

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

POLICY ON WRITING OF EXAMINATIONS AT VENUES EXTERNAL TO THE UNIVERSITY

Policy Owner:	Assessment Management
Responsible Executive Office:	Registrar
Policy Type:	Operational

This policy and its rules, guidelines and procedures replace all previous policies and/or circulars on Writing of Examinations at Venues External to the University.

1. POLICY STATEMENT

It is the policy of the Tshwane University of Technology (TUT) to ensure that examinations and other assessments are conducted in proper and orderly manner at all different venues.

2. DEFINITION(S)

“Examination” means an official and formal method of assessing the standard achieved by a student in a subject and includes the main examination, supplementary examination and other special examinations as may be determined by TUT.

“Student” means a person of whom the official status as a student of the University is confirmed after the formal administrative process whereby the biographical and academic information of a candidate have been recorded and prescribed fees have been paid.

“Supplementary examination” indicates a subsequent opportunity for assessment and it usually takes place as soon as the main examination is completed.

“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

TUT - Tshwane University of Technology

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4. RULES

- 4.1 Applications to write at a venue external to the university should be submitted at the Registrar's environment at least two weeks (ten working days) prior to the examination date of the relevant subject(s), making use of the authorized application form.
- 4.2 No arrangements will be made by the Registrar's environment unless:
 - 4.2.1 proof of payment of the prescribed fee to write elsewhere has been received; and
 - 4.2.2 duly completed and authorised application form submitted to the Registrar's environment was received.
- 4.3 Only in exceptional cases will students be accommodated to write examinations elsewhere than the campus where they are registered. No requests to write examinations elsewhere for the sake of convenience, for instance, closer to home, on holiday, will be considered.
- 4.4 Proof of the reason for the request must accompany the application, for example, a statement from the employer.
- 4.5 An official individual examination timetable must accompany the application.
- 4.6 An additional cost that may be charged by another institution or examination center will be the student's responsibility, such as courier, telephone and rental of venue costs.
- 4.7 Examination results will be withheld if the student does not comply with the instructions on the application form to write elsewhere and with the examination rules and regulations of TUT (Annexure A).
- 4.8 It is the student's responsibility to check his/her results in time to determine if the student qualifies for a supplementary examination and to make arrangements to write the supplementary examination on the campus where registered.
- 4.9 TUT shall NOT assume any responsibility for incorrect information about examination arrangements that has been supplied by means other than the official TUT communication channels, e.g. website, notice boards and official documents.

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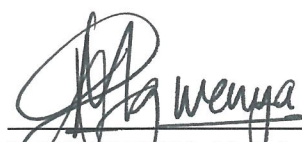
- 4.10 Although TUT handles the receipt, distribution and safekeeping of all examination documents and material carefully and responsibly, the institution does not assume any liability for the loss or destruction of or damage to such examination documents or material. Should the loss or destruction of any examination material prevent the evaluation of the student's examination performance, TUT reserves the right to request the student to undergo a supplementary examination.
- 4.11 All parties need to take note of the potential risks involved in this process due to time differences between countries, the courier or mailing services and possible electronic problems.
- 4.12 The dates and times of all examinations written in other countries should correspond with the dates and times of the examinations that are written in South Africa.

5. DOCUMENTS

This policy should be read in conjunction with:


- 5.1 Procedure:
 - (a) Instruction form to write examinations elsewhere
 - (b) Application to write examinations elsewhere
- 5.2 Policy on Scheduling and admission to examination
- 5.3 Policy on Invigilation of examinations and other assessments
- 5.4 Annexure A: Sop for Assessment at TUT.

6. SIGNATURES



V. MGWENYA (Adv)
CHAIRPERSON OF IPDC

13/07/2021
Date



LR VAN STADEN (Prof)
CHAIRPERSON OF EMC AND SENATE

2021-07-19
Date

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7. POLICY DATES

Date Issued:	2005, 2015	Consultation Dates: – Stakeholder(s) – TUT Staff Members	202/05/13
Issue Number:	3	Date checked by: – Legal Services – Language Editing Services	2021/06/21 2021/06/25
Date Reviewed:	2021	Date approved by Executive Responsible Officer:	2021/05/11
Effective Date:	2021	Date approved by: – IPDC – EMC	2021/06/21(RR) 2021/07/13
Scheduled Review Date:	2024	Date posted on the Policy Repository:	July 2021



**Tshwane University
of Technology**

We empower people

Student Services

Instructions to write examinations elsewhere (a)

STUDENT NUMBER									
SURNAME AND INITIALS									
QUALIFICATION									
CONTACT NUMBER									

PLEASE READ THE EXAMINATION INSTRUCTIONS CAREFULLY AND COMPLY WITH THESE INSTRUCTIONS:

1. TUT Rules and Regulations state that all examinations will be conducted at a venue determined by TUT, and a student should write examinations at the venue determined for the campus where he or she is registered.
2. An official individual examination timetable must accompany the application.
3. An administration fee as per tariff list is payable upon approval of the application.
4. Any additional cost that may be charged by another institution or examination centre will be your own responsibility, such as courier, rental of venue costs.
5. Only in exceptional cases will students be accommodated to write examinations elsewhere than the campus where they are registered. No requests to write examinations elsewhere for the sake of convenience, for instance, closer to home, on holiday, will be considered.
6. Proof of the reason for the request must accompany the application, for example, a statement from the employer.
7. You are not allowed to write examinations at any other campus or venue without prior approval from the examinations office.
8. Applications should be submitted at least two weeks (ten working days) prior to the examination date of the subject(s) concerned.
9. No arrangements will be made unless proof of payment of the prescribed fee has been received.
10. Examination results will be withheld if you do not comply with the instructions and Rules and Regulations of TUT.
11. TUT shall NOT assume any responsibility for incorrect information about examination arrangements that has been supplied by unauthorised persons.
12. Although TUT handles the receipt, distribution and safekeeping of all examination documents and material carefully and responsibly, the institution does not assume any liability for the loss or destruction of or damage to such examination documents or material. Should the loss or destruction of any examination material prevent the evaluation of your examination performance, TUT reserves the right to request you to undergo a supplementary examination.
13. Staff members are not permitted to give out any examination results telephonically, but the results may be obtained by visiting www.tut.ac.za
14. Please be aware of the risks involved in this process due to time differences between countries, courier or mailing services, possible electronic problems, etc.
15. The dates and times of all examinations written in other countries should correspond with the dates and times of the examinations that are written in South Africa.

DECLARATION

I, _____, student number _____,
confirm that I am familiar with the information contained in this document and that I will abide by it.

STUDENT

DATE

CAMPUS: _____

FACULTY: _____

ADMINISTRATOR: STUDENT ADMINISTRATION

DATE

Note: A copy of this form should be kept by all TUT examination offices/campuses involved.