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TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

POLICY ON PROCESSING AND PUBLICATION OF PREDICATE AND FINAL RESULTS

Policy Owner:	Assessment Management
Responsible Executive Office:	Registrar and DVC : Teaching, Learning and Technology
Policy Type:	Academic Policy

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

1. POLICY STATEMENT

It is the policy of Tshwane University of Technology (TUT) to follow assessment processes and publish examination results of subjects/modules for all TUT qualifications in a responsible, fair and credible way.

2. DEFINITIONS

In this document, unless otherwise indicated –

"**Academic Core Calendar**" means a list of TUT academic activities and dates supplied to the entire TUT community.

"**Assistant marker**" means a suitably qualified person (not necessarily full time employed by TUT) who has been nominated by the academic department to assist with the marking of assessments.

"**Co-examiner**" (also known as **co-assessor**) means all the lecturers involved in that subject/module 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/co-assessors.

"**Departmental Teaching and Learning Committee**" **(DTLC)** means a departmental committee which is responsible for recommending teaching and learning related issues linked to the specific department.

"**Examination mark**" means the mark obtained by the student during an examination.

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"**Examination termination model** refers to an assessment strategy that may be continuous in nature, but ends in a summative assessment in the form of an examination. A predicate system exists and governs admission to this final examination. During the examination, a student is required to undertake a summative, specified, academic task within a specified period of time. The location of the examination and access to external assistance is regulated.

"**Examiner**" (also known as **assessor**) means a suitably qualified person (employed by TUT) who has been nominated by the academic department to design the assessment instrument for a specific subject/module and is approved by the FCTL 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/module for the entire semester/year.

"**Faculty Examination Committee**", means a faculty committee that meets during the examination period as and when required, to consider examination results and extraordinary circumstances affecting the validity and/ or fairness of examinations.

"**Final mark**" means the total mark (predicate and examination marks) calculated according to a pre-determined formula (weighting) as published in the assessment plan that appears in the study guide. In the case of non-examination termination modules, the final mark is calculated according to the non-examination termination assessment model selected.

"**Moderator**" means a person, apart from the examiner/assessor, who is appointed by the institution to be responsible for ensuring the standard of the examination and its accompanying marking framework and response exemplars, and for marking a representative sample of examination responses. TUT appoints suitably qualified persons (internal moderators for non-exit level subjects/modules and external moderators for exit level subjects/modules). Moderators are nominated by the academic department and approval is granted by the FCTL of the faculty concerned and ratified by Senate.

"**Non-examination termination model**" refers to an assessment strategy that comprises a series of assessment opportunities, which culminates in a final mark. A variety of models can be used depending on the purpose and outcomes of the module. Provisional to the chosen model, a predicate mark may/may not govern admission to the final integrated assessment opportunity. The final mark can be calculated by using the mark of only the final integrated assessment opportunity, or a combination of specific percentages of all the assessment opportunities and the final integrated assessment or an average of all the assessment opportunities. During the final integrated assessment opportunity, a student is required to undertake a summative, specified, academic task.

"**Predicate**" means the accumulated mark that allows a student to write the examination in an examination termination subject/module.

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"Predicate day" means the publication date of the accumulated marks of students for notification, possible comments and/or corrections.

"Prospectus" refers to the annual Prospectus as published by TUT and in particular to Part 1 of the 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.

"Supplementary examination" means an examination following the main examination in a subject/module or subjects/modules granted under certain conditions, to a student who failed the subject/module or subjects/modules concerned during the preceding main examination.

"University" means the Tshwane University of Technology (TUT), as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

3. ACRONYMS

DTLC - Departmental Teaching and Learning Committee
FCTL - Faculty Committee for Teaching and Learning
FEC - Faculty Examination Committee
HoD - Head of Department
ITS - Integrated Tertiary Software
TUT - Tshwane University of Technology

4. RULES

4.1. GENERAL

4.1.1 Marks entered on the ITS system must reflect as a percentage.

4.1.2 In cases where results are not in the form of percentage, an appropriate result code should be used, e.g. WIL.

4.2. PREDICATE MARKS

4.2.1. On re-registration for a subject, any predicate mark or practical mark previously obtained for that subject must lapse, unless clearly specified in a different way in the Prospectus and the study guide.

4.2.2. The academic departments are required to enter assessment results as required on the ITS system, before the next assessment, and not exceeding 21 days after each assessment, according to the published pre-determined weights for different assessments.

4.2.3. The academic departments must execute the necessary computation processes after entering each set of marks to ensure marks are calculated.

This will also assist in the identification of students in need of academic intervention, by means of the student tracking system.

