

**STELLENBOSCH
UNIVERSITY**

**TESTS AND
EXAMINATIONS:**

**POLICY AND
INFORMATION**

2014



**ENQUIRIES REGARDING THE TEST, EXAMINATION
AND MAIN CLASS TIMETABLES CAN BE
ADDRESSED TO THE HEAD: TIMETABLES AND
VENUES IN ADMIN A, ROOM A2070
TEL NUMBER 021-8083022**

Gender

In this publication any expression signifying one of the genders includes the other gender equally, unless inconsistent with the context.

TABLE OF CONTENTS

Page

UNDERGRADUATE SYSTEM OF ASSESSMENT	2
---	----------

TESTS	3
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1. General	3
2. Scheduled test dates	3
3. Test and/or class timetable clashes.....	3
4. Absence from tests due to illness	4
5. Non-writing of tests on specific days due to religion	4
6. Extra time for writing tests and examinations.....	4

EXAMINATIONS.....	5
--------------------------	----------

1. Class mark required for admission to examination	5
2. Examination policy	5
3. Dates of first and second examinations	7
4. Non-writing of examination on specific days due to religious convictions.....	8
5. Examination venues	8
6. Changing of examination dates of modules.....	8
7. External re-evaluation of examination scripts	8
8. Faculty of Medicine and Health Sciences	9
9. Re-registration of failed modules	9
10. Extra time for writing examinations.....	9

EXAMINATION POLICY IN SCHEMATIC FORM	10
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UNDERGRADUATE SYSTEM OF ASSESSMENT

Four different methods of assessment are used to determine the **final mark (FM)** of a student in a module - whereby a module is passed (FM=50 and more); passed with distinction (FM=75 and more); or failed (FM=less than 50) - namely:

1. An official **examination** is conducted in the module at the end of a semester. In order to be allowed to write the examination in a module, a class mark of at least **40** must be obtained in the course of the semester(s); or
2. A system of **continuous assessment** or **flexible assessment**, with a variety of approved methods of assessment in the course of the semester(s), but without an official examination at the end of a semester, can be applied in a module..No class mark is obtained in modules where continuous or flexible assessment are used; or
3. The **class mark**, determined in the course of the semester(s), **constitutes the final mark** and no examination is conducted in the module (being used in exceptional circumstances only).

The method – one of the abovementioned four – by which a module is assessed, will be communicated to students at the start of the semester by means of a written document, known as the **module framework**, which is normally distributed to students in the first lectures of a module.

Detail regarding the abovementioned four methods of assessment of modules can be found in Part 1 (General) of the University Calendar, under the chapter **University Examinations**.

The writing of **tests** in the course of a semester forms an important part of the abovementioned four methods of assessment of modules, and more information about tests is given in the following section.

TESTS

1. GENERAL

For each module, irrespective of the method of assessment, at least one formal test is scheduled in a semester, unless the nature of a specific module and/or the assessment thereof excludes the writing of a scheduled test. Information regarding the contribution of tests to the calculation of the class mark for modules where an examination is required, or where the class mark constitutes the final mark, or to the calculation of the final mark for modules that are examined by means of continuous assessment or flexible assessment, will be communicated to students by means of the module framework of a module. A **class mark** of at least **40** is required to be allowed to write the examination in a module where an examination is required. The class mark must be obtained before the first examination in the module.

2. SCHEDULED TEST DATES

The scheduled test dates of modules are published on the website of the University and are available on the same webpage than this document.

Before the end of the second class week of each semester, students must ensure that no test timetable clashes occur between modules for which they have registered. If clashes occur, see paragraph 3 below.

3. TEST AND/OR CLASS TIMETABLE CLASHES

If a student experiences unavoidable test and/or class timetable clashes due to modules that are in arrear, such modules cannot be registered for in the same academic year.

If test and/or class timetable clashes occur between modules of a **specific** year of a programme, it can be attributed to the choice of a non-permissible combination of modules/subjects.

De-registration of registered modules to avoid the abovementioned timetable clashes, must be done within the first two class weeks of each semester, preferably by students themselves on the web in the Current Student portal, or with the Faculty Officers in Admin A. No registration or de-registration of modules will be allowed as of the third class week of each semester.

4. **ABSENCE FROM TESTS DUE TO ILLNESS**

The specific arrangements for each module regarding the handling of absence of students from tests due to illness, will be communicated to students by means of the module framework. The lecturer(s) of each module will handle any arrangements in this regard.

5. **NON-WRITING OF TESTS ON SPECIFIC DAYS DUE TO RELIGIOUS CONVICTIONS**

If, due to religious convictions, a student cannot write a test on a Friday evening/Saturday or any other specific day, it should be brought to the attention of the lecturer well in advance, to determine whether a special arrangement, for instance writing of the “illness test”, which is informally scheduled in many modules, is possible.

