



PROCEDURE: Examination preparation

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Procedure Owner	Dean: Teaching & Learning		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	30/06/2018	Name: Louise Fuller Signature:
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Review History			
Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none">Policy: Examination		Other/External (e.g. Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none">Constitution of the Republic of South Africa: 1996Higher Education Act (Act 101 of 1997)CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004Labour Relations Act (Act 66 of 1995) as amendedCHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017	
Website address of this document:		www.davinci.ac.za	

Procedure Description

This procedure document will be followed when preparing for student examinations.

Step	Description	Notes
1	Students are issued their examination schedule in advance	Students are expected to comply with the published examination timetable and sit the exam at the specified date, time and venue irrespective of any planned holiday or event
2	Students must ensure that all pre-requisites are adhered to that there are no modular clashes in any of his/her registered examination modules	
3	Programme Convener to ensure students know the venue and time of their examination	It is suggested that students arrive or sign-in (technologically mediated) 15 minutes before the start of the examination
4	Should a student arrive or sign-in up to 30 minutes after the start of the examination they will be allowed to enter the examination room, but will have to complete the exam within the allotted time	
5	Should a student arrive or sign-in more than 30 minutes into the exam, they will not be allowed to enter the examination room and will receive a mark of zero for the exam	
6	The following identification must be displayed by students on their desk or via Proctor Free: Student card; or Passport, identification document or driver's licence	Students (face to face or technologically invigilated) may not take items into the examination room that could advantage them in any way

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Dean: Research
4	Registrar
5	Programme Co-ordinator
6	Programme Convener

7	Invigilator
8	Assessor
9	Moderator

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching & Learning	001	30 June 2018	

