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# Undergraduate Assessment Rules

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**FACULTY OF ECONOMIC AND MANAGEMENT  
SCIENCES**

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## 1 INTRODUCTION

The Faculty of Economic and Management Sciences (EMS) subscribes to Stellenbosch University's Assessment Policy and the Assessments and Promotions chapter in the General information and rules (part 1) of the Calendar. The university-wide assessment rules, given in Part 1 of the Calendar, apply from 2023 onwards for assessments in all undergraduate and postgraduate modules, and these rules replace the previous examination and flexible assessment systems. **Note that this document does not repeat all the rules and principles given in the Calendar and Assessment Policy. Therefore, this document must be read together with the Assessments and Promotions Chapter in the General information and rules (Part 1) of the Institutional Calendar (referred to as SU Assessment Rules in this document) as well as the SU Assessment policy.**

This document gives the assessment rules that apply in the Faculty of Economic and Management Sciences, and in particular applied to undergraduate modules with a home department in this faculty. The faculty's assessment practices are subject to the SU Assessment Rules and to the rules given in this document, which are aligned with the principles and provisions of the SU Assessment Policy. All undergraduate modules presented by the faculty must follow these assessment rules. No exceptional assessment arrangements will be approved within EMS.

Assessments in EMS postgraduate modules are not guided by the EMS Undergraduate Assessment Rules. The assessment in postgraduate programmes lies mostly within the autonomy of the departments/schools and thus the EMS Postgraduate Assessment rules reflect this. Furthermore, the assessment of masters' theses and doctoral dissertations is not addressed here or in the EMS Postgraduate Assessment Rules, but in the chapter titled "Postgraduate Qualifications" in the General information and rules (Part 1) of the Calendar and in Part 10 (faculty calendar).

## 2 MARKS AND ASSESSMENTS TERMINOLOGY

Please refer to the SU Assessments Rules for the definitions of the subject and module types (e.g. semester module and year module) and the assessment periods.

### 2.1 General assessment terminology

#### 2.1.1 Final Mark (FM)

A final mark (FM) reflects the final performance of a student within a module, except in "duly completed modules" (as defined the SU Assessment rules).

Valid final mark: See Section 4.5.2.

### 2.1.2 Corresponding assessments in year modules

When referring to A1, A2 and A3 the corresponding assessments in year modules are A1S1, A2S1, A1S2, A2S2 and A3.

When referring to A1, A2, AF and A3 the corresponding assessments in year modules are A1S1, A2S1, A1S2, A2S2, AFS1, AFS2 and A3.

### 2.1.3 Subminimum

Subminimum refers to a minimum level of competency and/or completion that may be determined within a module. No subminimum may contradict the rules within this document. All subminimum should be clearly explained in the module framework of the module.

### 2.1.4 High credit modules

A high credit module is a module with a credit load as set out in the table below and that uses a class test to generate an AF mark (where AF is then a main assessment) (see 2.1.5):

Year the module is presented in	Semester module	Year module
First-year	≥16 credits	≥24 credits
Second-year	≥18 credits	≥32 credits
Third-year	≥24 credits	≥32 credits

### 2.1.5 Main assessments

Main assessment opportunities are summative assessment opportunities that are usually formally scheduled (or with scheduled submission dates) that require preparation to complete.

In semester modules, A1, A2 and A3 are considered to be main assessments.

In year modules, A1S1, A2S1, A1S2, A2S2 and A3 are considered to be main assessments.

In modules that are **not high credit modules**, AF is not considered a main assessment.

However, in **high credit modules** a class test can be used to generate an AF mark. It is only in these cases that AF is a main assessment. Therefore, in high credit semester modules where AF is a class test, the module has the following main assessments: A1, A2, AF and A3 (or the corresponding assessments in year modules).

## 2.2 Mark types recorded in SUNstudent

In accordance with the SU Assessment Rules, the following mark types are recorded in SUNStudent (where S1 and S2 indicate the first and second semester, respectively, and only apply to year modules):

### 2.2.1 A1, A1S1, A1S2 marks

A1, A1S1 and A1S2 marks are determined in summative assessments during the A1 period in the respective semesters.

