

POLICY ON MAIN, SUPPLEMENTARY, SPECIAL AND EXIT EXAMINATIONS

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| 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 Main, Supplementary and Special Examinations and the Policy on Scheduling of and Admission to Examinations.

1. POLICY STATEMENT

It is the policy of Tshwane University of Technology (TUT) to have efficient management systems, processes and procedures in place to administer the processes of assessment and to promote good practices for grading (CHE: 2016).

2. DEFINITIONS

In this document, unless otherwise indicated –

“Block examination” means examination of block modules which are written outside the official TUT examination date.

“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 cycle” means the three (3) examination opportunities at the end of an academic period. Distance education programmes follow a different cycle.

“Examination termination” means a series of assessment opportunities, which culminates in a predicate mark that allows admission into a final examination.

“Exit examination” means a final examination opportunity to a final-year student who requires a maximum of one subject/module in order to obtain a qualification. Certain types of non-examination subjects/modules & WIL are excluded.

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“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.

“Main examination” means the examination conducted at the end of an academic block/semester/year.

“Non-examination termination” means a series of assessment opportunities, which culminates in a final mark.

“Quality assurance of scripts” means the internal process of authentication of marks.

“Special examination 1” is an examination granted, subject to the approval of the Registrar or his/her designate, to a student or group of students who were absent during the main examination, due to extenuating circumstances.

“Special examination 2” is an examination granted, subject to the approval of the Registrar or his/her designate, to a student or group of students who were prevented from writing the main examination during an examination period, due to extended illness, or due to the late publication of marks during the main examination, or were absent due to extenuating circumstances for Special examination 1, or were absent due to extenuating circumstances for the supplementary examination.

“Supplementary examination” means an examination following the main examination in a subject/module or subjects/modules granted under certain conditions, as stipulated in this policy.

“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

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| CHE | - | Council on Higher Education |
| DTLC | - | Departmental Teaching and Learning Committee |
| FEC | - | Faculty Examination Committee |
| HoD | - | Head of Department |
| TUT | - | Tshwane University of Technology |

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4. RULES

4.1. GENERAL

- 4.1.1. There are three examination opportunities in an examination cycle, namely main examination, supplementary examination and special/exit examination.
- 4.1.2. All examinations must be equivalent in length, standard level and content scope.
- 4.1.3. All examinations must be conducted at a venue determined by TUT, and a student should write examinations at the venue determined for the campus where he/she is registered.
- 4.1.4. The academic department is responsible for the quality assurance of all marked scripts and the authentication of marks before the capturing of marks. The Registrar's environment may assist with the process.
- 4.1.5. Any student who has been expelled from TUT, and who is not, as a result of such expulsion, allowed on the campus of the University, must also not be allowed to write any examination.
- 4.1.6. Any student whose class and/or residence fees have not been paid in full, or who has any other debts at TUT, may write the examination, but his or her results must not be published until the full outstanding amount has been settled. Such students must, however, be informed if they qualify for a supplementary examination.

4.2. SCHEDULING OF EXAMINATIONS

- 4.2.1. The Registrar's Environment is responsible for compiling and publishing a fixed examination timetable for each assessment period; and this is regarded as the only official timetable.
- 4.2.2. The Registrar's Environment is responsible for publishing and providing students with the correct examination information.
- 4.2.3. Only scheduled modules/subjects for which a student received examination admission for, are printed on the student's personal timetable.
- 4.2.4. TUT will not be held liable for lost, late or undelivered individual student timetable. TUT will not accept responsibility for incorrect information concerning examination arrangements provided by unauthorised persons.

