



Department of Industrial Psychology

Chair's Concession Assessments (CCA) – Postgraduate guidelines

Practical guidelines for students:

- A Chair's Concession Assessment (CCA) may be granted in a postgraduate module if it is the only module that the student needs to graduate (**Honours** and **PGDip** levels) or to successfully complete the M1 year (**master's** level).
- A final mark of at least 40% must have been achieved in the relevant module.
- There is not a module credit limitation on postgraduate concession assessments.
- All CCAs will be written during a single examination sitting on a date to be announced (typically on the Faculty-determined date of the undergraduate Dean's Concession Assessment) and communicated to the student, and no further assessments will be set for this purpose.
- Students should verify their academic results after the final assessments and, should they qualify, approach their lecturer for information regarding the details of the CCA, including the nature and format of the assessment.
- Once the final academic results are available, programme leaders, with administrative support, will identify students who may qualify for a CCA and request approval for the CCA opportunity from the Departmental Chairperson. Upon approval, programme leaders will apprise lecturers who will in turn inform the relevant student(s) and request confirmation of their intention to write the assessment.
- Postgraduate students do not register per se (electronically or otherwise) for the CCA, but they are required to inform their lecturer, by a specified date, whether they intend to utilize the opportunity to write the CCA.
- The CCA is a single assessment (which could comprise multiple sections), independent of previous assessments in the module, which must be passed with 50%.
- The purpose of the CCA is to provide the student with a final opportunity to pass the outstanding module and, on the Honours and PGDip levels, graduate at the second graduation ceremony in March/April, and, on the master's level, qualify (given a successful research proposal presentation) to commence an internship; as such, the maximum final mark that can be awarded to the module in question, on the basis of performance in the CCA, is 50%.
- The original module mark will not be reduced in the event of a poorer outcome in the CCA.

Practical guidelines for staff:

Logistical arrangements (including venue, starting time, and invigilation) are made internally by the Department; the date of the CCA typically coincides with that of the Faculty DCA. Lecturers are available to answer questions.

Postgraduate **orientation programmes** should include an explanation of the provision, prerequisites and processes involved in the CCA (i.e., the 10 bulleted items above).

Programme Leaders, with administrative support, inspect programme results and determine whether any students qualify for the CCA, and should that be the case, inform the relevant **lecturer(s)** to contact and inform the student(s) in question as well as request the setting of an assessment assignment and submission for internal and external moderation.