



## UNIVERSITY OF ZULULAND

### POLICY AND PROCEDURES

ON

### THE ADMINISTRATION OF EXAMINATIONS

POLICY NUMBER	REG P15	POLICY OWNER	REGISTRAR
OVERSEEING COMMITTEE(S)	MANCO – SENATE - COUNCIL		
APPROVAL DATE	26/11/16	REVISION DATE	26/11/19

#### POLICY STATEMENT

It is the policy of the University of Zululand to publish a policy on the Administration of Examinations that contains all the policies and procedures on Examinations and Summative Assessment. This policy must be read in conjunction with the Rules of the University. In case of any inconsistencies between this policy and the rules of the university, the rules of the university will take preference.

## REVISION HISTORY

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<b>RELATED POLICIES</b>	
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## TABLE OF CONTENTS

1.	PURPOSE AND RATIONALE .....	4
2.	DEFINITIONS AND INTERPRETATION .....	4
3.	GUIDING PRINCIPLES AND VALUES .....	8
4.	STRUCTURES FOR OVERSEEING COMPLIANCE TO THIS POLICY .....	8
5.	ROLES AND RESPONSIBILITIES .....	8
6.	EXAMINATIONS.....	8
6.1	APPOINTMENT OF EXAMINERS .....	8
6.2	EXAMINATION QUESTION PAPERS .....	9
6.3	EXAMINATION TIMETABLE.....	10
6.4	EXAMINATION SCRIPTS .....	12
6.5	PUBLICATION OF RESULTS.....	13
6.6	INVIGILATION .....	14
6.7	CHIEF INVIGILATORS .....	14
6.8	INVIGILATORS .....	16
7.	ACCESS TO EXAMINATION.....	18
8.	EXAMINATION PROCESS.....	18
9.	SUPPLEMENTARY EXAMINATIONS .....	19
10.	RE-EXAMINATIONS .....	19
11.	AEGROTAT EXAMINATIONS.....	20
12.	RE-CHECKING AND RE-MARKING OF EXAMINATION SCRIPTS .....	20
13.	SPECIAL RE-EXAMINATIONS FOR FINAL-YEAR STUDENTS IN RESPECT OF LAST OUTSTANDING MODULES.....	21
14.	FINAL MARK.....	22
15.	MINIMUM MARKS REQUIRED FOR PASS, MERIT PASS AND DISTINCTION .....	22
16.	EXAMINATION FRAUD AND IRREGULARITIES .....	23
17.	MISSING OR LOST SCRIPTS .....	24
18.	EXAMINATIONS FOR STUDENTS WITH DISABILITIES.....	24
19.	POLICY REVIEW .....	25
20.	ACKNOWLEDGEMENTS.....	25

## **1. PURPOSE AND RATIONALE**

The purpose and rational of this policy is to provide policies and procedures for the administration of examinations and summative assessment processes at the University of Zululand.

## **2. DEFINITIONS AND INTERPRETATION**

Unless the context otherwise indicates,

**“Academic year”** means that portion of the calendar year approved by Council on recommendation of Senate for the academic activities of the university and will not exceed a period outside the 1<sup>st</sup> January and 31<sup>st</sup> of December of the same year;

**“Aegrotat examination”** means an examination granted on medical or compassionate grounds;

**“Candidate”** means a registered student who qualifies to sit for an examination;

**“Close relative”** means mother, father, grandmother, grandfather, brother, sister or child;

**“Co-examiner”** means a person appointed by a Faculty Board to assist an examiner in the setting and marking of an examination;

**“Continuous assessment”** means internally moderated oral and written assignments, tests, practical’s, project, reports, etc.;

**“Council”** means the Council of the University of Zululand as contemplated in clause 18 of the UNIZULU Statute;

**“Curriculum”** means the complete programme of study for a particular degree, diploma or certificate;

**“Departmental Examination Committee”** means the committee established by each academic department which validate the final marks, authenticate and certify that the final marks of the candidates reflect the true performance of all candidates as well as validate all tests, projects, assignments, practical’s and or any other assessment instrument employed by the department and or faculty;

**“Disability”** refers to any impairment, disability or medical condition that inhibits a student's access to education;

**“Disability Discrimination”** includes—

- (a) any act, practice or conduct which has the effect of unfairly hindering or precluding any person or persons who have or who are perceived to have disabilities from conducting their activities freely, and which

- undermines their sense of human dignity and self-worth, and prevents their full and equal participation in society;
- (b) any systemic, societal or individual act, conductor practice which has the direct or indirect effect of unfairly defining persons with disabilities by-
- (i) denying or removing from any person who has a visual or hearing impairment or any other disability from their supporting or enabling facility necessary for their function in society, such as a hearing aid, a guide dog, braille, sign language or appropriate information technology;
  - (ii) contravening the code of practice or regulations of the South African Bureau of Standards that govern environmental accessibility;
  - (iii) failing to take reasonable steps to accommodate the needs of a person or persons with disabilities; and
  - (iv) failing to identify or eliminate obstacles that unjustly limit or restrict persons with disabilities from enjoying equal opportunities;

