

**STELLENBOSCH
UNIVERSITY**

**TESTS AND
EXAMINATIONS:**

**POLICY AND
INFORMATION**

2018



**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 021-808 3022 / 3545**

Gender

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

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UNDERGRADUATE SYSTEM OF ASSESSMENT

Three 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 or more); passed with distinction (FM=75 or 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 **flexible assessment**, with a variety of approved methods of assessment in the course of the semester(s), can be applied in a module. No class mark is obtained in modules where flexible assessment is 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 (only a few modules are being assessed in this way).

The method - one of the abovementioned three - by which a module is assessed, will be communicated to students at the start of the semester by means of an information document, known as the **module framework** or **study guide**, which is normally distributed to students in the first lectures of a module.

Detail regarding the abovementioned three 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 three 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 flexible assessment, will be communicated to students by means of the module framework/study guide 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**

A student must without delay consult the lecturer/s of (a) module/s in which he has been prevented by illness or other causes from attending the classes or taking the class tests or carrying out the class work. Where such absence is due to illness, a written application for leave of absence must be lodged with the Registrar without delay, except if the absence was for one test only, in which case not the Registrar but the relevant lecturer will handle the leave of absence. This application must be accompanied by a medical certificate which complies with the following requirements and contains the following information:

- Name of the patient (student);
- Date and time of medical examination;
- An indication that the certificate has been issued after a personal observation (excludes telephonic consultation or communication) of the student by a suitably registered medical practitioner;
- Confirmation that the student will not be able to or was not able to attend class, or take the class test(s) or carry out the class work, due to the illness, and
- Any other information which, in the judgement of the practitioner would be required or relevant.

The University reserves the right to request the prognosis and further information of the practitioner and it accepts in good faith that the student will not unreasonably deny permission in this regard.

The following general rules apply for the handing in/handling of medical certificates:

- A medical certificate connected to the absence from an assessment (with the exception of modules that are assessed in terms of the examinations policy) or to the late submission of an academic assignment, will only be considered if it has been issued within 24 hours from the time the assessment occurred or the submission date of an academic assignment (unless the certificate explicitly states why it could not be issued within 24 hours), and handed in within 7 days after the assessment date or the submission date of the academic assignment;
- Medical certificates issued by family members will not be accepted;
- In cases of mental health conditions, only medical certificates issued by psychiatrists, medical practitioners and registered clinical psychologists will be accepted;
- Within the framework of the abovementioned rules, faculties may make their own faculty-specific arrangements, provided that at least

the 24 hour-rule will apply in all cases. Students must therefore take note of the fact that – apart from the abovementioned rules – possible faculty-specific rules must also be taken into account when medical certificates are handed in.

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 to accommodate students who were ill on the time of a scheduled test, is possible. Information in this regard might be contained in the module framework or study guide of modules.

6. **EXTRA WRITING TIME FOR 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 Admin Block A, preferably as early as during the first year of study of the student, although in all cases, bearing tests in mind, at the **end of February** for the **first semester** and **15 August** for the **second semester**, and for the examinations, before **1 May** for the **June Examinations** and before **1 October** for the **November Examinations**. It is required that substantiating documentation must accompany the application. It is preferable that the electronic application process on this webpage should be used, or contact the Client Service Centre at 021 808 9111, or enquire in person at the **Examinations Office** in Admin A.

Should permission be granted once for allowing extra time to write tests and examinations for a specific period, it will not be necessary to apply again for extra time for the duration of said period.

EXAMINATIONS

An abbreviated version of the examination policy of the University is given below and in schematic form on page 11 and is based on the official version of the examination policy as published in Part I (General) of the 2018 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** are 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, for whichever reason, utilise and pass the assessment in a module during the second examination period in November, will receive the relevant qualification during the graduation ceremonies in March of the following year and NOT in December of the current year.

2.4 All students who obtain admission to the examination (see par. 1 above 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 in the examination venue while writing the first examination in a module, must complete the examination session. It is therefore advisable that, if a student is ill before the first examination in a module, he should strongly consider rather writing 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 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.)

2.8 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.

2.9 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.

2.10 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:

2.10.1 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 must 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 SU central computer system by not later than the last day specified for this purpose in the University almanac. As soon as the final marks obtained in a module were captured on the central computer system, students have access to the marks via the student portal.

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

2.10.3 If there are no candidates in a module who have obtained admission to the second examination in terms of par. 2.7, a notice to this effect should also be posted.

3. DATES OF FIRST AND SECOND EXAMINATIONS

EXAMINATIONS 2018	START	FINISH
June first examination	22 May 2018	11 June 2018
June second examination	12 June 2018	29 June 2018
November first examination	30 Oct 2018	21 Nov 2018
November second exam	22 Nov 2018	8 Dec 2018

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 than 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 given 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 2018 examinations are as follow:

EXAMINATION	CLOSING DATE
June first and second examinations November first and second exams	27 July 2018 8 February 2019

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 WRITING TIME FOR EXAMINATIONS

See **Tests**, paragraph 6 on page 5, 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 exa- mination (<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)	Must repeat the module 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)	Must repeat the module in a following year