

**TO: ALL DEANS, HEADS OF DEPARTMENT AND MEMBERS OF THE LECTURING STAFF**

**INSTRUCTIONS FOR THE SUBMISSION OF QUESTION PAPERS MAY/JUNE 2010 EXAMINATIONS**

As mentioned in previous correspondence no question paper files will be forwarded to academic departments in future.

Please follow the following instructions to obtain all necessary documentation for the compilation of a question paper.

**STEP 1**

Question papers are requested for all theoretical subjects. Should any subject not appear on the list you should please contact njames@tut.ac.za for it to be corrected on the system. You can obtain a subject list from [Subject Registrations First Semester 2010.xls](file:///C%3A%5CDocuments%20and%20Settings%5Cmhlonyaneb%5CMy%20Documents%5CDocuments%202010%5CAssessment%20Management%5CSubject%20Registrations%20First%20Semester%202010.xls) . All question papers should be submitted to Assessment Management on the approved submission dates. It remains the academic department’s responsibility to ensure that all question papers for the department have been submitted. Please see to it that this circular is distributed to part-time lecturing staff.

Please visit <https://jupiter.tut.ac.za/staffportal/index.php?struc=480> for approved submission dates.

**STEP 2**

Please ensure that you are familiar with the [Policy on Assessment and Moderation of Learning](file:///C%3A%5CDocuments%20and%20Settings%5Cmhlonyaneb%5CMy%20Documents%5CDocuments%202010%5CAssessment%20Management%5CHein%20van%20der%20Watt%5CPolicy%20on%20Assessment%20of%20Learning-Version%206%20-%20language-edited%20Jul05.doc) in terms of the compilation and moderation of a question paper.

**STEP 3**

**INSTRUCTIONS ON HOW TO COMPILE A QUESTION PAPER**

1. All questions should start on the page after the cover page.
2. The font size of all questions should not be smaller than 12.
3. All question papers should be compiled in English only according to the language policy of TUT. All question papers and accompanying annexures, except those question papers that have relevance to the content of a language, should be drawn up in English.
4. If one question paper is drawn up for more than one subject, all subject names and subject codes must be indicated on the question paper.
5. Please note that if an annexure is part of the question paper, it should therefore not be supplied separately. If there is an annexure or item to be distributed separately from the examination paper, please indicate this clearly.
6. All pages should be numbered. Please note that Assessment Management will take no responsibility if mistakes occur in the duplication process when a paper with more than one page is submitted unnumbered.
7. The examiner should submit enough optical reading charts with the question paper should it be a requirement.
8. View example of [compulsory template of first page](file:///C%3A%5CDocuments%20and%20Settings%5Cmhlonyaneb%5CMy%20Documents%5CDocuments%202010%5CAssessment%20Management%5CTemplate%20Cover%20Page%20of%20TUT%20Question%20Paper.docx) of question paper to be used by all academic departments.

**STEP 4**

1. Print a [master file](file:///C%3A%5CDocuments%20and%20Settings%5Cmhlonyaneb%5CMy%20Documents%5CDocuments%202010%5CAssessment%20Management%5CHein%20van%20der%20Watt%5CExam%20Cover-Main%20Exam%20New%20Design%20Hilde.docx) which will accompany the question paper.
2. The examiner should also indicate clearly on the master file if it is a hand-in or fill-in question paper.
3. All question papers should be signed by the internal examiner(s), external moderator(s) as well as the Head of the Department.

**STEP 5**

1. A complete memorandum must be submitted on green paper.
2. The marks allocated to each question and all subdivisions of questions must be clearly indicated (on green paper).
3. Print a copy of the [cover page for the memorandum](file:///C%3A%5CDocuments%20and%20Settings%5Cmhlonyaneb%5CMy%20Documents%5CDocuments%202010%5CAssessment%20Management%5CHein%20van%20der%20Watt%5CMemo%20Cover%20Main%20Exam%20NEW%20HILDE.docx) and complete it.

**STEP 6**

Previous question papers can be downloaded from the TUT website or Staff Portal or click on <http://www.tut.ac.za/Students/exam/Pages/QuestionPaperArchive.aspx>.

Hand- in or fill-in question papers and memoranda are not available on the website.

**STEP 7**

Download the claim form <https://jupiter.tut.ac.za/staffportal/index.php?struc=479> for examiners and moderators to ensure that all the requirements have been met.

Assessment Management is only responsible for the payment of theoretical (TQ), practical (PR) and theoretical/practical (TP) subject types.

Exit level practical assessment (PE) exams at the end of an academic period are also paid for by this department.

**All other assessment payments including continuous assessment subjects are the responsibility of the HoD concerned.**

Staff members of TUT may not claim for TUT assessments, except in the case of special examinations.

The appointment and remuneration of assistant markers is the responsibility of the HoD concerned.

External moderators may not be appointed and will not be remunerated, should they be involved in any matter related to TUT.

The tariff list is also available at <https://jupiter.tut.ac.za/staffportal/index.php> .

**STEP 8**

After completion of all the above steps the following documents should accompany your question paper:

1. Master file with all signatures
2. Original question paper
3. Memorandum (on green paper)
4. Completed claim form

Since complete records of all question papers must be kept in the file, no question paper will be accepted if all relevant documents are not completed in full.

Question papers should be submitted ready for printing and ready for duplication. This implies that the papers had already been proofread and moderated, and that all corrections had already been made.

Should you have any enquiries, you are welcome to contact the following staff members at Assessment Management to assist you:

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| --- | --- |
| Faculty of Economics and FinanceSolly KekanaKekanaS@tut.ac.za 012 382 5145 | Faculty of Engineering and the Built EnvironmentLerato Zondo ZondoQ@tut.ac.za 012 382 5143 |
| Faculty of HumanitiesEsther Skhosana SkhosanaE@tut.ac.za 012 382 5144 | Faculty of Information and Communication TechnologyLerato Zondo ZondoQ@tut.ac.za 012 382 5143 |
| Faculty of Management SciencesSolly KekanaKekanaS@tut.ac.za 012 382 5145 | Faculty of Sciences (Arcadia Campus)Stevens Matjila MatjilaS@tut.ac.za 012 382 5145 |
| Faculty of the ArtsStevens Matjila MatjilaS@tut.ac.za 012 382 5145 | Faculty of Sciences (Pretoria Campus)Norman MahlanguMahlanguN@tut.ac.za 012 382 5142 |

Alternatively you can contact Najwah James at JamesN@tut.ac.za or 012 382 5539.

Question papers not submitted on due dates will be reported to the Head of Department, Dean of Faculty and DVC (Teaching, Learning and Technology).

Please note that all correspondence and updates regarding assessment will be available throughout the year on My Portal, Assessment Management, or visit <https://jupiter.tut.ac.za/staffportal/index.php?struc=480>.

We request your assistance in ensuring that this new process is implemented successfully and we would appreciate your comment regarding the improvement thereof.

**QT SCHOLTZ**

**ASSISTANT REGISTRAR: ASSESSMENT MANAGEMENT**

26 FEBRUARY 2010