

SUMMARY OF ASSESSMENT RULES AND REGULATIONS: 2016

Please note the following regulations pertaining to assessment at the Central University of Technology, Free State (CUT) for the year 2016. Students are responsible for ensuring that they are aware of, and that they understand, the various means of assessment for each of the subjects for which they are registered, as explained in their study guides.

1. DEFINITIONS

1.1 Final mark/final course mark for a course/module: A composite formative and summative assessment mark that is determined in a manner prescribed by the Faculty Board.

1.2 Unit/assessment unit: Courses/modules are sometimes divided into two or more units that are independently assessed, possibly at different times of the year. Generally, units of a course/module do not have a final mark. The following unit assessment guidelines apply:

- (i) Assessments are usually conducted in June and November each year, and students must ensure that they know which unit assessments will be conducted and when.
- (ii) Only the skills and outcomes covered in a unit will be assessed during the summative assessment.
- (iii) A final mark is only calculated at the end of the course/module.

1.3 Supplementary assessment: An extension of the original summative assessment in the form of an oral, project or portfolio, or practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as in the preceding summative assessment. The following administrative provisions govern supplementary assessments:

- (i) All students who achieve between 48% and 49% in the summative assessment at the end of a module or unit are summoned by the examiner/assessor to a supplementary assessment to confirm the assessment result.
- (ii) A notice with the particulars of candidates summoned for a supplementary assessment is published on the relevant department's or faculty's notice boards within four working days after the conclusion of the summative assessment in question.
- (iii) It is the students' responsibility to know the details of a summons to supplementary assessment, especially the date, time and venue of assessment. CUT accepts no responsibility/liability in this regard.

1.4 Re-assessment: Unless otherwise stated in the rules of a particular faculty, a further assessment opportunity is granted to a candidate who achieves a final mark of between 45% and 49% for a course/module, and who wishes to improve the final mark to 50%. Re-assessment is granted under the following administrative conditions:

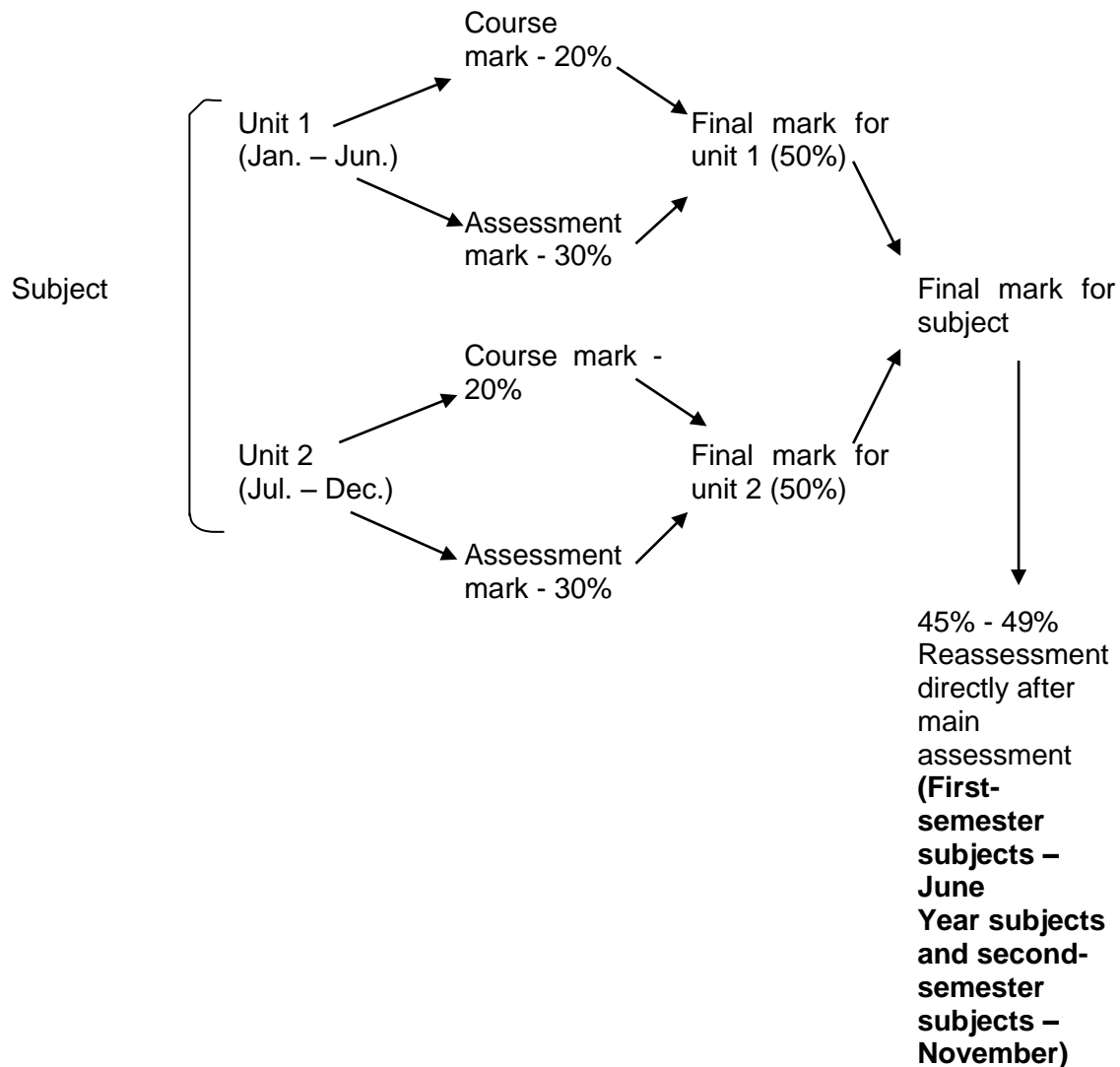
- (i) The re-assessment of a year course/module (with two or more units) takes place directly after the assessment of the last unit, and covers the learning aims and achievements of all units.
- (ii) The re-assessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November each year.
- (iii) There is no further assessment opportunity offered beyond re-assessment.