### 2.2.2 AF, AFS1, AFS2 marks ("assessments further")

*AF was previously referred to as FAS (further assessment summative).*

AF (semester modules), AFS1 and AFS2 (the AF of semesters 1 and 2 in year modules) marks are determined by further summative assessments during the lecturing period of the relevant semester/year. AF represents assessments that are not reasonably accommodated in A1, for example project assignments, or small summative assessments during regular tutorial periods. The marks of the components that contribute to AF are normally disseminated to students via SUNLearn.

**If tutorial tests** are used to generate a tutorial mark as AF, the composition of the tutorial mark is subject to strict prescriptions in order to prevent over assessment and include the following rules:

- The tutorial test should be written in class at the end of the tutorial or lecture.
- The tutorial test content should deal only with the work covered in the tutorial or lecture.
- The use of AF (and its contribution to the final mark) must be included in the module framework.
- The module framework must indicate the implications of non-participation by the student.

In a semester module, only one class test can be used to generate an AF mark (only in high credit modules). In a year module, a maximum of two class tests can be used to generate an AF mark (only in high credit modules). **If a class test** is used to generate an AF mark (only in high credit modules) it represents the AF contribution and further tutorial tests, for example, cannot be used as AF. In such cases the tutorial tests can only contribute to FAF (in other words they do not contribute to the calculation of the final mark).

### 2.2.3 A2, A2S1, A2S2 and A3 marks

*A3 was previously referred to as A3 and A3S2. Now, A3 refers to both A3s in semester modules and year modules.*

A2, A2S1, A2S2 and A3 marks are exclusively determined during the respective A2 and A3 assessment periods. For year modules, A3 marks are exclusively determined by assessments during the second semester's A3 period.

#### 2.2.4 MY marks

MY marks are mid-year marks for year modules; these are determined using primarily A1S1, A2S1 and AFS1 marks.

#### 2.2.5 DCA (Dean's Concession Assessment) marks

*DCA was previously known as the DCE (Dean's Concession Examination).*

DCA marks are determined during a Dean's Concession Assessment and specific rules apply.

#### 2.2.6 Mark to date (MTD)

MTD are used to inform students of their status before A2 (for semester modules) or A2S2 (for year modules).

### 2.3 Mark types not recorded in SUNStudent

In addition to the mark types defined in the SU Assessments Rules, the following mark types are used in this faculty:

#### 2.3.1 FAF (Formative Assessments Further)

If no AF opportunities are provided, then FAF opportunities must be included to provide students the opportunity to determine their competency/knowledge levels.

FAF opportunities are formative assessment opportunities where marks do not contribute to the calculation of the FM, but are vital in providing feedback to students and lecturers on the progress made with learning and teaching in a module at a given time. The use and purpose of FAF must be included in the module framework. The module framework must also indicate the implications of non-compliance in terms of participation and/or competency levels, if applicable.

Modules may be prescriptive regarding the participation percentage and/or level of competency the student needs to attain (although this should be used with caution). The participation and/or competency requirements could be applied in respect of students that do not meet a minimum level of academic performance in the summative assessments or in cases where a specific learning outcome is not achieved.

In all modules where a participation percentage and/or competency level is used, an outperformance clause is compulsory. The department/school can determine the outperformance requirement of students based on their final mark. The outperformance requirement set by the department/school **cannot be less than 60 or more than 70**. These percentages must be included in the module framework. Students who, for example, obtained a final mark of above 65 and did not comply with the participation percentage and/or competency level stipulation, may still pass as they outperformed these stipulations. The chair/director may approve not having an outperformance clause before the

start of the module. The inclusion or exclusion of an outperformance clause must be included in the module framework. (Please note: The Dean's Concession Assessment cannot be used to meet the outperformance clause requirement.)

