



PROCEDURE: Management of completed examination scripts

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Procedure Owner	Dean: Teaching & Learning		
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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

Step	Description	Notes
1	Once the batching process has been completed by the Programme Convener, the examination scripts are electronically delivered to the relevant lecturer	
2	A control sheet is kept with the batch number and the number of scripts in that specific batch	
3	A record is kept of the collection date, the subject and the quantity of examination scripts collected	
4	One control sheet is kept by the examination administrator and the other collection sheet is provided to the assessor	The date of collection and the signature of the recipient need to be on both sheets
5	The original sheet is filed and used as a control when the assessor returns the marked scripts	
6	When the assessor returns the examination scripts, the marked scripts are checked against the original control sheets that were filed	
7	Each examination script is checked to ensure that the assessor has marked it according to the stipulated criteria and that the marks awarded have been totalled correctly	
8	The batches are then checked by nominated senior personnel to ensure that the assessor has entered and totalled all marks correctly before it is entered onto the Learning Management System (LMS)	
9	Batches that are allocated for moderation are then taken out and sent to the moderator together with a copy of the assessor's marking sheets	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Dean: Research
4	Registrar
5	Programme Co-ordinator
6	Programme Convener
7	Lecturer
8	Assesor
9	Moderator

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching and Learning	001	1 July 2018	

