ASSESSMENT STANDARD OPERATING PRINCIPLES FOR FACULTIES

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[1] Approval must be by the same structure that approved the initial assessment policy.

ASSESSMENT STANDARD OPERATING PRINCIPLES FOR FACULTIES

PART 1: ASSESSORS AND MODERATORS

The implementation of assessment of student work is a faculty-specific responsibility. The following are addressed in the faculty-assessment policies:

1. APPOINTMENT OF ASSESSORS AND MODERATORS
1.1 Assessors and moderators are nominated by the department, endorsed by the HOD, Director of School or the Executive Dean and approved by the relevant Faculty Board. Faculties/college set criteria for the appointment of all categories of assessors and their associated responsibilities, establish mechanisms for the supervision of assistant assessors, and have procedures in place for ratification by the relevant assessment structures in the faculty.

External assessors and moderators are remunerated according to the relevant University policy. Appointments of external assessors are made in accordance with set criteria laid down in faculty procedures.

2. THE ASSESSOR

2.1 The assessor (usually the academic staff member responsible for facilitating learning within a specific module) is responsible for:

(a) familiarising themselves with the outcomes and assessment criteria of the module they will be assessing and ensuring that these are aligned;
(b) consulting with co-assessors, moderators etc.
(c) planning assessment and making decisions about the assessment methods, assessment instruments, activities, type and amount of evidence required;
(d) ensuring that the assessment workload is realistic and fair to the student and assessor in terms of the outcomes, time allocated and the number of assessments per module;
(e) ensuring a 'good fit' between the assessment method selected and the purpose of the assessment;
(f) ensuring that the assessment method enables students to demonstrate an understanding of the relevant theory, concepts, and/or practices and apply this knowledge in a particular context. Students should be able to reflect on their performance and, where relevant, demonstrate that integrated learning has occurred;
(g) ensuring that the evidence is the student's own work and, in the case of group work, that they have made a fair, contribution to the end-result;
(h) conducting the assessment, collecting evidence, making a judgment based on a valid and reliable memorandum/ marking guide and providing constructive feedback to the student with regard to the assessment decision;
(i) ensuring that the questions/tasks making up assessments are varied and that assessments are not simply repeated.

2.2 The following conditions apply to the use of assistant assessors (marking assistants) in summative assessment:
(a) It is essential that continual coordination and support be provided by the assessor to the assistant assessor.
(b) Assistant assessors may assess only if the assessor has provided them with sufficient guidance regarding their specific assessment task (including suitable training in providing constructive feedback).
(c) In the case where a student is used as an assistant assessor the student must have completed the degree in which the module resides – to be approved by the Dean in

exceptional cases.
(d)   The assessor must moderate a minimum of 10% of the marking of every assistant assessor. This must occur for every assessment task.
(e)   The assessor must assess at least 5% or a minimum of 25 scripts or pieces of evidence personally <u>before</u> an assistant assessor begins to mark, and share/discuss this marking with the assistant.

3.   THE RESPONSIBILITIES OF MODERATORS

Moderators have to ensure that students are assessed in a consistent, accurate and well-designed manner. A distinction is made between internal and external moderators in that an external moderator is a subject-field expert who is not an employee of UJ and is officially appointed by the University.. Question papers must be internally and/or externally moderated before they are administered, in accordance with faculty requirements. Moderation must comply with the following requirements

A moderator ensures that:
(a)   the assessment practice and plan of a module or programme, (including assessment, outcomes, assessment criteria, methods of assessment, and instruments), meet institutional and national regulatory requirements;
(b)   the memorandum/marking guide has been used fairly and accurately by the assessor in the assessment of student evidence. A moderator must clearly, by means of annotations, indicate which student evidence was moderated;
(c)   student evidence is signed by the moderator unless precluded from doing so by the type of evidence and/or materials used.
(d)   a comprehensive report on the standard of the assessment and on the assessor's treatment of student evidence is submitted on completion of the moderation of an assessment.