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- 4.2.5. It is the responsibility of the student to ensure that the information reflecting on his/her timetable is correct.
- 4.2.6. Employees are not authorised to furnish examination timetable information telephonically to students.
- 4.2.7. Examination sessions will start as indicated on the individual timetable. Students must be seated 15 minutes before the session commences.
- 4.2.8. Students who are not seated when the session commences, will only be allowed into the venue 30 minutes after the session officially started. Such students will only be allowed the remaining time to complete the exam. Students may not leave the session before one hour has passed.
- 4.2.9. TUT shall assume no responsibility for the clashing of subjects scheduled on the same dates and time due to the cross-registration and/or repeating of subjects, although students must be accommodated as far as possible.
- 4.2.10. The University can accommodate cases where examination dates or times clash as a result of a simultaneous registration for a subject/module in another qualification at TUT, or as a result of approved registration at another tertiary institution, or as a result of responsibilities placed on a student by, for example, an employer. Proof from the employer is required.
- 4.2.11. All examination venues arrangements according to availability by the Registrar's Environment.
- 4.2.12. The following provisions must apply if any examination times and dates of a student should clash:
 - 4.2.12.1. It is the responsibility of the students and the academic department to take note of the preliminary examination timetable. In cases of clashes, students must consult with the academic department who must consult with the Registrar's Environment before the due date as communicated.
 - 4.2.12.2. After a student has received the final timetable, he/she has to notify the Registrar's Environment at the campus concerned of the clashing examination dates; and also complete the required form in writing at least three (3) working days before the examination date concerned.
 - 4.2.12.3. Enquiries regarding the venue arrangements made to accommodate the clashing of subjects/modules may be done at the Registrar's Environment immediately or at least three (3)

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days before the examinations of the subjects concerned are to be written.

4.2.12.4. All subjects concerned must be written on the same day, although at different examination sessions.

4.2.12.5. Guidelines regarding clashing examinations must be provided to the students during the notification process.

4.2.13. The following rules are applicable to students living with disabilities:

4.2.13.1. Students with disabilities (as defined in the Policy on Students with Disabilities), whether permanent or temporary, will be accommodated by means of additional arrangements, which may include the following:

- a) Additional time;
- b) Furnishing question papers in Braille or large print;
- c) Special/separate venues and invigilators;
- d) Oral examinations; and
- e) Special equipment (e.g. computer, where appropriate).

4.2.13.2. Application for disability classification must be submitted to the Directorate for Student Development and Support, that identifies and evaluates students with permanent or temporary disabilities, when they apply for special arrangements.

4.2.13.3. The Directorate for Student Development and Support will formally notify the Registrar's Environment of any recommendation, whereupon that section will make the necessary arrangements.

4.2.13.4. Students with temporary disabilities (injuries, temporary impediments or disorders) will apply at the Registrar's Environment, furnishing substantiation of such disability. The Registrar's Environment will refer the application to the Directorate for Student Development and Support, if needed, for recommendation and/or verification.

4.2.13.5. The Student Administrator will scrutinise recommendations, as verified or formulated by the Directorate for Student

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Development and Support, and will determine what special arrangements should be made.

- 4.2.13.6. The Registrar's Environment will arrange the examination event (venue, invigilator, question paper, etc.) and duly inform the student.

4.3. MAIN EXAMINATION

- 4.3.1. Registration for a module/subject also allows registration for main examination in that specific period, subject to all the applicable rules.
- 4.3.2. A minimum predicate mark of 40% with examination admission for entry to the main examination is required, or, if applicable, as published in the module study guide and/or programme handbook.
- 4.3.3. Students with less than 80% class attendance will not be allowed entry to the examination, irrespective of the predicate mark.
- 4.3.4. A student who fails the main examination in a module/subject, but obtains a final mark of 45% to 49%, qualifies for a supplementary examination.
- 4.3.5. A student with a predicate mark of at least 60% who fails the main examination in a subject/module, and obtains a final mark of less than 45%, qualifies for a supplementary examination. This rule only applies to the main examination.
- 4.3.6. A student with a final mark of 50% or more, but with an examination mark of less than 40% (fail sub-minimum) for theory modules/subjects or 50% (fail sub-minimum) for practical subjects shall qualify for a supplementary examination.
- 4.3.7. In cases where the student passed both question papers but obtained a final mark of 45% to 49%, the student qualifies for a supplementary exam in both question papers.
- 4.3.8. If a student qualifies for a supplementary examination and the subject consists of more than one paper, credit is retained for re-examination purposes for the paper/s that has/have been passed with 50%. The student only has to write a supplementary for the paper that was failed.
- 4.3.9. In the case of block examinations, results of students who qualify for supplementary examinations must be posted on the academic departmental notice board according to the dates provided by the academic

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department. Final results will be available after the supplementary examination, on the date provided by the academic department.

