


**WESTERN CAPE COLLEGE OF NURSING (WCCN) STANDARD OPERATIONAL PROCEDURE
(SOP) FOR UPLOADING AND PUBLICATION OF MARKS**

SOP for uploading of marks and publication of marks.	
Compiled by: WCCN HOC's, HOD's and input by CDC forum members	Date: 8 September 2021
Signed: 	Date: 9 September 2021

Section A

Uploading of Marks

1. Lecturers per Campus will upload subject marks on the MAS System, pre- moderation. The Head of Department\Lecturer will verify marks electronically. On a Multi Campus Level the Internal Moderator can access mark sheet electronically. Head of Department to print mark sheet to be send to external moderators.
2. After moderation and checking of moderated marks by lecturers at a multi-campus level, signed-off by the Head of Department, the final assessment marks should be uploaded onto the MAS System not later than **12 working days** after an assessment date.
3. This final mark sheet for publication will be available on the MAS System and sent via email by the Student Matters Department (SMD) to the Heads of Campuses, Head of Academia, Head of Department, Head of student matters and Teaching and Learning.
4. Electronic audit reports will be available on the MAS System indicated all changes made to uploaded marks.
5. Uploading of marks will be audited via the electronic audit trail.
6. Keep all records for any changes of marks. Mark sheets with changes will be printed and signed-off by the Head of Department and will be kept for record keeping by die Student Matters Department (SMD).
7. All assessment marks will be published not later than **12 working days** after the assessment on MOODLE to give the students an opportunity to verify their marks.
8. Students will have (3) working days from the date of the assessment feedback session to submit a written request to the Head of Campus for a re-count or re-mark of theory or WIL.
9. A hard copy of all final publication must be kept in the office of Student Matters.

Section B

Processing of final marks for semester/ year subjects

1. Final assessment results are computed by the Student Matters Department (SMD).
2. On the MAS a schedule of provisional assessment results will be created for discussion and finalisation of marks. Student Matters Department will be responsible for the mentioned process.
3. The Head of Department and SMD should ensure that students are accurately registered on MAS with regards to the offering type, subject type and class groups.
4. The SMD enters the assessment weightings onto the MAS System before the due date as set by Senate.
5. Lecturers enter the assessment results onto the MAS System not later than 12 working days after the assessment date.
6. Lecturers will only use MAS generated spreadsheets for uploading of assessment results.
7. The Head of Department sign off the assessment sheet after the final assessment indicating that the assessment sheet is correct and that the students are registered correctly.
8. The final assessment marks will be published on MOODLE on the final publication date as indicated on the Academic calendar.
9. This uploaded final mark sheet for publication will be sent via email to the Heads of Campuses, Head of Academia, Head of Department, Head of student matters and Teaching and Learning.
10. The final assessment sheet is printed and signed by both the Head of Department and SMD and will be kept in the SMD office for record keeping.
11. Uploading of marks will be audited via the electronic audit trail.
12. Keep all records of any changes of marks.
13. Where students' marks are incorrect, the corrected changes will be printed and signed-off by the Head of Department and will be kept for record keeping by the Student Matters Department (SMD).

Section C**Publishing of marks**

1. Student Matters Department (SMD) will publish all assessment results no later than 12 working days after the assessment on MOODLE.
2. The uploaded final mark sheet for publication will be sent via email to the Heads of Campuses, Head of Academia, Head of Department, Head of student matters and Teaching and Learning. (Utilize Addendum 1 is mark sheet is hard copy)
3. Electronic audit reports will be kept of every upload and change.
4. Uploading of marks will be audited via the electronic audit trail.
5. All assessment marks will be published not later than 12 working days after the assessment on MOODLE to give the students an opportunity to verify their marks.
6. Students will have (3) working days from the date of the assessment feedback session to submit a written request to the Head of Campus for a re-count or re-mark of theory or WIL.
7. A hard copy of all final publication must be kept in the office of Student Matters.
8. There is a closing/cut-off date as indicating in the academic calendar for upload of final semester/ year subject marks.
9. Any late submission of assessment results after the institutional closing date must be communicated to the SMD who will take the matter to Senate.
10. Final assessment results are published by the SMD. This uploaded final mark sheets will be sent via email to the Heads of Campuses, Head of Academia, Head of Department, Head of student matters and Teaching and Learning.
11. The marks will be published on MOODLE.

Section D Archiving

1. All summative assessment hard copies and electronic copies are to be kept by the SMD for a period of five years.
2. All moderated assessments should be stored by SMD.

Addendum 1 Format of publication of marks document



WESTERN CAPE COLLEGE OF NURSING

Class List for subject
Subject Code NIC100D
Year Level 1st Year
Qualification: R171 Diploma in Nursing
Department: Nursing
Campus Southern Cape Karoo
Lecturer Mrs E Wiese
Programme Coordinator Ms H Loubser
Calendar Year and Semester 2021
Number of students 50

			25%	25%	25%	25%
			Written Test	Assignment	Written Test	Workbook
Number	STUDENT NUMBER	FEM	TEST 1	TEST 2	TEST 3	TEST 4
1.	2021R171292099					
2.						

HOD signature

HOD Student Matters

DATE:

