


Policy title	Policy Assessment Rules	Year	2017
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1. PURPOSE OF THE ASSESSMENT RULES POLICY

This policy provides specific information, guidelines and rules relating to assessment dates, pass marks, scoring, grading and repeats. All campus managers and faculty are required to read this policy and to apply it. All students must be made aware of this Assessment Rules policy during their assessment preparation. Students registered for CATHSSETA programmes must sign and date their assessment preparation and assessment feedback forms. Students registered for CHE programmes must sign an attendance register for assessment preparation. This is a transparent policy which applies to all students' assessments and should be made available to students and staff.

2. OVERALL PASS MARKS AND ACHIEVEMENT OF MINIMUM CRITERIA

2.1 Overall scores: Students are required to achieve an overall score of 50% to achieve the minimum assessment criteria for a learning programme.

2.2 Credit values: Credit values vary per module, so their value is relative to the total credits of a programme. Therefore, a module with higher credits will have a greater relative contribution to the overall score of a programme.

2.3 Pass mark required:

An overall pass of 50% is required to achieve the minimum assessment criteria per module and for the overall programme.

2.3.1 Students achieving an overall grade of 50 to 69% achieve a pass.

2.3.2 Students achieving an overall grade ≥ 70 -79.9% pass with merit.

2.3.3 Students achieving an overall grade ≥ 80 % pass with distinction.

3. RESPONSIBILITY FOR COMPLETED TASKS AND SUBMITTING WORK

3.1 Electronic submission of tasks

Students must submit all tasks electronically via **etaConnect**. Assessment feedback is to be given on the electronic tasks or on an attached text file. This applies to contact (campus-based students) and DL students. There may be a requirement for a student to scan and upload documents to **etaConnect** (e.g. a signed consent form). With the lecturer's permission this may be emailed and it is the responsibility of the lecturer to upload these documents to **etaConnect** and save them with the students' other assessment records for moderation purposes.

3.2 Demonstrations uploaded to etaConnect

Demonstrations are evaluated by the lecturer. Mark sheets with feedback are scanned and uploaded to etaConnect. A scanned copy is kept in the student's file.

3.3 Emailing of a task is regarded as an exception

Students are only able to email a task as an exception and with a valid reason and with written permission from the lecturer.

3.4 Availability of students' work

Students are fully responsible for the security and availability of their work.

3.5 Uploading digital files to etaConnect

There is always an explicit deadline on etaConnect for uploading tasks. Once this deadline has passed, the uploading facility is closed down by the etaConnect system. If the student has missed this deadline, emailing copies of the tasks cannot take place after the deadline except for the outlined exceptional circumstances and with written permission by the lecturer. These exceptional circumstances are illness where a medical certificate is required, compassionate reasons with a written request, and an inoperative etaConnect system.

4. **ASSESSMENT: DEADLINES, COMPLETION OF WORK**

This section deals with final assessment tasks.

4.1 Distance learning students:

4.1.1 Students upload all completed tasks (written and video) to etaConnect which has a built-in cut-off date and time (24h00) for uploads. No digital files can be accepted after the cut-off date and time.

4.1.2 Assessment feedback is provided on all tasks uploaded to etaConnect.

4.2 Contact students:

4.2.1 Assessment weeks are indicated on the National calendar.

4.2.2 Electronic assignments and projects must be submitted within the assessment weeks stipulated on the National calendar.

4.2.3 Practical demonstrations may be completed prior to, or during assessment weeks.

- 4.2.4 Question papers are written during the assessment weeks on set dates as indicated on the National calendar.
- 4.2.5 The same question paper cannot be used twice in a year of study.
- 4.2.6 Assessment feedback is provided by assessors on all tasks submitted for assessment.

5. MISSING EXAM DATE OR SUBMISSION DEADLINES

- 5.1 Should a student miss a submission or not attend an exam for medical reasons or compassionate reasons, a medical certificate is required for illness or, if compassionate reasons a letter is required from the student. A parent or guardian of the student is to provide the letter or certificate if the student is not yet 18 years of age. Without a letter or medical certificate, the late task rule will be applied. If the **etaConnect** system is not operational, CAD together with the lecturers will organise revised deadlines and facilitate alternative means for submission.
- 5.2 Students who miss an upload deadline and do not submit tasks according to the final dates and time set on the National calendar, have only one further chance for submission. Such late tasks will be marked once only, with no second chance of re-submission (unless there is a medical or compassionate reason, or the **etaConnect** system is not functioning).

