





2. The retrieval process is outlined on the Retrieval Procedure Form.
3. The assessment task should relate directly to the missing component of the unachieved learning outcome(s), and is designed to “retrieve” that portion only. In some cases this may involve resubmitting amended work. In other cases it may necessitate a “special” assessment.
4. In considering the completed assessment task, academic staff must be satisfied that the student has successfully achieved the learning outcomes for the paper and is consequently sufficiently prepared to progress. It is the academic staff member’s responsibility to ensure that the appropriate academic standards have been met in considering the retrieval assessment.
5. All retrieval results will be approved by a special QEC meeting prior to the commencement of the following semester.

AUDIENCE

All CoCA teaching staff.

RELATED DOCUMENTS

[CoCA General and Assessment Information 2012](#)
[Retrieval Procedure Form](#)

Both documents are available from Stream/CoCA Teaching & Learning/Resources for Teaching & Learning.

DOCUMENT MANAGEMENT CONTROL

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