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**WESTERN CAPE COLLEGE OF NURSING (WCCN) ASSESSMENT POLICY**

Author	Position	Signature	Date
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Approved by	Position	Signature	Date
College Senate			

**RECORD OF CHANGES**

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY

**All Change requests should be submitted to the College Senate**

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied.

## **PREAMBLE**

- The assessment system shall include continuous formative and summative assessment of both the theoretical and Work Integrated Teaching (WIL) components.
- All continuous summative assessments count towards an integrated assessment mark at the end of the academic year or where indicated at the end of a semester.
- If specific WIL core competencies are a pre-requisite, students must be found competent in all of these (where applicable).
- These Assessment Rules [particularly those regarding deferment and progression] must be read in conjunction with the Provincial Government Western Cape: Departmental Policy for Full-time Higher Education Bursaries
- Refer also to Rules for Progression (point 13) for all qualifications.

### **1. SCOPE**

The Assessment Policy is applicable to all students of the Western Cape College of Nursing and is part of the Quality Management system of the Western Cape College of Nursing.

### **2. THE PURPOSE OF THIS POLICY**

To address all academic issues regarding assessments in all undergraduate subjects; as well as subjects within the structured postgraduate programmes.

### **3. DEFINITIONS**

#### **3.1 Continuous assessments (CA)**

CA is the assessment of students' progress throughout a course of study, rather than exclusively by examination at the end of it. CA is thus an umbrella term, indicating an approach to assessment that includes both formative and summative elements. Continuous Summative Assessments (CSA) (i.e., assessment tasks, assignments, tests, written or oral s, etc.) counts towards students' final continuous assessment mark record. (WCCN Assessment Policy 2016)

#### **3.2 Formative assessment (FA)**

FA is an assessment task (e.g., a 'quiz', a draft of an essay or report in a writing process, or a 'mock exam') intended as a Teaching exercise or as preparation for a continuous summative assessment (e.g., test, assignment, essay, report, assessment). No marks, or a low mark for purposes of encouragement, are allocated to FA exercises. (WCCN Assessment Policy 2016)

#### **3.3 Summative assessment**

Is the assessment of students' progress at the end of a section of work (e.g. assessment tasks, assignments, tests, written or oral assessments), rather than exclusively by final assessment or examination at the end of the semester/year. A minimum of two and maximum of three assessments will be performed for a semester subject. A minimum of three and a maximum of five assessments will be conducted for year subjects. Assessments will contribute equal weight (percentage) towards the final mark.

### 3.4 Subject

Is a discrete discipline or field of teaching e.g. Anatomy. (WCCN Assessment Policy 2016)

## 4 PRINCIPLES WHICH THIS POLICY STRIVES TO UPHOLD

- Credibility
- Transparency
- Universal applicability
- Fairness

## 5 ASSESSMENT RULES

### 5.1 Continuous summative assessment

#### 5.1 Criteria for entry into

##### 5.1.1 *Theory assessments:*

- a student must have a record of a **minimum of 80%** classroom attendance per subject per semester/per year.
- all assignments must be completed and handed in by the given due date all continuous summative assessments must be done by students

##### 5.1.2 *Work Integrated Teaching (WIL) requirements:*

The following entry criteria apply:

- 80% record of WIL hours attendance where applicable prior to each WIL assessment.
- all assignments must be completed and handed in by the given due date.

##### 5.1.3 *Penalty for non-compliance with the theory and WIL requirements:*

- A student will **not** gain entry to the respective theory and WIL assessments if the requirements in 5.1.1 and 5.1.2 are not met.

5.1.4 It is the student's responsibility to apply to the College Management if he/she wishes to cite and prove special circumstances for non-compliance with the theory or WIL requirements.

For progression rules see point 13 of this policy.

### 5.3 **Primary assessment**

The 1st Opportunity to undertake an assessment is considered to be the “primary” assessment.

### 5.4 **Deferred/Supplementary Assessment**

5.4.1 A student who fails or defers the Primary assessment has the opportunity to take the Supplementary or Deferred assessment opportunity.

