

Policy Reference	Assessment rules 2010	Year	2010
Type of policy	Assessment Policy		
Last update	November 2009		
This policy replaces	PP Assessment Rules 09V3		
Name change from	Not applicable		
Name change to	Not applicable		
Linked Strategy/Plan	Assessment and Moderation Strategy		
Documentation linked to this policy	Assessment reports Assessment feedback forms		
Database	DB Students DB Results		
Responsibility for policy implementation	National level: Managing Director Regional Level: Academic Head		

PURPOSE

This policy provides information, guidelines and rules on the day-to-day management of the assessment process for students on campus or on a learnership. This policy is adapted for Distance Learning (refer PP Assessment rules LDL). This is a transparent policy and should be made available to students and staff.

POLICY

This policy defines the controls regarding the following:

- 1. Overall pass marks**
- 2. Assessment scoring**
- 3. Attendance to classes**
- 4. Formative Assessment and completion of work**
- 5. Summative tasks and completion of work**
- 6. Experiential learning log sheets/log books**
- 7. Responsibility for completed work**
- 8. Handing in tasks and work**
- 9. Late summative tasks**
- 10. Not achieving assessment criteria**

1. Overall pass marks

- 1.1 The required overall pass mark is 60%.
- 1.2 There are core and elective modules in each qualification which require a 60% pass; this information is recorded in each Assessment Guide and in the assessment instructions for students.

2. Assessment scoring

Assessment is scored as follows

- 2.1 **Formative assessment** = 30% of the overall score with learning activities representing 10% and formative tasks 20% (except in the case of fundamentals where completion of learning activities = 30%).
- 2.2 **Summative tasks** = 50% of the overall score. In most cases there are at least two summative tasks per module and in some cases up to five tasks for a module. These tasks will each have a relative value in the 50% overall for the summative scores.
- 2.3 **Attendance** to class and to practical learning = 10%
- 2.4 Completion of **experiential hours** in the field = 10% of the overall mark

3. Attendance to classes

- 3.1 Attendance is defined as being on campus **and** participating in class **and** practical activities.
- 3.2 80% attendance is required for sufficient work to be covered for assessment. **Attendance scores are as follows:**
 - 80 to 100% attendance = 100%;
 - 70 to 79% attendance = 60%
 - 60 to 69% attendance = 45%
 - 50 to 59% attendance = 30%
 - 40 to 49% attendance = 15%
 - <40% attendance = 0%
- 3.3 If students do not attend class, their attendance mark will be lost relative to their degree of absence.
- 3.4 A register is taken for each class.
- 3.5 Campus students are expected to log their practical learning activities during the term in their log book and to ensure that these are signed off by their facilitator. Therefore, poor attendance creates a loss of marks for the attendance score as well as for the experiential hours score.

4. Formative Assessment and completion of work

4.1 Completion of Formative Assessment

- 4.1.1 Each module contains *learning activities* and *formative tasks* which need to be completed each week.

- 4.1.2 All *learning activities* and *formative tasks* should be completed by the end of each module.
- 4.1.3 Therefore all formative assessment for each module should have been completed by the assessment week.

4.2 No submission of formative work

- 4.2.1 If students do not complete or submit their formative work during term, according to the timetable (learning activities and formative tasks), 30% of the overall mark will be lost.

4.3 Students who submit work for formative assessment but do poorly

- 4.3.1 Students do not repeat formative assessment; their marks are loaded to the DB results and added to their overall score.
- 4.3.2 Formative assessment scores are evaluated once all results are loaded per module and overall scores can be viewed.
- 4.3.3 In the event that the summative assessment overall score indicates that re-submission or re-assessment is required, a supplementary assessment is taken which incorporates formative and summative elements of the module.

5 Summative tasks and completion of work

- 5.1 Summative tasks are not marked unless they are accompanied by the Evidence Checklist and task index; in this event tasks will therefore be handed back to students unmarked.
- 5.2 Assessors taking in assignments or work without the compulsory evidence checklist will be considered in **breach of assessment policies**.
- 5.3 Summative tasks must be handed-in during assessment week, on the date and time indicated in the course timetable.
- 5.4 If tasks have to be handed back to students because this policy was not followed and the deadline for hand-in has been missed, a date for hand in will be given for one week later. The submission is then considered a late submission and second hand-in. The late submission policy applies.
- 5.5 If tasks are not handed in on time, on their due date, refer to section in this policy for **late submissions**.
- 5.6 Practical demonstrations are completed during the assessment week (unless they have already been conducted during the term).
- 5.7 If first submission summative tasks are incomplete, marks will be allocated relative to what has been submitted (if score is less than 40% - see point 10 in this policy for not achieving assessment criteria).
- 5.8 Marks are loaded to the DB results and will be reflected on the next report.
- 5.9 Assessment reports show the accumulated marks each term.

