

Faculty of Economic and Management Sciences Implementation Guidelines for Undergraduate modules¹

Arrangements for A4 Assessments **18 January to 6 February 2021**

Proposal for consideration by Senate Committee for Learning and Teaching
30 June 2020 (revision 1²)
Amended 23 November 2020³

NOTE: The following arrangements apply across Stellenbosch University, unless a faculty communicates otherwise to all the relevant students. [The EMS faculty implementation specifications will be provided in each section if applicable.](#)

NOTE: References to A2 and A3 in this document apply to E1 and E2, respectively, for first semester examination modules.

NOTE: The arrangements in this document may have to change if the developing circumstances in the remainder of the academic year, require changes. [See amendment 20 November given the Presidential travel announcement made on 11 November 2020.](#)

NOTE: The implementation guidelines of the faculty in which the module is presented will be applicable. ~~Other faculties will have the opportunity to send requests for module deviations to rdp@sun.ac.za by 21 August (for approval by faculty committee on 28 August)~~

1 Access to assessments

¹ Approved Faculty Committee 31 July 2020

² Approved ICBC 3 July 2020

³ [Amended after the Presidential announcement on travel. Approved by Faculty Committee 20 November 2020; Module List for non invigilated online assessments in A4 modules approved ICBC 23 November 2020](#)

	EMS IMPLEMENTATION
<p>1.1 An additional assessment opportunity (here called A4) is offered in January 2021 for all first semester and year modules referred to in Section 1.2. Arrangements for second semester modules and postgraduate research students are not part of these arrangements and will be considered separately.</p>	<p>A4 only applies to modules that fall under the flexible assessment regulation of the faculty, i.e. undergraduate modules.</p> <p>The use of A4 for Post graduate modules will be a departmental decision as post graduate assessment is decided on at departmental level.</p>
<p>1.2 All students automatically qualify to write A4 in a particular <u>first semester module</u> if</p> <ul style="list-style-type: none"> • they did not pass the module after A2/A3 in 2020 (irrespective of class marks), and • they met all subminima applicable to assessments during the teaching period of the semester (e.g. satisfactory completion of laboratory practicals). <p>All students automatically qualify to write A4 in a particular <u>year module</u> (excluding year modules that primarily use project or practical-based assessment methods, and excluding year modules in which a supplementary assessment, or "valskerm", was offered in the second semester) if</p> <ul style="list-style-type: none"> • they did not pass the module after the 2020 December examination period (irrespective of which of the normal assessments the student used), and • they met all subminima applicable to assessments during the teaching period of the semester (e.g. satisfactory completion of laboratory practicals). <p>Access to A4 may be granted to further students in exceptional circumstances, e.g. to meet exceptional prerequisites that require final marks greater than 50.</p>	<p>Students cannot pass on one main assessment only. For semester modules 2 main assessments, and for year modules 3 main assessments, are required to obtain a valid final mark. A4 is regarded as a main assessment opportunity.</p> <p>A4 can also be used by Departments as a mark improvement opportunity for final year students e.g. to apply for further studies. This is a departmental matter to be decided and communicated to students by the department on SunLearn before the start of A2S2.</p> <p>Students that did not meet a specific sub-minima (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.</p> <p>Note: Students can complete A4 to adhere to pre- and co-requisites e.g. a minimum mark of 40% to enrol for a further module.</p> <p>Note: the reference to "valskerm" refers to faculties that use the class mark/examination system.</p>

	EMS IMPLEMENTATION
<p>1.3 To record which students will have access to A4, a new result code, "Jan Assess COVID19", will be provided in the Students Information System (SIS). Each module's host department will be responsible for identifying which students have access to A4 and for loading the appropriate result code for those students.</p>	<p>Departments must upload the applicable code as per the specifications of access to A4.</p> <p>IMPORTANT Note: If students for any reason miss the A4 opportunity (e.g. health; 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.</p>

2 Scheduling

<p>2.1 The A4s will be offered from Monday 11 January 2021 to Friday 29 January 2021 (including Saturdays 16 and 23 January), using the pattern of the 2020 first semester A2 examination timetable.</p>	<p>A4 is scheduled for 18 January 2020 to 6 February 2020. The date timetable will be available by the end of December and the venue timetable on 11 January 2020. We propose you make your travel arrangements timeously. These will be posted on the student portal.</p>
<p>2.2 For first semester modules in which no A2 or A3 was offered in 2020, the host faculty should make arrangements to accommodate students that could not connect digitally during the first semester, as far as is reasonably practicable.</p> <p>Semester modules that previously had a first semester A2 slot, but cancelled it in 2020, will not be eligible for an A4 slot, but should use an assessment method similar to that used in 2020's first semester.</p> <p>Year modules that should offer an A4, but did not have a June A2 timetable slot, have to arrange a new timetable slot in consultation with the Timetables Office.</p>	<p>Lecturers must please confirm that they have a timeslot for A4 with the examination office.</p> <p>Please respond to the request for information that you received from Stefne Franken.</p>

2.3 Students that write A4s may only participate in summer schools during January 2021 if there is no overlap between the students' A4 timetables and the summer school schedule.

