
Faculty of Economic and Management Sciences

A4 Arrangements for undergraduate first semester modules*

14 July 2021

1. Access to assessments

- 1.1. The A4 is only available for first semester modules (e.g. Economics 114). Year modules are excluded (e.g. Financial Accounting 188).
- 1.2. The A4 opportunity is available to students who missed A3 due to being diagnosed with COVID-19 (**not** self-isolation) and have not obtained a pass mark after A3 (see Addendum A)
- 1.3. **EMS students** who have not written 2 main assessments after A3 will be allowed to write A4 if they provide evidence of COVID-19 diagnosis for **A2** (see possible scenarios 5 and 6)
- 1.4. The Assessment Office will determine eligibility of the COVID-19 evidence and students will be required to submit this to the Assessment Office by **10 August 2021 @ 16:00**. See Addendum A for the link and documents required. Students will get feedback by 11 August 2021.
- 1.5. The A4 opportunity is not available to students who already wrote all the main assessments.
- 1.6. Please note that A4 opportunities are only available for semester modules **assessed** by invigilated or online tests during A2 and A3.
- 1.7. Students who did not meet a specific sub-minimum (e.g. compulsory FAS e.g. essay/group work or participation/performance percentages) that cannot be “made-up” in an A4 (written assessment) will NOT qualify to write A4.
- 1.8. If you passed the module after A2/A3, you cannot use A4 for mark improvement.
- 1.9. The majority of A4 opportunities will take place in invigilated face-to-face format.

2. Scheduling

- 2.1. A4 will be scheduled to take place from 23 August to 4 September 2021 and in the late afternoons. Some assessments scheduled on Saturdays will start at 19:00 to make provision for religious requirements. Please check your schedule.
- 2.2. The timetable will be arranged by the Timetable Office, while the venues and invigilation will be arranged by the Examination Office.

3. Preparations for A4 period

- 3.1. The format is invigilated and written corresponding with the original format for the module for A2/A3. However, an online format may be used (subject to sufficient CUA capacity) if that format was used for A2/A3.
- 3.2. No consultation with lecturers will be possible prior to A4.

4. Final marks and subsequent effects

- 4.1. A4 will cover the work prescribed by the lecturer.
- 4.2. Consult the module's SUNLearn page for further information about the A4 assessment.
- 4.3. The calculation of final marks after A4 will be done as follows:
The FM will be calculated according to the module's formula in which A4 takes the same weight as A3.

FM after A4 = $(w1/wsum) \times A1 + (wFAS/wsum) \times FAS + (w2/wsum) \times A2 + (w3/wsum) \times A3 + (w4/wsum) \times A4$, where

$w3 = w4$

wsum = weights of assessments completed by the student

- a. For students who have missed both A2 and A3 (and who need to write A4 in order to have completed a sufficient number of main assessments to obtain a valid FM after A4) (see possible scenario 11):

The FM after A4 is the calculated FM. The mark after A4 cannot be lower than the mark before A4.

- b. For students who completed a sufficient number of main assessments after A3 (with a FM of less than 50% after applying the module's formula) (see possible scenario 12):

The FM after A4 cannot be more than 50.

5. Other matters

- 5.1. A4's will be internally moderated only. For modules that do require it (e.g. statutory bodies) external moderation will also take place.
- 5.2. Students may provisionally register for second semester 2021 modules, irrespective of prerequisites that depend on the A4 results. Once the results have become available, the Student Information Systems (SIS) division will deregister students who do not meet prerequisites.
- 5.3. Students are encouraged to write A2 and A3 if at all possible, as you may be ill for A4.
- 5.4. If a student misses the A4 opportunity (e.g. due to health or personal circumstances), the mark before A4 will be loaded as the final mark. No further assessment opportunities will be scheduled, and no correspondence will be entered into.
- 5.5. Students cannot pass on one main assessment only. Two main assessments are required to obtain a valid final mark for semester modules.