**“Duly performed (DP)”** means the student has fulfilled the minimum requirements in terms of attendance and semester or year mark to sit for an examination in a particular module;

**“Examination”** means a formal evaluation of a student’s academic performance, which may be in the form of a written examination, an oral examination, a practical examination, dissertation, a thesis or any other formal examination;

**“Examination Committee/University Examination Committee”** means the university established committee who assess marks prior to final release or publication;

**“Examination mark”** means a mark obtained in an examination;

**“Examiner”** means a person appointed by a Faculty Board to assess the academic performance of a student;

**“Faculty Examination Committee”** means the committee established by each Faculty and tasked to consider all the reports of the Departmental Examination Committees to ensure that marks are valid, authentic and reflect the true performance of candidates prior to submission to the examinations committee.

**“Final mark”** means a mark derived from a combination of a semester or year mark and an examination mark;

**“Final semester”** means the semester that concludes the curriculum;

**“Final-year student”** means a student who is registered for sufficient modules to lead to the completion of a qualification;

**“First-year student”** means a student who has not obtained sufficient credits at this university or any other university for promotion to the second year of a degree, or diploma, or certificate;

**“Intermediate student”** means a student who is neither a first year student nor a final year student;

**“Level of study”** means the level in which a student is positioned within the curriculum of the qualification for which he or she is registered;

**“Moderator”** means a person appointed by a Faculty Board to evaluate the standard, quality and the marking of an assessment or examination in a particular module;

**“Module”** means a unit of study material within the curriculum of a particular degree, diploma or certificate as identified in the Academic Structure of a particular study programme;

**“Non-degree module”** means a module offered to a registered student which is not required for his or her approved curriculum in a specific degree, diploma or certificate and cannot be offered for recognition or for substitution of any module in any other programme;

**“Occasional student”** means a student who is not registered for a degree, diploma or certificate, but who is registered for a stand-alone module or modules;

**“Postgraduate student”** means a student who is registered for an Honours, Masters or Doctoral degree or any postgraduate diploma degree course offered by the university;

**“Provisional registration”** means registration subject to conditions prescribed by the university;

**“Re-checking”** means verifying administratively whether all questions in a particular paper have been marked and whether such marks have been correctly totalled;

**“Re-examination”** means a newly scheduled examination after the regular examination has taken place, the result of which replaces the results of the regular examination;

**“Re-marking”** means the re-marking of an examination paper by an external examiner on request by a student after meeting all the requirements;

**“Returning student”** means a student who has been previously registered with the university;

**“Semester”** means one half of the academic year of the university;

**“Semester mark”** means the mark obtained from formative assessment in a semester module;

- “**Senate**” means the Senate of the university;
- “**Senior student**” means a student who is not classified as a first-year student;
- “**Special re-examination**” means an examination granted to a candidate to facilitate the completion of a qualification;
- “**Status**” means recognition of a qualification from another tertiary institution for admission to a higher degree;
- “**Student**” means a person who is registered for a qualification offered at the university;
- “**Summative assessment**” the process used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period—typically at the end of a project, unit, course, semester or programme;
- “**Supervisor**” means a member of staff appointed by a Faculty to oversee the research project or dissertation or thesis of postgraduate student;
- “**Supplementary examination**” means an examination conducted before the meeting of the examination committee of a Faculty;
- “**Syllabus**” means the contents of a module;
- “**University**” means the University of Zululand;
- “**University Examination Committee/ Examination Committee**” means the committee established and tasked to consider all the reports of the Faculty Examination Committees to ensure that marks are valid, authentic and reflects the true performance of candidates prior to publication;
- “**Year mark**” means the mark obtained from formative assessment in a year-long module;
- “**Year of study**” means the year in which a student is registered at the university, which ideally corresponds with a student’s academic year of study. However, students who fail modules or who change programmes might not have a corresponding level in terms of academic status; for example a student in his or her second year of study who has changed programmes after the first year of study would have first-year academic status. For the purpose of determining a student’s year of study, the time spent on foundation programmes shall not be considered.
2. Where the term “Council” appears in italics in the general rules it indicates a power delegated by Council to Senate.
  3. Where the term “Senate” appears in italics in the general rules it indicates a power delegated by Senate to a Faculty Board.

4. Where there are differences in the interpretation of the general rules, the interpretation of the Registrar shall be final.

### **3. GUIDING PRINCIPLES AND VALUES**

This policy is based on the following guiding principles and values:

- 3.1 Innovation: Promoting attributes of excellence, creativity and discovery among students and staff.
- 3.2 Teamwork: Working together to accomplish a common goal.
- 3.3 Efficiency: Sustaining high levels of productivity.
- 3.4 Accountability: Subscribing to integrity and transparency.
- 3.5 Mutual Trust: Inculcating dependable and trustworthy relationships and mutual respect.