5.4.2 This assessment will have the same content, format and duration as the Primary assessment.

### 5.5 **Deferred continuous assessment/Supplementary assessment**

5.5.1 The following rules for deferment shall apply to theory and practical continuous summative assessments:

- The College Management may grant a deferment to a student who is unable to take a continuous summative assessment and who has applied for such a deferment according to the prescribed procedure below.
- A student shall apply in writing to the Head of Campus for a deferment.
- The Head of Campus/HOD must receive the application within five (5) working days after the date of the Primary assessment/continuous summative assessment. The deadline is 16:00 on the 5<sup>th</sup> day.
- In the case of **ill health**, a student shall submit an authentic medical certificate from a registered practitioner and/or verifiable supporting documents;
- In the case of **reasonable and verifiable circumstances**, a student shall submit supporting documents such as a police case number or a certificate of death of a nearby family member or in the event of religious and cultural events.
- **One** re-assessment per assessment **may be** provided at the discretion of the lecturer in consultation with the HOD based upon the following:
- The student (1<sup>st</sup> -3<sup>rd</sup> year), Advanced Diploma and Post Graduate Diploma has obtained a mark in the subject of 40-48% for the summative assessments. Fourth year students, Advanced Diploma and Post Graduate Diploma students with one outstanding subject will be granted an opportunity for re-assessments if the integrated mark for that subject is between 35-48%.

- The mark after re-assessment cannot be higher than 50%.
- Students who wrote a deferred (postponed) assessment cannot write/perform a re-assessment.
- Students who failed an assignment/projects/portfolio may re-submit an improved version of the assessment, if the integrated mark for that subject is between 40-48%.
- The mark for such re-submitted assignment may not be more than 50%.

5.5.2 If a student fails a deferred assessment in a subject, **there will not be another opportunity until a next assessment cycle to take a further assessment in that particular subject.** (For the only exception to this rule, see 5.4)

5.5.3 Students may **only repeat a component of a subject (theory or WIL) once.** For the **Bachelor degree in Nursing** Three (3) years will be allowed for completion of the first two (2) years of training, and three (3) years for completion of the third and fourth years of training.

For the **Diploma in Nursing** Three (3) years will be allowed for completion of the first two years of training, and two (2) years for completion of the third year of training.

For the **Higher Certificate in Nursing** Students must complete the programme in a maximum of two (2) years.

For the **Advanced Diploma in Nursing** students must complete the programme in a maximum of two (2) years.

For the **Post Graduate Diplomas in Nursing** students must complete the programme in a maximum of two (2) years.

#### 5.4 **Extra-ordinary circumstances**

If a Primary and/or deferred **continuous summative assessment** was missed, and if approved by Senate, a further opportunity may be considered, but if granted will be taken before the next assessment cycle.

Under extra-ordinary circumstances, (if the Primary and/or Deferred/Supplementary **assessments** were missed and if approved by Senate), a further opportunity may be considered, but if granted will be taken at the next assessment cycle for that subject.

**PLEASE NOTE: Students who do not follow the above procedure for application for deferment will not be allowed to take the deferred continuous assessment.**

## **5.6 Senate Discretionary Assessment (SDE)**

A Senate Discretionary Assessment may be granted by the Head of Campus with permission of the Senate in cases where:

A student owes no more than one (1) subject to complete a programme, provided that the student has written the final assessment or second opportunity assessment and has obtained an overall aggregate of at least 40% for the module.

The final mark for the module shall not exceed 50%.

The SDE assessment will take place in **November\December**.

**There will be no special programs for students who fail a SDE.**

The SDE will have the same content, format and duration as the Primary assessment and will be moderated by the appointed moderator for the subject concerned.

The marks for the SDE will be calculated according to the same criteria as for Primary and Deferred/Supplementary assessments.

All the Assessment Rules are applied to SDE.

**NB: There is no deferment for a SDE.**

## **6 CRITERIA FOR A PASS**

### **6.1 Theory**

To pass, a student must achieve the following:

50% in the integrated summative assessment mark.

### **6.2 WIL**

To pass, a student must achieve the following:

50% in the integrated summative mark

**6.4** In all core subjects students must pass both WIL and Theory component to progress to the next level of study or complete the programme.

## **7 PUBLICATIONS OF RESULTS**

**7.1** The result of a student who does not achieve the **sub-minimum** in the **WIL** assessment will be published as a fail.

**7.2** Supplementary/Deferred assessment results after a failed Primary assessment will be published as pass or fail with a maximum of 50% obtained.

## **8 DISTINCTIONS**

To obtain a distinction a student must have obtained 75% in the Final integrated assessment mark.

**9. Feedback to students regarding FORMATIVE AND SUMMATIVE assessment outcomes:**

- Students will receive feedback regarding an assessment.
- The marks are published and posted on the noticeboards at each campus.
- A markers report will be posted on the notice board providing a summary of how students performed in each question.
- Verbal feedback will be provided in the next block time or other specified time after publication.
- Students will be allowed to look at their script or assignment that they handed in, but may not keep them.
- Students will be able to see the memorandum.
- Students may consult lecturers for clarification purposes.

**10 RE-COUNTS OF MARKS**

- **A student who has failed any assessment may request a re-count of the marks in a script/WIL mark sheet.**

10.1 Request for re-count:

- *A **written request** from a student for a re-count of theory or WIL marks must be received by the Head of Campus **within three (3) working days** from the date of the assessment feedback session.*
- *A fee per script as determined annually by Senate is to accompany the written request in order to activate the commencement of the re-count process.*
- *If, after the re-count, a student passes the assessment there will be a 100% refund of the fee.*
- *If, after the re-count, a student still does not pass, irrespective of more marks having been found, there will be no refund.*
- *The re-count shall be done by an independent person not on the establishment of the Western Cape College of Nursing or the moderator for that subject, approved by an Assessment Committee.*
- *The independent marker should be a specialist in his/her subject and not on the establishment of the Western Cape College of Nursing or of the moderating university for that subject.*
- *The name of the independent marker may be announced after the final results are published only with the consent of the independent marker.*

10.2 Calculation of marks:

- The independent marker's mark is binding;

- The relevant protocol will be applied for a recalculation of the mark to obtain a final mark;
- The recalculated mark is presented to an Assessment Committee for ratification.

10.3 The marks will be published as applicable for all other assessments i.e. percentages given in the case of 1<sup>st</sup> Opportunity assessment and pass/fail in the case of 2<sup>nd</sup> Opportunity assessment.

## 11. MISSED ASSESSMENTS

### 11.1 Written Tests

- Deferred assessments are only for written tests.
- Written proof e.g. a doctor/medical certificate or a death certificate of a family member must accompany a written application that must be submitted within 5 days after the missed opportunity to HOD (WCCN).
- Students who write a deferred (postponed) assessment cannot write/perform a re-assessment.

### 11.2 Assignments/Projects/WIL Guides

- The “Due Date” means that the student must hand in an **assignment/project** on the date specified.
- An opportunity will be granted to a student only in case of illness or on compassionate grounds to hand in an assignment/project that **missed** the due date.
- Students are expected to hand in the **assignment** that is due **on the day they return from sick/compassionate leave**. Written proof e.g. a doctor/medical certificate or a death certificate of a family member must accompany the assignment.

### 11.3 Clinical Assessments

- In case of illness or on compassionate grounds, students are expected to do the **missed clinical assessment** as soon as possible after their return.

- Written proof e.g. a doctor/medical certificate or a death certificate of a family member must be handed in to HOD (WCCN).
- A date will be provided by the Clinical Educator.

#### 11.4 Late submission of assignment/projects

- The “**Due Date**” means that the student must hand in an assignment/project on or before the date and time specified.
- An assignment handed in later than this stipulated date and time will not be marked and deemed as an assessment missed.
- This student in the event of ill health will be allowed to apply for a deferred assessment when presenting evidence such as a sick certificate, a certificate of Death of a close family member or a Police Case number.
- Failure to submit such evidence will result in a student obtaining nil for the assessment.

