



PROCEDURE: Design Assessment

Document Number	ADP0403		
Inception Date	1 July 2018		
Procedure Owner	Dean:Design		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	01/07/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	01/07/2018	Name: Benjamin Anderson Signature:
Revision Frequency	Annually		
Review Date	June 2019		
Review History			

Related documents	
<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> Policy: Curriculum Design and the Development of Learning and Assessment Resources 	<p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> Constitution of the Republic of South Africa: 1996 Higher Education Act (Act 101 of 1997) CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 Labour Relations Act (Act 66 of 1995) as amended CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 SAQA: 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 designing an assessment.

Step	Description	Notes
1	Identify and/or appoint a Subject Matter Expert(SME) per module to provide relevant and current content that will address the learning outcomes and other principles in the programme framework	
2	Identify and appoint an Assessment Instrument Designer to apply The Institute's courseware design principles to development of assessment	
3	Evaluate new/revised instruments for quality assurance purposes	
4	Identify SME, who can act as moderator for newly developed/revised instruments	
5	Sign-off the revised instruments per module by all stakeholders before the start of the learning programme	
6	Save copies of all signed-off assessment on the relevant systems	

Stakeholders

#	Stakeholder
1	Dean: Design
2	Assessment Instrument Designer
3	Moderator

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Design	001	1 July 2018	

