


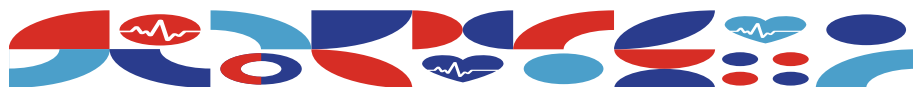





## WESTERN CAPE COLLEGE OF NURSING (WCCN) STANDARD OPERATIONAL PROCEDURE (SOP) PROGRESSION

STANDARD OPERATIONAL PROCEDURE (SOP) PROGRESSION	
Compiled by: WCCN HOC's, HOD's, Examination Clerk	
Date:	7 May 2024
Signature:	
Definitions	<p><b>Borderline marks</b></p> <p>If there are any borderline cases after calculation, the following could be applied to the student's final marks at the examination board meeting:</p> <p>48% changed to 50%</p> <p>73% to 75% if at least another 75% or more was obtained during that assessment period.</p> <p>(This consideration will consider the academic performance of a student since his first year at the WCCN, and the possibility of extenuating circumstances which impacted on the current examination cycle (as put forward by a student).</p> <p><b>Deferred</b></p> <p>Deferred refers to the student's option to temporarily suspend their programme on the basis of a medical condition or pregnancy and continue the programme in the following academic year.</p> <p><b>Fail/ repeat</b></p> <p>Students who achieved less than 50% in integrated summative assessment marks in theory and all WIL assessments have the option of repeating the subject in the following academic year.</p> <p>There are no blanket amendments of borderline marks and each student will be dealt with as an individual.)</p> <p><b>Pass</b></p> <p>Students must achieve 50% in the integrated summative assessment mark of fundamental subjects. In all core subjects' students must pass every WIL assessment with a sub minimum of 50% and Theory</p>




	<p>component with an integrated mark of 50% to progress to the next level of study or complete the programme.</p> <p><b>Progression</b> Progression refers to a review of the students' academic progress at the end of an academic year indicating eligibility to complete a programme or be promoted to a higher year level.</p> <p><b>Senate Discretionary Assessment (SDA)</b> A Senate Discretionary Assessment may be granted by the Registrar Academia and Research (<b>RA</b>) 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%.</p>
<b>The progression meetings</b>	
<b>Purpose:</b>	The purpose of the assessment progression meeting is to discuss and review the students' academic progress, particularly related to their examinations and assessments. This SOP serves as a guide to ensure an efficient and fair review of the students' academic progress.
<b>Provisional Progression Meeting</b>	<p>This meeting is scheduled at the end of the academic year by the Examination Office to</p> <ul style="list-style-type: none"> <li>• review assessment results prepared by the Examination Clerk</li> <li>• identify students' provisional progression status and</li> <li>• follow up on outstanding assessment results/queries</li> </ul>
<b>Final Progression Meeting</b>	<p>This meeting is scheduled on a date after the provisional progression meeting at the end of the assessment cycle</p> <ul style="list-style-type: none"> <li>• to present the long sheet prepared by the Year Clerk, including the marks</li> <li>• and review the students' final progression status</li> </ul>
<b>During the Progression Meeting</b>	<ul style="list-style-type: none"> <li>• Progression rules are confirmed</li> <li>• WIL and Theory performance is read out <ul style="list-style-type: none"> <li>• clinical hours,</li> <li>• deficit hours</li> <li>• workbooks</li> <li>• WIL progression,</li> <li>• marks per subject</li> <li>• and theory progression</li> </ul> </li> <li>• Final progression status is indicated</li> </ul>
<b>Final Progression Status</b>	<p><b>The final progression status of the student is indicated on the longsheet as one of the following;</b></p> <ul style="list-style-type: none"> <li>• Pass</li> <li>• Fail/ repeat</li> <li>• Deferred</li> <li>• SDA</li> </ul>



