

E-MAIL TO EMS STUDENTS DATED 28 OCTOBER 2020:

FACULTY OF / FAKULTEIT
Economic and Management Sciences
Ekonomiese en Bestuurswetenskappe



LEARNING AND TEACHING

LEER EN ONDERRIG

(Sent on behalf of Prof Ronel du Preez)

Dear EMS students

And here we are in the last week of Semester 2! Herewith are a few assessment teaching and learning matters for your attention. Most of these are not new but rather a confirmation of existing rules. I thought it a good idea to repeat some of the most important rules so that all students can make informed decisions about their assessments. We are fortunate that we are not currently experiencing load shedding and I am confident that it will go far in reducing your stress levels!

1. HANDLING OF PARTIAL AND NON-SUBMISSIONS DURING A2/A2S2 AND A3/A3S2 (SEMESTER 2)

For semester modules (A2 and A3):

Non-submissions:

When no submission is made (irrespective of whether the ethical declaration was accepted or not), the assessment is classified as a non-submission (as if the student did not show up for the assessment). However, if load shedding is implemented Appendix B of Amendment 1.2 COVID-19 EMS Assessment Implementation Semester 2 2020 will be implemented. (See section '[request from student to grade assessment](#)'). Students must note that there are no further assessment opportunities after A3. This implies that if students cannot submit their assessments successfully for A2 and A3, no further assessments will be scheduled, and a valid final mark cannot be obtained. A student must complete at least two main assessments for semester modules to obtain a valid final mark.

For semester two modules, the higher of A2 or A3 will be used in the formula for semester 2 modules. (This is not the case if both are required to obtain a valid final mark).

Partial submissions:

If a student submits a partial submission (irrespective of the reason), it will be graded unless the student requests that the assessment is classified as a non-submission within 24 hours of the assessment deadline by sending an e-mail to submitems@sun.ac.za. Please note that this decision is **irreversible**. The partial submission will be deleted and cannot be graded later.

Students must provide the following information in the e-mail:

- Student number
- Module name
- Assessment details
- Indicate that the partial assessment should be viewed as a non-submission.

However, if load shedding is implemented, Appendix B of Amendment 1.2 COVID-19 EMS Assessment Implementation Semester 2 2020 will be implemented. (See section '[request from student to grade assessment](#)').)

For year modules (A2S2 and A3S2):

Non-submissions:

When no submission is made (irrespective of whether the ethical declaration was accepted or not), the assessment is classified as a non-submission (as if the student did not show up for the assessment). For year modules at least three main assessment opportunities have to be completed to obtain a valid final mark. However, if load shedding is implemented, Appendix B of Amendment 1.2 COVID19 EMS Assessment Implementation Semester 2 2020 will be implemented. (See section '[request from student to grade assessment](#)').)

Partial submissions:

If a student submits a partial submission (irrespective of the reason), it will be graded unless the student requests that the assessment is classified as a non-submission within 24 hours of the assessment deadline by sending an e-mail to submitems@sun.ac.za.

Students must provide the following information in the e-mail:

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- Module name
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- Indicate that the partial assessment should be viewed as a non-submission.

However, if load shedding is implemented, Appendix B of Amendment 1.2 COVID-19 EMS Assessment Implementation Semester 2 2020 will be implemented. (See section '[request from student to grade assessment](#)').)

PLEASE NOTE: More information about the loading of marks onto SIS will follow next week.

2. MANAGEMENT OF CLASHES:

For clashes, the following existing rule must be followed:

- For clashes in A2/A2S2: Students should make use of A3/A3S2 for one of the modules.
- For clashes in A3/A3S2: Lecturers for online assessment and the exam office for face-to-face assessments must make arrangements for 'back-to-back writing'.

All that remains is to wish you all the best for the assessment period. I hope that all your hard work, time at task and dedication in tough times will bear fruit and that you will do well.

Kind regards
Ronel Du Preez

Prof Ronel du Preez

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