

<b>Policy Reference</b>	<b>PP Assessment Rules (campus)</b>	Year	2011
<b>Version</b>	<b>Version 6</b>	Replaces	Version 5
<b>Type of policy</b>	Assessment Policy		
<b>Last update</b>	January 2011		
<b>This policy replaces</b>	PP Assessment Rules 10V3		
<b>Name change from</b>	Not applicable		
<b>Name change to</b>	Not applicable		
<b>Linked Strategy/Plan</b>	Assessment and Moderation Strategy		
<b>Documentation linked to this policy</b>	Assessment reports Assessment feedback forms		
<b>Database</b>	eta Student Management System		
<b>Responsibility for policy implementation</b>	National level: CADQA Monitor Regional Level: Academic Head		

## FOREWORD

All managers and faculty are required to read this policy. All students must be made aware of this policy. Use the assessment preparation session to make students aware of this policy and ensure that students sign and date their assessment preparation forms. A register can be taken as an alternative measure.

***NOTE: See list of essential core and elective modules at the end of this policy.***

## PURPOSE

This policy provides information, guidelines and rules on the day-to-day management of assessment as well as the rules relating to assessment. This policy relates mainly to students on campus or on learnership. For distance learning, refer to PP Assessment Rules (distance). This is a transparent policy and should be made available to students and staff.

## POLICY

**This assessment rules policy defines the rules and procedures regarding the following:**

- 1. Overall pass marks**
- 2. Assessment scoring**
- 3. Attendance at classes**
- 4. Experiential learning hours log sheets/books**
- 5. Responsibility for completed tasks and signing in work**
- 6. Formative assessment and completion of work**
- 7. Second attempt on formative tasks and the use of learning activities**
- 8. Summative tasks, deadline dates and completion of work**
- 9. Late summative task rule**
- 10. Essential modules that achieve an overall mark below 60%**
- 11. Correcting work of other modules**
- 12. When to repeat a module or an entire year**
- 13. Essential core and elective modules**

## 1. Overall pass marks

- 1.1 To achieve a completed **qualification**, a minimum overall pass of 60% is required plus all essential modules must be =>60%.
- 1.2 Each year of study includes essential modules that require a minimum score of 60% per module total.

## 2. Assessment scoring

Assessments are scored as follows

- 2.1 **Formative assessment** contributes 30% to the overall mark for a module.
- 2.2 Learning activities in *fundamental subjects*, contribute 30% to the overall mark for a module.
- 2.3 **Summative tasks** equal 50% of the overall score. In many cases there are two or more summative tasks per module. Each task has a value relative to 50%. These tasks can represent from 5% to 50% of the overall summative tasks' score.
- 2.4 **Attendance** at classes and to practical learning activities equals 10%
- 2.5 Completion of **workplace experiential learning** equals 10% of the overall mark

## 3. Attendance to classes

- 3.1 Attendance is defined as being on campus **and** participating in class **and** practical activities.
- 3.2 A register is taken for each class.
- 3.3 80% attendance is required for sufficient work to be covered for learning and for assessment. If students do not attend class, then their attendance score is reduced relative to their degree of absence. **Attendance scores are as follows:**

80	to	100%	attendance	=	100%;
70	to	79%	attendance	=	60%
60	to	69%	attendance	=	45%
50	to	59%	attendance	=	30%
40	to	49%	attendance	=	15%

<40% attendance = 0%
- 3.4 Campus students are encouraged to log their practical learning activities during the term in their log sheets/books and to ensure that these are signed off by their facilitator. Therefore, poor attendance creates a loss of marks for attendance as well as for the experiential hours score.

## 4. Experiential learning hours log sheets/books

- 4.1 Students must complete a minimum of 60% of their experiential hours in the field.
- 4.2 Prescribed experiential learning hours are logged in the log sheets/books and these are handed-in for mid-year and end of year assessment weeks.
- 4.3 The log sheets/books provide evidence of practical hours completed during experiential learning in the workplace.
- 4.4 Log sheets/books must be fully completed according to the log book instructions.
- 4.5 Log sheets/books that are submitted without the required details will be considered invalid.