- 1.5 Deferred assessment/deferred summative assessment:** Assessment offered to students who were unable to participate in the scheduled summative assessment sessions due to illness or special individual circumstances. Deferred assessment sessions are governed by the following administrative rules:
- (i) If necessary, deferred assessment sessions are scheduled immediately or directly upon conclusion of the June and November summative assessment schedules.
 - (ii) A deferred summative assessment may only be considered if the affected student makes a formal application, with supporting evidence (e.g. a medical certificate, etc.), to the Assessment and Graduations Unit within three working days after the scheduled summative assessment session of a particular course/ module.
 - (iii) There is no further assessment opportunity offered beyond a deferred assessment.
- 1.6 Progress report/student progress report:** A report indicating the progress of each student, which is mailed to each student and his/her identified sponsor at the end of each quarter. Progress reports between the summative assessments are based on the students' continuous assessment marks.
- 1.7 Statement of results:** A summary of the final marks over all courses/modules already completed. It is subject to the payment of all CUT fees, and is supplied to students upon completion of the June and November summative assessments.
- 1.8 Admission mark:** The minimum course mark (40%) required to qualify for admission into a summative assessment.

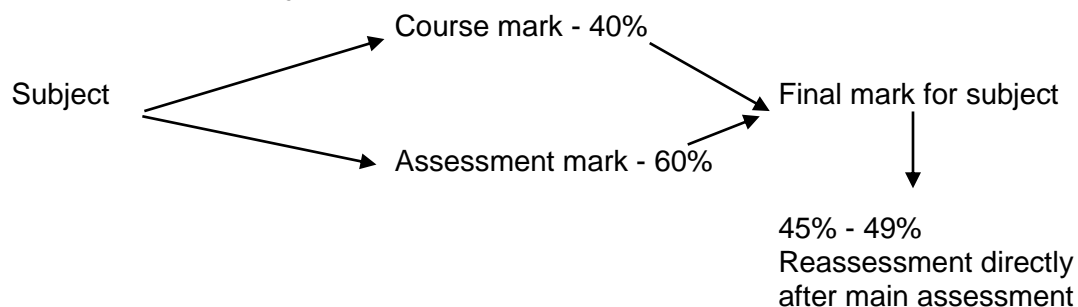
2. ASSESSMENT MODEL FOR ALL PROGRAMMES: 2016