### **4. STRUCTURES FOR OVERSEEING COMPLIANCE TO THIS POLICY**

The following structures shall oversee the implementation of this policy:

- (a) MANCO;
- (b) Senate; and
- (c) Council.

### **5. ROLES AND RESPONSIBILITIES**

- 5.1 The role of the Office of the Registrar is to implement the policy and to ensure that it is adhered to.
- 5.2 It is the responsibility of Faculties to ensure that the policy is followed by Academic Staff.

### **6. EXAMINATIONS**

#### **6.1 APPOINTMENT OF EXAMINERS**

- 6.1.1 Senate is the final authority in respect of the appointment of examiners, but acts through the Faculty Boards. External examiners shall be appointed for a period not exceeding three (3) years.
- 6.1.2 The Heads of Departments shall submit names of internal and external examiners to Faculty Boards for recommendation to Senate. External

examiners should be appointed for all modules as they are used for remarking of examination scripts.

- 6.1.3 The recommendation made by Faculty Boards must serve at Senate for final approval.
- 6.1.4 At the beginning of the second semester all Heads of Departments shall submit on a prescribed form, countersigned by the relative Dean, the names of examiners for the first and second semesters of the following year.
- 6.1.5 When external examiners are appointed, alternate names must be submitted by Heads of Departments in case the first nominees does not accept. In all cases, Assessment Management must be provided with the full addresses and contact details of all external examiners.

## **6.2 EXAMINATION QUESTION PAPERS**

- 6.2.1 The Assessment Office will provide each Examiner with a complete file with all relevant information and instructions related to the administrative processes and dates for presenting the information for duplication and processing of examination papers.
- 6.2.2 The Assessment Office should request examination papers not later than the 28<sup>th</sup> of February for the First Semester examinations and 31<sup>st</sup> of July for the Second Semester Examinations.
- 6.2.3 Moderated examination question papers must be submitted at Assessment Management by the Head of Department one (1) month prior to the writing of examinations.
- 6.2.4 Examination question papers may be submitted in electronic format (password protected) or in hard copy.
- 6.2.5 Examination question papers should be set according to the prescribed layout as contained in a form that is sent out with the call for question papers.
- 6.2.6 Setting and typing of examination question papers by Academic Staff must be done in a strict and confidential setting.
- 6.2.7 On submission of question papers to the Assessment Office, the Head of Department should sign a register and receive an acknowledgement receipt.
- 6.2.8 On receipt of examination question papers, Assessment Management should immediately seal and tag the question papers.

- 6.2.9 The sealed examination question papers should be stored in the strong room and only retrieved for duplication.
- 6.2.10 The duplication of examination papers shall be finalised by Assessment Management under the strictest precautionary measures.
- 6.2.11 Sealed envelopes containing the examination papers together with the attendance control registers for the particular session shall be handed to the Chief Invigilator by Assessment Management.
- 6.2.12 Examination papers that are to be sent down to Richards Bay by the Head of the Department should be forwarded directly to the office of the Manager (Richards Bay). The Manager or his/her assignee shall sign for the receipt thereof.
- 6.2.13 The printing of examination question papers will take place on the university of Zululand campus and under close supervision. The university will make use of approved service providers to print examination papers.
- 6.2.14 Assessment Management must report the late and/or non-submission of examination question papers on the day after closure for submissions to the Registrar who must investigate the non-compliance and report the matter to the Executive Director: Human resources for possible disciplinary action and to Senate.

### **6.3 EXAMINATION TIMETABLE**

- 6.3.1 The Registrar's Division is responsible for compiling the examination time table. Students will be furnished with draft examination time tables for the first and second semesters at registration and it shall be the responsibility of the student to ascertain that he /she does not register for courses that clash on the examination time table.
- 6.3.2 In drawing up the time table, the following principles should be applied:
  - 6.3.2.1 Examination papers which involve external examiners should be given priority on the examination time table as a consequence of the importance of the time limit regarding the dispatch and marking of examination papers by external examiners;
  - 6.3.2.2 Modules with large numbers should be given priority on the examination time table as a consequence of the time limit for marking of scripts and submission of mark schedules; and
  - 6.3.2.3 Modules at the same level in a programme should not be written in the same session.