### **3 ALLOWABLE ASSESSMENT ARRANGEMENTS**

3.1.1 Lecturers of a module may choose an assessment arrangement that:

3.1.1.1 Best suits the outcomes and pedagogical approach selected for the module.

3.1.1.2 Meets all the requirements of the EMS Undergraduate Assessment Rules.

3.1.1.3 Meets all the requirements of the SU Assessment policy and the SU Assessment Rules.

### **4 FINAL MARK CALCULATION**

#### **4.1 General Provisions**

4.1.1 Modules may use any of the final mark formulations given below without prior approval.

Note: the SU Assessment rules make provision for two alternative options to calculate marks. **The faculty applies option 1 only** (all assessments written contribute to the final mark).

4.1.2 The calculation of final marks using the formulae below can be automated by SUNStudent from 2024. For that purpose, the assessment schemes to be used for each module have to be submitted to the SUNStudent Support Centre (SSC) by the predetermined date during the preceding year.

SUNStudent will not be able to calculate final marks for high credit modules that choose to use a class test as AF. In these cases, lecturers must calculate the final marks and upload it to SUNStudent.

4.1.3 All marks in the formulae are out of 100, as required by the SU Assessment Rules.

4.1.4 If a student did not attempt a main assessment, the weight of that missed main assessment is reduced to zero in the mark calculation formulae below (and no mark is captured for that assessment). In modules (that are not high credit modules), the weight of AF will count in the mark calculation formulae even if the student did not complete

the AF. Please note that a minimum number of main assessments must be completed to obtain a valid final mark (see 4.5.2).

- 4.1.5 If a student completes all main assessments up to and including A2/A2S2 and fails to obtain a final mark of at least 50, they may use the A3 assessment to improve their final mark. However, in this case, a final mark of more than 50 cannot be awarded.
- 4.1.6 A student's final mark after A3, cannot be less than the final mark after A2/A2S2.
- 4.1.7 If the student uses A3, where such an opportunity is available because they missed a main assessment opportunity a final mark of more than 50 can be awarded.
- 4.1.8 Where a student fails a module in accordance with the formula after A3 with a calculated mark of at least 30, the final mark must be uploaded in multiples of 5.

Where a final mark, calculated in accordance with the formula after A3, is below 30, the actual mark is uploaded (rounded to the nearest integer).

- 4.1.9 If a student did not demonstrate a particular outcome that was specified in the module framework as a subminimum or pass requirement, the final mark may not exceed 45. Typical examples are where students did not satisfactorily complete a specific assignment that links to a particular module outcome in a module (e.g., an essay in a writing-intensive module), or where students did not meet the requirements of professional bodies that were assessed in the module.
- 4.1.10 If a student wrote too few assessments to be awarded a FM, as indicated in the subsections below, no FM is awarded to that student and a "fail" result will be recorded (this approach replaces the previous practice of recording "insufficient assess" on SIS when a student completed too few assessments to obtain a valid FM).

In the following sections, formulae are given for calculating final marks as weighted averages of various other marks.

## 4.2 Final mark for semester modules

AF, A1, A2 and A3 represent the marks (each out of 100) achieved by the student in the corresponding assessments and the W-factors the weight assigned to respective assessments.

### 4.2.1 MTD for semester modules

MTD is the student's mark as calculated before A2:

$$\text{MTD} = (W_{AF}/W_{\text{sum}}) AF + (W_{A1}/W_{\text{sum}}) A1$$

where  $W_{\text{sum}} = W_{AF} + W_{A1}$

No MTD is awarded if a student did not write A1 .

For high credit modules, no MTD is awarded if a student did not write AF or A1.

### 4.2.2 FM1 for semester modules

FM1 is the student's mark as calculated after A2:

$$\text{FM1} = (W_{AF}/W_{\text{sum}}) AF + (W_{A1}/W_{\text{sum}}) A1 + (W_{A2}/W_{\text{sum}}) A2$$

where  $W_{\text{sum}}$  is the sum of the W-factors for the assessments written by the student. If  $W_{\text{sum}}$  is less than 1 then  $W_{\text{sum}}$  should be increased to 1 for use in the formula.

FM1 is assigned only if a student:

- has written A2 and A1
- or, in high credit modules, has written A2 and at least one of A1 or AF.

(i.e. a minimum of two main assessments have been used).