4.2.4. Students are responsible for checking their marks after each assessment during the semester/year on the student portal or at the relevant academic department.

4.2.5. Academic departments are required to schedule their assessments in time to meet the set date for the submission of marks for publication.

4.2.6. Procedures and dates for the processing and publication of predicate marks must be made known, per study period, by means of an examination circular.

4.2.7. Predicate marks must be published on the official Predicate Day, at least five working days before the classes officially end, as published in the University's Prospectus (Part 1) and Academic Core Calendar.

4.2.8. It is the responsibility of service departments to ensure that their predicate marks are processed in time for publication. These predicate marks must be made available in a printed and electronic format and visibly displayed to all students, for example, on notice boards at each academic department.

4.2.9. It is the responsibility of each subject lecturer to enter and compute marks on the ITS system and to ensure that these marks are verified before the publication of the predicate marks.

4.2.10. A predicate mark of 39% will not be automatically adjusted on the ITS system. It remains the discretion of the lecturer(s) to review borderline cases and to adjust assessment marks accordingly.

4.2.11. The entering and computing of marks on the ITS system is the responsibility of the lecturer. In exceptional cases, the HoD may authorise a Departmental Administrator to assist the lecturer.

4.2.12. HoDs are responsible to ensure that predicate marks are published on the notice boards and are also available electronically.

4.2.13. Students are allowed five (5) working days after the official publication of the predicate marks to appeal to the HoD or the lecturer concerned, if they are of the opinion that their published marks are incorrect. The HoD or relevant lecturer will adjust and compute the marks on the ITS system within the five-day period and issue the student with proof of the changes.

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4.2.14. After publication of the predicate marks, requests for adjustments of predicate marks will only be allowed in exceptional cases.

4.2.15. Changes during predicate week can be accommodated without any approval. Once the predicate week (five days) has passed, the subject lecturer must obtain approval from the HoD and the respective Executive Dean. Approvals must then be submitted to the Registrar's Environment for correction.

4.3. MANAGEMENT OF PUBLICATION SCHEDULE

4.3.1. It is the responsibility of the academic department, in particular the assessor/examiner, to take note of the preliminary publication schedule, total number of students and scripts to be marked within the set timeframe, and scheduled examination dates, and consult with the Registrar's Environment if required. No further changes will be accommodated after the circulation of the final publication schedule.

4.3.2. The assessor/examiner is required to collect the scripts from the Registrar's Environment, according to the publication schedule.

4.3.3. It is expected from an assessor/examiner to mark at least 50 scripts per day. If the total number of scripts exceed 150 (over three days), the assistant marker(s) may be officially appointed, according to the discretion of the relevant HoD before the examination. The above ratio will also be applicable to the assistant marker(s).

4.3.4. Any application for the postponement of the submission of scripts may be made only via the head of the academic department before the publication scheduled date, and the application should then be sent to the Registrar's Environment. Assessors/moderators must, however, plan for their unhindered attendance to the scripts, and it must be taken into account when extension of time is considered.

4.3.5. In a case where the assessor/examiner is unable to submit the examination scripts within the fixed time without making prior arrangements, the Registrar's environment will notify the HoD to take appropriate action.

4.3.6. For non-exit level subjects/modules, the assessor/examiner should return the scripts to the Registrar's Environment according to the publication schedule.

4.4. MANAGEMENT AND DELIVERY OF SCRIPTS TO EXTERNAL MODERATORS

4.4.1.   It remains the responsibility of the academic department to ensure that scripts are delivered on time to the moderator and returned to the Registrar's Environment according to publication schedule.

4.4.2.   The Registrar's Environment can assist with the delivery of scripts to the moderator. However, if the examiner/assessor does not deliver the scripts to the Registrar's Environment according to the scheduled dates, it will be expected of the examiner/assessor to deliver the scripts personally to the moderator.

4.4.3.   Should the examiner/assessor deliver scripts directly to the external moderator, a copy of the ITS mark sheet should be furnished to the Registrar's Environment before the scripts are handed to the external moderator, and the examiner/assessor should submit the moderated scripts and reports to the Registrar's Environment strictly according to the publication schedule.

4.4.4.   The moderator should return the scripts according to the publication schedule.

4.5. FINAL RESULTS

4.5.1. Use of ITS mark sheets

4.5.1.1.   Examination termination: Examiners/assessors must receive official printed ITS mark sheets with scripts and only those mark sheets may be used for the submission of final results. In the case of non-examination termination subjects/modules, the assessor/examiner will print the ITS mark sheets and provide the Registrar's Environment with the final ITS mark sheet.

