




WESTERN CAPE COLLEGE OF NURSING (WCCN) STANDARD OPERATIONAL PROCEDURE (SOP) COMPILATION OF AN ASSESSMENT SCHEDULE

| STANDARD OPERATIONAL PROCEDURE (SOP) COMPILATION OF AN ASSESSMENT SCHEDULE | |
|--|---|
| Compiled by: WCCN HOC's, HOD's | 8 March 2022 |
| Signature:  | 20 April 2022 1 August 2024 updated |
| Definitions | <p>Assessments consist of:</p> <p>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 orals, etc.) counts towards students' final continuous assessment mark record (WCCN Assessment Policy 2016).</p> <p>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).</p> <p>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.</p> <p>Primary assessment The 1st Opportunity to undertake an assessment is the "primary" assessment.</p> <p>Senate Discretionary Assessment (SDA) 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</p> |



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%.

Deferred/Supplementary Assessment/Re-assessment

A student who fails or defers the Primary assessment has the opportunity to take the Supplementary/Re-assessment or Deferred assessment opportunity. This assessment will have the same content, format and duration as the Primary assessment.

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 5th 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.
- 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.

Re-assessment

- **One** re-assessment per assessment\assignment\ project\portfolio **may be** provided at the discretion of the lecturer in consultation with the HOD based upon the following:
- The undergraduate, Advanced Diploma and Post Graduate Diploma students have obtained a mark in the subject below 48% for the summative assessments.
- Final year undergraduate 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%, to complete programme.

| | |
|--|--|
| | <p>Exam schedule:</p> <ul style="list-style-type: none"> • Excel spreadsheet depicting timelines for assessment activities • Assessment (Examination) clerk person designated at central administration to distribute assessment papers and scripts to all campuses prior to the assessment. |
| Purpose: | To ensure that assessment schedule depicts the timeframes regarding assessment compilation, moderation, assessment dates, re-assessment dates and publication of marks to support a standardised process across campuses and to ensure uniformity in implementation. |
| Information to students | 1. The assessment schedule (see Addendum 1) must be provided to students via Moodle at the beginning of the academic year. |
| Developing the assessment schedule | |
| Preparing the examination schedule | <ol style="list-style-type: none"> 1. Determine the coordinators for different tasks such as theory or Work Integrated Learning (WIL) in each subject\year group. 2. Use the exposition\breakdown of learning time, master educational plan, and timetable\teaching roster to plan the assessment schedule. 3. Develop an assessment (examination) schedule for each subject to guide lecturers – subject coordinators to complete tasks. This will ensure adherence to timelines. 4. The assessment schedule must be completed the previous academic year, signed by the Academic Head. 5. Ensure that changes in teaching approaches can be accommodated (alignment of teaching and assessment). |
| Timelines for developing an assessment schedule | <p>Assessment schedule must allow for:</p> <ul style="list-style-type: none"> • Assessment tasks to be prepared at least six months in advance. • Availability of assessments (formative, summative and deferred\re-assessment) at least 14 working days before first assessment date. • Distribution of assessments to rural campuses at least 14 working days before the first assessment date (formative, summative and deferred\re-assessment is sent as a package to the campus). • Input from all campuses in developing questions, compilation of task and quality assurance. • Five (5) working days to moderate for pre-assessment moderation. • Five (5) working days to moderate for post-assessment moderation. • The maximum days for marking including courier of scripts are seven (7) working days after assessment or examination. • The HOD to conduct a meeting, day 13, to discuss marks and moderation report; identify subjects and students at risk. Devise quality improvement measures. The method of assessment feedback to the students are discussed as well as the date before deferred or re-assessment. • Publication of marks not later than 14 working days after the assessment on iLearn to give the students an opportunity to verify their marks. • Three (3) working days for students 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. • Deferred/re-assessment must take place at least 18 working days after |

| | |
|-----------------------------|---|
| | <p>publication.</p> <ul style="list-style-type: none"> In case of the last assessment for the subject or programme in the academic year the deferred/re-assessment can take place at least 10 working days after the publication. |
| Assessments | See SOP: Marking assessments and SOP Compilation of assessment tasks. |
| Moderation | See SOP: Moderation. |
| Assignments | See SOP: Assignment instructions |
| Publication of marks | See SOP: Publication and uploading of marks |

Addendum 1



Assessment
schedule 2024_R171