### 4.2.3 FM2 for semester modules

FM2 is the student's final mark as calculated after A3:

$$\text{FM2} = (W_{AF}/W_{\text{sum}}) AF + (W_{A1}/W_{\text{sum}}) A1 + (W_{A2}/W_{\text{sum}}) A2 + (W_{A3}/W_{\text{sum}}) A3$$

where  $W_{\text{sum}}$  is the sum of the W-factors for the assessments written by the student. If  $W_{\text{sum}}$  is less than 1 then  $W_{\text{sum}}$  should be increased to 1 for use in the formula.

FM2 is assigned only if a student

- has written at least two main assessments
- or, in high credit modules, has written at least two main assessments and at least one of A2 or A3.

(i.e. a minimum of two main assessments have been used).

FM = maximum(FM1, FM2).

### 4.3 Final mark for year modules

A1S1, A2S1, A1S2, A2S2, AFS1, AFS2 and A3 represent the marks (each out of 100) achieved by the student in the corresponding assessments or combination of assessments and the W-factors the weight assigned to respective assessments.

#### 4.3.1 MTD for year modules

MTD is a student's mark as calculated before A2S2:

$$\text{MTD} = (W_{\text{AFS1}}/W_{\text{MTD}}) \text{AFS1} + (W_{\text{A1S1}}/W_{\text{MTD}}) \text{A1S1} + (W_{\text{A2S1}}/W_{\text{MTD}}) \text{A2S1} + (W_{\text{AFS2}}/W_{\text{MTD}}) \text{AFS2} + (W_{\text{A1S2}}/W_{\text{MTD}}) \text{A1S2},$$

where  $W_{\text{MTD}}$  is the sum of the W-factors for the assessments written by the student.

#### 4.3.2 FM1 for year modules

FM1 is a student's mark as calculated after A2S2:

$$\text{FM1} = (W_{\text{MTD}}/W_{\text{sum}}) \text{MTD} + (W_{\text{A2S2}}/W_{\text{sum}}) \text{A2S2},$$

where  $W_{\text{sum}} = W_{\text{MTD}} + W_{\text{A2S2}}$ . If  $W_{\text{sum}}$  is less than 1 then  $W_{\text{sum}}$  should be increased to 1 for use in the formula.

FM1 is assigned only if a student

- has written at least two of the following three assessments, namely A1S1, A2S1, A1S2, in addition to having written A2S2 or;
- in high credit modules, has written at least two of the following five assessments, namely, A1S1, A2S1, A1S2, AFS1, AFS2, in addition to having written A2S2.

(i.e. a minimum of three main assessments must have been used).

#### 4.3.3 FM2 for year modules

FM2 is a student's mark as calculated after A3:

$$\text{FM2} = (W_{\text{MTD}}/W_{\text{sum}}) \text{MTD} + (W_{\text{A2S2}}/W_{\text{sum}}) \text{A2S2} + (W_{\text{A3}}/W_{\text{sum}}) \text{A3},$$

where  $W_{\text{sum}} = W_{\text{MTD}} + W_{\text{A2S2}} + W_{\text{A3}}$  if the student wrote A2S2 and A3, or  $W_{\text{sum}} = W_{\text{MTD}} + W_{\text{A3}}$  if the student wrote A3 and not A2S2.

If  $W_{\text{sum}}$  is less than 1 then  $W_{\text{sum}}$  should be increased to 1 for use in the formula.

FM2 is assigned only if a student

- has written at least two of the following three assessments, namely A1S1, A2S1, A1S2, in addition to having written at least one of A2S2 or A3.

- Or, in high credit modules, has written at least two of the following five assessments, namely A1S1, A2S1, A1S2, AFS1 and AFS2 in addition to having written at least one of A2S2 or A3.

(i.e. a minimum of three main assessments must have been used).

Final mark = maximum (FM1, FM2).

#### 4.3.4 MY mark

The MY mark is calculated as follows:

$$MY = (W_{AFS1}/W_{sum}) AFS1 + (W_{A1S1}/W_{sum}) A1S1 + (W_{A2S1}/W_{sum}) A2S1,$$

where  $W_{sum}$  is the sum of the W-factors for the assessments written by the student.

MY is assigned only if the student wrote at least one of A1S1 and A2S1.

