

POLICY ON WRITING OF EXAMINATIONS AT VENUES EXTERNAL TO THE UNIVERSITY

Policy Owner:	Assessment Management
Responsible Executive Office:	Teaching, Learning & Technology
Policy Type:	Academic Policy

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 Tshwane University of Technology to ensure that examinations and other assessments are conducted in proper and orderly manner at all different venues.

2. DEFINITIONS

No additional definitions. See a comprehensive list in Annexure A.

3. RULES RELATED TO OFFICIAL EXAMINATIONS

- 3.1. Students are not allowed to write examinations at any other campus or venue without prior approval from the Registrar's Environment. Applications 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).
- 3.2. No arrangements will be made by the Registrar's Environment unless:
 - 3.2.1 proof of payment of the prescribed fee to write elsewhere has been received; and
 - 3.2.2 duly completed and authorised application form submitted to the Registrar's Environment was received.
- 3.3. 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, etc., will be considered.
- 3.4. Proof of the reason for the request has to accompany the application, for example, a statement from the employer.
- 3.5. An official individual examination timetable has to accompany the application.
- 3.6. An additional fee that may be charged by another institution or examination centre will be the student's responsibility, such as telephone costs, fax costs, rental of venue, etc.

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

- 3.7. 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.
- 3.8. 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.
- 3.9. 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).
- 3.10. 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. If the loss or destruction of any examination material should prevent the evaluation of the student's examination performance, TUT reserves the right to request the student to undergo a supplementary examination.
- 3.11. 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.
- 3.12. 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.

4. DOCUMENTS

4.1. Procedures Application form

4.2 This policy should be read in conjunction with:

- Policies on Disabled Students
- Policy on Irregularities and Misconduct
- Policy on Scheduling of and Admission to Exams
- Policy on Invigilation of Examinations and Other Assessments;
- Policy on Main, Supplementary and Special Examinations;
- Policy on Processing and Publication of Results; and
- Annexure A: SOP for assessment at TUT.

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

5. SIGNED BY:



LA VAN STADEN (PROF)

CHAIRPERSON OF EMC AND SENATE

17 April 2015



B MASUKU (DR)

CHAIRPERSON OF COUNCIL

17 April 2015

6. POLICY DATES:

Date Issued:	15 August 2005	Consultation Dates: – Stakeholder(s) – TUT Staff Members	– Oct/Nov 2013 – 20 August 2014
Issue Number:	2	Date checked by: – Legal Services – Language Editing Services	– 30 June 2014 – 05 July 2015
Date Reviewed:	01 April 2013	Date approved by Executive Responsible Officer:	
Effective Date:	17 April 2015	Date approved by: – IPDC – EMC – Senate – Council	– 28 July 2014 – 17 February 2015 – 10 March 2014 – 17 April 2015
Scheduled Review Date:	01 Apr 2018	Date posted on the Policy Repository:	05 May 2015