Unless otherwise determined by a resolution of Senate:

1. Year subjects



2. Semester subjects



3. ASSESSMENT AND RESULTS (ALL faculties, unless otherwise specified)

- Unless otherwise stated in a faculty's rules, an admission mark of 40% is required for the summative assessment at the end of a course/module/unit.
- A course/module successfully completed counts as a credit only if the student has successfully completed the prerequisite course/modules or has met the admission requirements for the course/module. Senate has the authority to prevent a student

from registering for a course/module/unit, unless credit has been awarded for prerequisite courses/modules; and/or co-requisite courses/modules have been successfully completed; and/or the admission requirements have been met.

- A student has “successfully completed” a course/module if he/she has achieved 50% or more as a final mark for the course/module and has participated in all summative assessment opportunities. The course/module is “completed with distinction” if the final mark for the course/module is 75% or above.

3.2 THE 2016 RULES FOR ALL PROGRAMMES

- (a) For all Engineering programmes, a subminimum mark of 50% accumulated for practical work and projects in specified subjects is compulsory to gain access to the relevant assessment session and to pass the subject. This rule applies to all those subjects identified as such in the study guides.
 - (b) An admission mark of at least 40% is required for main assessments.
 - (c) A re-assessment is granted to a candidate who has achieved a final mark of 45% – 49% in a subject. The re-assessment of a year subject – covering the subject content of the entire year – takes place directly after the main assessment in November. The re-assessment of semester subjects takes place immediately after the main assessment in June, while the re-assessment of second-semester and year subjects takes place in November.
- **Please note that once a student has been granted a re-assessment or a special assessment opportunity as a result of illness or some other reason, no additional such assessment opportunity will be granted.**

3.3 Assessment timetables

3.3.1 Assessment timetables are not mailed to students.

3.3.2 The assessment timetable is published on the CUT website (<http://www.cut.ac.za/current-students/>), in accordance with the Year Programme.

3.3.3 It is the duty of every student to be fully aware of the dates, times and venues of assessments. CUT accepts no responsibility/liability for any damages, now or in the future, of any nature whatsoever, resulting from or related in any manner to a student's failure to attend an assessment.

3.4 Publication of summative assessment results

- 3.4.1 Following the summative assessment, and in accordance with the Year Programme, the Assessment and Graduations Unit will forward the summative assessment results to candidates by means of a statement of results. Each candidate's summative assessment results will also be published on the CUT website (<https://pr.cut.ac.za>). and no results will be supplied telephonically. Assessment results will also be available on the internet and via the MTN telephone service. Assessment results appearing on the CUT Website reflect student numbers only, so as to protect the privacy of individual students.
- 1.4.3.2 The Assessment and Graduations Unit is the only official body permitted to supply candidates with their official assessment results. No academic or support services staff member may supply any candidate with his/her assessment results. CUT accepts no responsibility for any consequences resulting from any such unofficial communication of assessment results, nor any liability or consequences of any nature whatsoever resulting from the withholding of results.
- 1.4.3.3 CUT reserves the right to rectify any *bona fide* errors in assessment results or the compilation of summative assessment results, and may set aside any certificate or award granted as a result of such *bona fide* error(s). In such an instance, CUT will give the affected student written notification of all changes made.
- 1.4.3.4 Refer to page 3, *Implementation of policy mandates (2)*, regarding assessment results.
- 1.4.3.5 A candidate who is in arrears with any CUT fees or who does not comply with the admission requirements will not be entitled to receive his/her final mark in the course/module(s) for which he/she is enrolled. CUT accepts no responsibility for any consequences resulting from such withholding of results.

