Student Promotion Policy

CEDAR INTERNATIONAL ACADEMY NPC

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Contents

Purpose

1)   This document describes the requirements for annual and final promotion of students in learning programmes in gaining Cedar qualifications.

Scope

2)   The policy addresses the promotion requirements for all Cedar qualifications.

Student Records

3)   Student details are recorded using the Cedar Campus Administration System (CCAS).

4)   Staff members capturing student data understand the importance of student record integrity and correct promotion and certification processes.

5)   Grades will be captured and recorded in the CCAS at the end of each study period. Student grades will be released to them as soon as grading and moderation is completed. Marks are recorded as a percentage and a corresponding grade such as pass or fail, merit, distinction etc.

Annual Academic Promotion

6)   CCAS is used for maintaining student records and tracking student progress.

7)   At the end of each semester, results are consolidated and academic results are issued.

8)   Students enrolled on the database who do not complete the academic year successfully, remain on the system with the potential for a repeat of the unsuccessful year.

Repeating Failed Years/Subjects

9)   Students that have failed modules must consult with Academic Management to plan a way forward.

10)   Any failed module must be repeated at the next opportunity.

11)   In cases where repeat subjects clash on the timetable, it remains the students' responsibility to study on their own, while negotiating support with the responsible lecturer.

12)   If a student fails by a small margin in his/her final year, then a second opportunity assessment may be offered at the discretion of Academic Management.

Glossary

CCAS: Cedar Campus Administration Software used at Cedar

Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology teaching and learning programs.

Reference Materials

Department of Higher Education and Training. (2014). *Policy on the Minimum Requirements for Teacher Education Qualifications.* Retrieved from http://www.dhet.gov.za

The Higher Education Qualifications Framework, Higher Education Act, No 101 of 1997. (Department of Education). (October 2007). Retrieved from https://www.dhet.gov.za

Skills Development Amendment Act 2008. (South African Government). Retrieved from https://www.gov.za

Related Internal Documents:

Admission and Registration Policy
Assessment and Moderation Policy
Examination Policy