4.5.1.2.   ITS mark sheets should be completed neatly, in black ink and signed by the examiner/assessor, and moderator in green ink in confirmation of the correctness of the individual final results and the HoD in acknowledgement. The examiner/assessor and moderator need to sign on the last page of the mark sheet.

4.5.1.3.   In cases where changes to the examination mark and/or final mark need to be made on the ITS mark sheet, the incorrect mark has to be crossed out once and the correct mark should be entered above it (or next to it). The mark has to be clearly legible. The examiner/assessor needs to sign next to each alteration.

4.5.1.4.   The checking of scripts with regard to the adding up of marks and the transfer of marks to the front page and ITS mark sheets is the responsibility of the examiner/assessor and quality assurance needs to be done in the department.

4.5.2.   **Changes and adjustment of marks before final publication**

4.5.2.1.   No automatic adjustment of final marks will be conducted by the ITS system.

4.5.2.2.   The required adjustments must be made on the script and the ITS mark sheet before they are submitted to the Registrar's Environment.

4.5.3.   The FEC shall meet during the examination period, as and when required, to consider the following:

4.5.3.1.   All recommendations made by the examiner/moderator to change any mark or marks of one or more candidates for a particular subject. (Corrections of *bona vide* calculations or transfer mistakes by the examiner do not have to be referred to the FEC.).

4.5.3.2.   Final results of subjects, where the average examination mark and the average admission mark differ by more than 7,5%.

4.5.3.3.   Any comments and/or appeal by students, lecturers or examiners that could not be concluded through the fixed channels of procedures.

4.5.3.4.   All cases where an exceptionally high failure or pass rate occurred.

4.5.3.5.   All cases where irregularities and/or extraordinary circumstances affected the validity and/or fairness of the examinations (e.g. lost scripts or leaked question paper).

4.5.4.   The FEC consists of the dean (chairperson), the faculty officer and two heads of departments. The examiner(s) responsible for a particular subject should be co-opted to the committee, for discussions on that particular module/subject.

4.5.5.   The FEC shall consider all submissions and make a decision on the final publication of the results and/or any other actions.

4.5.6.   Decisions of the FEC should be ratified by the Exco of the faculty.

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4.5.7. **Adjustments of final marks during examination enquiry period**

4.5.7.1. Any adjustments or additions to final marks, or any other action that affects the official examination results after publication must be considered only in exceptional cases.

4.5.7.2. Should any such action be considered, the subject lecturer should recommend it to the HoD and Executive Dean who then approve the adjustment and provide evidence to the Registrar's Environment.

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

4.5.8. **Duties of the Registrar's Environment**

4.5.8.1. The primary and secondary manual checking of the ITS mark sheets for completeness;

4.5.8.2. The primary and secondary capturing of examination marks; and

4.5.8.3. The checking of the calculations against the calculation criteria, on a control ITS mark sheet.

4.5.9. **Publication of results**

4.5.9.1. Results must be made available and will only be official if published through a format approved by Senate, for example, official TUT notice boards; TUT website; TUT learning management system; personal academic results.

4.5.9.2. Results of the candidates that qualify for supplementary examinations must be published by the Registrar's Environment according to a publication schedule compiled by Assessment Management.

4.5.9.3. The final publication of the main examinations, supplementary examinations, special examinations and non-examination termination assessments must take place according to a date published in the TUT Academic Core Calendar.

4.5.9.4. In the case of block examinations, results of students who qualify for supplementary examinations must be posted on the departmental notice board and made available electronically according to the dates provided by the department. Final results will be available

after the supplementary examination, on the date provided by the department.

4.5.9.5. Any enquiries with regards to the outcome of results will only be handled when the student can present his/her student card or any other form of official identification.

4.5.9.6. Distance Education service point students write their supplementary examination during the next main examination period.

4.5.10. **Non-examination termination subjects/modules**

4.5.10.1. All marks must be captured immediately after the assessment and all marks must be computed after all the marks are captured by the assessor/examiner or Departmental Administrator (refer to rule 4.2.10 in this policy). The final ITS mark sheet must be signed off by the HoD, and submitted to the Registrar's Environment for quality assurance.

4.5.11. **Safekeeping of examination termination documentation**

4.5.11.1. Refer to Policy on the Safekeeping of Assessment Records

4.5.12. **Processing and publication of final results**

4.5.12.1. The Registrar's Environment must process and publish the final results, according to the publication schedule as published in the academic core calendar.

4.5.12.2. All enquiries regarding examination results are required to be submitted to the Registrar's Environment within 30 days of the publication of the results. A penalty fee according to the approved tariff list is payable for enquiries received after the 30 days.