6. **EXTRA TIME FOR WRITING TESTS AND EXAMINATIONS**

Applications from individual students to be allowed extra time to write tests and examinations should be submitted well in advance to the **Examinations Office** in Block A of the Central Administration Buildings, preferably as early as during the first year of study of the student, although in all cases, with a view to the examinations, before **1 May** for the **June Examinations** and before **1 October** for the **November Examinations**. The requirement is that substantiating documentation accompanies the application. The application procedure is available on this webpage (mymaties.com), or contact the Client Service Centre at 021 8089111, or enquire in person at the **Examinations Office** in Admin A.

EXAMINATIONS

An abbreviated version of the examination policy of the University is set out below and in schematic form on page 10 and is based on the official version of the examination policy as published in Part I (General) of the 2014 Calendar in the chapter **University Examinations**.

1. CLASS MARK REQUIRED FOR ADMISSION TO EXAMINATION

A student is allowed to write the examination in a module if a **class mark of at least 40** is obtained in the module, determined by his performance in the module in the course of the semester or year. This rule is subject to the provision that no student shall be refused admission to an examination in a module for which the class mark has been determined on the basis of a **single testing**. The class mark in any module must be obtained before the first examination in such a module.

2. EXAMINATION POLICY

2.1 The University makes provision for only two examinations of equal value with a duration of 1 to 3 hours per examination, or longer if so approved by Senate upon sufficient motivation, on completion of each module for which an examination is required.

2.2 The two examinations in **first semester modules** are scheduled for the end of the first semester and are known as the **first examination in June** and the **second examination in June**. The first examination in June will usually start before the end of May and will be followed immediately by the second examination in June.

2.3 The two examinations in **second semester and year modules** will be scheduled for the end of the second semester and are known as the **first examination in November** and the **second examination in November**. The first examination in November will usually start before the end of October and will be followed immediately by the second examination in November, which will end early in December.

Please note: Final-year students who utilise and pass the second examination in November for whichever reason will receive the relevant qualification during the graduation ceremonies in April of the following year and NOT in December of the current year.

2.4 All students who obtain admission to the examination (see par.2.7 for examination admission) in a module are **free to choose** whether they want to write the first or the second examination in a module, provided that the decision to write the first examination is irreversible once the student has reported for the first examination. A student who becomes ill while writing the first examination in a module shall complete the

examination session. It therefore is advisable that, if a student is ill before the first examination in a module, he should strongly consider to rather write the second examination in the module.

2.5 No further examination in a module - with the exception of a Dean's concession examination for **final-year students who qualify for such an examination** (see par. 8.1.12 in the chapter on University Examinations in Part 1 (General) of the University calendar for the rules applicable to a Dean's concession examination) - will be granted after the second examination, no matter what the reason why the examination could not be written.

2.6 In cases where the examination in a module consists of more than one examination paper, all papers should be written during the same examination. If one question paper for a module, in cases where the examination consists of more than one question paper, could not be written during the first examination for whatever reason, and the student concerned does not pass the module according to the normal formula for the calculation of the final mark, the examination mark(s) for the examination paper(s) that could be written shall lapse and all question papers of the particular module must be written during the second examination. In this case, admission to the second examination will only be granted if an (average) examination mark of at least 50% was obtained in the question paper(s) that was(were) in fact completed during the first examination.

2.7 No student shall be admitted to either of the two examinations in a module unless he has obtained a class mark of at least 40. This rule is subject to the provision that no student shall be refused admission to an examination in a module for which his class mark has been determined on the basis of a single testing, and further that a class mark in any module shall be obtained before the first examination in such module.

2.8 A student who does not pass a module in the first examination, but who obtains a calculated final mark of at least 40 - calculated as in par. 8.3.3.2 and before the application of par. 8.3.3.7 to 8.3.3.9 as stipulated under the chapter University Examinations in Par 1 (General) of the University calendar - shall be permitted to write the second examination in the module also. (Before the second examination in a module, such students shall be allowed to discuss their first examination - but not the examination script - with the lecturer in order to learn from their mistakes.)

2.9 Students who experience clashes on examination timetables during the second examination are accommodated by the Examinations Office in that arrangements will be made for the clashing examinations to be written one immediately after the other during the second examination and under supervision as arranged by the Examinations Office.

2.10 The fact that the examinations system allows clashing modules to be taken does not grant any student the right to be accommodated with regard to clashes on the class and/or test timetables.

