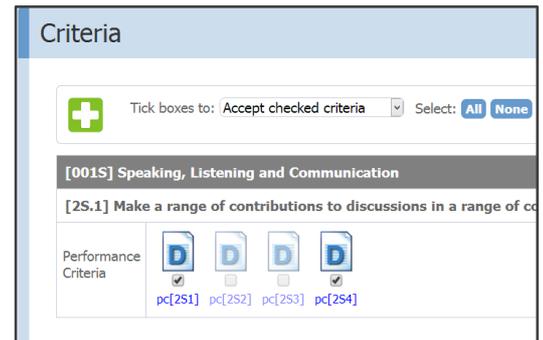
An assessment can be resubmitted if you would like the learner to amend or expand on their evidence. There is no limit to the number of times an assessment can be resubmitted to the learner, unless the assessment follows a [BTEC workflow](#).

DETAILS

Criteria

Before resubmitting an assessment, you should un-tick any criteria that hasn't been met in the learner's evidence. The un-ticked criteria will appear to be faded out.

When you accept (tick) an answer on a written question or per-criteria assessment, this will prevent the learner from making any further changes. Make sure you leave the criteria unticked if you are going to resubmit and would like them to continue working on those specific questions/criteria.



Feedback

It is mandatory to leave feedback to the learner when resubmitting an assessment. If you've annotated their evidence, leave a short message in the feedback box making them aware that they can see your comments by clicking into the highlighted parts of the text.

Resubmit

When you are ready to send the assessment back to the learner, click the **Resubmit** button. At this point, the learner will receive a task to work on the assessment and a message containing the feedback.

Remember - when the learner re-signs the assessment, make sure to tick any "faded-out" criteria that has now been covered