- 6.3.3 Examinations shall run for not more than four (4) weeks, excluding Saturdays.
- 6.3.4 The main time table shall be drawn up simultaneously with the re-examination time table.
- 6.3.5 The University of Zululand shall assume no responsibility for the coinciding, on any timetable, of examinations of subjects due to students repeating subjects.
- 6.3.6 The University of Zululand will try to accommodate students with clashing of examinations as far as possible, provided that 6.3.7 is complied with.
- 6.3.7 The University shall not accommodate Time Table clashes where examination times or dates coincide as a result of a simultaneous registration for another qualification and or registration at another tertiary institution, and/or as a result of responsibilities placed on a student by an employer and or other third party.
- 6.3.8 In the cases mentioned above, the following provisions shall apply if a student's examination times and dates should coincide:
  - 6.3.8.1 The student shall notify Assessment Management at the campus concerned of the coinciding examination dates;
  - 6.3.8.2 He/she shall complete the required form at least ten (10) working days before the examination date concerned;
  - 6.3.8.3 Enquiries regarding arrangements to accommodate the coinciding of examinations should be made at Assessment Management the day before the examinations of the subjects concerned are to be taken; and
  - 6.3.8.4 The examinations of both subjects shall be taken on the same day, although at different examination sessions; and
  - 6.3.8.5 Cases of coinciding examinations shall be accommodated in a separate examination venue, where students shall be kept under constant invigilation.
- 6.3.9 No changes will be made on an official Examination Time Table. Instead, an Addendum will be published with necessary changes.

## **6.4 EXAMINATION SCRIPTS**

- 6.4.1 Examination scripts shall at all times remain the property of the university and shall not be removed from the examination venue or fall in the hands of unauthorised persons.
- 6.4.2 Blank examination scripts and other stationery that may be necessary at any examination session shall be delivered at the examination hall by Assessment Management.
- 6.4.3 Examination scripts and other stationery must be collected from Assessment Management by examiners within forty-eight (48) hours after that paper had been written.
- 6.4.4 Should the examination scripts not be collected by the internal examiner within forty-eight (48) hours after that paper has been written, Assessment Management must inform the Dean of the Faculty and the Head of the Department concerned accordingly.
- 6.4.5 Marked examination scripts with a mark schedule containing the signatures of the internal examiner and the Head of Department should be submitted to Assessment Management within ten (10) days of the writing of the module concerned.
- 6.4.6 Examination scripts will be kept safely for three (3) years for any validation and or verification purposes, after which it must be destroyed by Assessment Management in accordance with the applicable records management policy.
- 6.4.7 Assessment Management shall send a sample of scripts for external moderation for exit modules subject to the following:
  - 6.4.7.1 The sample shall consist of all scripts if the total scripts are less than forty (40) scripts, or
  - 6.4.7.2 The sample shall consist of forty (40) scripts of four hundred (400) or less scripts per module, or
  - 6.4.7.3 The sample shall be ten percent (10%) of four hundred (400) and more scripts.
  - 6.4.7.4 The sample shall be selected to represent twenty percent (20%) of candidates with examination marks less than forty percent (40%), twenty percent (20%) of candidates with examination marks of more than sixty percent (60%) and eighty percent (60%) representing candidates with

examination marks between forty percent (40%) and sixty percent (60%).

- 6.4.8 The relevant Faculty/Academic department shall select the sample according to the performance of candidates.
- 6.4.9 Heads of Departments are responsible to verify at least ten (10) percent of scripts in every module before marks are captured.
- 6.4.10 Marks should be captured before they are sent to the external examiners.
- 6.4.11 Necessary changes shall be made when the report of the external examiner is received.

## **6.5 PUBLICATION OF RESULTS**

- 6.5.1 The last date for the capturing and validation of marks shall be published in the University Calendar or as determined by Senate. As a rule, the system on which marks are captured should be opened at the beginning of an exam cycle and closed at the end of that cycle.
- 6.5.2 All Departments must constitute Examination Committees to validate the final marks, authenticate and certify that the final marks of the candidates reflect the true performance of all candidates.
- 6.5.3 All Departmental Examination Committees shall validate all tests, projects, assignments, practicals and or any other assessment instrument employed by the department and or faculty.
- 6.5.4 All Departmental Examination Committees shall report to the Faculty Examinations Committee.
- 6.5.5 All Faculties must constitute Faculty Examination Committees to ensure that marks are valid, authentic and reflect the true performance of candidates.
- 6.5.6 Faculty Examination Committees shall look at the reports of the Departmental Examination Committees.
- 6.5.7 Examination results will be made public by the Registrar immediately after they have been finalised by the University Examination Committee.
- 6.5.8 The date of publication of results shall be as it appears in the University Calendar or as determined by Senate.

## **6.6 INVIGILATION**

- 6.6.1 Chief invigilators and invigilators are appointed by Assessment Management as per determined criteria.
- 6.6.2 It is not permissible to appoint members of staff as Chief Invigilators or as invigilators.
- 6.6.3 No examiner shall be allowed to act as invigilator to his/her own candidates.
- 6.6.4 Chief Invigilators and Invigilators are remunerated according to scales determined by the Council.
- 6.6.5 Chief Invigilators and Invigilators shall be remunerated for attending Disciplinary cases involving candidates who were involved in examination fraud or irregularities.