6. NOT ACHIEVING MINIMUM ASSESSMENT CRITERIA

- 6.1 Passing a programme: If a student does not achieve the minimum assessment criteria for all modules per year of study, then final assessment tasks can be repeated.
- 6.2 Passing a module: Students fail a module if the required final assessment score has not been achieved OR if the minimum criteria per module have not been achieved, following resubmission of assessment tasks.
- 6.3 Students who do not achieve the minimum marks for final assessments have one more opportunity for re-submission at no extra fee.
- 6.4 No more than two attempts are allowed on final assessments.

- 6.5 After all final tasks have been marked, overall results between 47- 49.5%, qualify for moderation review. [Refer to the Moderation Policy](#)

7. REPEAT MODULES

- 7.1. Students who have failed one or more modules, may re-register and complete their module/s and summative assessment on the dates outlined in the National calendar.
- 7.2. Repeat modules must be completed on a date set out in the National calendar.
- 7.3. Students are allowed to repeat their failed module and still progress to the next year of study. However, 1st year modules that underpin a second year module must be completed before commencing a 2nd year module.
- 7.4. For students who have concluded their studies, but for some reason did not complete a module or its assessment for a particular year of study, they may repeat a module. [Refer to the RPL Policy](#)

8. EXPERIENTIAL HOURS AND LOG BOOKS

- 8.1. Students cannot achieve their qualification without the required amount of work-based experiential hours logged in their log books, according to the instructions provided.
- 8.2. Log books are evaluated for the achievement of modules, a year of study or for certification purposes.
- 8.3 Log book re-submissions: For marks to be finalised, students need to complete their required experiential hours and re-submit log books before the programme end date. [Refer to Annexure A and B for specific details for CATHSSETA and CHE programmes](#)

**ANNEXURE A:
ASSESSMENT RULES FOR CATHSSETA PROGRAMMES**

1. SUMMATIVE ASSESSMENT

Summative assessment consists of continuous assessment throughout the programme and final assessment on completion of modules or the entire programme.

- 1.1 Continuous assessment (CASS) contributes 40% to the summative assessment score per module.
- 1.2 Final assessment contributes 60% to the summative assessment score per module. In many cases, there are two or more final tasks per module, and each can have a different relative value.

2. CONTINUOUS ASSESSMENT (CASS) AND COMPLETION OF WORK

If continuous assessment tasks are not submitted during term time and if students do not attend tutorial sessions, this results in a loss of 40% of the overall summative assessment score per module.

- 2.1 All CASS tasks should be completed by assessment week deadlines (as indicated in the **eta** National calendar). Failure to hand-in at the required time has a significant influence on results and access to corrections.
- 2.2 All CASS tasks are scored according to their marking rules and feedback is provided.
- 2.3 Not submitting first time: Students who do not submit their first submission on time may submit their continuous assessment tasks at the end of term. Such tasks will be marked once only, with no second chance of re-submission.
- 2.4 Second attempt on tasks for CASS: Students performing poorly on CASS (below 50%) qualify for a second attempt at no extra fee on the following basis:
 - 2.4.1 Contact students: Students should attend the tutorial sessions and sign a register to evidence their attendance. This register must be checked to enable students' access for a second attempt for CASS. Furthermore, to qualify for a second attempt, there must be proof that the student has completed at least 60% of their learning activities for each module.
 - 2.4.2 Distance-learning students requiring second attempts for CASS must submit their completed learning activities to their tutor. To qualify for a

second attempt, there must be proof that the student has completed at least 60% of their learning activities for each module.

Note: Learning activities are not assessed or scored, but are a means of improving learning and of granting access to a second attempt to improve continuous assessment marks.

3. EXPERIENTIAL HOURS AND LOG BOOKS

- 3.1 Although modules may not require a mark for logged hours, it is the requirement of qualifying and receiving a certificate that logged experiential hours are achieved.
- 3.2 At least 60% of work-based learning and logged experiential hours are a required in order to achieve results and certification.

ANNEXURE B: ASSESSMENT RULES FOR CHE ACCREDITED PROGRAMMES

1. ASSESSMENT:

Assessment consists of a range of activities for formative and summative assessment purposes. Assessment occurs throughout the programme with final assessments on completion of modules or the entire programme and according to the programme timetable.

1.1 Formative assessment: Formative assessment relates to progress, not to final marks and there are certain activities intended to evaluate students' progress throughout a programme. Each programme has a compulsory number of tasks for formative assessment. Feedback on these tasks may contain a mark but this does not influence students' final marks.

1.2 Summative assessment: All modules contain tasks for summative assessment. The number of tasks and the assessment methods vary per module. Each task contributes towards the final assessment score.

2. EXPERIENTIAL HOURS AND LOG BOOKS

2.1 In Most cases, each module requires a certain percentage of practical experiential hours, unless not applicable. Refer to each programme for specific details

2.2 Generally, completed log books with logged hours represent 10% of marks for most modules, and log books are handed in for evaluation according to the course timetable.