3.5 Supplementary assessment

3.5.1 Grounds for granting supplementary assessment

- (1) In accordance with the approved rules formulated by the relevant faculty, and on completion of the prescribed summative assessment, the examiner/assessor may summon a candidate for a supplementary assessment in any course/module as an extension of the original assessment. Such a supplementary assessment will be administrated as a whole, at the discretion of the relevant department, provided it takes place no more than four working days after the conclusion of the summative assessment period announced in the CUT Calendar and/or Year Programme. If a candidate fails to report for the supplementary assessment, his/her original mark will then be confirmed as the summative assessment mark.
- (2) No supplementary assessment will be granted on the grounds that a student has mistaken the time, date or place of a summative assessment opportunity. This rule will apply to all other assessment opportunities, including assignments and projects in terms of the deadline for submission.

3.5.2 Nature and requirements of supplementary assessment

- (1) An examiner/assessor may summon a candidate for assessment as an extension of the original summative assessment in the form of an oral, project or portfolio, or practical work assessment. The learning aims and

achievements covered in such a supplementary assessment are the same as those covered in the preceding summative assessment.

The following administrative provisions govern supplementary assessment:

- (i) All students who have achieved between 48% and 49% in the summative assessment at the end of a module or unit are also summoned by the examiner/assessor for a supplementary assessment to confirm the assessment result.
- (ii) A notice with the particulars of candidates summoned for a supplementary assessment is published on the relevant department's/faculty's notice boards within four working days after conclusion of the summative assessment in question.
- (iii) It is the responsibility of the student to acquaint him-/herself of a summons to supplementary assessment, particularly the date, time and venue of assessment. CUT accepts no responsibility/liability in this regard.
- (iv) For an oral assessment, the same rules apply as for all other assessments of CUT.
 1. An assessor as well as a scribe must be available during an oral assessment. The scribe must take down the answers of the student, in writing, for future reference.
 2. The student, scribe and assessor should sign the script to ensure that it is the correct answer script.
 3. During official oral assessments, the Assessment and Graduations Unit will supply a tape recorder to record the answers of the student, for further reference.

3.6 Re-assessment

3.6.1 **Unless otherwise stated in a faculty's rules**, this is an assessment opportunity granted to a candidate who has achieved a final mark of between 45% and 49% for a course/module, and who wishes to improve the final mark to 50%. Re-assessment is granted under the following administrative conditions:

- (1) The re-assessment of a year course/module (with two or more units) takes place directly after the summative assessment of the last unit, and covers the learning aims and achievements of all units;
- (2) A re-assessment will in all material academic respects conform to the planned summative assessment stipulations of the course/module;
- (3) The re-assessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November each year; and
- (4) There is no further assessment opportunity offered following a re-assessment.

3.6.2 The names of candidates who qualify for re-assessment must be identified by the examiner and communicated to the Assessment and Graduations Unit, for publication on the central notice boards, four working days before the re-assessment is to be conducted. Again, it is the responsibility of students to acquaint themselves of such notices, and CUT accepts no responsibility in this regard.

3.7 Deferred assessment

- 3.7.1 This assessment opportunity is offered to students who were unable to participate in the scheduled summative assessment session(s) due to illness, on medical grounds, or as a result of individual circumstances. Deferred assessment sessions are governed by the following administrative rules:
- (1) If necessary, they are scheduled immediately or directly upon conclusion of the June and November summative assessment schedules;
 - (2) A deferred summative assessment may only be considered if the affected student makes a formal application with proof (e.g. a medical certificate, etc.), and submits the application to the Assessment and Graduations Unit within three working days after the scheduled summative assessment in a particular course/module; and
 - (3) There is no further assessment opportunity following a deferred assessment.
- 3.7.2 The same grounds listed above would also apply to an application for a deferred assessment to other assessment opportunities called and administered within a faculty. No deferred assessments will be considered and granted on the grounds that a student has mistaken the date, time or place of an assessment.
- 3.7.3 An application for a deferred assessment should be lodged on the prescribed LS124.3 form, in accordance with policy and procedure, by no later than three working days after the assessment. The application must be supported by a medical or other registered professional report, or other appropriate credible evidence, which must specifically include the following information:
- (1) The date of professional consultation (no applications will be considered in cases where the practitioner was visited **after** the date of the assessment opportunity);
 - (2) The severity and duration of the complaint; and
 - (3) The practitioner's opinion on how the reported condition could adversely affect the student's assessment preparation and/or performance.
- 3.7.4 If a student qualifies for a deferred assessment opportunity, but nevertheless participates in a course/module assessment, he/she loses all rights or claims to a deferred assessment.
- 3.7.5 Should a student contract a communicable disease (e.g. chicken pox, measles, etc.) during the period of the summative assessment, he/she must consult a medical practitioner immediately to determine whether he/she is medically fit to continue participating in any or all further assessments. If the recommendation is that the student is unable to participate in any assessment(s), the absence will be treated as absence on valid grounds; otherwise, arrangements will be made to hold the assessment(s) in a quarantined room.
- 3.7.6 Special assessment opportunity: A student who requires only a single course/module to meet all the requirements for a degree/diploma/certificate, but who participated unsuccessfully in that course/module during the preceding semester/year, qualifies for a special assessment opportunity in the course/module concerned, provided that he/she complies with the following criteria:

