

# POLICY ON PROCESSING AND PUBLICATION OF RESULTS

<b>Policy Owner:</b>	Assessment Management
<b>Responsible Executive Office:</b>	Teaching, Learning & Technology
<b>Policy Type:</b>	Academic Policy

**This policy and its rules, guidelines and procedures replace all previous policies and/or circulars on Invigilation of Processing and Publication of Results.**

## 1. POLICY STATEMENT

It is the policy of Tshwane University of Technology to process and publish undergraduate and structured Masters-programmes' results following assessment in a responsible, fair and reliable way.

## 2. DEFINITIONS

For the purposes of this policy the following definitions apply:

**“assessor”** (also known as **examiner**) is a suitably qualified person (employed by TUT) who has been nominated by the academic department to set the assessment instrument for a specific subject/module and is approved by the EXCO of that faculty and ratified by Senate. It is best practice that such a person should be setting all the assessment instruments for that subject for the entire semester/year.

**“Co-assessor/examiner”** means all the lecturers involved in that subject who will be marking/grading the assessment and may be involved in the setting of the question paper. All these names need to appear on the question paper cover page as co-examiners/assessors.

**“Core calendar”** means the dates supplied to the entire TUT community by the Secretariat.

**“Departmental Teaching and Learning Committee” (DTLC)** means a committee consisting of the HoD, programme/subject coordinators, departmental quality representative and other people as deemed necessary by the department. The duties of this committee are wider than just assessment related. In the context of this policy the committee has to take full responsibility for assessment standards in the department, i.e. the standard of the assessment instrument as well as the grading of scripts.

**“Examination mark”** means the mark obtain in the examination paper(s).

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“**Final mark**” means the mark calculated according to a pre-determined formula as published in the assessment plan that appears in the study guide.

“**Adapt IT**” (previously ITS)” means the official university system to capture and compute marks that are all entered as percentages.

“**Moderator**” means a suitably qualified person (employed by TUT for non-exit levels and external for exit level subjects/modules) who has been nominated by the academic department to moderate the assessment instrument as well as the scripts/product/performance of students for a specific subject and is approved by the EXCO of that faculty and ratified by Senate.

“**Predicate/full period mark**” means the accumulated mark that allows a student to write the examination in an examination terminating subject/module.

“**Prospectus**” refers to the annual Prospectus as published by TUT and in particular to Part 1 of this Prospectus titled “Students Rules and Regulations”.

“**Publication schedule**” means the document compiled by the Registrar’s Environment that governs the dates for all examination processes.

“**Quality audit**” means the checking and verifying of all marks at all levels by the DTLC.

“**Re-examination**” this term is not used. See supplementary examination.

“**Supplementary examination**” means an examination following the main examination in a subject or subjects granted under certain conditions, to a student who failed the subject or subjects concerned during the main examination. The examination is equivalent in length, difficulty level and content demarcation (scope) than the main examination.

**For additional definitions refer to the Annexure A: SOP: Assessment at TUT.**

### **3. RULES**

#### **3.1 Predicate/Full period marks**

3.1.1 The University has an official Predicate Day, at least five working days before the classes officially end, on which these marks will be announced.