### 4.4 Limits to weightings in final mark formulae

This section gives the limits on the relative weights that each module must comply with.

#### 4.4.1 Limits to weightings: Semester modules

Note: the sum of the weights of A1, AF and A2 must equal 1.

$$4.4.1.1 \quad W_{A1} \leq 0.4$$

$$4.4.1.2 \quad W_{AF} \leq 0.3 \text{ if AF is composed of a single assessment}$$

$$4.4.1.3 \quad W_{AF} \leq 0.2 \text{ if AF is a combined tutorial mark made up of tutorial tests}$$

$$4.4.1.4 \quad 0.4 \leq W_{A2} \leq 0.6$$

$$4.4.1.5 \quad 0.4 \leq W_{A3} \leq 0.6. \text{ A2 and A3 do not have to be the same weight, but the weight of A3 must be equal to or greater than the largest weight of the other main assessment opportunities.}$$

#### 4.4.2 Limits to weightings: Year modules

Note: the sum of the weights of A1S1, AFS1, A2S1, A1S2, AFS2 and A2S2 must equal 1.

$$4.4.2.1 \quad 0.0 < W_{A1S1} \leq 0.2$$

$$4.4.2.2 \quad W_{AFS1} + W_{AFS2} \leq 0.3 \text{ if each AF is composed of a single assessment per semester}$$

$$4.4.2.3 \quad W_{AFS1} + W_{AFS2} \leq 0.2 \text{ if each AF is combined tutorial mark made up of tutorial tests}$$

$$4.4.2.4 \quad 0.2 \leq W_{A2S1} \leq 0.3$$

4.4.2.5  $0.2 \leq W_{A1S2} \leq 0.3$

4.4.2.6  $0.2 \leq W_{A2S2} \leq 0.4$

4.4.2.7  $0.2 \leq W_{A3} \leq 0.4$ . A2S2 and A3 do not have to be the same weight, but the weight of A3 must be equal to or greater than the largest weight of the other main assessment opportunities.

The only exception to the above rule is where A3 is used because the student missed two main assessment opportunities. In this case the weight of A3 is calculated as the sum of the weights of the two missed main assessment opportunities.

#### **4.5 Pass requirements**

4.5.1 For all modules, a valid final mark of at least 50 is required to pass.

4.5.2 To obtain a valid final mark, the student must:

4.5.2.1 complete at least one of A2/A2S2 or A3 and

4.5.2.2 complete at least two main assessment opportunities for semester modules or at least three main assessment opportunities for year modules and

4.5.2.3 meet any requirements as stated in Sections 2.3.1 and 4.1.9. These requirements must also be outlined in the module framework.

4.5.3 If a student does not obtain a valid final mark, they fail the module.

### **5 USE OF AND ACCESS TO ASSESSMENTS**

5.1.1 Students should note that the SU Assessment Rules state that the decision to make use of an assessment opportunity is irreversible once a student has entered the venue for that assessment or started the assessment online. A mark will be determined for that assessment and will be used in the calculation of the student's final mark, according to the applicable assessment rules of the module's home faculty or centre. Even if a student becomes ill while writing an assessment the assessment must be submitted. This assessment will be graded and the mark obtained will be used in the calculation of the final mark. It is therefore advisable that, if students feel ill just before an assessment, they then should strongly consider not writing that particular assessment.

5.1.2 Final-year students who, irrespective of the reason, make use of an assessment in a module during the A3 period in November, cannot receive a qualification that requires the particular module during the graduation ceremonies in December of that year. The earliest that the

student can receive the qualification is in March or April of the following year.

