



Examination Policy

CEDAR INTERNATIONAL ACADEMY NPC

DHET Registration Certificate No.2021/HE08/001

Company Reg. No. 2016/531101/08

Issue Date	2017.02.21
Revised	2023.11.29
Approved	2023.11.29
Authorised	2023.11.29 <i>Almaad</i> (CEO)
Next Review	2026

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Purpose

- 1) This policy sets out guidelines for examination procedures to ensure reliability, validity, consistency and transparency.

Scope

- 2) This policy applies to students and staff. Invigilators must be acquainted with the policy to ensure the smooth running and integrity of examinations (Examination Manual available – Staff Share > Policies). This policy should be read in conjunction with the Assessment and Moderation Policy.

General Implementation

- 3) Examination dates and venues are provided on an examination timetable as part of the assessment calendar.
- 4) The examination timetable will be made available to students via the notice board and/or digital communications.
- 5) Students are responsible for finding and reporting examination timetable clashes. Clashes shall be reported to the Registrar in writing within a week of the release of the timetable to allow time to make timetabling changes. Only in exceptional cases will examination timetables be changed.
- 6) As much as possible, supervised examinations should:
 - a. not be held at night;
 - b. not be scheduled on weekends or public holidays; and
 - c. be confined to the official examination periods at the end of each semester.
- 7) Out-of-session examinations must be approved by Academic Management. Students must be given at least one week's notice regarding an out-of-session examination.
- 8) Examination room bookings will be given priority over other bookings.
- 9) Examination questions should be significantly different between teaching periods. This allows past exam paper questions to be used as a teaching/learning resource without compromising exam security. Questions could potentially be 'recycled' on a 3 – 4-year cycle.
- 10) No student will be allowed access to an examination venue without acceptable proof of his/her identity. If a student does not have proof of identity, he/she must report to the Registrar at least three days before the examination to discuss options regarding acceptable proof of identity.
- 11) The name of the examiner, the moderator, date and time of the examination, length of the examination paper, total of marks, module name and code must appear on the examination paper cover page.
- 12) A document with solutions, model answers, or a rubric must be compiled for every examination to assist the marking process.

- 13) Staff involved in examination supervision shall be required to familiarise themselves with the Examination Manual and should take the manual into the examination room as a quick reference where uncertainty arises.

Procedures

Moderation requirements

- 14) All examination papers with accompanying documents must be moderated internally or externally **before** being written (must be submitted for moderation at least 4 weeks before the semester begins).
- 15) Examinations designed for fourth-year students are benchmarked by suitably qualified moderators (see Assessment & Moderation Policy section 27-30) to ensure consistency and relevant standards are maintained.
- 16) Benchmarking and/or moderation of marked examination papers shall be completed before final marks are released.
- 17) Moderators will complete the 'Moderation of Marked Work Samples' form and return the examination scripts together with the form.
- 18) The Programme Coordinator oversees moderation filing and possible mark adjustments.
- 19) In cases where the moderated marks differ more than 10% a script, the Programme Coordinator and Academic Management will be notified so that the corresponding lecturer can be informed, and relevant and meaningful discussions can be entered into.
- 20) Moderators must bear the following in mind:
 - a. content of the module
 - b. purpose of the module
 - c. learning outcomes of the module
 - d. NQF level of the module
 - e. assessment criteria
 - f. appropriate time of exam
 - g. Bloom's taxonomy and Cedar's Examination Guidelines (see Appendix A)

Examination Security Measures

- 21) Printing of examination papers shall take place in a secure environment, by appointed staff, under supervision of the Registrar.
- 22) Printing should take place reasonably close to the scheduled examination time to reduce the security risk of having it on physical papers.
- 23) Examination papers are kept in the secure room designated for this purpose.
- 24) The Registrar or nominated delegate is responsible for:
 - a. the distribution of examination papers to relevant invigilating staff.
 - b. the safe keeping of examination scripts and accompanying documents;
 - c. delivering examination papers in a sealed envelope to the examination room; and
 - d. inspecting the examination venue for appropriateness as an examination environment before the session starts.