**NB: In the event of a student not handing in an assignment, there will be no re-assessment allowed and a zero mark will be recorded.**

## **12 MARKING OF ASSESSMENTS**

12.1 All marking of any written continuous assessment must be done in the time frame of twelve (12) working days including five (5) days for moderation.

12.1.1 All marking of assessments must be done as soon as possible to give five (5) working days for moderation.

12.2 A written memorandum\matrix must be available for all assessments.

12.3 To increase reliability where more than one person is marking scripts or assignments adherence to memorandum is crucial. Apply norming marking procedures before marking commences.

12.4 In tests, all empty spaces (including unanswered multiple choice questions) must be cancelled with a red line drawn through them.

12.5 Stop marking once a student has answered the indicated number of questions in a test/ or given the indicated number of examples / symptoms / suggestions etc. in a question.

12.6 Each tick is equivalent to half ( $\frac{1}{2}$ ) a mark unless otherwise indicated on the memorandum

- 12.7 The number of ticks must tally with the mark obtained by the student. In other words, every one mark is equivalent to two ticks unless otherwise indicated on the memorandum in the case of multiple choice questions. Once the student has achieved the maximum marks for a question the lecturer must stop marking, or delete any extra ticks. Extra ticks are deleted by drawing a line through them and initialling next to them.
- 12.8 The total achieved by a student for every section of a question must be expressed as a fraction of the maximum mark, e.g. 4/5 or ½/1.
- 12.9 Marks for sub-sections will be reflected only in the left hand margin; totals for the question will be on top in the middle of the relevant question.
- 12.10 Marks reflected on the cover page of book 1 will reflect the marks of all questions as well as the final score.
- 12.11 To ensure consistency, one lecturer wherever possible, marks the same section of every student's paper.
- 12.12 The adding of marks and the calculation of the percentage of every student must be checked by a second lecturer. That person must sign or initial next to the total for each question and next to the total score and percentage achieved by the student
- 12.13 Marks must be entered on mark sheet in alphabetical order and be submitted with assessments to moderator.
- 12.14 Assessment documents must be couriered where applicable to reach the moderator within 6 working days after assessment or assessment.

### **13 RULES FOR PROGRESSION**

#### **13.1. BACHELOR OF NURSING DEGREE**

<b>Subject name</b>	<b>NQF level of subject</b>	<b>SAQA credits of subject</b>	<b>Compulsory or optional (elective)</b>	<b>Period of study (Year 1, 2, 3 &amp; 4)</b>	<b>Total credits per year</b>
ANATOMY & PHYSIOLOGY I	5	20	Compulsory	Year1	
MICROBIOLOGY	5	10	Compulsory	Year1	
PHYSICS	5	10	Compulsory	Year1	
CHEMISTRY	5	10	Compulsory	Year1	
SOCIOLOGY	5	10	Compulsory	Year1	
ETHOS & PROFESSIONAL PRACTICE 1	5	10	Compulsory	Year1	
NURSING IN THE COMMUNITY 1	5	25	Compulsory	Year1	

