



POLICY: EXAMINATION

Document Number:	RG12		
Version Number:	15/01/2018 (V1)		
Custodian	Executive Registrar		
Status	Chairperson	Date	Signature
Ratified by Council	Mr Sechaba Motsieloa	26/01/2018	
Revision Frequency	Triennial		
Next Review Date:	November 2020		
Related documents			
Da Vinci documents (e.g. Policies, Regulations, Guidelines, Contracts)		Other (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> • Policy: Certification • Policy: Code of Conduct • Procedure: Appeals • Policy: Assessment 		<ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • The NQF Act, No.67 of 2008 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 	
Website address of this document:	www.davinci.ac.za/da-vinci-policies-and-procedures/		

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1 Preamble

This policy forms part of the set of quality management policies of The Da Vinci Institute for Technology Management.

Da Vinci offers outcomes based, distance education opportunities. This policy details the principles and processes that will ensure that learning programme offerings are aligned to the principles of a Mode 2 higher education institution, whilst adhering to the required academic standards and empowering students with the knowledge, skills and values to contribute to their communities, society and economy of the future.

The examination procedure and logistical arrangements are at the core of the effective functioning of an institution to allow assessment processes to be conducted in an efficient way that leads to certification and graduation.

2 Scope

The scope of this policy covers aspects of formal examinations, certification and the graduation process as applied to undergraduate and postgraduate studies at the Da Vinci Institute.

3 Purpose

The purpose of the policy is to provide guidelines to Programme Co-ordinators, Programme Convenors, Lecturers and the Executive Registrar to ensure a well-planned examination, certification and graduation process.

4 Clarification of Concepts

4.1 Formal Examination

Formal examination in this policy involves summative assessments (including assessment of the programme exit level outcomes) as referred to in 1 above and conducted under invigilated circumstances (including face to face and technologically mediated engagements).

4.2 Certification

Certification means the judgment made that the student complies with all the requirements for a qualification.

4.3 Graduation

Graduation is when the student receives a qualification at the formal graduation ceremony as scheduled by the institution.

5 Examinations

5.1 Examination venues

The following criteria apply to examination venues where either individual or a group of students sit for an examination:

- ☞ Enough space to at least accommodate the registered number of students
- ☞ A space conducive for examination (minimum noise levels and disruptions)
- ☞ Secure online password protected facilities to store examination scripts
- ☞ Appearance (neat, clean)
- ☞ Suitable desks and chairs for students
- ☞ Adequate lighting
- ☞ Adequate ventilation
- ☞ An accessible location, especially for students with physical disabilities
- ☞ Availability of public transport
- ☞ Entrance / exit (emergency)
- ☞ Complies to Health and Safety standards
- ☞ Toilets (clean, neat) and accessible for students with physical disabilities
- ☞ Water for students to wash their hands and to drink
- ☞ Secure parking.

In the event that students request a technology mediated examination, criteria related to physical infrastructure may not apply. However the rigour required for invigilation will be secured through the presence of an online invigilator as made possible by the 'ProctorFree' online proctoring system.

5.2 General Examination Procedures

- ☞ Students will receive advance notice of their examination schedule
- ☞ 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
- ☞ Students must ensure that all pre-requisites are adhered to that there are no modular clashes in any of his/her registered examination modules.
- ☞ Students are responsible for knowing the venue and time of their examination and travelling to the venue
- ☞ It is suggested that students arrive or sign-in (technologically mediated) 15 minutes before the start of the examination
- ☞ Students arriving or signing-in up to 30 minutes after the start of the examination will be allowed to enter the examination room, but will have to complete the exam within the allotted time
- ☞ Students arriving or signing-in more than 30 minutes into the exam, will not be allowed to enter the examination room and will receive a mark of zero for the exam

- ☞ Students must display the following identification on their desk or via ProctorFree:
 - 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.

5.3 Procedures during the examination

- ☞ Every student must sign the attendance register
- ☞ Prior to the commencement of the examination the invigilator will go through the examination instructions and explain the examination procedures
- ☞ A designated reading time of ten minutes commences at the published start time of the examination and is added to the examination time.
- ☞ Students are not permitted to commence the examination until instructed to by the invigilator
- ☞ All writing must stop when instructed to by the invigilator
- ☞ Students must remain seated until all the scripts have been received by the invigilator.

5.4 Procedures for leaving the examination room

- ☞ Students are not permitted to leave the examination room during the first 30 minutes or the last 15 minutes of any examination
- ☞ After the first 30 minutes a student may request a short break from the invigilator. The student will be supervised during the break
- ☞ Students leaving the examination room permanently must forward their scripts and any other relevant documentation to the invigilator
- ☞ Students utilising technologically mediated invigilation must comply with the regulations of the 'ProctorFree' system.

