


Policy title	Policy Assessment Results	Year	2017
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1. PURPOSE OF THE ASSESSMENT RESULTS POLICY

This policy provides the rules and guidelines regarding recording of results as well as the management of assessment reports and transcript of results. This policy will be amended from time to time while the **eta** Student Information System (SIS) and its on-line study system is developed (**eta connect**).

2. RESULTS DATABASE

2.1 All moderation and assessment policies apply to results and to the **eta** Student Information system (SIS).

2.2 Students' results are loaded to the **eta** SIS. Instructions are provided to each region and are filed in the **ETA** Policies and Procedures folder, sub-folder instructions. The **eta** SIS provides a comprehensive student record and reporting system, from registration to certification.

3. SAVING AND STORING ASSESSMENT REPORTS

All assessment reports - progress and Final Transcript of Results (FTR) must be saved on the regional file server in PDF format before they are published to students. Assessment reports are saved in Records, Learner records per year of study for each stream. If results are amended, an updated report must also be saved in the learner records. No results are sent in files that can be adjusted or changed. Digital reports that are not in PDF format will be considered invalid. Regions must ensure that they have relevant Adobe software, through the **eta** IT contractor.

4. RE-ISSUING OLD RESULTS

While we may have records, we are unable to guarantee records of results for students who studied with **eta** prior to 2000. We can guarantee records from 2000. Graduates who qualified after 2000 who know the details of their **eta** course dates can apply directly to the campus for a re-issue of results. All re-issues of printed results will be charged to the graduate according to **eta** current price lists.

**ANNEXURE A:
ASSESSMENT RESULTS FOR PROGRAMMES ACCREDITED BY CATHSSETA**

1. LOADING RESULTS

1.1. Stage 1: Assessment Overview (MS Excel): Scores from continuous assessment tasks for each student are logged on the Assessment Overview file, per course. Then the average grade per subject for each student is loaded to the **eta** SIS. Scores for summative tasks (final assessments) are also recorded on the Assessment Overview and then loaded to the SIS.

Document: Template Assessment Overview

1.2. Stage 2: Loading to the **eta** Student Information system (SIS): Loading to the **eta** SIS takes place at the end of each term (or quarter in the case of Distance Learning). Special Projects load results half way through and at the end of each project.

The following scores are captured to the SIS per module:

- Each student's average percentage for continuous assessment work per subject in each module.
- Each student's percentage for each summative task in each module.
- A percentage score for experiential hours is captured once only, for each year of study.
- These scores collectively produce a set of results per student for their registered course.

2. FEEDBACK ON ASSESSMENT OUTCOMES

2.1. Feedback is intended to show students their progress and to guide their learning, thus any marked task should contain feedback which guides and informs the student in terms of their learning and in terms of their assessment outcome.

2.2. Continuous Assessment: continuous assessment scores are recorded on students' marked work and written feedback is also provided on students' completed and marked work.

- 2.3. Final exams (summative assessment): Scores for each final task are recorded on the Summative Assessment Review Form (SARFF). A copy is made for each student's file and the student receives the original. The SARFF is issued to students during assessment feedback once summative tasks are marked and scored. Question papers, practical demonstrations, projects and assignments have mark sheets to aid with scoring and feedback.

Instructions in Assessment Guide

3. ISSUING PROGRESS REPORTS AND FINAL TRANSCRIPT OF RESULTS

- 3.1. Student course fees must also be paid in full before any results are generated or issued.
- 3.2. Progress reports: Although students work is marked and returned to them with their scores, official progress reports are generated bi-annually. These reports are sent 4-weeks after hand in for marking and only once assessment has been moderated and results have been loaded to the results data base in the SIS. No results can be generated or issued prior to moderation of assessment and moderation of results for all courses.

Refer: Policy Moderation

- 3.3. Final Transcript of Results: All students receive a Final Transcript of Results (FTR) at the end of each course according to the date set on the National Calendar, irrespective of whether a student achieved all assessment criteria. The FTR includes the overall score per module as well as the experiential hour's score for the course per year of study. It contains no written feedback. Students who have not achieved assessment criteria receive an additional letter indicating whether a year of study needs to be repeated, if certain modules need to be repeated in the following year, or if a 2nd attempt is required for any Term 4 summative tasks in January of the following year. A further updated FTR is provided to the student once the above additional assessment is completed and moderated.

Refer: Policy Assessment Rules

**ANNEXURE B:
ASSESSMENT RESULTS FOR PROGRAMMES ACCREDITED BY CHE**

1. LOADING RESULTS

- 1.1. The percentage of each weight-bearing task is captured on SIS.
- 1.2. Practical Learning is allocated a percentage per module (10%) and is captured with the module results.

2. FEEDBACK ON ASSESSMENT OUTCOMES

- 2.1. Feedback is intended to show students their progress and to guide their learning, thus any marked task should contain feedback which guides and informs the student in terms of their learning and in terms of their assessment outcome.
- 2.2. Formative Assessment: assessment feedback is provided to students on completed work. This can take place in a number of different ways, for example, orally, in writing, peer assessment. Some of the formative assessment tasks are compulsory. These compulsory tasks require documented feedback to be noted.
- 2.3. Summative tasks: Feedback is provided either within the task together with the mark achieved, or on a separate text file on etaConnect.

3. ISSUING PROGRESS REPORTS AND FINAL TRANSCRIPT OF RESULTS

- 3.1. Progress reports are generated at the end of each semester.
- 3.2. Final Transcript of Results: All students receive a Final Transcript of Results (FTR) at the end of each course according to the date set on the National Calendar, irrespective of whether a student achieved all assessment criteria. The FTR includes the overall score per module as well as the experiential hour's score for the course per year of study. It contains no written feedback. Any summative assessments failed during the academic year can be re-written in January of the following year.
- 3.3. Students are allowed to carry over a topic or a module and repeat the following year, if a programme is longer than one year of study.
- 3.4. If a repeat topic/module is required before progression on to a 2nd year module, the first year topic/module must be completed before commencing the 2nd year one.