5. EXAMINATION ENQUIRIES

5.1. General

5.1.1. Examination enquiries, applications for re-mark, re-count and viewing of examination answer scripts should reach the Registrar's Environment before the closing date for enquiries as indicated in the Academic Core Calendar of the University or in Part 1 of the Prospectus' important dates.

5.1.2.   Enquiries related to examination results in block courses are required to be submitted to the Registrar's Environment within 30 days of the publication of the results. All enquiries received after the 30 days are subject to the prescribed penalty fee according to the approved tariff list.

5.2. Viewing of answering scripts by students

5.2.1.   A student may apply and pay the prescribed fee according to the approved tariff list to receive an opportunity to view his or her examination scripts for all theoretical examinations at all levels of all subjects.

5.2.2.   An application for viewing of an examination script is required to reach the Registrar's Environment before the published closing date for examination enquiries.

5.2.3.   Mistakes will be corrected, and if required, the student can apply for re-marking of the script.

5.2.4.   A student may, subject to the payment of the prescribed fee according to the approved tariff list, apply for re-marking after viewing.

5.2.5.   Memoranda must be made available to students during the viewing of scripts process.

5.3. Re-marking of answering scripts

5.3.1.   A student may, subject to the payment of the prescribed fee according to the approved tariff list, have his or her examination scripts for all theoretical examinations re-marked by the moderator at all levels of all subjects. In the event where a student requests a re-mark and the script has been moderated already, the moderator should not conduct the re-mark. The DTLC should assign the task to another qualified appointed person.

5.3.2.   If there are any changes in the results of the student, the prescribed fee according to the approved tariff list must be refunded and the changed marks will be updated. The mark attained by the student upon remark should be the standing mark. Whether it is lower or higher than the original mark, the final mark must be placed on record and published.

5.3.3.   An application for re-marking an examination script is required to reach the Registrar's Environment before the published closing date for examination enquiries.

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5.3.4.   A supplementary examination will only be granted once a re-mark has been done and only if the student qualifies for a supplementary examination.

5.3.5.   Where the results of the re-mark are too late to allow the student to write the official supplementary examination, the first available special/exit examination opportunity will serve as the supplementary examination.

5.3.6.   If the external moderator is not available (for exit level subjects), the DTLC should assign the task to an independent external third party.

5.4.   **The right to appeal to examinations and related matters**

5.4.1.   If a student is not satisfied with the outcome of the re-marking, the Registrar's Environment will refer the student to the DTLC that may appoint another suitably qualified person to do a final re-marking at a set cost.

5.4.2.   If a student submits an appeal regarding alleged examination irregularities, the DTLC must determine the necessary correctional steps.

6.   WITHDRAWAL OF RESULTS

6.1.   A result, statement or academic record issued erroneously by the University shall not be valid and must be returned to the University, at its request.

6.2.   The University reserves the right to withdraw any results and/ or credit which was obtained contrary to any rule or policy of the institution.
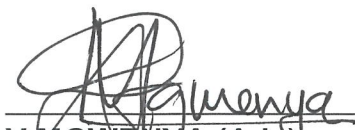
7.   DOCUMENTS

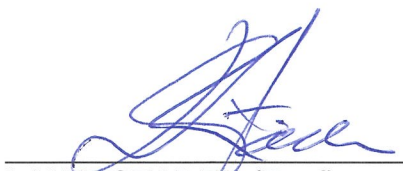This document should be read in conjunction with:

7.1.   Policy on Invigilation of Examinations and Other Assessments;
7.2.   Policy on Main, Supplementary, Special and Exit Examinations;
7.3.   Policy on the Writing of Examination at Venues External to the University;
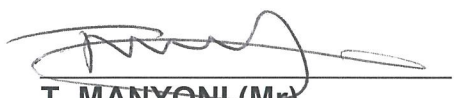
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8. SIGNATURES

V MGWENYA (Adv)
CHAIRPERSON OF IPDC

27/11/2020
Date

L VAN STADEN (Prof)
CHAIRPERSON OF EMC AND SENATE

27/11/2020
Date

T MANYONI (Mr)
CHAIRPERSON OF COUNCIL

27/11/2020
Date

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9. POLICY DATES

Date Issued:	2015	Consultation Dates: – Stakeholder(s) – TUT Employees	2019
Issue Number:	4	Date checked by: – Legal Services – Language Editing Services	2020/06/22 2020/06/25
Date Reviewed:	2019	Date approved by Executive Responsible Officer:	2019/09/16
Effective Date:	2020	Date approved by: – SCTL – IPDC – EMC – Senate – Council	2019/05/22 2020/06/22 2020/08/04 2020/11/09 2020/11/27
Scheduled Review Date:	2023	Date posted on the Policy Repository:	December 2020