NURSING SCIENCE 1	5	25	Compulsory	Year1	
					120
ANATOMY&PHYSIOLOGY 2	6	20	Compulsory	Year2	
SOCIOLOGY	6	10	Compulsory	Year2	
ETHOS & PROFESSIONAL PRACTICE 2	6	15	Compulsory	Year2	
NURSING IN THE COMMUNITY 2	6	20	Compulsory	Year2	
NURSING SCIENCE 2	6	25	Compulsory	Year2	
INTRODUCTION TO MENTAL HEALTH	6	15	Compulsory	Year 2	
PHARMACOLOGY 2	6	15	Compulsory	Year2	
					120
ETHOS & PROFESSIONAL PRACTICE 3	7	15	Compulsory	Year 3	
NURSING IN THE COMMUNITY 3	7	15	Compulsory	Year 3	
COMMUNITY MIDWIFERY	7	30	Compulsory	Year 3	
MENTAL HEALTH	7	20	Compulsory	Year 3	
NURSING SCIENCE 3	7	15	Compulsory	Year 3	
PHARMACOLOGY 3	7	10	Compulsory	Year 3	
BASIC NURSING RESEARCH METHODS	7	15	Compulsory	Year 3	
					120
ETHOS & PROFESSIONAL PRACTICE 4	8	20	Compulsory	Year 4	
NURSING IN THE COMMUNITY 4	8	20	Compulsory	Year 4	
HIGH RISK MIDWIFERY	8	30	Compulsory	Year 4	
RESEARCH PROJECT	8	20	Compulsory	Year 4	
HEALTH SERVICES MANAGEMENT	8	15	Compulsory	Year 4	
PHARMACOLOGY 4	8	15	Compulsory	Year 4	
					120
					480

### 13.2 General rules of progression and promotion

- a) Students must obtain 50% to pass a subject. – See Assessment Policy WCCN/2018/6.
- b) Students must obtain 50% in the Work Integrated Learning (WIL) component and 50% in the theoretical component in each core subject to pass the subject.

- c) Proof must be submitted that 100% of actual WIL hours per year level as calculated were completed for progression to the next level of study.
- d) This rule will not apply to students who submitted written proof of extended period of illness and or pregnancy.
- e) Three (3) years will be allowed for completion of the first two (2) years of teaching, and three (3) years for completion of the third and fourth years of teaching.

Students will be allowed to carry subjects as indicated, provided there are no timetable clashes.

### **13.3 Progression (promotion) year rules:**

#### *13.3.1 LEVEL 1*

In order to promote to the 2<sup>nd</sup> level:

All subjects (Theory and WIL) must be passed, however microbiology may be carried to the next level of study.

A student must at least pass (5) five of the (8) eight subjects

**General rules of progression and promotion must be adhered to.**

#### *13.3.2 LEVEL 2*

In order to promote to the 3<sup>rd</sup> level:

The student must pass all subjects, except Sociology, that may be carried to the next level of study.

**General rules of progression and promotion must be adhered to.**

#### *13.3.3 LEVEL 3*

In order to promote to 4<sup>th</sup> level:

The student must have completed all subjects of level 1-3

**General rules of progression and promotion must be adhered to.**

#### *13.3.4 LEVEL 4 / Completion rule:*

**General rules of progression and promotion must be adhered to.**

Students are required to complete the 480 credits of the degree as well as 1970 WIL hours to obtain the qualification. This is required before a student can commence community services as stipulated by SANC.

### 13.4.1 DIPLOMA IN NURSING

SUBJECT NAME	SUBJECT CODE	NQF LEVEL OF SUBJECT	SAQA CREDITS OF SUBJECT	COMPULSORY OR OPTIONAL (ELECTIVE)	PERIOD OF STUDY (YEAR 1, 2, 3 & 4)	TOTAL CREDITS PER YEAR
<b>YEAR 1:</b>						<b>120</b>
APPLIED ANATOMY AND PHYSIOLOGY	AAP100	5	15	C	1	
APPLIED PHYSICS, CHEMISTRY AND MICROBIOLOGY	APM100	5	7.5	C	1	
APPLIED PSYCOSOCIAL SCIENCE	APS100	5	7.5	C	1	
ETHOS AND PROFESSIONAL PRACTISE 1	EPP100	5	25	C	1	
NURSING IN THE COMMUNITY 1	NIC100	5	35	C	1	
NURSING SCIENCE 1	NUR100	5	30	C	1	
<b>YEAR 2</b>						<b>125</b>
PHARMACOLOGY FOR NURSES	PFN200	6	10	C	2	
NURSING SCIENCE 2	NUR200	6	30	C	2	
ETHOS AND PROFESSIONAL PRACTISE 2	EPP200	6	30	C	2	
NURSING IN THE COMMUNITY 2	NUR200	6	35	C	2	
INTRODUCTION TO MENTAL HEALTH	IMH200	6	20	C	2	
<b>YEAR 3</b>						<b>125</b>
NURSING SCIENCE 3	NUR300	6	20	C	3	
ETHOS AND PROFESSIONAL PRACTISE 3	EPP300	6	20	C	3	