## 5 Responsibility for completed tasks and signing in work

- 5.1 All students' work is kept in their Portfolios of Evidence (PoE).
- 5.2 All completed tasks and work contained in PoE are the entire responsibility of students.
- 5.3 Students must maintain their PoE and keep them secure at all times.
- 5.4 It is strongly recommended that portfolios are not left in vehicles or in places where security is a risk.
- 5.5 There is a signing-in and signing-out procedure for work that is handed in on campus. It is the responsibility of the students to ensure that they sign their work in and out on the prescribed register.
- 5.6 If work is lost once handed in, it is the responsibility of the faculty member to find the task or to collaborate with students on their work done for assessment.
- 5.7 Work that has not been signed in is not the responsibility of the **eta**; it is the responsibility of the student.
- 5.8 Work that is signed in becomes the responsibility of the **eta** until it is signed out again.
- 5.9 When handing work back to students, it is the responsibility of the lecturer to ensure that the work is signed out

## 6. Formative assessment and completion of work

- 6.1 All formative assessment should be completed by the end of each module.
- 6.2 All formative assessment should be completed by assessment week since this has a significant influence on results and **access to corrections**. (*See 7 Second Attempt on Formative Tasks and the Use of Learning Activities*)

## 7. Second attempt on formative tasks and the use of learning activities

- 7.1 Students scoring below 50% are required to complete their Learning Activities on Fridays with mentors (*See Manual for eta Courses, Mentoring*). Learning Activities are outlined in the Study Guide.
- 7.2 Students attending mentor sessions to work on Learning Activities must sign a register of attendance (*Document: Learning Activity Register*).
- 7.3 Following assessment week and once module results are loaded, if the overall score is below 50%, a **second attempt is allowed on formative work, if the Learning Activity Register has been signed** by the student for the subject(s) in poor standing.
- 7.4 Students who did not hand in their formative work on time can attend the learning activity mentoring sessions which will allow them a final chance to hand in their formative work. Such tasks will be marked once only, **with no second chance of re-submission**.
- 7.5 If formative work is not submitted during term and if students did not attend mentoring sessions to complete learning activities, **this results in a loss of 30% of the overall mark per module**.
- 7.6 **Learning activities are not assessed or scored, but are a means of granting access to a second attempt to improve formative marks.**

## 8. Summative tasks, deadline dates and completion of work

- 8.1 All written tasks must be handed in by 12h00 on the first day of the assessment week.

- 8.2 Written tasks are not marked unless they are accompanied by the Evidence Checklist with its task index. In this event tasks will be handed back to the student unmarked.
- 8.3 Practical demonstrations are completed during the assessment week (unless they have already been conducted during the term).
- 8.4 Question papers are written during the assessment week on agreed dates on the timetable.

### 9. Late summative task rule

- 9.1 Students who miss the hand-in deadline and do not submit tasks according to the dates set on the timetable have *one final chance for submission*. Such late tasks will be marked once only, **with no second chance of re-submission** (unless there is a medical or compassionate reason for the delay).
- 9.2 Late tasks must be handed in no later than 12h00 on the last day of the assessment week. For example, if the assessment deadline is Monday 12h00 of the assessment week, Friday 12h00 is the deadline for late assessment hand-in.
- 9.3 A medical certificate is required for illness or, if compassionate reasons, a letter from the parent or guardian. *Without a letter or medical certificate, the late task rule will be applied.*

### 10. Essential modules that achieve an overall mark below 60%

*To improve marks for an essential module the assessor needs to decide whether formative work should be corrected (See Point 6), or summative task(s) should be resubmitted or both.*

- 10.1 Students who have handed in on time but do not achieve the overall assessment criteria **per essential module** have one more opportunity for summative re-submission at no extra fee.
- 10.2 Only two attempts are allowed on summative tasks (*also see point 8 Late Summative Task Rule*).
- 10.3 As a general rule, the student should correct tasks that have the **lowest score** and the **highest value relative to 50%**.
- 10.4 *Corrected* tasks are submitted within a week of the start of the following term, unless the task is a demonstration which would be scheduled in to the assessment timetable.
- 10.5 If the task is a question paper, a supplementary question paper is **requested from national**. This must be done one-month before the paper is due and requested by email.
- 10.6 The re-assessment exam date is logged in the timetable.
- 10.7 The same question paper can never be used twice.