- 5.1.3 Students that do not make use of an assessment opportunity, should note that no assessment opportunities will be provided to replace any assessment opportunity normally offered for that module irrespective of a student's circumstances. According to the SU Assessment Rules, even if a student was precluded from using an assessment opportunity due to circumstances beyond the student's control (e.g. medical reasons, religious considerations, accidents, international sports events, etc.), the student will not be offered additional assessment opportunities to replace the opportunity he/she did not use.
- 5.1.4 In addition to public holidays, during which the University will be closed for business, no assessments will be scheduled on specific religious and cultural days that are noted in the SU Almanac. This means that no assessment submissions, tutorial tests or any other assessments should be scheduled on these days or during the previous evening.
- 5.1.5 All students have access to all assessment opportunities prior to A3.
  - 5.1.5.1 Students who passed after the module's A2/A2S2 assessment will not be granted access to the A3 assessment except in modules where the student missed a main assessment opportunity before A3. Students wishing to make use of A3/A3S2 in this way must notify the registrar's office of their intention to do so within 48 hours after final A2/A2S2 marks are published.
  - 5.1.5.2 The use of A3 for mark improvement for the purpose of admission to postgraduate programmes, is a departmental matter.
  - 5.1.5.3 A student requires a **valid** final mark to meet prerequisite requirements (e.g., a student that only completes one main assessment, may obtain a mark of 40, but will still not meet the prerequisite requirements because the mark is not a valid final mark).

## 6 INFORMATION ON SUNLEARN AND IN MODULE FRAMEWORKS

As required by the SU Assessment Rules:

- 6.1.1 The faculty's assessment rules will be readily accessible on the faculty's website and on SUNLearn for students and staff members.
- 6.1.2 The manner in which the EMS assessment rules are implemented in each module shall be made known to the students at the start of the relevant semester or year by means of the module framework. This information includes:
  - 6.1.2.1 what subminimum will be applied in the module, if applicable,

- 6.1.2.2 how the final marks will be determined
- 6.1.2.3 what assessment periods will be used, and
- 6.1.2.4 which assessments are compulsory.
- 6.1.3 In this faculty the following additional information regarding the final mark calculation must be given in the module framework:
  - 6.1.3.1 The assessment opportunities that will contribute to the AF marks.
  - 6.1.3.2 The weights that will be assigned to respective components in the final mark.
  - 6.1.3.3 The work covered in each assessment.

## **7 DEAN'S CONCESSION ASSESSMENTS**

The guidelines for the Dean's Concession Assessments (DCAs), are set out in the faculty Calendar and should be read with the SU Assessment Rules (Section 7). The DCA stands separate from the faculty's Assessment Rules. DCAs must be internally and externally moderated.

## **8 OTHER FACULTY-SPECIFIC RULES**

### **8.1 Work covered per assessment**

A1 covers the work done up to A1. A2 normally covers the work of the whole semester but may have a stronger focus on the work done after the first assessment. A3 covers either the whole semester's work more or less equally, or, depending on the nature of the module, gives more emphasis to the work done after A1.

### **8.2 A2/A2S2 and A3 assessments that comprise more than one assessment session**

- 8.2.1 In some modules, a main assessment consists of more than one assessment paper to be completed in more than one assessment timeslot.
- 8.2.2 If one of the two assessment papers was not completed for whatever reason, the following rules will apply:
  - 8.2.2.1 The mark achieved for the paper that was written during the main assessment opportunity will be maintained.
  - 8.2.2.2 For the paper not written during the main assessment opportunity, a percentage mark will be assigned equal to the combined mark achieved for paper 1 and paper 2 written during A3. It is important to note that the student involved

must complete both A3 papers in order to qualify for this modus operandi.

- 8.2.2.3 In a year module, in case a student missed another assessment opportunity/opportunities during the year – and it can be supplemented by the mark achieved in A3 – the mark for the missed assessment opportunity/opportunities used in the formula will be the combined mark achieved for paper 1 and paper 2 written during A3. It is important to note that the student involved must complete both A3 papers in order to qualify for this modus operandi.

### **8.3 Recording and dissemination of marks**

- 8.3.1 The SU Assessment Rules stipulate that SUNStudent will allow students access to their own final marks, as well as marks for A1, AF, A2, A3, DCA, and MY and the corresponding marks for year modules. Departments should not communicate these marks to students in another way, inter alia to avoid the potential for contradictory information.
- 8.3.2 The SU Assessment Rules require that departments hosting modules be responsible for recording on SUNStudent, for all the students registered for the module, the following: FMs, as well as marks for A1, AF, A2, A3, DCA, and MY (as applicable) and the corresponding marks for year modules. However, in cases where SUNStudent can calculate FMs and MY marks, departments only have to record the corresponding marks on SUNStudent where it is necessary to deviate from SUNStudent's calculations.
- 8.3.3 The marks for assessments that contribute to AF (if AF consists of tutorial tests) should be made known to students through SUNLearn. The SU Assessment Rules require that each student's marks should be made known only to that student if reasonably practicable. Otherwise, lists of marks where students can see other students' marks should only identify students by their student numbers and not display students' names or surnames.