## **6.7 CHIEF INVIGILATORS**

- 6.7.1 At each examination session one of the chief invigilators appointed in terms of rule 6.6.1, who shall be on duty and he/ she shall have full control in the examination hall during the session over all candidates, examiners and invigilators and shall see to it that the examination rules are observed.
- 6.7.2 The Chief Invigilator shall report to the Assessment Management Office at least one (1) hour before the commencement of the examination session, where Assessment Management shall hand to him/ her:
  - (a) the attendance control registers for a particular session;
  - (b) examination scripts; and
  - (c) the sealed envelopes containing examination papers.
- 6.7.3 The Chief Invigilator shall sign for the examination question papers after he/ she has been satisfied that there are correct papers for the session as indicated on the time table.
- 6.7.4 Should the Chief Invigilator fail to report at Assessment Management one (1) hour before the session, it will be presumed that he/ she is not available and an alternative Chief Invigilator shall be appointed. Should an alternate Chief Invigilator not be available, Assessment Management shall take such steps as deemed necessary and report the matter to the Registrar.

- 6.7.5 The Chief Invigilator and his/ her invigilators must check, before the session starts, whether sufficient stationery and other material has been supplied to them.
- 6.7.6 The Chief Invigilator shall be responsible for the following announcements at the beginning of each session:
- (a) that candidates found in possession of books, apparatus, notes of any kind or paper or on their person, or any other material not specifically authorized and not handed out by invigilators are contravening examination rules and are liable to disciplinary action;
  - (b) that candidates who enter the examination venue should take up their seats immediately and fill the attendance slips and the front cover of the examination scripts;
  - (c) that candidates should display their examination admission letters and student cards;
  - (d) that candidates should note that they should stop writing immediately the end of the session is announced, failing which examination scripts shall not be taken delivery of and the examination shall be considered as not having been written; and
  - (e) that candidates are not allowed to write notes on question papers but rather use the last page(s) of the answer script for this purpose and cancel after finishing writing.
- 6.7.7 Candidates should be allowed reasonable time in which to complete the attendance slips and the covers of the examination scripts. This should be done before the invigilator gives instructions to the candidates to turn their papers over and commence writing.
- 6.7.8 In the event of discrepancy between the number of examination scripts and the number of attendance slips, the Chief Invigilator must ascertain the reasons for the discrepancy and report the matter to the Assessment Manager immediately.
- 6.7.9 The Chief Invigilator shall ensure that a seating plan is displayed in the examination venue to indicate where the candidates for the courses to be written in a particular session shall sit.
- 6.7.10 Approximately five minutes before the session expires, the Chief Invigilator shall warn the candidates of the time still available before the end of the session. Candidates must be instructed to stop writing immediately the end of the session is announced.

6.7.11 In the event of the Chief Invigilator receiving a report on a candidate who renders him/ herself liable to disciplinary action, the Chief Invigilator submits a written report addressed to the Assessment Manager together with all incriminating material and a written statement from the invigilator concerned immediately after the session.

6.7.12 The Chief Invigilator may, in his or her discretion, grant extension of time to a candidate provided he submits a written report on the circumstances and reasons for his decision immediately after the session to the Assessment Manager.

## **6.8 INVIGILATORS**

- 6.8.1 All invigilators must acquaint themselves with all examination rules.
- 6.8.2 Invigilators shall be provided with attendance slips for a particular examination session and shall issue one attendance slip to one candidate.
- 6.8.3 The complete examination attendance slips issued must be collected simultaneously with the examination scripts. Any discrepancies must be reported to the Chief Invigilator.
- 6.8.4 Each candidate shall be handed only one examination script. If necessary, a second examination book may be supplied after the invigilator has ascertained that the first examination script has been fully used. Only official date- stamped examination scripts are to be issued to candidates, which are valid for the particular session/ day of the examination only as indicated on the examination time table. Invigilators must ensure that all examination scripts handed in carry the official date stamp of that particular session and day.
- 6.8.5 Candidates are not permitted to enter the examination venue until 30 minutes before the commencement of the examination.
- 6.8.6 Examination papers may only be handed to candidates and internal examiners or their assignees and no examination paper may be removed from the examination hall before the termination of the examination session.
- 6.8.7 A candidate may not leave the examination hall within 30 minutes after the commencement of the session and no candidate is permitted to enter the examination hall after the first 30 minutes of the session.
- 6.8.8 No unauthorised person is allowed to enter the examination hall during an examination session, unless arrangements have been made with Assessment Management.