The external moderator:
(a)   determines the appropriateness of the chosen assessment methods;
(b)   ensures, through sampling (in collaboration with academic staff), monitoring and observing (whichever is appropriate), that the assessment processes and the students' evidence are adequate to ensure consistency, fairness, validity and reliability;
(c)   submits, on completion of the moderation of an assessment, a comprehensive report on the standard of assessment and on the assessor's treatment of student evidence.
(d)   ensures that two or more providers delivering programmes for the same qualification (or unit standard) are assessing consistently to the same standard and in a well-designed appropriate manner, where applicable.

4.   THE MODERATION PROCESS

Moderation adheres to the following requirements:
(a)   The assessor communicates with the moderator as to how the module was planned (where applicable) and/or the assessment thereof.
(b)   The assessment, memorandum/marking guide, learning guide, and if requested, a copy of the textbook used for the module as well as the pre-moderation and post-moderation templates is made available to the moderator. Moderators will also require access to online modules.
(c)   There should be an indication of the number of assessments requiring external moderation in accordance with faculty moderation requirements.
(d)   Ideally, sample of at least 30 marked scripts must be submitted for moderation. If there are fewer than 30 scripts in total, it is recommended that all the scripts be submitted for moderation. Deviations from this rule may be approved by the Dean in exceptional circumstances. The sample of scripts drawn should be purposeful in that it should

represent a cross section of low, high and borderline performances.

(e)   After completion of the assessment, the assessor is required to make available to the moderator a report that addresses any problems experienced with the marking and/or any other information relevant to the student's evidence and the moderation process.

(f)   For regulated programmes the moderation report are reviewed by the department and HOD and responses are provided back to the regulator.

(g)   If the assessor and moderator cannot agree on proposed changes to an assessment, the matter is referred to the HOD concerned, who, after discussion with the parties involved, will make the final decision.

(h)   All exit-level and course-work postgraduate modules are moderated externally.

(i)   External moderators' reports are submitted to the assessor, the HOD or delegated representative and the faculty assessment committee (or equivalent).

(j)   The department/assessment committee (or equivalent) has a quality assurance function and should analyse moderators' reports to identify trends, inform relevant role players to improve assessment practices and/or develop staff's assessment skills.

(k)   The faculty assessment committee quality assures and checks the level of assessment in departments.

PART 2: MANAGEMENT OF ASSESSMENT RESULTS

The management of assessment results is a faculty-specific responsibility. The following are addressed in the faculty assessment policies:

1. **VERIFICATION OF RESULTS OF FINAL SUMMATIVE ASSESSMENTS OR ANY ASSESSMENT NOT RETURNED TO STUDENTS**

1.1.   Verification of results is a very important part of quality assurance processes and practices, as evidence is not returned to the student. The accuracy, validity, reliability and recording of marks are identified by audit practices as a risk.

1.2.   Verification includes checking the correctness and accuracy of the recorded marks, the receipt and analyses of all moderators' reports, the confirmation or overruling of moderation findings and the report to Executive Deans.

1.3.   Verification of University Certificates is conducted in accordance with the processes and procedures as stipulated in the Academic Certification Policy.

1.4.   Security measures are applied in accordance with the stipulations of the Academic Certification Policy and associated procedures and the Central Academic Administration (CAA) retention schedule.

2. **FINALISING OF RESULTS: VERIFICATION OF FINAL ASSESSMENT OPPORTUNITY RESULTS**

2.1   The MAMS (Management of Assessment Marks system) is the official UJ system that must be used to capture all marks.

2.2   The assessor is responsible for managing all aspects of assessment, its moderation and the related marking process. It is the assessor's responsibility to reconcile the number of students in the assessment venue with the number of scripts as per the invigilators' reports and to document this reconciliation once the students have completed the assessment.

2.3   Where more than one assessor is involved in the process, the primary assessor is responsible for ensuring that each assessment has been assessed by an experienced/competent assessor.

2.4   Once the marking process is complete, the assessor is responsible for ensuring that:
  a) Results are captured on the mark sheet;
  b) Marks awarded for each question or assessment activity are reconciled with the total marks awarded for the question paper or activity/activities, and
  c) The total marks awarded for the question paper or activity/activities are reconciled with the mark sheet.

2.5   The assessor is responsible for finalizing the marking, verification and moderation process within ten calendar days of the date of the assessment opportunity, where practicable.