### 11. Correcting work of other modules

- 11.1 Modules that are **not** listed as essential do not need to achieve a minimum score of 60%.
- 11.2 If, once the year-end results are available, the student achieves 60% in **all essential modules**, but does not achieve an **overall of 60%**, then modules not listed as essential with the lowest score and the highest relative value should be corrected to bring the overall score up to 60%.

- 11.3 For modules where the overall mark is **less than 40%** tasks can be corrected as soon as marks become available to avoid last minute pressure of high volume tasks being submitted. Corrected tasks are submitted at the start of the first day of the following term.

## **12 When to repeat a module or an entire year**

- 12.1 Before finalising marks, the assessor must check if all experiential hours have been completed and second summative submissions have been allowed (where necessary).
- 12.2 Students with poor scores will be given the option to complete and re-submit their experiential hours before the 31<sup>st</sup> January in order for their marks to be finalised.
- 12.3 If a student scores 40 percent or less, they **repeat the year**.
- 12.4 Students scoring an overall of between 40 and 59 percent qualify to repeat and pay for failed modules. They may continue into second year.
- 12.5 For students who do not complete their year but wish to be re-assessed later; see **RPL policy**.

## **13 Essential core and elective modules**

**The following indicates the essential modules per year requiring an overall score of 60%.**

### **Coaching Science 1<sup>st</sup> year**

Module 2: Exercise Science (30 credits)

Module 4: Screening, Assessment and Programming (11 credits)

Module 5: Applied Coaching Science (21 credits)

Module 6: Coach Sport Beginner to Intermediate Performers (30 Credits)

**Total credits: 92 of 187 total credits (49%)**

### **Coaching Science 2<sup>nd</sup> year**

Module 4: Screening, Assessment and Programme Design for Sport (50 credits)

Module 5: Coach Sport; intermediate to advanced performers (25 credits)

**Total credits: 75 credits of 158 total credits (47%)**

### **Fitness 1<sup>st</sup> year**

Module 2: Exercise Science (30 credits);

Module 3: Screening, Assessment and Programme Design (17 credits)

Module 4: Lead and Instruct Exercise (personal training) (10 credits)

Module 6: Nutrition and Wellness (10 credits)

**Total credits: 67 of 147 total credits (46%)**

### **Fitness 2<sup>nd</sup> year (SCT) Modules for:**

Module 3: Sport Injuries and Health Management (10 credits);

Module 4: Screening, Assessment and Programming for Sport (50 credits)

Module 5: Sport Nutrition (10 credits)

**Total credits: 70 of 148 total credits (47%)**

### **Fitness 2<sup>nd</sup> year (EXS) Modules for:**

Module 3: Exercise programme design for pregnancy (20 credits)

Module 5: Exercise programme design for children (20 credits)

Module 7: Exercise programme design for older adults (20 credits)

Module 8: Chronic Diseases of Lifestyle and Common Injuries (10 credits)

**Total credits: 83 of 143 total credits (44%)**

### **Sport Management 1<sup>st</sup> year Modules for:**

Module 1: Business and Finance Management (42 credits)

Module 4: Sport Event Management (24 credits);

**Total credits: 68 of 151 total credits (45%)**

### **Sport Management 2nd year Modules for:**

Module 2: Leadership (39 credits)

Module 3: Sport Marketing, Sponsorships and Public relations (26 credits);

**Total credits: 65 of 136 total credits (48%)**

**Assessment procedures for faculty** can be found in the Assessment Guide

**Assessment instructions for students** can be found in the Study Guide.

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