

<b>Policy Reference</b>	<b>PP Assessment Rules (Distance learning)</b>	Year	2011
<b>Type of policy</b>	Assessment policy		
<b>Last update</b>	January 2011		
<b>This policy replaces</b>	PP Assessment Rules (Distance learning) 10V3		
<b>Name change from</b>	Not applicable		
<b>Name change to</b>	Not applicable		
<b>Linked Strategy/Plan</b>	Assessment and Moderation Strategy		
<b>Documentation linked to this policy</b>	Assessment reports Assessment feedback forms		
<b>Database</b>	eta Student Management System		
<b>Responsibility for policy implementation</b>	National level: Managing Director Regional Level: LDL Tutors for		

#### **FOREWORD**

All managers and faculty are required to read this policy. All students must be made aware of this policy. Ensure that students sign and date their assessment preparation forms. This policy is unique to Distance Learning students. **eta** Distance Learning works on the premise that students are self reliant and will follow the instructions for learning and assessment in their Study Guide. Should they need help from their tutor, this is available for them. For the purposes of this policy they are required to complete and submit their formative tasks for assessment and feedback and to then complete and submit their exams and their summative tasks for assessment and feedback.

***NOTE: See list of essential core and elective modules at the end of this policy.***

#### **PURPOSE**

This policy addresses assessment **rules** for Distance Learning students and provides information, guidelines and rules on the management of assessment. This is a transparent policy and should be made available to all students as well as staff.

#### **POLICY**

**This policy defines the controls regarding the following:**

- 1. Overall pass marks**
- 2. Assessment scoring**
- 3. Experiential learning hours log sheets/books**
- 4. Responsibility for completed tasks**
- 5. Formative assessment and completion of work**
- 6. Second attempt on formative tasks and the use of learning activities**
- 7. Summative tasks, deadline dates and completion of work**
- 8. Late summative task rule**
- 9. Essential modules that achieve an overall mark below 60%**
- 10. Correcting work of other modules**

## 11. When to repeat a module or an entire year

## 12. Essential core and elective modules

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### 1. Overall pass marks

- 1.1 To achieve a completed **qualification**, a minimum overall pass of 60% is required plus all essential modules must be =>60%.
- 1.2 Each year of study includes essential modules that require a minimum score of 60% per module total.

### 2. Assessment scoring

Assessments are scored as follows

- 2.1 **Formative assessment** contributes 30% to the overall mark for a module.
- 2.2 Learning activities in *fundamental subjects*, contribute 30% to the overall mark for a module.
- 2.3 **Summative tasks** equal 50% of the overall score. In many cases there are two or more summative tasks per module. Each task has a value relative to 50%. These tasks can represent from 5% to 50% of the overall summative tasks' score.
- 2.4 Completion of **experiential hours** in the field contribute 20% to the overall mark for a module.

### 3 Experiential learning hours log sheets/books

- 3.1 Students must complete a minimum of 60% of their experiential hours in the field.
- 3.2 Prescribed experiential learning hours are logged in the log sheets/books and these are handed-in for mid course and end of course assessment.
- 3.3 The log books provide evidence of practical hours completed during experiential learning in the workplace.
- 3.4 Log sheets/books must be fully completed according to the log book instructions.
- 3.5 Log sheets/books that are submitted without the required details will be considered invalid.

### 4 Responsibility for completed tasks

- 4.1 All students' hard copy work is kept in their Portfolios of Evidence (PoE).
- 4.2 If saving work on computer, digital copies should be backed up regularly.
- 4.3 All completed tasks and work contained in PoE is the entire responsibility of the students.
- 4.4 Students must maintain their PoE and keep them secure at all times.
- 4.5 It is strongly recommended that portfolios are not left in vehicles or in places where security is a risk.
- 4.6 If posting work in for marking (or sending by courier), it is essential that students ensure their tasks have been received by **eta**.
- 4.7 All work received at the **eta** office goes through a check-in procedure on receipt and a check-out procedure when being posted back to the student. The tutor confirms receipt of work received via e-mail. All work is returned to students via registered mail.

- 4.8 If work is returned because of incorrect address details or the envelope is unclaimed, then the student is responsible for the cost to repost work.
- 4.9 If work is **lost** without proof of a sign in, it is the responsibility of the student to re-generate the evidence.
- 4.10 Once work is received and logged it is the responsibility of the tutor to keep work safe.

## 5 Formative assessment and completion of work

- 5.1 All formative assessment should be completed and sent in for marking before attempting its module's summative task(s).
- 5.2 Formative work should not be neglected since this has a significant influence on results and **access to corrections**. (*Refer to point 6 Second Attempt on Formative Tasks and the Use of Learning Activities*)

## 6 Second attempt on formative tasks and the use of learning activities

- 6.1 Students scoring below 50% are required to complete their Learning Activities to aid them in the learning process.
- 6.2 Once module results are loaded (and all summative tasks completed) and the overall score is below 50%, a **second attempt is allowed on formative work, only if the Learning Activities for subjects in poor standing were completed**.
- 6.3 Students who did not hand in their formative work by the assessment period, stipulated in the Assessment overview, have one final chance to hand in their formative work. Such tasks will be marked once only, **with no second chance of re-submission**.
- 6.4 Formative work not submitted will **result in a loss of 30% of the overall mark per module**.
- 6.5 **Learning activities are not assessed or scored, but are a means of granting access to a second attempt to improve formative marks.**

## 7 Summative tasks, deadline dates and completion of work

- 7.1 Summative tasks must be sent in at *the start of the assessment period which is noted in the Study Plan and Assessment overview*.
- 7.2 Practical demonstrations are sent in on dvd.
- 7.3 Question papers should be requested from the tutor per email and the completed answer sheets should be sent back to the tutor during the assessment period.