6. Possible scenario summary

Scenario	A1	A2	A3	FM after A3	Access to A4	FM after A4	Evidence of COVID diagnosis required	Explanation
1	Yes	Yes	Yes	Less than 50	No	N/A		Completed three main assessment opportunities after A3.
2	Yes	Yes	Yes	50+	No	N/A		Completed three main assessment opportunities after A3.
3	No	Yes	Yes	Less than 50	No	N/A		The A4 was not available during A1. Student wrote A2 and A3 (2 main assessments) and could not obtain a pass mark.
4	No	Yes	Yes	50+	No	N/A		The student completed two main assessments and passed the module after A3.
5	No	No	Yes	Less than 50	Yes	calculated FM	Evidence of COVID diagnosis required for A2. Registrar's office will communicate with students after A3	Two main assessments required to obtain a valid final mark. Student could not write A2 due to being diagnosed with COVID-19 during A2.
6	No	No	Yes	50+	Yes	N/A	Evidence of COVID diagnosis required for A2. Registrar's office will communicate with students after A3	Two main assessments required to obtain a valid final mark. Student could not write A2 due to being diagnosed with COVID-19 during A2.

Scenario	A1	A2	A3	FM after A3	Access to A4	FM after A4	Evidence of COVID diagnosis required	Explanation
7	No	Yes	No	Less than 50	Yes	calculated FM	Evidence of COVID diagnosis required for A3	Two main assessments required to obtain a valid final mark. Students who wrote A2 and qualified for A3, but could not write A3 due to being diagnosed with COVID-19 at that time.
8	No	Yes	No	50+	Yes	calculated FM	Evidence of COVID diagnosis required for A3	Two main assessments required to obtain a valid final mark. Students who wrote A2 and qualified for A3, but could not write A3 due to being diagnosed with COVID-19 at that time.
9	Yes	No	Yes	Less than 50	No	N/A		The student already completed two main assessment opportunities after A3, but did not pass.
10	Yes	No	Yes	50+	No	N/A		The student completed two main assessments and passed the module after A3.
11	Yes	No	No	Less than 50	Yes	calculated FM	Evidence of COVID diagnosis required for A3	Two main assessments required to obtain a valid final mark. Student could not write A3 due to being diagnosed with COVID-19.
12	Yes	Yes	No	Less than 50	Yes	max 50 after A4	Evidence of COVID diagnosis required for A3	Student could not write A3 due to being diagnosed with COVID-19 and has not obtained a FM of 50 or more after A3.
13	Yes	Yes	No	50+	No	N/A		The student completed two main assessments and passed the module after A3.
14	No	No	No	Less than 50	No	N/A		Insufficient number of assessments completed to obtain a pass mark.

Addendum A: Communication

Communication from ICBC Chair: 6 July 2021

Update: Additional assessment (A4) opportunity

Dear students and staff

We recently communicated the arrangements relating to the A4 assessment opportunity. As the upcoming assessments will now be online, please take note of the following additional arrangements relating to the A4 assessment opportunity:

Following our earlier communication, the University will arrange for an A4 assessment opportunity with limited access. Since the A2 and A3 assessments will now proceed online, it is no longer necessary to provide A4 access to students who must isolate. A4 assessments will be available to students in the following circumstances:

- Students who did not write A2, but qualified for A3, yet could not write A3 due to being diagnosed with COVID-19 at that time
- Students who wrote A2 and qualified for A3, but could not write A3 due to being diagnosed with COVID-19 at that time

Please note that the above arrangements are **now relevant** to all semester modules assessed during A2 and A3.

To gain access to the A4 assessment opportunity, students **will have to submit** the outcome of their COVID-19 test that indicates that they were infected at the time of the relevant A3 assessment.

This is an exceptional arrangement due to the COVID-19 pandemic. Practical arrangements for the A4s will be published in due course. At this stage, this arrangement does not apply to second-semester and year modules.