- (1) Only one course/module is outstanding in order for the registered qualification to be awarded.
- (2) The student must have earned an official admission mark for the course/module, and must have unsuccessfully participated during his/her final year of study in the course/module outstanding for the qualification to be awarded. In cases where CUT fails to present a course/module, or where courses/modules are presented in cycles over the period of a year or longer, special permission may be granted by the relevant faculty for a special assessment opportunity if the course/module was offered previously.

A student who qualifies for, but subsequently fails, the special assessment at the end of the first semester will not qualify for a second special assessment at the end of the year.

A student who requires only one course/module at the end of an academic year, and who qualifies for assessment in the subject during his/her final year of study, will qualify for a special assessment. If a student qualifies for a first-semester course/module, the existing course mark will be carried over.

- (3) A candidate must apply for a special assessment opportunity in writing (on form LS124.3) to the Assessment and Graduations Unit, or must submit his/her application by registered mail.
- (4) An application for a special assessment opportunity must reach the Assessment and Graduations Unit within two weeks after publication of the assessment outcomes/results. This deadline will not be amended on any account.

3.7.7 Scheduling of deferred and special assessments

- (1) Unless Senate decides otherwise, all deferred and special assessments will be conducted at the end of each semester.
- (2) Subject to the special circumstance in paragraph 1.4.6.6, the Assessment and Graduations Unit may schedule alternative dates for special assessment opportunities, and will communicate the dates, times and venues of such assessment opportunities to the affected students.
- (3) Deferred and special assessments will, in all material academic respects, conform to the planned summative assessment stipulations of the course/module.

3.8 Assessment result/outcome notations

3.8.1 Assessment result/outcome symbols

All **courses/modules** will be assessed, and the final mark awarded (irrespective of any numeric value) will be coded according to the following approved academic progress symbols:

Progress notation	Meaning	Notional percentage (%)
PD	Pass (i.e. successful completion) with distinction	75-100%
PE	Credit (recognition)	50%
P	Pass, i.e. successful completion	50-74%
PU	Provisional pass or provisionally successful completion, subject to an investigation	50% and higher
F	Fail or unsuccessful completion	Below 50%
FD	Fail due to disciplinary sanctions	0%
FT/FS	Deferred assessment opportunity granted	
FX	Fail or unsuccessful completion due to absence without prior notice	
FN	Results/assessment outcomes not yet available	
FC	Continuous assessment results/assessment outcomes not available	
F9	Re-assessment	
P4	Recognised in terms of the policy on the recognition of prior learning (RPL)	
FR	Fail subminimum	

3.8.2 Date of issue of qualifications

The date of issue of a qualification is the first day of the month following the month in which the assessment results/outcomes of the last summative assessment were published by the Assessment and Graduations Unit.