- 6.8.9 Invigilators are expected to carry out their duties meticulously. They are not allowed to do anything which might divert their attention such as reading a book, magazine or newspaper. For the duration of the examination they should regularly walk about the examination hall. It is of the utmost importance that candidates should have no reason to believe that, for want of proper invigilation on the part of the invigilator, the opportunity exists for disregarding the rules.
- 6.8.10 Should an invigilator be obliged to leave the examination hall, a relief invigilator should take his place until he returns.
- 6.8.11 Should it be necessary for a candidate to leave the examination for a short while during a session, such candidate shall be accompanied by an invigilator of the same sex.
- 6.8.12 Unless it has been specifically ordered by the chief invigilator, no candidate is to be granted an extension of time beyond the time indicated on the examination timetable.
- 6.8.13 At the termination of each session, the invigilators must tally the examination scripts and attendance slips and report any discrepancies to the Chief invigilators.
- 6.8.14 At the termination of each session, the invigilators shall collect all examination scripts, attendance slips, unused stationery, statements and reports on irregularities during the session and hand them over to Assessment Management.
- 6.8.15 Only candidates who enter an open book examination are permitted to take prescribed study material into the examination hall.
- 6.8.16 Candidates may seek clarity from internal examiners on any question that is contained in an examination question paper within 15 minutes of the start of the session.
- 6.8.17 If an invigilator is convinced that a candidate has rendered himself liable to disciplinary action, the invigilator:
- (a) confiscates all incriminating material, if any;
  - (b) takes from the candidate the examination book or books which the candidate has used up to that moment and writes "confiscated at... (time)" on the cover, draw a line underneath the last entry inside and put a date;
  - (c) reports the matter to the chief invigilator immediately;
  - (d) warns the candidate that the matter will be reported to the Registrar;

- (e) requests the candidate to submit a written statement to the invigilator before the candidate leaves the examination venue;
- (f) provides the candidate with a new examination script on the cover of which the invigilator must write “New script issued at ... (time and date);
- (g) should the candidate continue in his malpractices during the remainder of the session the invigilator reports the matter to the chief invigilator for necessary action.
- (h) should write a statement regarding any reported fraud or irregularities at the end of session.

## **7. ACCESS TO EXAMINATION**

- 7.1 To be admitted to an examination venue the students must:
  - (a) be registered for that module in that semester or year;
  - (b) have completed the minimum amount of work as prescribed;
- 7.2 This rule also applies to an occasional student or a student who has registered for a non-degree module.
- 7.3 The various weightings of the components that constitute a DP mark must be published in the Faculty Handbooks for every module.
- 7.4 The weighting of the DP mark against the examination mark must also be published in the Faculty Handbooks for every module.

## **8. EXAMINATION PROCESS**

- 8.1 Examinations shall be conducted at a period as approved by Senate.
- 8.2 All examinations are conducted at venues determined by Registrar.
- 8.3 An examination of a module in a degree, diploma or certificate is conducted by an examiner, moderator, and co-examiner where applicable.
- 8.4 The examiner must set an examination paper and mark the script submitted by a student, and may be assisted by a co-examiner in undertaking this responsibility.
- 8.5 Senate approval should be sought for Subjects not to have a written examination but some other form of assessment.

## **9. SUPPLEMENTARY EXAMINATIONS**

- 9.1 The Head of Department may summon a student for an oral or written supplementary examination after the main examination but before the finalisation of marks in order to resolve a borderline case.
- 9.2 A supplementary examination must be undertaken in the presence of the moderator and a record of the proceedings shall be kept by the Faculty.
- 9.3 Assessment Management must be provided with the details of the affected student (s) before the Supplementary examination is conducted.

## **10. RE-EXAMINATIONS**

- 10.1 A student qualifies for admission to a re-examination in a module if he or she:
  - (a) Obtained a final mark of between 40% and 48% in that module; or
  - (b) Was prevented by circumstances beyond his or her control from sitting for the examination, in which case such a re-examination is an aegrotat examination.
- 10.2 A re-examination shall be conducted in the period specified in the Calendar.
- 10.3 The mark obtained in the re-examination shall be recorded separately and the original mark will remain on the student's academic history.
- 10.4 A student (other than a final-year student in respect of whom different considerations apply) who has one (1) module outstanding after the completion of the re-examination period shall not be entitled to a further re-examination in that academic year, even where such a person was unable to participate in the re-examination for reasons that would otherwise have qualified him or her for an aegrotat examination.
- 10.5 A student who has written or not written a re-examination in a module will not qualify for another re-examination in that same module.
- 10.6 To qualify for consideration under this Rule, a student must have duly performed in the module concerned, must have qualified to write the original examination by having obtained a 40% semester or year mark, and must have obtained a final mark of 40% in the module(s) concerned.