~~Students may participate in a Summer School if they do not write A4 assessments. Departments will indicate if they will be offering Summer schools in 2021.~~

A4 will offer a further assessment opportunity to obtain a pass mark in first semester **and year** modules.

Students that meet the summer school entry requirements can attend summer schools. Summer schools will only be offered in: Theory of Interest 152 and Financial Accounting 188. These will be scheduled after A4. Departments will communicate the logistics and dates.

3 Preparations for A4 period

3.1 Faculties should plan to use a conventional (invigilated) format for the A4s. The format preferably should be pen and paper based if that format was normally used for the module, but an online format may be used (subject to sufficient RGA capacity) if students have had experience in the particular online format.

Invigilated assessments are preferred default mode and only one method of assessment can be used. It can be decided on module level if the assessment will be **online (invigilated in a computer user area at Stellenbosch campus) or face-to-face invigilated.** The same assessment method **MUST** be used for all students.

International students will have to travel to campus given the lifting of the travel restrictions, and so will all other students (e.g. those with comorbidities), if the A4 is invigilated. **No off campus venues will be available for A4 and no exceptions can be made for any student, irrespective of the reason.** Note that Stellenbosch University complies fully with all Covid-19 protocols in respect of on-campus invigilated assessments.

If the A4 is online uninvigilated, it can be written where the student is located. **THIS IS AN EXCEPTION.** Only a very small number of modules will have online uninvigilated assessments for all students. These are in Industrial Psychology (Human Resource Development 324; Labour relations 314; Consumer Behaviour 224; Psychometrics 214; Introduction to Industrial Psychology 114) and School

	<p>of Public Leadership (PDM 114; PDM 212; PDM 222; PDM 314; PDM 324)⁴</p> <p>For international students: International students will be able to complete the assessment at international venues. Students must indicate by 17 December (final day to load marks) to the lecturer if they want to use the opportunity. The lecturer will inform the Examination office (Ruby Frans) by 18 December for them to make the necessary arrangements.</p> <p>Students that cannot complete A4 (irrespective of the reason) will forfeit the opportunity to obtain a pass mark. The final mark prior to A4 will be uploaded.</p>
3.2 Faculties will make their own arrangements for copying of question papers, storing them securely and delivering them to the assessment venues.	<p>Departments will make their own arrangements.</p> <p>Examination office will arrange for off campus venues. No off campus venues will be available for A4. The date timetable for A4 will be available at the end of December and the venue time table on 11 January. These will be posted on the student portal.</p>
3.3 The Examination Office will arrange the timetable, venues and invigilation. The SIS division will adapt the IT infrastructure to support the Examinations Office in these exceptional duties.	<p>Departments must confirm that they have a timeslot and the appropriate venue (e.g. Fharga if needed). If an uninvigilated online assessment is scheduled, also inform Stefne Franken so that a timeslot can be scheduled as well. and lecturers must indicate if there are International students that need to be accommodated.</p>
3.4 SU accommodation should be provided to students who will stay in the SU residences in 2021, as well as to 2020 final year students who stayed in SU residences. It should be considered also to provide accommodation to other students who do not have suitable accommodation arranged for January 2021.	<p>The faculty is not involved in any accommodation arrangements and will revert enquiries to Student Affairs</p>

4 Student consultations and teaching

4.1 For each module that is offering an A4, at least one staff member must be available to answer student's questions on Monday 14 December, Tuesday 15 December, Thursday	<p>The lecturer will determine the timeslots available for consultation according to their preference. As a minimum, one Question and Answer session must be scheduled and announced timeously on SUNLearn.</p>
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⁴ Approved ICBC 23 November 2020