3.8.3 Awarding of qualifications *cum laude* (i.e. with honours)

Subject to the approval of Senate, as well as compliance with the applicable rules of the relevant faculty, a qualification may be awarded *cum laude*, provided the candidate meets the following criteria:

- (1) The candidate has participated in and successfully completed all courses/modules prescribed for the qualification in question;

- (2) The candidate has passed or successfully completed all prescribed courses/modules of the qualification on the first attempt;
- (3) The candidate has achieved an overall average of 75% or above for all prescribed courses/modules of the qualification; and
- (4) The candidate has achieved an overall average of 75% or above for all exit-level courses/modules of the qualification.

3.8.4 The following qualifications are awarded during official CUT graduation ceremonies:

- 3.8.4.1 National diplomas;
- 3.8.4.2 Degrees;
- 3.8.4.3 Master's degrees;
- 3.8.4.4 MTech degrees;
- 3.8.4.5 MEd degrees;
- 3.8.4.6 PhD degrees;
- 3.8.4.7 DTech degrees; and
- 3.8.4.8 DEd degrees.

Only national certificates, national higher certificates and postgraduate certificates issued upon completion of an official, registered qualification are awarded during the graduation ceremonies.

No exit certificates or exit higher certificates will be awarded during a graduation ceremony.

If a student wishes to be issued with an exit certificate, he/she must apply for such a certificate to the Assessment and Graduations Unit. This exit certificate will then be issued to the student, but will not be handed over during an official graduation ceremony.

3.9 Academic review of student progress

- 3.9.1 A student is considered to be academically unsuccessful in the following instances:
 - In the case of a first-year student: Failing all subjects for which he/she is enrolled;
 - In the case of a senior student: Failing, on two consecutive attempts, 50% or more of the subjects for which he/she is enrolled, and/or cancelling some or all modules or the course for which he/she is registered after registration control day.
- 3.9.2 In the case of full-time students, the qualification must be completed in the minimum stipulated study period, plus an additional complement/add-on of half the minimum study period. In essence, this implies that the period will be rounded off to the next full academic year, meaning that, for example, a three-year qualification must be completed within the maximum period of five years.
- 3.9.3 Part-time students must complete the qualification in double the minimum time allowed, meaning that, for example, a three-year qualification must be completed within the maximum period of six years.
- 3.8.4 It must be noted that, in the case of a qualification being phased out, Senate will implement *ad hoc* arrangements in order to resolve the matter.

- 3.9.5 **Prognosis of unsatisfactory academic progress:** A student is identified as “*academically at risk*” on the basis of the same criteria as stipulated in par. 1.8.1.1 above, but applicable only to the continuous assessment marks as on the third Monday in April (for the first semester), or the third Monday in September (for the second semester), or the working day immediately thereafter. In making this determination, faculties must ensure that a continuous assessment mark is recorded for each and every student on an official database.

3.10 Procedure for student objections or appeals

A student who has been instructed by the Assessment Committee or the relevant faculty to subject him-/herself to the measures outlined in par. 1.8.3.1(2) and 1.8.3.1(3) above, may object to or appeal against that decision by means of the following procedure:

- (1) A written objection, accompanied by supporting evidence, may be lodged with the Assessment Committee.
- (2) Such an objection must be lodged by the last working day on or before the applicable date specified below (alternative dates may be published in the annual CUT Calendar).

Courses/modules offered during the first semester and over the course of the year	21 January
Courses/modules offered during the second semester	10 July

- (3) Upon receipt of such an appeal or objection, the Assessment Committee will convene an Appeals Committee consisting of the following members:
 - (i) Registrar;
 - (ii) Dean or senior academic member of the faculty concerned;
 - (iii) Assistant Registrar: Academic Structure and Student Enrolment Services;
 - (iv) Deputy Registrar: Student Services; and
 - (v) An SRC member delegated by the SRC.
- (4) When considering an objection or appeal, the Appeals Committee will take the following factors into account:
 - (i) The academic ability of the student in question, as reflected in his/her academic record, as well as the time limit allowed for completion of the courses/modules prescribed by the curriculum or the enrolment contract;
 - (ii) CUT’s institutional duty to encourage and support:
 - (a) Student success, even if based on reduced learning targets; and/or
 - (b) Student compliance with contractual obligations; and
 - (iii) If applicable, the current enrolment measured against any limits in this regard, with the Appeals Committee having no jurisdiction to make any adjustments to the existing enrolment limits.
- (5) Academic exclusion will be enforced as follows:
 - (i) In the case of a student registered for a year programme, the period of academic exclusion will not exceed two years.