## **11. AEGROTAT EXAMINATIONS**

- 11.1 An aegrotat examination may be granted to a student prevented from taking part in the final examination of a module:

- (a) by illness on the day of the examination or immediately before it, on condition that he or she submits a doctor's certificate specifying the nature and duration of the illness and declaring that for health reasons it was impossible or undesirable for him or her to sit for the examination; or
  - (b) by family circumstances, such as the serious illness or death of a close relative at the time when the examination was conducted, on condition that substantiating evidence of such circumstances is produced.
- 11.2 An aegrotat examination shall not be granted to a student who has written the final examination.
- 11.3 An application for an aegrotat examination must be submitted by a student to the Assessment Manager within 21 days of the date of the final examination.
- 11.4 The Assessment Manager must:
- (a) Approve or reject the application; and
  - (b) Determine whether the examination shall be conducted in writing or orally, provided the examination is not in a different format to the original examination.
- 11.5 The final mark for a module for which an aegrotat examination has been granted shall be determined according to the rules.
- 11.6 A student who has been granted an aegrotat examination and has been unable to sit for it for any reason, will not qualify for any re-examination.

## **12. RE-CHECKING AND RE-MARKING OF EXAMINATION SCRIPTS**

- 12.1 A student may apply to the Registrar for the re-checking or remarking of an examination script, provided that:
- (a) the application is made in writing;
  - (b) the application is submitted within 21 days after the official publication of results; and
  - (c) the applicable fee is paid.
- 12.2 This rule applies to examination scripts in undergraduate modules and postgraduate modules.
- 12.3 Re-marking or re-checking may change the result status of the candidate if:
- (a) A fail become a pass.

- (b) A pass become a pass with merit.
  - (c) A pass with merit become a pass with distinction.
- 12.4 If, as a result of re-checking or re-marking, the result status of a candidate changes, then the required fee will be refunded.
- 12.5 A student does not qualify for re-examination as a result of the re-marking or re-checking of a script.
- 12.6 Re-checking or re-marking of a script may not result in the lowering of a mark.
- 12.7 Re-marking of a script shall be done by an external examiner appointed for this purpose. The decision of the external examiner is final, subject to rule 12.3.
- 12.8 The Dean of the Faculty concerned must finalise the result(s).
- 12.9 A student has a choice to apply for re-marking or re-checking, provided a fee is paid for either.

### **13. SPECIAL RE-EXAMINATIONS FOR FINAL-YEAR STUDENTS IN RESPECT OF LAST OUTSTANDING MODULES**

- 13.1 Students in their final academic year who, after the completion of the November examination period have 30 or fewer credits (2 modules) outstanding for completion of the curriculum of the qualification for which they are registered may be granted a special re-examination in respect of such module(s), irrespective of the semester in which such modules were presented and/or examined and irrespective of the number of times the student has previously attempted an examination in a module.
- 13.2 Students who at the end of the special re-examination period continue to have outstanding credits towards their degrees must thereafter either re-register in terms of the rules or register at another institution in terms of the relevant rules.
- 13.3 To qualify for consideration under this Rule a student must have duly performed in the module concerned, must have qualified to write the original examination by having obtained a 40% semester or year mark, irrespective of the final mark obtained in the module concerned.
- 13.4 The clearance opportunity envisaged in this Rule is given only in respect of modules for which the student has been registered. The modules must have been registered in the previous academic year.
- 13.5 Special re-examinations are conducted only in the period specified in the calendar.
- 13.6 Applications for special examinations must be done in writing to the Registrar before or on the date stipulated in the calendar.

## **14. FINAL MARK**

- 14.1 A final mark is based on both formative assessment and an examination mark.
- 14.2 Not more than 50% of the final mark may be derived from formative assessment.
- 14.3 Where a student meets the required standard for a pass in an examination, including an aegrotat examination, the actual mark obtained and the classification of the pass (merit or distinction), shall be recorded on the student's academic record.
- 14.4 Where a student who has been granted a re-examination or a special examination has succeeded in meeting the required standard for passing the module, the actual mark obtained shall be recorded on the student's academic record.
- 14.5 Where a student fails a re-examination or special examination, the original mark shall remain unchanged but the marks obtained in that examination shall be recorded.
- 14.6 A final mark and other marks on the system may only be changed through a Mark History Capture form, irrespective of whether the system is open or not.
- 14.7 No mark older than 3 years may be captured. Students who have not queried their marks within that period have to re-register the module concerned, if failed.

## **15. MINIMUM MARKS REQUIRED FOR PASS, MERIT PASS AND DISTINCTION**

- 15.1 To obtain a pass, a final mark of 50% is required.
- 15.2 To obtain a certificate, diploma or degree with merit, a candidate must:
  - (a) have achieved an average mark derived from the marks for all final year modules of at least 65% with a minimum mark of at least 55% in all of these modules.
  - (b) have completed the qualification in the minimum prescribed time; and,
  - (c) not have failed any compulsory modules for the qualification.
- 15.3 To obtain a certificate, diploma or degree with distinction, a candidate must:
  - (a) have achieved an average mark derived from the marks for all final year modules of at least 75% with a minimum mark of at least 60% in each of these modules;