<p>January 7 and Friday 8 January 2021. The timeslots when lecturers will be available to students must be made known through the modules' SUNLearn sites.</p> <p>The lecturers may be available online or in their offices (according to the lecturer's preference).</p> <p>Students should not expect lecturers to be available for consultations during the time the A4s are written.</p>	<p>These dates will not necessarily correspond with the dates indicated in 4.1 given staff availability.</p> <p>The ICBC approved the recommendation that students can contact their lecturers during office hours in the week before an A4 assessment is written. Meetings can be virtual or face to face.</p> <p>This means that the lecturer (or alternate that can answer student questions) will schedule a contact timeslot in the week prior to the module's A4 date e.g. 1 hour for Questions and Answer session. Please indicate this timeslot on SunLearn so that students know when they can ask their questions.</p>
<p>4.2 Lecturers may (but it is not mandatory) offer brief overview lectures during the periods when consultations are offered.</p> <p>It will be assumed that all students had access to the module content covered before 16 March. No further teaching or SUNLearn material for that content should be expected by students.</p>	<p>Students will retain access to SunLearn and the material will remain available for them to study.</p> <p>No formal lectures will be provided.</p>
<p>4.3 SUNLearn must be set so that students registered in 2020 maintain access to their first semester and year modules until the end of January 2021.</p>	

5 Final marks and subsequent effects

5.1 The following must be approved by a module's home faculty's Programme Committee, or similar body, after consultation with other affected faculties:

- the approach to calculate final marks for students who wrote A4;
- the work covered in the A4 assessment; and
- the duration and number of papers in the A4 assessment (which must be compatible with the A2 timetable).

The above information must be communicated by the lecturers of the module, through SUNLearn, to the affected students as soon as is reasonably practicable.

It is accepted that students may fail a module even if they only had access to A4 (due to lack of online access to A2 and A3), without the option for any further assessments.

~~Note: The implementation guidelines of the faculty in which the module is presented will be applicable. Other faculties will have the opportunity to send requests for module deviations to rdp@sun.ac.za by 31 August (for approval by faculty committee on 4 September). Faculties include Science; Engineering; Arts and Social Sciences; Agri and Law.~~

- See 5.2 for calculation of marks
- A4 will cover all the prescribed work **of the module for the first semester and year module.**
- The number and duration of the papers will correspond with the A2/A2S2 assessment.
- **The calculation of marks, as well as the duration of papers must be communicated to students on SUNLearn before the start of A2S2.**
- ~~Communication to students on SUNLearn,~~

5.2 The approach to calculate final marks, mentioned above, should include provisions for capping the final mark at some level. The approach must consider the following:

- a cap of 50 is applied in most modules in fairness towards students who passed the module after A2/A3, but were not granted access to A4; and
- a higher cap may be used due to exceptional prerequisites that require marks greater than 50, subject to corresponding arrangements for access to A4.

If the final mark calculation does not cap the final mark, the calculation must also include assessments during the semester.

All students must adhere to the minimum number of main assessments to obtain a valid final mark (2 for semester modules and 3 for year modules). NO student will be able to pass on one main assessment only. Also see section 1.2.

Two groups of students:

1. For students who have completed an **insufficient number of main assessments for a valid FM to be awarded after A3/A3S2** (and who need to write A4 in order to have completed a sufficient number of main assessments to obtain a valid FM after A4):
 - Their FM will be calculated according to the module's formula in which A4 takes the weight of the missing main assessment with the highest weight (thus A2/A2S2 or A3/A3S2); **BUT**
 - If they **fail after A4** (according to the formula above), but obtained at least 50% for A4 (raw mark), they **will be** awarded a FM of **50%** and **therefore pass the module**.
2. For students who completed a **sufficient number of main assessments after A3/A3S2** (with a FM of less than 50% after applying the module's formula):
 - If they obtained **at least 50% for A4** (raw mark) they will be awarded a FM of 50% and **therefore pass the module**.
 - If they obtained a mark of **less than 50% for A4** (raw mark) their FM as determined after A3 by means of the formula, will be awarded.

Mark improvement:

Departments communicate to **final year** students if A4 could be used as an opportunity for mark improvement for the purposes of Post graduate study applications. **Only the Economics department offers this opportunity**. In these cases, the following applies:

- the mark will be calculated according to a formula (as determined by the department) **only** for the purposes of Post Graduate selection.

	<ul style="list-style-type: none"> This formula will be communicated to students before the start of A2S2. The calculated mark will be used in the selection process for Post Graduate studies. <p>Note: The mark awarded after A3/A3S2 (according to the formula) will be indicated on the academic transcript, irrespective of the mark obtained in A4.</p>
5.3 The A4s must be externally moderated if required by the module's host faculty or statutory bodies.	Internal moderation only
5.4 The final marks for students who wrote A4s must be loaded on SIS by 12:00 on Wednesday 10 February 2021, but preferably sooner.	
5.5 Students may provisionally register for 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.	
5.6 No Dean's Concessionary Examinations (DCEs) will be offered in modules in which an A4 is offered.	