6. Experiential learning log sheets/log books

- 6.1 Prescribed experiential learning hours are logged in the log books and these are handed-in for mid-year and end of year assessment weeks.

- 6.2 The log books provide evidence of practical hours completed during experiential learning in the workplace.
- 6.3 Log books must be fully completed according to the log book instructions.
- 6.4 Log books that are submitted without the details noted in point 6.3 will be considered invalid.

7. Responsibility for completed work

- 7.1 All students work is kept in their Portfolios of Evidence (PoE).
- 7.2 All completed tasks and work contained in PoE are the entire responsibility of the student.
- 7.3 Students must maintain their PoE and keep them secure at all times.
- 7.4 It is strongly recommended that portfolios are not left in vehicles or in places where security is a risk.
- 7.5 Any time a PoE (or a section of the PoE) is **handed in** for assessment, it is the responsibility of the student to ensure that they have gone through the campus sign-in procedure.
- 7.6 If work is **lost** without proof of a sign in, it is the responsibility of the student to re-generate the evidence.
- 7.7 If work is lost once handed in, it is the responsibility of the faculty member to find the task or to collaborate with the student on their work done for assessment.

8. Handing in tasks and work

- 8.1 There is a signing-in and signing-out procedure for work that is handed in on campus. It is the responsibility of the student to ensure that they sign their work in and out on the prescribed register.
- 8.2 Work that has not been signed in is not the responsibility of the **eta**, it is the responsibility of the student.
- 8.3 Work that is signed in becomes the responsibility of the **eta** until it is signed out again. When handing work back to students, it is the responsibility of the lecturer to ensure that the work is signed.

9. Late summative tasks

- 9.1 Students who miss the hand-in deadline and do not submit tasks according to the assessment deadline have *one final chance only for submission*
- 9.2 Late tasks must be handed in by 2 p.m. at the end of the assessment week which is in the same week of their assessment deadline date. For example, if the assessment deadline date is the Monday of the assessment week, Friday 2 pm is the deadline for late assessment hand-in.
- 9.3 Late tasks will be marked once only, **with no second chance of re-submission** unless there is a medical or compassionate reason for the delay.
- 9.4 The compassionate or medical reason for late tasks that miss the assessment hand-in deadline must be verified with a medical certificate or, if on compassionate grounds, a letter from the parent or guardian. **No letter or certificate results in the late task rule being applied.**

9.5 Late tasks will only be awarded the minimum pass mark, unless assessment criteria have not been met.

9.6 For Late summative tasks for 2nd semester; term 3 and 4 (this only applies to students who are up to date with 1st semester); points 9.1 to 9.4 apply.

10. Not achieving assessment criteria

10.1 On time submissions: students who have handed in on time but do not achieve the summative assessment criteria have one more opportunity for re-submission at no extra fee.

Students must achieve a minimum of 40% to qualify for second submission.

10.2 Overall summative is within 20% of the required pass mark: If overall summative assessment score (includes formative, all summative tasks plus attendance) does not achieve criteria, the following guidelines are adhered to:

- If the lowest mark in the overall is indicated to be in the practical demonstration, the task is repeated (or elements of the task are repeated that did not meet criteria).
- If the lowest mark in the overall is indicated to be in the written assignment or written project is repeated (or necessary sections in the assignment are repeated).
- If the lowest mark is in a question paper, elements of the question paper are addressed by means of an oral assessment with the assessor who will assess the problem sections of the paper.

10.3 Overall summative is NOT within 20% of the required pass mark

10.3.1 Students take a **supplementary** assessment according to the following guidelines:

- If the lowest mark is in the practical demonstration, this is repeated
- If the lowest mark is in a written assignment or practical project, this is repeated
- If the lowest mark is a question paper, a supplementary exam is taken and new papers are provided by **eta** National office.

10.3.2 If students do not achieve criteria after their supplementary assessment, **they repeat and pay for** the module or, in some cases, the entire course in the following year.

10.3.3 Students going on to 2nd year can continue. They repeat modules through home study (under their campus) or they attend the first year module and pay the relevant fee.

10.4 Not achieving the final overall mark

10.4.1 If the final overall mark is 60% or more yet specific Summative Assessments required for the year have not achieved a pass mark of 60%, the guidelines for points 10.2 and 10.3 should be followed.

10.4.2 The following Summative Assessments must achieve a minimum score of 60%:

Coaching Science 1st year: Summative Assessment 2, 4 and 5

Coaching Science 2nd year: Summative Assessment 2, 3 and 4

Fitness 1st year: Summative Assessment 2, 3 and 4

Fitness 2nd year (SCT): Summative Assessment 2, 3 and 4

Fitness 2nd year (EXS): Summative Assessment 2, 3 and 4

Sport Management 1st year: Summative Assessment 3, 4 and 5

Sport Management 2nd year: Summative Assessment 2, 4 and 5

Procedures or instructions can be found in the Assessment Guide (for faculty) and the Student's Study Guide for students.