

SPL MODULE-BASED SHORT COURSES: ASSESSMENT POLICY

(Update 16 May 2017)

In the interest of ensuring quality and credibility, all module-based short courses receiving certificates of competence (short course credits) must be assessed in accordance with the Stellenbosch University “Assessment Policy and Practices at Stellenbosch University (2012)”; “Regulation for Internal and External Moderation and the Processing of Results (2014)” as well as the “Policy in Respect of the Presentation of Short Courses at Stellenbosch University (2015)” and “Regulations for Quality Assurance of Short Courses (2004)” as approved by HEQC, and will be dealt with as follows:

1. Each course will have an assessment plan based on this assessment policy. The assessment plan will set out specific information about the names and contact particulars of SPL Course Leader and Course Coordinator (from SPL or the Client Representative); assessment criteria; assessment methods; assessment dates; the conditions under which assessments will be set; when assessments will be taken and/or submitted; how the assessment plan varies from that provided for in learner guides (where relevant) and what is considered to be the threshold for being competent in terms of course average minimum as well as individual assessment subminimum. The assessment policy and plan will be explained to participants during the contact time.
2. At least two assessments will contribute to the finding on whether a candidate is competent and at least 80 percent of the weight must be placed on individual assessments.
3. One of the minimum of two assessments will be written during scheduled contact time of the course and will be fully controlled by an invigilator as prescribed by Stellenbosch University policy. The format of the assessments may vary, but are typically 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 implies acceptance of the submission terms, specifically confirming authenticity of the assignment paper.
5. All assessments for a course 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 Assessment Coordinator, who shall then in turn submit the assessments for moderation and verification.
6. A participant qualifies to do the assessments as scheduled if he/she has completed the online registration and has attended at least 80 percent of the contact time.
7. A participant receiving an assessment mark below the set subminimum will be given a second opportunity only if he/she has attended at least 80 percent of the 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 course result below the set minimum percentage, no further opportunities are provided and should the

participant still want to achieve the certificate of competence, he/she must re-register and redo the course as default.

8. A participant that has – for a proven work-related or serious health reason – not been present during the invigilated assessment, but has attended at least 80 percent of the contact session, will be allowed to do the invigilated assessment at the same second opportunity scheduled for participants referred to in item 7 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 should the participant still want to achieve the certificate of competence, he/she must re-register and redo the course as default.

9. 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 the representative of the corporate client, but participants must be aware that there is no room for considering individual circumstances in scheduling the second assessments. The communication process about the second invigilated assessment opportunity will be initiated by the assigned Course 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 should the participant still want to achieve the certificate of competence, he/she must re-register and redo the course as default.

10. It is not possible for a participant that has not attended at least 80 percent of the contact session and has not completed the invigilated assessment to be found competent and should the participant still want to achieve the certificate of competence, he/she must re-register and redo the course as default.

11. 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 assignment by the set date, may make a submission to the assigned Course Coordinator before the agreed submission date, with inclusion of a supervisor declaration for a work-related request for postponement or medical evidence for a health-related request for postponement. The Course Coordinator, in conjunction with the Course Leader, may be granted a maximum of two weeks extension of time to submit, where after no further extension will be given as default.

12. A participant that has been found not yet competent in the take-home assignment 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 at least 80 percent of the contact time as indicated in the attendance register. If, after this further opportunity, where applicable, the result is still below the subminimum percentage, and should the participant still want to achieve the certificate of competence, he/she must re-register and redo the course 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, and should the participant still want to achieve the certificate of competence, he/she must re-register and redo the course as default.

13. 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 participants, the participant will not be given further opportunity to complete

the course. The seriousness of the case will determine whether disciplinary action as per Stellenbosch University policy will also be taken against the participant.

14. Where “default” mentioned in Paragraphs 7 to 12 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.

15. 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. The Stellenbosch University appeal process as prescribed in Part 1 of the University Calendar must be followed.