- 4.3.10. A student in her/his final year of study, who receives a final mark of at least 50 – 59% and wishes to improve her/his mark in the module with the sole purpose of gaining admission to a subsequent PG qualification, may re-register for that module for non-degree purposes.
- 4.3.11. A student who missed the main examination due to exceptional cases will be allowed to write the supplementary examination, and all the necessary documents must be provided within three (3) days.

4.4. SUPPLEMENTARY EXAMINATION

- 4.4.1. The results of students who qualify for supplementary examinations must be communicated according to a daily publication schedule.
- 4.4.2. Supplementary examinations are scheduled in the beginning of the following registration period (January and July).
- 4.4.3. The predicate mark obtained for admission to the main examination will also apply to the supplementary examination.
- 4.4.4. The final mark for the supplementary examination will be calculated according to the same formula used for the main examination.
- 4.4.5. The assessment method of a supplementary exam must be in the same format as the main examination.
- 4.4.6. It is every student's responsibility to confirm whether he/she qualifies for a supplementary examination.
- 4.4.7. If a student have a valid reason to miss the supplementary examination, he/she may submit an application at the Registrar's Environment to write the Special examination 2 before the closing date published in the Academic Core Calendar of the University. The application should be accompanied by all supporting evidence, as well as proof of the payment of the prescribed fee for the special examination.

4.5. SPECIAL EXAMINATION

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- 4.5.1. Admission to the main examination shall not imply approval to write a special examination.
- 4.5.2. A special examination must be written within the second or third examination opportunity of a specific examination cycle.
- 4.5.3. The predicate mark obtained for admission to the main examination will also apply to the special examination.
- 4.5.4. A special examination (Special examination 1) may be granted to a student who was unable to write the main examination, as a result of illness, or as a result of extenuating circumstances, subject to the approval of the Registrar or his/her designate.
- 4.5.5. A student who qualifies for a special examination (Special examination 1), and have a valid reason to miss the special examination (Special examination 1) as a result of illness, or as a result of extenuating circumstances, may apply to write Special examination 2.
- 4.5.6. A student who qualifies for the main examination, but have a valid reason to be absent from the main examination and Special examination 1, as a result of extended illness, or due to the late publication of marks, may apply to write Special examination 2, or where applicable, an exit examination. This will be the student's final opportunity.
- 4.5.7. In the case of illness, the application for a special examination may only be approved on submission of original medical certificates issued by a medical practitioner or registered traditional healer. The certificate must indicate the duration of illness that should be inclusive of examination dates.
- 4.5.8. Applications for situations stipulated in rules 4.5.4, 4.5.5 and 4.5.6, may be submitted in writing at the Registrar's Environment before the closing date published in the core calendar of the University. The application should be accompanied by all original supporting evidence, as well as proof of the payment of the prescribed fee for the special examination.
- 4.5.9. If a student is unable to write one or more question papers in a subject consisting of more than one question paper, he/she will only be granted a special examination in the question paper(s) that he/she was unable to write. The student will retain the marks for the question paper(s) that were written during the main examination.

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- 4.5.10. The consideration of original medical certificates issued by a medical practitioner or registered traditional healer must indicate the duration of illness that should be inclusive of examination dates.
- 4.5.11. A student may, notwithstanding the above-mentioned provisions, submit a written appeal to the Registrar's Environment for consideration, if that student is of the opinion that his/her case has merit and should be taken into consideration. This appeal must be submitted to the Registrar's Environment within three (3) working days of the date of the examination the student had been unable to write on account of the specific circumstances. On payment of the prescribed fee, the application must be submitted to the Registrar's Environment for consideration.
- 4.5.12. The final mark for the special examination 1 or 2 will be calculated according to the same formula used for the main examination.
- 4.5.13. The assessment method of a special examination 1 or 2 should be the same format as the main examination.
- 4.5.14. A student has to register for the subject/module again if he/she fails the special examination 1 or 2.
- 4.5.15. In the event that a student qualifies for an exit examination after a special examination 2 period due to late publication of main examination results, he/she will only get a final opportunity in the next examination period.