- (b) have completed the qualification in the minimum prescribed time; and,
  - (c) not have failed any compulsory modules for the qualification.
- 15.4 A student who has obtained a semester or year mark or an examination mark of 39%, or a final mark of 39%, 49%, 64% or 74%, shall be entitled to an automatic condonation towards one mark higher than the one obtained, irrespective of the number of modules in which a student has obtained such a semester or examination mark.
- 15.5 Subminima**
- (a) In order to pass any course or to qualify for re-examination a student shall attain an examination subminimum of 40 per cent in each module.
  - (b) A student who attains a final mark of 50 per cent or more in a module where there is more than one examination paper and who attains an examination mark of 40% or more but fails to obtain a subminimum in one paper only, may sit for a re-examination in that paper.
  - (c) If the student attains the required subminimum in the re-examination, he/she shall pass the module with the same final mark as in the previous examination.
  - (d) If a student fail to attain the subminima, but obtain a mark between 35 and 39, qualifies for a re-examination.

## **16. EXAMINATION FRAUD AND IRREGULARITIES**

- 16.1 A candidate renders himself or herself liable to disciplinary action if he or she commits the following:
- (a) carries on conservation after the examination question papers have been distributed;
  - (b) possesses any book, object, document or other writing on any object during an examination session except such answer book or other object that is permissible under these rules;
  - (c) assists or attempts to assist another candidate or receive or attempts to receive assistance from another candidate;
  - (d) fails to obey any lawful instruction given by an invigilator;
  - (e) tears a page or pages from his examination script;

- (f) removes or attempts to remove his examination answer book from the examination hall;
- (g) fails to hand in his examination answer book to the invigilator;
- (h) assists another candidate to contravene any of these rules;
- (i) smokes in the examination hall;
- (j) contravenes sub-rules (i) to (j) in a University test.

- 16.2 Such a candidate should be taken through a disciplinary process.
- 16.3 The results of a candidate who has been involved in examination fraud or an irregularity should be blocked, pending the outcome of the disciplinary process.
- 16.4 The script of a candidate who has been involved in examination fraud should be marked under strict conditions.

## **17. MISSING OR LOST SCRIPTS**

- 17.1 Examination scripts may be lost or get missing at the examination venue, in transit, at the Assessment offices or when they are in possession of the Examiner before they are captured on the computer system.
- 17.2 In the event of scripts getting lost or becoming missing, the University may provide an alternative writing opportunity or an oral examination for the affected student.
- 17.3 Alternatively, a mark may be calculated from the student's year mark based on a formula that will be provided by Senate.

## **18. EXAMINATIONS FOR STUDENTS WITH DISABILITIES**

- 18.1 On the basis of documentation provided by the student and discussions with the student, the Health, Counselling and Disability Services will make recommendations of reasonable adjustments to Assessment Management.
- 18.2 These recommendations will be made on an appropriate pro forma, and will indicate which aspects of these adjustments will be accommodated by the Student Services Department (SSD).
- 18.3 It is Assessment Management's responsibility:
  - 18.3.1 To provide additional time for students for whom this is a reasonable adjustment;

18.3.2 To provide accommodation separate to the main examination venue and supervision to students for whom this is a reasonable adjustment;

18.3.3 To provide any other support which is readily available.

18.4 It is the responsibility of the Student Services Department:

18.4.1 To provide sign interpreters, scribes, readers;

18.4.2 To provide specialist equipment (eg voice recognition/synthesis software, modified computers, screen enlarging software);

18.4.3 To arrange for the provision of examination papers in alternate print formats where required;

18.4.4 To provide any other support which is not readily available to Assessment Management.

18.5 Assessment Management will inform students of arrangements for their examinations.

18.6 Applications for reasonable adjustment in examinations should be lodged with Assessment Management no later than the deadline approved by the Deputy Vice-Chancellor (Teaching & Learning) or nominee. Normally, applications lodged after this date will not be considered.

## **19. POLICY REVIEW**

This policy shall be reviewed every 3 years.

## **20. ACKNOWLEDGEMENTS**

- (a) AVCC Guidelines for Students with a Disability. [www.avcc.edu.au](http://www.avcc.edu.au)
- (b) Council on Higher Education (2005), Higher Education Monitor. South African Higher Education Responses to Students with Disabilities. Equity of Access and Opportunity? Pretoria. <http://www.che.ac.za>
- (c) Disability & Dyslexia Support Service. Keynes College, University of Kent, Canterbury. [accessibility@kent.ac.uk](mailto:accessibility@kent.ac.uk), or <http://www.kent.ac.uk/ddss/>
- (d) Report of the Foundation of Tertiary Institutions of the Northern Metropolis (FOTIM) Project conducted 2009-2011.
- (e) Disability in Higher Education (2011) University of Cape Town Disability Service. <http://www.uct.ac.za/services/disability>.
- (f) University of Zululand. 1986. Rules Pertaining to the control and administration of tests written in the examination halls and examinations.