3.1.2 Particulars of Predicate Day are published in the University's Prospectus (Part 1) and Core Calendar.

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- 3.1.3 Academic departments are required to schedule their final assessments in time to meet the set date for the submission of marks for publication. The academic departments are required to enter assessment marks as percentages on the official TUT computer system (Adapt IT), where pre-determined weights for different assessments were entered beforehand. The academic department also perform the necessary computation processes. Assessment marks will be processed to reflect as a predicate/full period mark on Adapt IT.
- 3.1.4 Students shall be allowed ONLY five working days after the official publication of the predicate/full period marks to appeal to the Head of Department, relevant lecturer or staff member concerned, if they are of the opinion that their published marks are incorrect. The Head of Department, relevant lecturer or designated staff member should adjust the marks on the Adapt IT system within the five-day period and issue the student with proof that the department acknowledged the change in marks (a document for this purpose has been designed).
- 3.1.5 All students assume full responsibility for checking their marks.
- 3.1.6 After publication of the results, requests for adjustments of predicate/full period marks will only be allowed in exceptional cases and must be approved by the respective Executive Dean on request of the subject lecturer (via the HoD). If the change is allowed, the predicate/full period mark will then, **when the examination marks are recorded**, be altered on the Adapt IT mark sheet and a copy of the signed document from the Dean's office has to be attached, while the original has to be submitted to the Registrar's Environment.
- 3.1.7 Any adjustments or additions to predicate/full period marks, marks for **practical examinations**, or any other action that affects the official examination results of students shall be considered only in exceptional cases. Should any such action be considered, the subject lecturer and the Departmental Teaching and Learning Committee (DTLC) should recommend it to the Head of Department and Executive Dean who then approve the alteration and provide evidence to the Registrar's Environment.
- 3.1.8 It is the responsibility of service departments to ensure that their predicate/full period marks are processed in time for publication AND to provide the client Department with a copy of the predicate marks to be placed on their notice boards (as well as the notice boards of the service Department).
- 3.1.9 It is the responsibility of each subject lecturer to enter and compute marks and to ensure that these marks are verified before the publication of the predicate/full period marks. Administrative staff may not enter marks.
- 3.1.10 Procedures and dates for the processing and publication of predicate/full period marks shall be made known, per study period, by means of an examination circular.

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3.1.11 It is not advisable to have a predicate mark of 39%. Academic staff should identify and re-evaluate those cases and adjust the mark either up- or downwards before publication of predicate marks.

### 3.2 Examination mark sheets (Adapt IT)

3.2.1 Academic departments shall receive Adapt IT mark sheets printed from the official computer system, and only those mark sheets may be used for the submission of examination marks.

3.2.2 Adapt IT mark sheets should be completed neatly, in ink and signed by the assessor, moderator in confirmation of the correctness of the individual examination marks and the Head of Department in acknowledgement. In cases where changes need to be made, the incorrect number has to be stroke through once and the correct number should be entered above it (or next to it). The mark has to be clearly legible. The examiner needs to sign next to each alteration.

3.2.3 The checking of scripts with regard to the adding up of marks and the transfer of marks to the front page and Adapt IT mark sheets are the responsibility of the lecturer/marker and need to be verified internally in the department.

### 3.3 Performance codes

3.3.1 The following codes shall be used for publication purposes by the Registrar's Environment:

**FX** = absent from the examination.

**FJ** = supplementary examination granted. This code is used before the supplementary examination is conducted and it indicates to a student that he/she is allowed to write a supplementary examination.

**FZ** = fail subminimum. This code is used to indicate that the student did not achieve the subminimum in the examination paper which is a requirement for the examination and a supplementary examination is granted.

**FR** = fail subminimum in supplementary exam. This code is used to indicate that the student did not achieve the subminimum in the examination paper which is a requirement for the examination.

**FC** = work-integrated learning **not completed** and subject therefore failed.

**PC** = work-integrated learning **completed** and subject therefore passed.

**FO** = result not yet available. This code is used in respect of incomplete projects as well as outstanding marks.

**RN** = Report not submitted.

### 3.4 Changes and adjustment of marks

3.4.1 The following adjustments of results will be conducted:

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- a) a final mark of 49% will automatically be adjusted to 50% (pass);
- b) a final mark of 74% will automatically be adjusted to 75% (pass with distinction);
- c) a final mark of 44% will automatically be adjusted to 45% (qualifies for supplementary examination, where applicable);
- d) an examination mark of 49% (practical subjects) shall be adjusted to 50% (qualifies for re- examination or pass) (manual process);
- e) a predicate/full period mark of 39% will have to be re-evaluated by the academic department and manually changed and computed; and
- f) an examination mark of 39% shall be adjusted manually by the marker/examiner to 40% (pass subminimum).

3.4.2 Adjustments take place before publication.

3.4.3 When marks are changed by the moderator, both the assessor/examiner and moderator have to sign such alterations on the cover of the book.

3.4.4 The required alterations shall be made on the script and the Adapt IT mark sheet before they are submitted to the Registrar's Environment.