Invigilation

- 25) Invigilators shall:
 - a. oversee the process in the examination venue;
 - b. place students in the best possible way to ensure integrity and security at all times;
 - c. ask each student to produce acceptable proof of his/her identity;
 - d. inspect permissible materials and items such as writing materials or calculators for unacceptable notes (students shall have only the necessary items before them and place their pencil case on the floor);
 - e. ensure electronic devices have Internet and intranet connections switched off where such devices are allowed;
 - f. request students to hand in watches and cell phones for the duration of the examination period;
 - g. make sure that the students understand and sign the examination cover page instructions;
 - h. provide 10 minutes of reading time before the examination begins;
 - i. give clear instructions to students to commence writing at the time stipulated for the examination to start;
 - j. remain focused on the invigilation process at all times;
 - k. sign the attendance register for each subject; and
 - l. ensure that all examination scripts are collected from students, are never left unattended, and are returned to the Registrar directly after the examination is completed.
- 26) Where possible, two invigilators shall be appointed to supervise each examination session. A single invigilator may be appointed if no more than ten students are attending an examination session. A single invigilator requiring assistance, shall text message a colleague who is on standby when a situation calls for two invigilators, such as a student requesting leave for a toilet break.
- 27) Students must be at the examination venue at least 15 minutes before the exam is scheduled to begin.
- 28) Only in exceptional circumstances will a student be admitted to the examination venue after the examination has started and under no circumstances after the examination has been in progress for 30 minutes or more, in which case the student will be regarded as absent without reason. Students are not permitted to leave the examination venue in the first 30 minutes of the exam or in the last 30 minutes.
- 29) Students are to hand in all examination papers prior to leaving the examination venue. Students leaving the examination venue without handing in their papers will:
 - a. forfeit all marks deriving from questions that leave the examination venue; or
 - b. fail the examination.
- 30) As soon as a student has handed in his/her examination script, he/she must quietly leave the examination venue once the invigilator gives consent to do so, providing it is not in the last 30 minutes of the examination time.

- 31) During the examination students must not:
 - a. help any other student;
 - b. get help or attempt to get help from anyone;
 - c. communicate with anyone else;
 - d. read or copy another person's work;
 - e. borrow or lend stationery to another student without permission from the invigilator.
- 32) Any and all questions must be directed to the invigilator. Students shall remain seated and raise a hand to gain the attention of an invigilator.
- 33) Invigilators may not provide any assistance to students other than measures pre-approved for special circumstances according to the instructions on the cover page relating to students with special needs.
- 34) Use of translation dictionaries in examinations.
 - a. Translation dictionaries are prohibited in examinations.
 - b. Additional time allocations for language will not be made.
- 35) Conduct in examinations and use of electronic devices.
 - a. All students are required to obey any reasonable instructions from invigilators. Failure to follow invigilators' reasonable instructions may constitute misconduct and students may be requested to leave the examination room immediately.
 - b. For security reasons, no hats, caps or any other headdresses may be worn during an examination. If a student has good reason for wearing some form of head covering, the invigilator may request to inspect the headgear whilst respecting the privacy of the student.
 - c. No food shall be brought into an examination venue. Students are permitted to bring drinking water in a sealable flask.
 - d. Students requesting to use the toilet must obtain approval from the invigilator and not leave the examination room without being accompanied.
 - e. Anyone entering an examination venue accidentally or without permission must be asked to leave by an invigilator immediately.
 - f. No electronic devices are permitted in examinations, except for calculators consistent with the following clause, or devices approved for students requiring access and inclusion tools to compensate for specific disabilities.
 - g. Where calculators are permitted there are restrictions on the models allowed. Calculators that are not permitted models, or calculators where the model name and number are not clearly legible, are not allowed. Cedar allows calculators that are not programmable. If any doubt exists, please call a lecturer who has the necessary knowledge and experience in identifying permitted calculators.
- 36) Abandonment of examinations.
 - a. In the event of an examination having to be abandoned (e.g. due to a fire alarm), students may be required to re-sit the examination at a date and time that may be outside the formal examination period. The examination paper may, depending on the circumstances, be a different paper.
 - b. If a student is unable to attend a rescheduled examination for abandonment, they may be required to sit a special examination.