5.5 Breaches in Examination

- ☞ Any breaches in the examination procedures will be regarded as misconduct
- ☞ Any student disrupting the examination process may be dismissed from the examination venue. The invigilator will file a report with the Registrar within 5 working days of the incident
- ☞ The Registrar will investigate the incident. (Kindly refer to the Procedures: Code of Conduct and Appeals)
- ☞ If the breach does not disrupt the examination process the invigilator will allow the student to continue but will advise the student that the incident will be reported to the Registrar. The invigilator will file a report within 5 working days of the incident
- ☞ The Registrar will investigate the incident. (Kindly refer to the Procedures: Code of Conduct and Appeals)
- ☞ If the Registrar considers the incident not to constitute academic misconduct, then counselling will be provided to the student

5.6 Deferred assessment or examination

- ☞ Deferred assessment or examination may be granted to those students who are unable to undertake the assessment or examination
- ☞ The reasons for deferral must be supported by documentation that is due to unexpected and exceptional circumstances directly related to the timeframe of the assessment or the examination
- ☞ The deferral depends on whether a deferral is available on the particular module
- ☞ A deferral of this nature may only be granted once per module, unless otherwise agreed to by the Programme Co-ordinator
- ☞ The student must notify the relevant Programme Convener in no later than 5 working days before the scheduled examination date or deadline for the submission of the final assessment.

5.7 Information published in Examination Book

The examination answer book should provide for at least the following:

- ☞ Identification: Student number and ID or passport number
- ☞ Module
- ☞ Examination venue
- ☞ Date and time
- ☞ Invigilator

Instructions to candidates:

- ☞ Sign the attendance list on entry to the examination room and upon completing the exam, forwarding of the online examination book to the designated programme convener
- ☞ Identify answer book correctly: Name, Module, etc.
- ☞ Candidates must provide answers in the designated spaces provided in the examination book

5.8 Dispatching of completed examination books to the lecturer:

- ☞ Once the batching process has been completed by the Programme Convener, the examination scripts are electronically delivered to the relevant lecturer.
- ☞ A control sheet is kept with the batch number and the number of scripts in that specific batch.
- ☞ A record is kept of the collection date, the subject and the quantity of examination scripts collected.
- ☞ 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.
- ☞ The original sheet is filed and used as a control when the assessor returns the marked scripts.

5.9 Returning of examination scripts by the assessor:

- When the assessor returns the examination scripts, the marked scripts are checked against the original control sheets that were filed
- 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
- 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 Learner Management System (LMS)
- Batches that are allocated for moderation are then taken out and sent to the moderator together with a copy of the assessor's markets sheets.

5.10 Recording results

Entering of the results onto the LMS:

- The final totals are entered under the name of each student for each subject
- The original mark sheet is checked against the copy to ensure that it has been entered correctly.

Scripts received from the moderator:

- When scripts are returned from the moderator, the relevant batch is re-opened and the marks adjusted if necessary
- The moderator's mark sheets are filed
- The batch is closed and scripts are re-filed in the relevant batches

Posting results onto the system:

- Once all results have been entered the final examination weights are run on LMS for the final calculation of the module marks.
- Once all the results have been verified and signed off by the Examination and Assessment Committee and Academic Board, results may be released.
- Once the results are entered onto the learner's academic record it cannot be altered.

5.11 General arrangements: Assessors and moderators

- Assessors/moderators should keep examination scripts in a secure place at all times when in their possession.
- The mark sheet provides the student numbers of students who have sat the examination. The scripts will follow in the order as indicated on the mark sheets and assessors should keep the scripts in the same sequence and advise the examination administrator immediately of any omissions.
- Standard of marking:

- The pass and distinction mark, are discussed in the Certification Policy under the heading 'Awarding of a qualification, and Awarding a qualification with distinction (cum laude)
- Assessors should double-check their addition of marks on every script to ensure that final marks are correct
- Assessors are requested to award a percentage per question and script
- After completing the marking/moderation of the scripts, the Assessor/Moderator must complete a report on each subject assessed or moderated
- Moderation and mark adjustment procedures are discussed in detail in the Management of Assessment Policy.

6 Certification

After each examination session the Registrar will run the 'qualification completed' application of the LMS.

This programme application closes completed student profiles and allocates certificates to all learners who qualify for a certificate.

The data is exported directly from the LMS onto an excel spreadsheet. This information is merged and printed directly onto the certificates, therein ensuring the quality of the information on the certificates.

Each certificate is pre-numbered and a copy of the full list incorporating the student number, student name and number of certificate is kept on file. This serves as a check for the Quality Assurer and Academic Registrar when signing the certificates. Each certificate is embossed with the logos and sent to the Academic Head and Academic Registrar for signatures.

Once the certificates are signed they are locked in the strong room for safe keeping before the graduation ceremony.

Kindly refer to the Policy on Certification.

7 Graduation

Graduation ceremonies take place at an external venue.

It is important in this regard (printing and signing of certificates, diplomas and degrees) to adhere to the security arrangements as specified elsewhere in this document.

Throughout the assessment and certification process, all possible measures should be taken to ensure the integrity of the process. For that reason, the institutional security procedures and administrative quality assurance protocols are strictly adhered to. These include, but are not limited to, the following: double verification of data captured and processed; quality control of all administrative procedures; encryption of both hosted and movable student data; comprehensive internal and external assessment and moderation processes; authentication of student submissions; three-

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tier verification of assessment scores; ratification by Academic board; and invigilation for both face-to-face and remote examination.

8 Version Control

Author	Revision
Executive Registrar: Louise Fuller	15/01/2018