### **3.5 Adjustments after publication**

3.5.1 An examination result of a student may be altered only after consultation with the moderator and with the written consent of the Faculty Examinations Committee (FEC).

3.5.2 Any adjustments or additions to predicate/full period marks, marks for practical examinations, or any other action that affects the official examination results of students shall be considered only in exceptional cases.

3.5.3 The Registrar's Environment shall amend all records, and students shall be provided with the amended results.

### **3.6 Controversial cases**

Any changes to the marks, whether the examiner and moderator agree or not, has to be referred to the DTLC who will make a recommendation to the FEC for a final decision.

**NB.** The above rules do not apply to mini-dissertations, dissertations or theses.

### **3.7 Auditing and verification of results**

3.7.1 The results of subjects shall be verified at all levels for correctness by the responsible lecturer. For the verification of mini-dissertations, dissertations and theses, see the policy on assessment of postgraduate studies.

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3.7.2 The specific functions of assessors and moderators are set out in the Standard Operating Procedures (SOP) for assessment at TUT (Annexure A) and must be adhered to.

3.7.3 The DTLC is required to check the Adapt IT mark sheet for each subject and sign it for correctness, with regard to neatness and completeness. The DTLC should also scrutinise the Adapt IT mark sheet for obvious indications of differences between the average examination marks and predicate/full period marks, as well as very high or low average marks.

### **3.8 Duties of the Registrar's Environment**

The Registrar's Environment is responsible for:

3.8.1 the primary and secondary capturing of examination marks;

3.8.2 manual checking of the Adapt IT mark sheets, for completeness;

3.8.3 checking of the calculations against the calculation criteria, on a control Adapt IT mark sheet; and

3.8.4 checking of the original mark against the examination mark entered by a data staff member.

### **3.9 Collection of examination scripts**

3.9.1 Times for collecting scripts are:

a) Morning examination sessions: Assessors are required to collect scripts in person between 15:00 and 16:00 (Monday to Friday) on the day of the examination concerned, but not later than 24 hours after the paper was written.

b) Afternoon examination sessions: Assessors are required to collect scripts the following morning after 10:00 (Monday to Friday), but not later than 24 hours after the paper was written.

c) For afternoon sessions on Fridays, arrangements should be made with the Registrar's Environment if the papers are needed before Monday morning. The Registrar's Environment will release the papers between 9:00 and 11:00 on Saturday mornings when an examiner requested it in writing from the relevant Assistant Registrar at least five working days ahead of the examination session.

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### **3.10 Management of examination scripts**

- 3.10.1 The assessor/examiner is required to collect the scripts from the Registrar's Environment not later than one working day after the examination was written.
- 3.10.2 The assessor/examiner has a maximum of three calendar days (Sundays excluded) after the examination scripts have been made available, for marking all the examination scripts of a particular subject.
- 3.10.3 If there are more than 150 scripts, the maximum additional time will be allotted according to the annual publication schedule.
- 3.10.4 If the assessor has more than 100 scripts to mark, assistant assessors may be appointed officially, according to the discretion of the relevant head of the academic department.
- 3.10.5 Any application for the postponement of the submission of scripts may be made only via the head of the academic department before the due date, which is fixed annually, and the application should then be sent to the relevant examination functionary. Assessors/moderators should, however, plan for their unhindered attendance to the scripts, and it shall be taken into account when extension of time is considered. Extension shall be considered only if the publication schedule can accommodate an extension.
- 3.10.6 In a case where the assessor is unable to submit the examination scripts within the fixed time, or fails to do so, but where the head of the academic department has not received an application for postponement, the head of the academic department, and subsequently the Executive Dean, will be notified.
- 3.10.7 For non-exit level subjects, the assessor should return the scripts to the relevant examination service point within two days after it was originally delivered to the moderator: Provided that the moderator should receive it within the time allotted according to the publication schedule. (See 3.10.9 for exit levels).
- 3.10.8 If an assessor/moderator for a subject has to mark/moderate the scripts of all learning sites inside the Tshwane metropolitan area, the Registrar's Environment will deliver the scripts between learning sites, unless other arrangements were made. The honouring of submission dates is, however, the responsibility of the relevant assessor/moderator.
- 3.10.9 Exit-level subjects
- a) The Registrar's Environment are required to deliver the scripts to the moderator. If the assessor does not, however, deliver the scripts to the Registrar's Environment according to the scheduled dates, it will be expected of the assessor to deliver the scripts personally to the moderator.