### **8.4 Safekeeping of and access to marked scripts**

- 8.4.1 Lecturers should keep the marked A2, A2S2, A3 and DCA answer scripts for a period of at least one semester after the assessments have taken place. Note that professional accreditation requirements may require that marked scripts be kept for a longer period. Other assessments' marked scripts are normally handed back to the students.
- 8.4.2 If students wish to learn from their mistakes, they may view and discuss their marked A2, A2S2 and A3 answer scripts with the lecturer concerned. The objective is for the student to learn from their mistakes, and the lecturer may ensure that no calculation errors were made.

However, it is not an opportunity for the student to question the mark awarded. See 6.5.1 in the SU Assessment Rules for the provisions for viewing marked A2, A2S2 and A3 scripts.

## **8.5 Recalculation of final marks and re-evaluation of A2, A2S2 and A3 assessment scripts**

- 8.5.1 A student who fails a module and is of the opinion that their final mark has been calculated incorrectly may apply to have the final mark in the specific module **recalculated** subject to provisions given in section 8 of the SU Assessment Rules.
- 8.5.2 A student who fails a module and is of the opinion that the marks for their A2, A2S2 or A3 assessment are not correct, may apply for a **re-evaluation** of the A2, A2S2 and/or A3 script(s) concerned, subject to provisions given in section 8 of the SU Assessment Rules.

## **8.6 Guardrails for late submission penalties**

- 8.6.1 The following rules apply in respect of the maximum penalties that are allowed for written projects or FAS assignments that are submitted late:
- 8.6.1.1 Up to 1 hour after submission time: 25% of the awarded mark
  - 8.6.1.2 More than 1 hour, up to 6 hours after the submission time: 50% of the awarded mark
  - 8.6.1.3 More than 6 hours but up to 24 hours after the submission time: 75% of the awarded mark
  - 8.6.1.4 More than 24 hours after the submission time: 100% of the awarded mark.
- 8.6.2 Environments are allowed to impose more lenient penalties. If penalties for late submission are applied, these must be specified clearly in the module framework. The module framework should also state if late submissions will be allowed.

## **8.7 Moderation**

- 8.7.1 The faculty aligns with the rules on moderation as per the SU Assessment Rules and the Regulation for Internal and External Moderation and the Processing of Results.
- 8.7.2 At least 40 percent of the final mark for the module is subject to internal moderation, and in the case of an exit level module, at least 40 percent of the final mark has to be externally moderated as well. Main

assessment scripts will typically be included here (e.g. A2 in the case of semester modules or A2S1 and A2S2 for year modules).

- 8.7.3 All final marks for exit-level modules in the second semester (and year modules) must be externally moderated when it is released to ensure that students can graduate. Therefore, it is recommended that A3 is not the externally moderated assessment, but rather A1, AF and/or A2 and the corresponding assessments for year modules.

## **8.8 Copyright on question papers**

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All question papers for main summative assessments must include the following statement (with the year changed to the current) in the footer of the front page:

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## **ADDENDUM A: QUICK REFERENCE GUIDE TO SU ASSESSMENT RULES IN GENERAL CALENDAR (PART 1)**

Please note that the EMS Assessment Rules must be read with the SU Assessment Rules in the General Calendar (Part 1).

<b>Topic</b>	<b>SU Assessment Rules</b>
Timetable clashes in A2 and A3	6.1.4, 6.1.5
Students that passed a module after A2/A2S2, but want to make use of A3 because they missed a main assessment opportunity	6.2.9
The decision to make use of an assessment is irreversible once the student enters the venue	6.2.10
Recording of final marks	6.4
Accommodation of religious considerations	6.7