Specific arrangements for the assessment of programmes offered on Tygerberg campus will be communicated separately. The information provided here is only relevant to assessments on Stellenbosch campus.

My best wishes to all our students as they prepare for and write their upcoming assessments.

Very sincerely

Prof Stan du Plessis
ICBC chair

Communication from the Registrar: 13 July 2021

Update: Additional assessment (A4) opportunity

Dear Student

With the online A2 assessments underway and the A3s and A4s to follow, please take note of the arrangements below that pertain to the upcoming assessment periods, including instructions for accessing the A4 assessments.

Please note that arrangements for assessments at the Tygerberg campus are dealt with separately.

Online learning support

We would like to remind you of the **Online Learning Support Page on SUNLearn**.

This page, created in 2020, provides valuable resources to support you with online learning and assessments, including:

- Successfully completing/submitted the three main assessment types – quizzes, assignments and Turnitin assignments
- Using scanning apps
- Ensuring proper file extensions

Go to <https://bit.ly/3xg8JTb> to view these resources, and many more.

*Note: Students who enrolled to this page last year will still have access. First-time users will be asked to enroll to the page.

For SUNLearn support, contact:

Tel: (021) 808 2222

<https://learnhelp.sun.ac.za/>

Assessment timetable

Please click [here](#) for access to your assessment timetable for the remaining A2 assessments, as well as for the A3 opportunity.

Please take note that the starting time of **some** A3 assessments on 31 July and 7 August were moved to 19:00.

Access to A4 assessments

As per the decision of the ICBC, only students who submit proof that they have been ill with Covid-19 during the A3 assessment period will qualify for the A4 assessments which will take place from 23 August to 04 September 2021.

Since the A2 and A3 assessments are proceeding online, A4 assessment access will not be provided to students who needed to be in quarantine during these assessment periods.

A4 assessments will be available to students in the following circumstances:

- Students who did not write A2, but qualified for A3, yet could not write A3 due to being diagnosed with COVID-19 at that time.
- Students who wrote A2 and qualified for A3 but could not write A3 due to being diagnosed with COVID-19 at that time.

To gain access to the A4 assessment opportunity, students **must submit** the outcome of their COVID-19 test and/or a medical certificate indicating that they were infected with COVID-19 or displayed COVID-19 symptoms at the time of the relevant A3 assessment.

Please use this [link](#) to submit your application for access to an A4 opportunity to the Assessment Office by latest **Tuesday, 10 August 2021 at 16:00**. Kindly note that your application must be supported by:

- your positive Covid-19 test result (PCR/Rapid/Antigen, but not a positive antibody test); and/or
- a medical certificate explicitly confirming your Covid-19-related symptoms and the dates of your illness;
- your student number;
- module name(s) and date(s) of A3s missed; and
- name(s) of lecturer(s).

You will receive feedback on your application for access to the A4 assessment opportunity by **11 August 2021** at the latest.

Note that access to A4 assessments will be managed centrally to ensure consistency across the University. Please, therefore, do not contact your lecturer with inquiries in this regard but e-mail info@sun.ac.za or phone 021 808 9111.

Returning to SU campuses

SU student accommodation remains open. You are welcome to return to your student accommodation to write A2 and A3 assessments online. Please contact your residence head to notify them when you will return.

In terms of the [Department of Higher Education Directions of 29 March 2021](#), applicable to all Risk Alert Levels, students need permission (and not a permit) to travel to campus. This message, together with your proof of registration ([available online](#)), addresses this requirement. The current legislation does not provide for the issuing of permits to students.

Student services in Admin A

We acknowledge the need for students and other stakeholders to access faculty administrators, bursary officers or other services in Admin A. Please note that Admin A will not be open for in-person consultations until at least 26 July 2021. Should you need access to the services rendered by staff in Admin A, you are most welcome to schedule an online TEAMS booking by following this [link](#).

I wish you the very best for your mid-year assessments.

Kind regards
Ronel Retief
Registrar