## 8 Late summative task rule

- 8.1 Students who miss the hand-in deadline and do not submit tasks according to the dates set on the study timetable have *one final chance for submission*. Such 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).
- 8.2 Written Assignments are not marked unless they are accompanied by the Evidence Checklist with its task index.

8.3 A medical certificate is required for illness or, if compassionate reasons, a letter from the parent or guardian. *Without a letter or medical certificate, the late task rule will be applied.*

8.4 All tasks must be completed within the course deadline. *(Refer to point 10, 11 and 13)*

## 9. Essential modules that achieve an overall mark below 60%

*To improve marks for an essential module the assessor needs to decide whether formative work should be corrected (See Point 6), or summative task(s) should be resubmitted or both.*

- 9.1 Students who have handed in on time but do not achieve the overall assessment criteria **per essential module** have one more opportunity for summative re-submission at no extra fee.
- 9.2 Only **two attempts** are allowed on summative tasks *(Refer to point 8)*.
- 9.3 As a general rule, the student should correct tasks that have the **lowest score** and the **highest value** relative to 50%.
- 9.4 *Corrected* tasks are submitted before the next assessment period.
- 9.5 If the task is a question paper, a supplementary question paper is **requested from national**. This must be done one-month before the paper is due and requested by email. The tutor is responsible to send the supplementary question paper to the student.
- 9.6 The same question paper can never be used twice.

## 10. Correcting work of other modules

- 10.1 Modules that are **not** listed as essential do not need to achieve a minimum score of 60%.
- 10.2 If, once the final results are available, the student achieves 60% in **all essential modules**, but does not achieve an **overall of 60%**, then modules not listed as essential with the lowest score and the highest relative value should be corrected to bring the overall score up to 60%.
- 10.3 For modules where the overall mark is **less than 40%** tasks can be corrected as soon as marks become available to avoid last minute pressure of high volume tasks being submitted. Corrected tasks are submitted before the next assessment period.

## 11. When to repeat a module or an entire year

- 11.1 Before finalising marks, the assessor must check if all experiential hours have been completed and second summative submissions have been allowed (where necessary).
- 11.2 Students with poor scores will be given the option to complete and re-submit their experiential hours before the 31<sup>st</sup> January in order for their marks to be finalised.
- 11.3 If a student scores 40 percent or less, they **repeat the year**.
- 11.4 Students scoring an overall of between 40 and 59 percent qualify to repeat and pay for failed modules. They may continue into second year.
- 11.5 For students who do not complete their year but wish to be re-assessed later; see **RPL policy**.

## 12. Essential core and elective modules

The following indicates the essential modules per year requiring an overall score of 60%.

### Coaching Science 1<sup>st</sup> year

Module 2: Exercise Science (30 credits)

Module 4: Screening, Assessment and Programming (11 credits)

Module 5: Applied Coaching Science (21 credits)

Module 6: Coach Sport Beginner to Intermediate Performers (30 Credits)

**Total credits: 92 of 187 total credits (49%)**

### Coaching Science 2<sup>nd</sup> year

Module 4: Screening, Assessment and Programme Design for Sport (50 credits)

Module 5: Coach Sport; intermediate to advanced performers (25 credits)

**Total credits: 75 credits of 158 total credits (47%)**

### Fitness 1<sup>st</sup> year

Module 2: Exercise Science (30 credits);

Module 3: Screening, Assessment and Programme Design (17 credits)

Module 4: Lead and Instruct Exercise (personal training) (10 credits)

Module 6: Nutrition and Wellness (10 credits)

**Total credits: 67 of 147 total credits (46%)**

### Fitness 2<sup>nd</sup> year (SCT) Modules for:

Module 3: Sport Injuries and Health Management (10 credits);

Module 4: Screening, Assessment and Programming for Sport (50 credits)

Module 5: Sport Nutrition (10 credits)

**Total credits: 70 of 148 total credits (47%)**

### Fitness 2<sup>nd</sup> year (EXS) Modules for:

Module 3: Exercise programme design for pregnancy (20 credits)

Module 5: Exercise programme design for children (20 credits)

Module 7: Exercise programme design for older adults (20 credits)

Module 8: Chronic Diseases of Lifestyle and Common Injuries (10 credits)

**Total credits: 83 of 143 total credits (44%)**

### Sport Management 1<sup>st</sup> year Modules for:

Module 1: Business and Finance Management (42 credits)

Module 4: Sport Event Management (24 credits);

**Total credits: 68 of 151 total credits (45%)**

### Sport Management 2nd year Modules for:

Module 2: Leadership (39 credits)

Module 3: Sport Marketing, Sponsorships and Public relations (26 credits);

**Total credits: 65 of 136 total credits (48%)**

**Assessment procedures for faculty** can be found in the Assessment Guide

**Assessment instructions for students** can be found in the Study Guide.

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