

## **SPL MUNICIPAL MINIMUM COMPETENCY TRAINING PROGRAMMES: ASSESSMENT POLICY**

**(Update 9 April 2016)**

In the interest of ensuring quality and credibility, all Unit Standard assessments must comply with the Stellenbosch University Assessment Policy (HEQC approved) as well as LGSeta prescriptions and will be dealt with as follows:

1. Each Unit Standard will have at least two individual assessments that will contribute to the finding on whether a candidate is competent or not yet competent. Each Unit has an assessment plan which is posted on the online platform when the specific course is created before the contact session. The assessment plan and specific assessments take into consideration the Unit Standard outcomes and are clearly prescribing the types of assessments, the conditions under which they will be set, when they will be taken and/or submitted, how the assessment plan varies from that provided for in the learner guides and what is considered to be the threshold for being competent.
2. The assessment plan will be explained to participants during the first introductory session of the contact time.
3. One of the minimum of two individual assessments will be written during the scheduled examination time of the unit standard and will be fully controlled by an invigilator as prescribed by Stellenbosch University policy. The format of the assessments may vary, but it all are designed to test ability to do the techniques (e.g. exercises with calculations) and / or insight (e.g. case studies). The facilitator will determine whether invigilated assessments may be typed on personal computers and submitted electronically, but the default is written assessments due to the ability to use the computer as means to communicate during the examination and the potential of setting up and sharing answer templates with prepared calculations beforehand. Submission afterwards is not permitted.
4. One of the minimum of two individual assessments will be in the format of an applied take-home written assignment bringing theory and practice together. This will be scheduled for submission. Submission of this assessment must be done by means of a document upload onto the online platform. This upload includes checking a box accepting the submission terms, specifically confirming authenticity of the assignment paper.
5. A participant must pass all assessments with at least 50% for each to be found competent.
6. All assessments for a Unit Standard will be completed by assessors after the final assessment submission date and be submitted for moderation together with the assessment plan, a memorandum setting out the model answers and comments on individual assessments. These documents must be submitted with the assigned SPL MMC Assessment Coordinator, who shall then in turn submit the assessments for moderation and verification.
7. A participant qualifies to do the assessments as scheduled if he/she has completed the online Unit Standard registration.
8. A participant found not yet competent will be given a second opportunity for both assessments only if he/she has attended the direct contact session. The attendance register circulated will be used as evidence for allowing the second opportunity. Should the rewrite – in the case of the invigilated assessment and/or resubmission in the case of the take-home assignment - still result in a not yet competent result, the participant must re-register and redo the Unit Standard as default.
9. A participant that has – for a proven work-related or serious health reason – not been present during the invigilated assessment, but has attended the contact session, will be allowed to do the invigilated assessment at the same second opportunity scheduled for participants referred to in item 8 above. The

attendance register circulated during the contact session will be used as evidence for allowing such an opportunity, but should the participant be found not yet competent, no further opportunities will be granted and he/she must re-register and redo the Unit Standard as default.

10. The second invigilated assessment opportunity for the rewrite of the contact time assessment will be scheduled and venue determined, where possible as a consultative process with SDF's, but participants must be aware that there is little room for decentralized second contact time assessments. Participants must be prepared to travel to SPL at the Bellville Park Campus if for practical reasons it is not possible to create an opportunity to rewrite at the initial venue. The communication process about the second invigilated assessment opportunity will be initiated by the assigned SPL MMC Assessment Coordinator and all communication with participants involved will be done via the online platform. The second assessment opportunity for resubmission of the take-home assignment must be resubmitted within one calendar month of the release of results on the online platform. No further opportunities will be granted and a participant not making use of this opportunity or found not yet competent after this opportunity must re-register and redo the Unit Standard as default.

11. It is not possible for a participant that has not attended the contact session and has not completed the invigilated assessment to be found competent and such a participant must re-register and redo the Unit Standard as default.

12. A participant that has attended the contact session, but has for a proven work-related or serious health reason been prevented from submitting the take-home assessments by the set date, will be granted a maximum of two weeks extension of time to submit, where after no further extension will be given as default.

13. A participant that has been found not yet competent in the take-home assessment will be given one opportunity and guidance to improve the assignment at a given date and re-submit if the assignment paper initially submitted shows an acceptable attempt to answer the assignment question(s) and only if he/she has attended the contact time as indicated in the attendance register. After this further opportunity where applicable, if the participant is still found not yet competent, he/she must reregister and redo the Unit Standard as default. If the initial paper submitted only contains a title page, or just section headings without content, or wrong papers, or any other attempt to "play for time", it will not be returned for improvement, but marked "opportunity expired".

14. Take-home assessments are individual tasks and not group tasks. It must therefore reflect the own unique work produced and edited by the participant and applied to his/her work environment where so required to achieve a pass mark. Identical narrative or other content between submissions of learners will be considered plagiarism. As part of the moderation process, written take-home assessments may be tested for plagiarism through "Turnitin" and if found that work has been copied directly from a source, including the work of other MMC participants, the participant will be found not yet competent he/she must re-register and redo the Unit Standard. The seriousness of the case will determine whether disciplinary action as per Stellenbosch University policy will also be taken against the participant.

15. Where "default" mentioned in Paragraphs 8 to 13 above is deviated from by providing a further concession opportunity for either the invigilated assessment or take-home assessment, additional assessment and moderation fees will be payable and the assessment instructions of the concession project must be adhered to.

16. A participant has the right to appeal against a finding of "not yet competent" if the required assessments have been completed and submitted on time and if the participant does not agree with the reasons provided for the finding. For participants registered for the Diploma in Public Accountability, the Stellenbosch University appeal process as prescribed in Part 1 of the University Calendar must be

followed. In the case of MMC course participants, the appeal must be lodged with the SPL MMC Programme Head within 30 days after the release of results. The assessment papers, model answers provided by the assessor, learning material and any other evidence of relevance to the appeal will then be submitted to an independent accredited moderator for consideration. Should the findings of the moderator not be acceptable to the participant, all documentation as well as the findings of the moderator will be referred to the LGSeta Verifier. Should the findings of the moderator be upheld, an amount determined by the LGSeta is payable by the participant to the Seta. Should the findings of the moderator be overturned in favour of the participant, the moderator will pay the LGSeta.