- (ii) In the case of a student registered for a semester programme, the period of academic exclusion will not exceed two semesters.
 - (iii) The duration of academic exclusion will be determined by the nature of the academic shortcomings exhibited by the student, the time required to address such shortcomings, and the evidence provided in this regard.
- (6) The Assessment and Graduations Unit will notify the student in writing of the decision of the Appeals Committee, and will likewise report the decision to the Assessment Committee.
- (7) Should a student feel aggrieved by the decision of the Appeals Committee, he/she may lodge a final appeal or objection with the Executive Committee of Senate for a final ruling on the matter.

4. REMARKING

Remarking means that an assignment/answer script, which has not been altered or extended by the student, is marked for a second time.

- 4.1 In accordance with the provisions in the *Student Assessment Manual of the Central University of Technology, Free State*, should a student be of the opinion that an individual assignment/answer script has been marked unfairly or inappropriately, a request for remarking (on the prescribed form) may be addressed to the Assistant Registrar: Assessment and Graduations within three weeks after publication of the results. ***An administrative fee per subject is payable before any application will be processed.***
- 4.2 An assignment may only be submitted for remarking once.
- 4.3 If the remarking culminates in an amended mark or result, that result is the final result.

5. EXTRA TIME DURING ASSESSMENTS

In accordance with the *policy and procedure for the granting of extra time and other concessions during officially scheduled tests and assessments at the Central University of Technology, Free State*, extra time is allocated to persons with obvious physical, psychological or emotional disabilities, to allow them to complete their tests and assessments. Alternative arrangements are also made where necessary, e.g. oral assessments may be permitted.

- 5.1 A maximum of 15 extra minutes per hour is allowed.
- 5.2 The allocation of extra time is indicated on the diploma/degree/certificate of the student.
- 5.3 Students must apply for extra time at the Centre for Counselling and Social Services, using form LS227.1 (*Application for the granting of extra time or other concessions during officially scheduled tests and/or assessments of the Central University of Technology, Free State*), at least two weeks before classes commence. Applications must be accompanied by supporting documentation.

6. SUBJECT RECOGNITION

- 6.1 In accordance with the *policy and procedure with regard to subject recognition of prior learning, qualifying for the issuing of a qualification, and recognition of qualifications*

of South African as well as foreign students, applicants requesting credit must address a written application on the prescribed form to the Assistant Registrar: Assessment and Graduations. Satisfactory documentary evidence in support of such applications must be provided. **An administrative fee per subject is payable before any application will be processed.**

6.2 The holder of a university qualification certificate must have:

- (a) Complied with the admission requirements for the qualification, including the admission requirements of the courses/module prescribed for the qualification;
- (b) Been assessed and found competent in all the competences and skills prescribed for the qualification;
- (c) Completed more than 50% of the credits of the prescribed courses/modules for the qualification with the university; and
- (d) Completed more than 60% of the credits of the exit or final academic year of the prescribed curriculum for the qualification with the university.

6.3 Final dates for the submission of applications for subject recognition at the Assessment and Graduations Unit:

For registration during semester 1 and year courses:	16 January
For registration during semester 2:	23 July

7. GENERAL INFORMATION

7.1 The results and assessment timetables for the various assessment opportunities are available as follows:

- (a) Results are mailed to each candidate (NB: Assessment timetables are not mailed to candidates); and/or
- (b) The CUT website (<https://pr.cut.ac.za>)

7.2 Please note that it is sometimes necessary to divide large class groups into smaller groups during assessments. Students must consult the individual assessment timetables for information on the venue in which the assessment is to be conducted.

7.3 A student may not take into the assessment room any books, dictionaries, calculators, notes, other documents, or any written or printed matter or devices except those authorised by the assessor and indicated on the cover page of the question paper.

7.4 CUT accepts no responsibility/liability for any loss of, or damage to, personal property in assessment venues.