- 37) Failure to attend an examination due to extreme weather or disasters.
- a. A special examination may be granted to students who cannot attend an examination due to extreme weather or other recognised disasters.
- 38) Special circumstances.
- a. The Registrar may, at his/her discretion, award to a student who has applied for special circumstances one of the following:
 - i. a special examination;
 - ii. special consideration; or
 - iii. a special extension of time.
 - b. Students with successive and/or frequent special circumstances applications on the same or similar grounds and who have not sought assistance as a special needs student may be disallowed further special circumstances on those repeated grounds.
 - c. The circumstances under which an application for a special examination may be required include the following:
 - i. Failure to sit an examination. A student who has not attended an examination because of illness or other unavoidable circumstances may apply for a special examination.
 - ii. Adverse performance in an examination. A student, who sat the examination but believes that their performance in the examination was adversely affected by illness or other unavoidable and unforeseen circumstances before or during the examination, may apply for a special examination or special consideration. In general, the Registrar will require evidence of severe disruption leading up to or during the original examination in order to grant a special examination rather than special consideration.
 - d. A special examination must be comparable in assessment strategy and length to the original paper and must go through the normal moderation process.
 - e. Where an application for special circumstances is granted, the lecturer and Head of Department will be made aware of the circumstances, and these will be taken into consideration when the results for the student are determined.
 - f. Applications for special circumstances must be made in writing to the Registrar. Applications must be accompanied by medical certificates or other relevant independent evidence such as a supporting letter from a counsellor or employer, or a Statutory Declaration. Where a student is unable to make his/her own case directly, an application on their behalf may be made by an immediate family member or guardian, Head of Residence, Head of Department, or another appropriate person. Students may also be asked to present proof of official concessions gained at Grade R-12 level, since this will help guide similar processes at Cedar.
 - g. Where permission for a special examination is granted, arrangements for the special examination will be negotiated directly between the Registrar and the student in conjunction with the lecturer.
 - h. Misreading of the examination timetable or sitting consecutive examinations is not sufficient reason for the award of a special examination.

Marking System

- 39) Examination results – see Grading System in Assessment and Moderation Policy
- 40) Exceptional circumstances:

- a. If a student did not write the examination, it will be marked with an “A” (absent).
- b. If a student has withdrawn or ceased his/her studies, it will be indicated with a “NW” (not written).

Changes to results

- 41) Provisional or final results may be changed if:
 - a. an administrative error is detected;
 - b. the external examiner proposes a valid change and the lecturer agrees; or
 - c. Academic Management proposes a change for a valid reason.
- 42) All approved changes to student results must be verified with the Registrar for capturing.

Re-sitting Examinations (only applies to final year students)

- 43) Students failing an examination with 46-49 % in their final year of study can apply for a second opportunity examination by completing a request in writing to the Registrar. The Board will make the final decision whether to grant permission for a second opportunity. In arriving at a decision, the Board will evaluate the semester performance of the student for the module in question and any other current modules the student is involved in.
- 44) The second opportunity will be scheduled for a time negotiated with the student and when an invigilator is available.
- 45) Students must pay the predetermined fee as soon as permission is granted to write the second opportunity. The fee must be paid at least two days before the second opportunity is to be written.
- 46) Where a student is granted a second opportunity examination and the final mark for the second opportunity differs from the original mark, the second mark will stand.

Students with special needs

- 47) Concessions for writing examinations must be considered by the Registrar to accommodate the student/s with disabilities. This must be arranged beforehand to ensure that the student/s can proceed with the examination without delay.
- 48) Adaptive measures, on written request of the student, and approved by the Registrar in consultation with the Head of Department may include extra time, a scribe, a voice recorder, a person to read the examination paper to the student, rest period for a chronically ill student, larger font/print, or any other measure that the student/s may need to fulfil the examination requirements.

Appeals procedures

- 49) If a student has reason to believe that examination results are incorrect, proper procedures have not been followed, the examination questions were unreasonable or poorly designed, the assessment task did not correspond with the learning outcomes communicated or unfair discrimination has occurred, the student may appeal in writing to the Registrar.
- 50) Appeals must be made within seven (7) days of results being released.

- 51) The Registrar will inform the student of the outcome of his/her appeal after consulting with the lecturer concerned and other relevant parties.
- 52) If re-assessment is deemed the most appropriate way forward, the results of re-assessment are the final marks recorded for the examination, even if the original marks were higher.
- 53) The decision of the Registrar is final.

Irregularities

- 54) Dishonesty in examinations will be dealt with according to the Academic Integrity Policy. If an irregularity is discovered, any work already attempted by the candidate must be collected immediately, along with any relevant evidence. The invigilator must send a written report, together with any evidence gathered about the incident, to the Registrar for appropriate action.
- 55) The Registrar will determine what manner of consequences shall be applied after the student has been provided with an opportunity to submit an explanation in writing.
- 56) The Registrar's decision, in consultation with Academic Management, is final.

