

SPL MUNICIPAL MINIMUM COMPETENCY (MMC) TRAINING PROGRAMMES

ASSESSMENT POLICY

(Update 01 November 2022)

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 (**C**) or not yet competent (**NYC**). Each Unit Standard has an assessment plan which is posted on the online platform when the specific course is created before the contact session. The assessment plan, assessment methods and instruments take into consideration the Unit Standard outcomes and assessment criteria and are clearly prescribing the assessment instruments, 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 using questioning as method and as instrument an individual test 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 content of the assessments may vary, but all are designed to assess ability to do the techniques (e.g. exercises with calculations) as well as knowledge (e.g. questionnaire) and insight (e.g. case studies and interpretation of calculation answers). **DUE TO PRE-PROGRAMABILITY/MODELLING, PERSONAL COMPUTERS MAY ONLY BE USED FOR ACCESSING PDF FILES. INTERNET ACCESS, MS OUTLOOK, MS EXCEL USE IS STRICTLY PROHIBITED.** The facilitator will indicate when an invigilated assessment may be typed on personal computers and submitted electronically, but the default is written assessments. Submission after leaving the examination room is not permitted.
- 4.** One of the minimum of two individual assessments will use questioning as method and the instrument is an applied take-home written assignment bringing theory and work-based practices 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. Additional knowledge questions which require transcription from information in the Learner Guide may be asked as separate instrument or as part of the assignment. **NO ASSIGNMENTS MAY BE SUBMITTED VIA EMAIL, AS CONFIRMATION OF ACCEPTANCE OF SUBMISSION TERMS AND DEADLINES ARE THEREBY COMPROMISED.** Staff of the University may not upload assignments on your behalf onto the online system/platform.
- 5.** Where only the minimum of two assessments are required, a participant must pass both assessments with at least 50% for each to be found competent within the Program registered in. Where more than two assessments are prescribed for a particular course, a specific sub-minimum mark below 50% may be set by the assessor, but the average for all assessments must be at least 50% and the sub-minimum may not be set below 40%.
- 6.** All assessments for a Unit Standard will be completed by subject matter experts/facilitators/LGSETA accredited assessors who mark the formative/summative learner tests and assignments, allocate marks, and provide feedback to the learners and sign off competence. The assessor provides a summary report of the findings and outcome per learner. A percentage of 10 percent of the evidence is moderated by an LGSETA

registered moderator. The moderator provides a moderation report per learner per unit standard. Documentation submitted for moderation includes the marked and graded assessment papers (at least two per learner), the assessment plan, a memorandum setting out the model answers and comments on individual assessments.

7. A participant qualifies to do the assessments as scheduled if he/she has completed the online Unit Standard registration. **NO REGISTRATION WILL BE DONE ON BEHALF OF A PARTICIPANT** or added to a Unit Standard. A participant must ensure he/she registers before the closing date indicated per Unit Standard on the online platform.

8. A participant found not yet competent will be given two formally scheduled opportunities for both assessments, or all assessments where more than two assessments are prescribed. Should the rewrite – in the case of the invigilated assessment still result in a not yet competent result, the participant may for a further period of six months apply for completing the incomplete assessment as concession opportunity for which additional payment is required. Thereafter, should all assessments still not satisfactorily have been completed, the participant must re-register and redo the Unit Standard and no marks may be transferred.

9. A participant that has for a proven work-related or serious health reason been prevented from submitting the take-home assignments by the set date, **must apply prior to the submission date** and will be granted a maximum of two weeks extension of time to submit, where after no further extension will be given. Submission during the two-week extension of time, represents the second assignment submission opportunity.

10. A participant that has been found not yet competent in the take-home assessment will be given one opportunity and guidance to amend the assignment and resubmit within 30 days. This opportunity to amend will only apply if the assignment paper initially submitted shows an acceptable attempt to answer the assignment question(s). 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 amendment, but marked “opportunity expired”.

11. After closing of the second opportunity for submission of take-home assignments and the opportunity to amend assignments that were referred back, a **six-month concession** opportunity to submit the assignment will commence, additional assessment and moderation fees will be payable. Should, after this six-month concession opportunity, a participant has still not completed all assessments to satisfactory level, he/she must reregister and redo the Unit Standard and no marks will be transferred.

12. 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.

13. 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 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.

14. 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.