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- b) Should the assessor deliver scripts directly to the external moderator, a copy of the Adapt IT mark sheet should be furnished to the Registrar's Environment before the scripts are handed to the external moderator, and the assessor should submit the moderated scripts and reports to the Registrar's Environment strictly according to the dates scheduled.
- c) The moderator should return the scripts according to the scheduled dates.

### **3.11 Publication of results**

- 3.11.1 Results shall be made available and will only be official if published through a format approved by the Senate, such as official TUT notice boards and via the TUT Web, voice technology, and personal results.
- 3.11.2 Results of the candidates that qualify for supplementary examinations shall be published by the Registrar's Environment according to a publication schedule compiled by the Registrar's Environment.
- 3.11.3 The final publication of the main examinations, supplementary examinations, special examinations and non-examination terminating assessments shall take place according to a date published in the TUT Core Calendar.

### **3.12 Safekeeping of examination scripts**

- 3.12.1 Examination scripts, documentation, portfolios, practical work, electronic documentation, etc., should be kept for at least two calendar years by the Registrar's Environment or as determined by faculty guidelines.

## **4. PROCESSING AND PUBLICATION OF EXAMINATION RESULTS**

- 4.1 The Registrar's Environment shall process and publish the final results, according to the annual publication schedule.
- 4.2 All results shall be recorded and stored on the official Adapt IT mark sheets.
- 4.3 Only attendance/mark sheets printed on the official computer system (Adapt IT) may be used.
- 4.4 Moderated scripts should be delivered to the Registrar's Environment according to the publication schedule, for safekeeping.
- 4.5 The marks should be processed and published according to a publication schedule, before the commencement of the next block programme presentation.

## **5. PROCESSING OF ASSESSMENT MARKS OTHER THAN EXAMINATIONS**

- 5.1 All assessment results should be captured on the Adapt IT system within three weeks after the completion of the assessment opportunity.



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- 5.2** Students should verify their results by signing an Adapt IT class list before the next assessment opportunity occurs.
- 5.3** Each academic department should record and store documentation for each assessment opportunity and store representative samples safely and securely, for at least two years, to serve as reference for audits and programme accreditation, which shall function in six-year cycles. These shall include:
- 5.3.1 question papers and their memoranda, mark sheets, assignment and project frameworks, as well as the instructions for compiling such documents;
- 5.3.2 copies of samples of the assessment opportunities from assignments, answer papers and projects of students according to the requirements of the Quality Management System of the DTLC and/or requirements by professional bodies; and
- 5.3.3 assessor's and moderator's reports.

Note: The extent of such samples and the place where such records are kept shall be managed by the individual departments, with due consideration of the need of professional bodies and the HEQC to be provided with adequate evidence to demonstrate the rigour exercised in both assessment and moderation.

## **6 WITHDRAWAL OF RESULTS**

An examination result, statement or academic record issued erroneously by the University shall not be valid and should be returned to the University, at its request.

## **7. DOCUMENTS**

This document should be read in conjunction with:

- Policy on Invigilation of Examinations and Other assessments;
- Policy on Main, Supplementary and Special examinations;
- Policy on Scheduling of and Admission to Examinations;
- Policies on Disabled Students;
- Policy on Irregularities and Misconduct;
- Policy on the Writing of Examination at Venues External to the University; and
- Annexure A: SOP for assessment at TUT.
- Document: Acknowledgement of mark changes after predicate day

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### 8. SIGNED BY:

**LA VAN STADEN (PROF)**  
CHAIRPERSON OF EMC AND SENATE  
17 April 2015

**B MASUKU (DR)**  
CHAIRPERSON OF COUNCIL  
17 April 2015

### 9. POLICY DATES:

<b>Date Issued:</b>	15 August 2005	<b>Consultation Dates:</b> – Stakeholder(s) – TUT Staff Members	– Oct/Nov 2013 – 20 August 2014
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