4.6. EXIT EXAMINATION

- 4.6.1. Prior to the application for an exit examination, a student's registration for the qualification should not have been interrupted.
- 4.6.2. The student should have been registered for the module/subject, obtained a predicate mark and wrote an examination during the period of registration. The necessary minimum admission requirements to the main examination shall also apply to the exit examination.
- 4.6.3. The final mark for the exit examination will be calculated according to the same formula used for the main examination.

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- 4.6.4. The student must take the examination on the campus where he/she has been registered for the subject concerned.
- 4.6.5. All students who remained with one subject to qualify for their respective qualifications, regardless of whether they have already had two opportunities to write an examination in a specific subject, in a particular study period – including students who remained with one continuous assessment subject to qualify for their respective qualification, will be allowed to apply for exit examinations. This rule applies to NATED as well as HEQSF aligned qualifications.
- 4.6.6. A student who, for any reason whatsoever, does not write an exit examination, will fail the module(s) concerned, and no further examination opportunity shall be granted.
- 4.6.7. If a student fails the exit examination, he/she must register for the subject/module and obtain a new predicate mark.
- 4.6.8. The final mark for the exit examination will be calculated according to the same formula used for the main examination.
- 4.6.9. The assessment method of an exit examination should be in the same format as the main examination.
- 4.6.10. The student must submit an application to write an exit examination to the Registrar's Environment before the closing date published in the University Core Calendar.
- 4.6.11. In the event that a student qualifies for an exit examination after a special examination period due to late publication of main examination results, he/she will only get a final opportunity in the next exit examination period.

4.7. NON-EXAMINATION TERMINATION ASSESSMENT

- 4.7.1. Various non-examination termination models which are guided by different rules regarding the achievement of the final mark are available:

4.7.1.1. No Admission Mark Model

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- 4.7.1.1.1. There is a series of assessments combining into a final, integrated mark.
- 4.7.1.1.2. The final integrated assessment may not count for more than 40% towards the final mark.
- 4.7.1.1.3. A re-assessment opportunity may be granted to students if they failed a particular assessment opportunity. This opportunity follows directly on the opportunity failed, before submission of final marks.
- 4.7.1.1.4. The same careful assessment and moderation as for the first opportunity applies to the additional opportunity.
- 4.7.1.1.5. A special re-assessment opportunity may be granted to students if they are absent for a particular assessment opportunity. This opportunity follows directly on the opportunity failed, before submission of final marks. The same careful assessment and moderation as for the first opportunity applies to the additional opportunity.
- 4.7.1.1.6. Re-assessment opportunities are not applicable to this non-examination termination model once the final assessment opportunity for the module or subject has been concluded or final marks have already been determined.
- 4.7.1.1.7. Request to grant a special assessment will be made to the HoD, under exceptional circumstances, when a student has forfeited the normal opportunities for appraisal and submitted the necessary substantiation.
- 4.7.1.2. **100% Final Integrated Assessment Model**
 - 4.7.1.2.1. There is a series of assessments, which all contribute towards an admission mark, which allows access into a final, integrated assessment opportunity.
 - 4.7.1.2.2. A sub-minimum of 40% is required as an admission mark.
 - 4.7.1.2.3. The final integrated assessment counts for 100% of the final mark.

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- 4.7.1.2.4. A re-assessment opportunity must be granted to students if they failed a particular assessment opportunity. This opportunity follows directly on the opportunity failed, before the calculation of the final admission mark.
- 4.7.1.2.5. The same careful assessment and moderation as for the first opportunity applies to the additional opportunity.
- 4.7.1.2.6. A special re-assessment opportunity may be granted to students if they are absent for a particular assessment opportunity. This opportunity follows directly on the opportunity failed, before submission of final admission marks. The same careful assessment and moderation as for the first opportunity applies to the additional opportunity.
- 4.7.1.2.7. Re-assessment opportunities are not applicable to this non-examination termination model once the final assessment opportunity for the module or subject has been concluded or final marks have already been determined.
- 4.7.1.2.8. Request to grant a special assessment will be made to the HoD, under exceptional circumstances, when a student has forfeited the normal opportunities for appraisal and submits the necessary substantiation.
- 4.7.1.3. **20% - 50% Non-Examination Assessment Model**
 - 4.7.1.3.1. There is a series of assessments, which all contribute towards an admission mark, which allows access into a final, integrated assessment opportunity.
 - 4.7.1.3.2. A sub-minimum of 40% is required as an admission mark.
 - 4.7.1.3.3. The admission mark contributes between 20% - 50% to the final integrated assessment.
 - 4.7.1.3.4. The final integrated assessment counts 50% - 80% of the final mark.

