Name (Team) ‘s Work Reassessed by

Work Product Submission Date

The following cover sheet / checklist is used when resubmitting any design notebook work that has been assessed as NI, NCE or NS. The first resubmission of any work that is resubmitted on time and is assessed as Meets will incur no penalties. Any work that is resubmitted late, resubmitted for a second (third) time or in some other way reflects Self-regulation problems will be penalized by the issuance of a Self-Regulation Lapse to all the team members.

# How To Resubmit Work For Reassessment

If the notebook work has been assessed as NI, NCE, or NS the team must use the following process when resubmitting the work for reassessment. Failure to follow the steps of this process will result in the issuance of a Self-Regulation Lapse to the team, even if the assessed work meets expectations.

1. Review the checklist from the previous assessment to see what areas need improvement. You must improve all the No’s and at least half of the Weak’s to have the work reassessed as Meets.
2. Prepare the improvements to your work and have them ready for the next notebook assessment (see the course calendar for the notebook assessment dates). You do not have to keep the old, replaced work in the notebook.

1. On the original assignment checklist indicate, in the Yes or Wow boxes next to the topics improved, the **page numbers** in the notebook where you made the improvements.
2. In preparing your notebook for assessment place this cover sheet / checklist (which will be completed by the assessor) in front of the original checklist (and any other resubmission cover sheets that may be been prepared for the assignment).

| Yes | No | Lapse | Self Regulation Issues |
| --- | --- | --- | --- |
|  |  |  | 1. Was this the first re-submission? |
|  |  |  | 1. Was the material resubmitted when due? |
|  |  |  | 1. Was the work assembled in the correct order? |
|  |  |  | 1. Were there page numbers on the original checklist showing where the improved work is located? |
|  |  |  | If the answer to any of these question is **No** enter a 1 in the Fault column to the left |
| Comments on Reassessment | | | |

### Results of Re-Assessment

| **M** | **NI** | **NCE** |
| --- | --- | --- |

If work is not Meets you may resubmit the work again. You must complete another Cover Sheet for the resubmission. The resubmission is due by .