Records Management

- 57) Student examination scripts and accompanying documents shall be retained securely by the Registrar or nominated Administration Staff. Records shall be archived for 8 years for accreditation reasons according to CHE National Review Manual for Re-accreditation of Programmes.
- 58) Examination papers under construction, in the moderation process or ready for the examination date shall be stored on the server and secured with password protection.
- 59) All written examination papers shall be scanned and securely archived on the server under I:\Admin share\Examinations\Examination Archives by Administration Staff.
- 60) After 8 years and if no longer required, examination scripts shall be destroyed according to protection of personal information guidelines.
- 61) Examination results will be captured using CCAS software.

Glossary

Academic Management includes the CEO and any staff members that the CEO consults with regarding matters that require academic attention as stipulated in this policy and the Assessment Policy.

Assessment Criteria are the statements that express in explicit terms how student performance against the desired learning outcomes is demonstrated.

Assessment is the process whereby evaluative judgements are made in relation to a student's achievements against the learning outcomes of a module of study.

Examination means the summative assessment written at the end of each semester including assignments and portfolios that could replace traditional summative examinations.

CCAS – Campus Administration System used for Cedar’s administrative purposes.

Invigilator refers to the person supervising candidates during an examination.

Learning Outcomes is the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Moderation is the process of ensuring that different markers of the same assessment task consistently apply assessment criteria in a marking scheme, and that marks are allocated consistently with reference to how well the stipulated criteria are met.

Module is a study topic spanning a semester study period.

Special consideration is any allowable adjustments designed to compensate for disruption or disadvantage caused by unforeseen circumstances.

Summative assessment is assessment *of* learning. It is used to evaluate student learning progress and achievement at the conclusion of a specific instructional period.

Reference Materials

Council on Higher Education. (2012). *National review manual for the re-accreditation of programmes*.

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Related Internal Documents

Assessment and Moderation Policy

Examination Manual

Examination Policy

Moderation of Assessment Task Design

Moderation of Marked Work Samples

Student Academic Misconduct Policy

Student Behavioural Misconduct Policy

Appendix A: Examination Guidelines

Year	Bloom's Level			%
	1 and 2	3 and 4	5 and 6	
1 st	50 – 60%	20 – 30%	20%	100%
2 nd	20 – 30%	40 – 50%	30 – 40%	100%
3 rd	20 – 30%	40 – 50%	30 – 40%	100%
4 th	10 – 20%	30 – 40%	40 – 60%	100%

Revised Bloom's Taxonomy Notes

Following are keywords but it is by no means an exhausted list. Do bear in mind that some key words overlap. You must use the description of the different levels as a guideline to make sure that the question is on the correct level.

Remembering: recall facts and basic concepts

Define, identify, describe, recognise, tell, **explain**, recite, memorise, illustrate, state, match, **select**, **examine**, locate, recite, enumerate, record, list, quote, label, define, repeat, show, collect, name, tabulate, who, when, where, recall

Understanding: explain ideas and concepts

Summarise, interpret, classify, compare, contrast, infer, relate, extract, discuss, distinguish, predict, indicate, inquire, associate, explore, convert, extend, paraphrase, outline,

Applying: use information in new situations

Solve, change, relate, complete, use, sketch, teach, articulate, discover, transfer, show, demonstrate, involve, produce, report, act, respond, prepare, manipulate, apply, calculate, dramatize, **examine**, adapt, change, classify, **combine**, arrange, connect, **formulate**,

Analysing: make connections between ideas

Contrast, connect, relate, devise, correlate, illustrate, conclude, categorise, take apart, problem-solve, deduce, divide, subdivide, calculate, order, **adapt**, analyse, **explain**, **select**, separate, **formulate**, debate, classify,

Evaluating: justify a decision

Criticise, reframe, judge, defend, appraise, value, prioritise, plan, reframe, revise, refine, argue, support, evolve, decide, re-design, assess, grade, recommend, justify, test, convince, support, measure, **select**, argue, generalise

Creating: produce new or original work

Design, modify, role-play, develop, rewrite, pivot, modify, collaborate, invent, write, **formulate**, imagine, combine, rearrange, create, substitute, compose, assemble, plan,