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- 4.7.1.3.5. A re-assessment opportunity must be granted to students if they failed a particular assessment opportunity. This opportunity follows directly on the opportunity failed, before the calculation of the final admission mark.
- 4.7.1.3.6. The same careful assessment and moderation as for the first opportunity applies to the additional opportunity.
- 4.7.1.3.7. A special re-assessment opportunity may be granted to students if they are absent for a particular assessment opportunity. This opportunity follows directly on the opportunity failed, before submission of final admission marks. The same careful assessment and moderation as for the first opportunity applies to the additional opportunity.
- 4.7.1.3.8. Re-assessment opportunities are not applicable to this non-examination termination model once the final assessment opportunity for the module or subject has been concluded or final marks have already been determined.
- 4.7.1.3.9. Request the HoD to grant a special assessment, under exceptional circumstances, when a student has forfeited the normal opportunities for appraisal and submits the necessary substantiation.
- 4.7.1.4. **End of Module Non-Examination Assessment Model**
 - 4.7.1.4.1. There is a series of assessments combining into a final, integrated mark.
 - 4.7.1.4.2. These assessments are conducted at the end of each module that students completed.
 - 4.7.1.4.3. A re-assessment opportunity may be granted to students if they failed a particular assessment opportunity. This opportunity follows directly on the opportunity failed, before submission of final marks.
 - 4.7.1.4.4. The same careful assessment and moderation as for the first opportunity applies to the additional opportunity.

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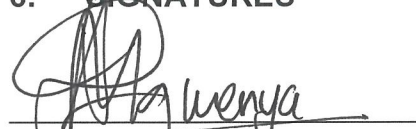
- 4.7.1.4.5. A special re-assessment opportunity may be granted to students if they are absent for a particular assessment opportunity. This opportunity follows directly on the opportunity failed, before submission of final marks. The same careful assessment and moderation as for the first opportunity applies to the additional opportunity.
- 4.7.1.4.6. Re-assessment opportunities are not applicable to this non-examination termination model once the final assessment opportunity for the module or subject has been concluded or final marks have already been determined.
- 4.7.1.4.7. Request to grant a special assessment will be made to the HoD, under exceptional circumstances, when a student has forfeited the normal opportunities for appraisal and submitted the necessary substantiation.

5. DOCUMENTS

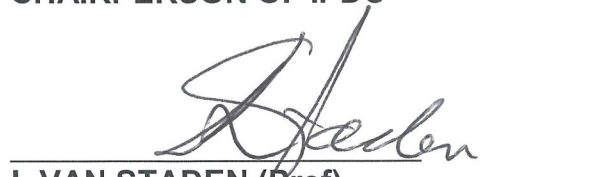
This policy should be read in conjunction with

- 5.1 Policy on processing and publication of results.

6. 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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7. POLICY DATES

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| Date Issued: | 2015 | Consultation Dates: – Stakeholder(s) – TUT Employees | 2019 |
| Issue Number: | 4 | Date checked by: – Legal Services – Language Editing Services | 2020/06/22 2020/06/23 |
| Date Reviewed: | 2019 | Date approved by Executive Responsible Officer: | 2019/09/16 |
| Effective Date: | 2020 | Date approved by: – SCTL – IPDC – EMC – Senate – Council | 2019/05/20 2020/06/22 2020/08/04 2020/11/09 2020/11/27 |
| Scheduled Review Date: | 2021 | Date posted on the Policy Repository: | December 2020 |

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