2.11 The notices to candidates - who failed (a) module(s) in the first examination with (a) final mark(s) of at least 40 - granting admission to the second examination, take place in the department by way of a written notice on a specified notice board and electronically (for example on SUNLearn), on condition that:

2.11.1 The notice is placed as soon as possible during the first examinations in June and November respectively, but at least five examination days (Monday to Saturday is regarded as examination days) before the second examination day for the module concerned, unless motivated permission has been obtained from the Dean concerned for a shorter notice period. This deviation shall be communicated to the students concerned in the first two weeks after the start of a module. All final marks of the first examination in November must, however, be captured on the central computer system by not later than the last day specified for this purpose in the University almanac.

2.11.2 The notice is only placed on normal work days (Monday to Friday).

2.11.3 If there are no candidates in a module who have obtained admission to the second examination in terms of par. 2.8, a notice to this effect should also be posted.

3. DATES OF FIRST AND SECOND EXAMINATIONS

EXAMINATIONS 2014	START	FINISH
June first examination	20 May 2014	9 June 2014
June second examination	10 June 2014	27 June 2014
November first examination	28 Oct 2014	19 Nov 2014
November second exam	20 Nov 2014	6 Dec 2014

The specific examination dates and times of individual modules are published on the website of the University and can be found on the same webpage as this document.

4. NON-WRITING OF EXAMINATION ON SPECIFIC DAYS DUE TO RELIGIOUS CONVICTIONS

If, due to religious convictions, a student cannot write an examination on a Friday evening/Saturday or any other specific day, such a student should visit the Examinations Office in Admin A in the course of the last two class weeks of the semester, to try to make alternative arrangements, if possible.

5. EXAMINATION VENUES

The allocation of modules to examination venues for the **first** examinations in June and November will be published on web the Thursday afternoon prior to the commencement of the relevant examination. The allocation of modules to examination venues for the **second examinations** in June and November will be published on web two days prior to the examination in a specific module. The information will be published on the same webpage than this document.

Students must familiarize themselves timeously prior to the examination in a module of the venue to which they are allocated. **No information pertaining to examination dates or venues will be issued telephonically.**

6. CHANGING OF EXAMINATION DATES OF MODULES

Changes to the examination dates of modules will only be made in exceptional cases. Changing of the examination date of a module will only be made on recommendation of the departmental chairperson and Dean concerned, with final approval by the Registrar, after **each** student registered for the module has signed a class list, indicating that the new date decided on is acceptable to all. The arrangements in this regard must be done in conjunction with the Head: Timetables and Venues in Admin A, room A2070. The telephone number is 021-8083022.

7. EXTERNAL RE-EVALUATION OF EXAMINATION SCRIPTS

The rules, procedure and deposit payable for the external re-evaluation of examination scripts are contained in the chapter on **University Examinations** in Part 1 (General) of the University calendar. The closing dates for applications for external re-evaluation of examination scripts are provided below. The **application form** is available on the same webpage than this document, or is obtainable at the **Examinations Office** in Admin A. The closing dates for the 2014 examinations are as follow:

EXAMINATION	CLOSING DATE
June first and second examinations November first and second exams	25 July 2014 6 February 2015

8. FACULTY OF MEDICINE AND HEALTH SCIENCES

The abovementioned examinations policy is not in all instances applicable to the Faculty of Medicine and Health Sciences. Consult the calendar (yearbook) of the Faculty of Medicine and Health Sciences for more detail in this regard.

9. RE-REGISTRATION OF FAILED MODULES

If a student did not pass a prescribed module of a programme in one of the examinations, he will, subject to the readmission requirements of the University, have to re-register for the module in a following year, and will again be liable to pay the tuition fees of the module.

10. EXTRA TIME FOR WRITING EXAMINATIONS

See **Tests**, paragraph 6 on page 4, for particulars.

EXAMINATION POLICY IN SCHEMATIC FORM

	JUNE and NOVEMBER FIRST EXAMINATION		JUNE and NOVEMBER SECOND EXAMINATION	
	Student	Consequence	Student	Consequence
First semester or second semester or year module (A class mark of at least 40 is required to write the examination)	1. Writes, obtaining a final mark of 50 or more	Passes the module	—	—
	2. Writes, obtaining a final mark of 40 or 45	Allowed to rewrite in second examination (<i>automatic admission</i>)	Writes, obtaining a final mark of 50	Passes the module
			Writes, obtaining a final mark of less than 50	Fails the module, must repeat it in a following year
			Absent, for whatever reason(s)	Fails the module, must repeat it in a following year
	3. Writes, obtaining a final mark of less than 40	Fails the module, must repeat it in a following year	—	—
	4. Absent, irrespective of reason(s).	Automatic admission to second examination. No proof or permission required	Writes, obtaining a final mark of 50 or more	Passes the module
			Writes, obtaining a final mark of less than 50	Fails the module, must repeat it in a following year
			Absent, for whatever reason(s)	Fails the module, must repeat it in a following year