NURSING IN THE COMMUNITY 3	NIC300	6	25	C	3	
MATERNAL, CHILD AND WOMEN'S HEALTH CARE	MCW300	6	25	C	3	
NURSING UNIT MANAGEMENT	NUM300	6	25	C	3	
			370			

#### 13.4.2 General rules of progression and promotion:

- a) Students must obtain 50% to pass a subject. – See Assessment Policy WCCN/2018/6.
- b) Students must obtain 50% in the WIL component and 50% in the theoretical component in each core subject to pass to the next level of study.
- c) Proof must be submitted that 100% of actual WIL hours per year level were completed for progression to the next level of study.
- d) This rule will not be applied if a student produces written proof of a prolonged illness or pregnancy.  
Students must complete each level of the programme in a maximum of two years.
- e) Three (3) years will be allowed for completion of the first two (2) years of teaching, and two (2) years for completion of the third year of teaching.

#### 13.3 Progression (promotion) year rules:

##### 13.3.1 LEVEL 1

To promote to the 2nd level:

All subjects (Theory and WIL) must be passed, however Applied Physics, Chemistry and Microbiology (APM100) may be carried to the next level of study.

**General rules of progression and promotion must be adhered to.**

##### 13.3.2 LEVEL 2

To promote to the 3<sup>rd</sup> level:

All subjects (Theory and WIL) must be passed however Applied Physics, Chemistry and Microbiology (APM100) may be carried to the next level of study.

**General rules of progression and promotion must be adhered to.**

##### 13.3.3 LEVEL 3 -Completion criteria:

**General rules of progression and promotion must be adhered to.**

### 13.4 . Higher Certificate in Nursing

Subject name	NQF level of subject	SAQA credits of subject	Compulsory or optional (elective)	Period of study (Year 1, 2, 3 & 4)	Total credits per year
Biological Science 1	5	20	Compulsory	Year 1	120
Community Health Care 1	5	30	Compulsory	Year 1	
Basic Nursing Care 1	5	40	Compulsory	Year 1	
First Aid	5	10	Compulsory	Year 1	
Nursing Ethos & Professional Practice 1	5	25	Compulsory	Year 1	
Total credits		120			

#### 13.4.1 Students must complete the one-year Higher Certificate in a maximum of two years.

- Aspects such as prerequisites and carrying of subjects does not apply to a one-year programme.
- Students must obtain 50% to pass a subject. See Assessment Policy WCCN/2018/6.
- Proof must be submitted that 100% of actual WIL hours per year level were completed.

#### Students must complete the programme in a maximum of two (2) years.

#### 13. 5 For the **Advanced Diploma in Nursing** students must complete the programme in a maximum of two (2) years.

- Aspects such as prerequisites and carrying of subjects does not apply to a one-year programme.
- Students must obtain 50% to pass a subject. See Assessment Policy WCCN/2018/6.
- Proof must be submitted that 100% of actual WIL hours per year level were completed.

- d) A student who has failed and must repeat theory and/or WIL, must repeat all the assessments related to the theory and/or WIL for the year, whichever is appropriate.
- e) A student retains credit for a subject passed.

13.6 For the **Post Graduate Diplomas in Nursing** students must complete the programme in a maximum of two (2) years.

- a) Aspects such as prerequisites and carrying of subjects does not apply to a one-year programme.
- b) Students must obtain 50% to pass a subject. See Assessment Policy WCCN/2018/6.
- c) Proof must be submitted that 100% of actual WIL hours per year level were completed.
- d) A student who has failed and must repeat theory and/or WIL, must repeat all the assessments related to the theory and/or WIL for the year, whichever is appropriate.
- e) A student retains credit for a subject passed.