<b>After the Progression Meeting</b>	<ul style="list-style-type: none"> <li>The Year Clerk sends the final longsheet to the Examination Clerk and HOD immediately after the meeting</li> <li>The Examination Clerk prepares the publication document and sends it to the HOD</li> <li>The HOD signs the publication list and sends it to the Examination Clerk and the Registrar Academia and Research signs the publication list.</li> </ul>
<b>Publication of the Final Progression Results</b>	<ul style="list-style-type: none"> <li>The Examination Clerk publishes the results on iLearn within one day</li> <li>And sends copies of the results per campus to HOCs, HODs and RA</li> </ul>
<b>Notifications sent to students after publication of the results</b>	
<b>Pass</b>	<ul style="list-style-type: none"> <li><b>The Examination Clerk issues a statement of results to the student (Addendum 1)</b></li> </ul>  <p>Statement of Results - 1st year 20:</p>
<b>Fail/Repeat</b>	<ul style="list-style-type: none"> <li><b>The HOD sends the student a letter indicating the repeat subjects for registration and date of commencement (Addendum 2)</b></li> </ul>  <p>Letter to Student-Fail repeat.</p>
<b>Senate Discretionary Assessment (SDA)</b>	<ul style="list-style-type: none"> <li><b>A student with only one subject outstanding to obtain a qualification can apply for an SDA</b></li> <li><b>The completed SDA application (Addendum 3) is sent to the Registrar Academia and Research</b></li> </ul>  <p>Draft SDA Application.docx</p>
<b>Response to a SDA Application</b>	<ul style="list-style-type: none"> <li>The application is approved at the discretion of the Registrar Academia and Research</li> <li>The approved application is signed off by the Registrar Academia and Research and returned to the HOD and student</li> <li>The Lecturer informs the student of the assessment date</li> </ul>
<b>Preparation for a SDA</b>	<ul style="list-style-type: none"> <li>The Lecturer <ul style="list-style-type: none"> <li>Schedules the assessment</li> <li>Informs the student of the assessment date</li> <li>Drafts the assessment</li> <li>Sends the assessment to the moderator</li> <li>Prints the assessment and keeps it in the safe</li> </ul> </li> </ul>
<b>Publication of SDA Results</b>	<ul style="list-style-type: none"> <li>The HOD signs the publication list and sends it to the Examination Clerk and Registrar Academia and Research</li> <li>Registrar Academia and Research signs the publication list and sends it back to the Examination Clerk</li> <li>The Examination Clerk publishes the results on iLearn within one day</li> </ul>



	<ul style="list-style-type: none"> <li>• And send copies of the results via email to the HOCs, HODs and RA</li> <li>• The HOD emails the results to the student</li> </ul>
<b>Deferment</b>	<ul style="list-style-type: none"> <li>• This applies to students who had their training deferred during the course of the academic year on the grounds of ill-health or pregnancy.</li> </ul>
<b>Deferment Letter</b>	<ul style="list-style-type: none"> <li>• <b>The HOD sends the student a letter indicating the following</b> <ul style="list-style-type: none"> <li>○ Subjects for registration</li> <li>○ Unit</li> <li>○ Commencement date (as per roster)</li> <li>○ Assessments to be completed</li> <li>○ Clinical Hours</li> </ul> </li> </ul> <div style="text-align: center;">  <p>Draft Letter to Students-deferment</p> <p><b>(Addendum 4)</b></p> </div>
<b>Deferment Information</b>	<ul style="list-style-type: none"> <li>• The deferment letter is sent to the student via email (cc HOC, lecturer and campus and year level clerk)</li> <li>• A hard copy is given to the student on registration</li> <li>• The student signs receipt of the letter and a copy goes on the students file</li> </ul>

19/03/2024 psrp/ amended 16/04/2024 psrp/TB/AT



## ADDENDUM 1



**Western Cape College Of Nursing**  
Private Bag X2, SURWELL, 7762  
De La Haye Road, Thalman, Stikland 7535

**Ms A Daniels**

Central Administration

Annelize.Daniels@westerncape.gov.za | Tel: 021 831 5807

### STATEMENT OF RESULTS

Name :  
Student Number :  
Training Campus : Southern Cape Karoo Campus  
Commencement Date :  
Course : R171: Diploma in General Nursing

1 <sup>ST</sup> YEAR		
SUBJECT	FINAL EXAMINATION MARK	COMMENT
ANATOMY AND PHYSIOLOGY	76	DISTINCTION
APPLIED PHYSICS, CHEMISTRY & MICROBIOLOGY	77	DISTINCTION
APPLIED PSYCHOSOCIAL SCIENCE	78	DISTINCTION
ETHOS & PROFESSIONAL PRACTICE 1	87	DISTINCTION
NURSING IN THE COMMUNITY 1	90	DISTINCTION
NURSING SCIENCE 1	75	DISTINCTION

Additional Information:

The above results are the final outcome of the 2023 assessment cycle. Twenty five percent of each assessment contributes towards the final examination mark per subject. Although the institution does everything possible to publish the results, errors may still occur. An error does not give the candidate the right to a pass mark or award of a diploma.

Should you have any queries regarding the above results please see the relevant Head of Department.

Kind regards

**MRS L KIRSTEIN**  
**HOD: Academic Administration**

**Western Cape Government: Health & Wellness**  
**Western Cape College of Nursing**

**09 JANUARY 2024**

Private Bag  
Surwell  
7762

DATE: 09 JANUARY 2024



## ADDENDUM 2



Western Cape College of Nursing  
Central: Metro East  
De La Haye Avenue, Stikland, Cape Town 7530  
Ms P.S. R. Prinsloo  
Head of Department: R169 & R171 (1ST Yr)  
Pearl.Prinsloo@westerncape.gov.za Tel: 021 831 5803

25 January 2024

Dear Benita Windvogel

### **R169 2024: REGISTRATION FOR REPEAT SUBJECTS – BOLAND WINDVOGEL, B. 230000186**

The R169 December 2023 publication of progression outcomes refers.

#### **Repeat/Fail Subjects:**

<b>BIOLOGICAL SCIENCE 1 (BIO 100HC)</b>	<b>BASIC NURSING CARE 1 (BNC 100HC)</b>	<b>COMMUNITY HEALTH CARE 1 (CHC 100HC)</b>	<b>FIRST AID (FAD 100HC)</b>	<b>NURSING ETHOS AND PROFESSIONAL PRACTICE 1 (NEP 100D)</b>
<b>REPEAT</b>	<b>REPEAT</b>	<b>REPEAT</b>	PASS	<b>REPEAT</b>

Date of Registration and Commencement: **12 February 2024**

Students who had failed/ repeat results are reminded that the following rules apply;

- Students have to register for the subjects they have to repeat in 2024
- Students have to pay all registration and related costs
- All certified documents required for registration must be submitted for registration
- Registration information can be obtained from the relevant Admin Clerk at the campus
- Students will register and commence on the date that the first subject starts in 2024, date as indicated above
- Students who failed theory or WIL of a subject in 2023, must repeat both theory and WIL in 2024. This includes all classes, assessments, clinical hours etc.
- NB: there are no credits of failed subjects carried over from 2023

Failure to register and repeat the subjects as indicated will lead to termination from the R169 programme.

**P. PRINSLOO (Miss)**  
**HEAD OF DEPARTMENT: R169 & R171 (1<sup>st</sup> Yr)**



**ADDENDUM 3**



**APPLICATION FOR A SENATE DISCRETIONARY ASSESSMENT (SDA)**

**For Attention:** Dr T Bock, Deputy Director: Registrar Academia and Research

**APPLICANT DETAILS:**

<b>Name:</b>	
<b>Surname:</b>	
<b>Student Number:</b>	
<b>Campus:</b>	
<b>Academic Year:</b>	
<b>Programme:</b>	
<b>Year Level:</b>	
<b>Subject:</b>	
<b>Assessment:</b>	
<b>Address:</b>	
<b>Cell Number:</b>	
<b>Email Address/es</b>	

I (Name Surname) \_\_\_\_\_ hereby apply to WCCN Senate to grant me a Senate Discretionary Assessment in respect of (Subject) \_\_\_\_\_. This is the only subject that I need to pass in order to complete the programme and obtain the qualification.

.....  
 .....  
 Student Signature

Date

<i>For Office Use Only:</i>	
Approved / Not approved	
<b>Approved by:</b>	<b>Job</b>
<b>Title:</b> .....	
<b>Signature:</b>	
<b>Date:</b> .....	

**ADDENDUM 4**





Western Cape College of Nursing  
Central: Metro East  
De La Haye Avenue, Stikland, Cape Town 7530  
Ms P.S. R. Prinsloo  
Head of Department: R169 & R171 (1ST Yr)  
Pearl.Prinsloo@westerncape.gov.za Tel: 021 831 5803

26 January 2024

Dear .....

**R169 2024: REGISTRATION FOR DEFERRED SUBJECTS – SURNAME, INITIAL, STUDENT NUMBER- CAMPUS,**

Please note that you are required to register for the follow subjects and complete the assessments as indicated;

**Deferred Subjects and Assessments**

SUBJECT	BIOLOGICAL SCIENCE 1 (BIO 100HC)	BASIC NURSING CARE 1 (BNC 100HC)	COMMUNITY HEALTH CARE 1	BIOLOGICAL SCIENCE 1 (BIO 100HC)	BASIC NURSING CARE 1 (BNC 100HC)
<b>Assessments</b>	T3, T4	T1, T2, T3, T4	T2, T3, T4	N/A-PASSED	T2, T3, T4

Date of Registration and Commencement: **12 February 2024**

Students who had deferred subjects are reminded that the following rules apply;

- Students must apply for registration in 2024
- Students have to pay registration fees
- Registration information can be obtained from the relevant Admin Clerk at the campus
- Students must register and commence on the date that the first subject starts in 2024, date as indicated above
- Class attendance:
  - Students will retain credits for 2023 class attendance.
  - Students must attend all the relevant classes of the deferred subjects in 2024.
- Clinical/WIL:
  - Students are required to submit all records of completed clinical hours of 2023 on registration.
  - Students will retain credits for clinical hours and competencies completed in 2023.
  - The student's 2024 clinical placement will be based on the deficit hours identified in the student's records.

Failure to register and complete the subjects as indicated will lead to termination from the R169 programme.

**(NAME OF HOD)  
HEAD OF DEPARTMENT:**