2.6   In the overall calculated mark for a module it is the responsibility of the assessor to produce exception reports, investigate the variances and adjust the marks accordingly, as approved by Senate for border-line students. While adjustment of borderline cases is based on the discretion of the HOD and informed by the marks/data represented, adjustment may be applied to . any students with:
  d) final marks of 38% or 39%
  e) final marks of 48% or 49%
  f) final marks of 73% or 74% of undergraduate and postgraduate students, excluding such coursework-based master's results; final marks of 73% or 74% of undergraduate and postgraduate students (levels 8 and 9), excluding such coursework-based Master's results
  g) last assessment opportunity marks of 38% or 39% with a final mark of 50% or more
  h) module mark of at least 60% but failed the module
  i) 15% variance between module mark and final summative assessment mark and

j)   any other exception (i.e. exception reports) as approved by Senate.

2.7   Continuously assessed modules follow the same external moderation process as traditionally assessed modules.

2.8   With regards to final marks for undergraduate and honours programmes and for module assessments in coursework-based master's programmes, the HOD and/or a designated faculty officer may round off the final mark upwards for the purpose of capturing such mark on the Student Data System, providing only that the decimal point is 0,5% or higher.

2.9   HODs are accountable for the verification process and may delegate the work accordingly.

2.10   The Faculty Departments are responsible for retaining all documentation related to the examination/assessment and verification process as evidence for quality assurance purposes.

2.11   The department is responsible for the safe keeping of the examination scripts/attendance slips for a period as specified in the CAA Retention of Documents.

3.   INTERNAL AUDITING STRATEGY

3.1   An internal auditing process that ensures an accurate and reliable reflection of assessment marks obtained by students is initiated by faculty assessment committees or portfolios, on an annual basis, in accordance with Council audit requirements.

3.2   Each faculty develops an internal auditing strategy. The strategy, as approved by the faculty board concerned, addresses, on a five-year rotational cycle, the modules/qualifications scheduled for internal auditing.

3.3   The internal auditing function is performed by assessment committees or portfolios in the faculties/college. A report on the auditing process is tabled at the Faculty Quality Committee.

3.4   Executive Deans are accountable for the implementation and monitoring of the respective faculty internal auditing processes and procedures.

4.   FACULTY ADMINISTRATION AND CENTRAL ACADEMIC ADMINISTRATION

4.1   The Head of Faculty Administration is responsible for the administration of marks and results.

4.2   Heads of Departments approve and counter-sign final mark sheets, as signed by the relevant parties, for submission to the Faculty Assessment Committee (or equivalent).

4.3   The Faculty Assessment Committee is responsible for the final approval of marks and amendments to marks and results, after which the results are officially released.

4.4   Documents pertaining to final assessments, e.g. final signed assessment opportunity mark sheets and global statements, are stored in accordance with the requirements of the CAA retention schedule.

4.5   Faculties/college are responsible for the safe keeping of documents.

4.6   Central Academic Administration (CAA) is responsible for monitoring the amendments of final results. The Head of Faculty Administration is responsible for filing documentation supporting such amendments.

4.7   Assessments, memoranda/assessment-marking guides and student's evidence are managed as follows:
k)   Mechanisms and procedures that ensure strict confidentiality, the safe-guarding and security of assessments, including electronic assessment, as well as access during the marking process, are implemented and monitored in accordance with requirements of the University's Academic Certification Policy and the requirements of the Assessment Policy
l)   All persons involved in assessment (from assessors to staff responsible for the recording of assessment results) sign a security protocol annually, at the start of the year, stating that they will treat all assessment results as confidential.
m)   A system for the storage of students' evidence (hard and/or electronic copies) is made available. A system for the storage of assessments, marking memoranda/rubrics is to

be maintained by each department for a period of five years.

5. APPLICATIONS FOR THE REVIEW OF FINAL SUMMATIVE ASSESSMENTS

5.1. Students may view their assessment in discussion with the assessor as specified in the UJ academic regulations.

5.2. No assessment material (e.g. scripts or portfolios) or copies thereof are provided to the student after the explanatory discussion if such material is not otherwise returned to the student.

5.3. Students may apply for a remark of the final summative assessment for which a fee, as determined by the University, is payable in accordance with the appeals process as stipulated in the Academic Regulations. In the case of a continuous evaluation students will have had continuous feedback and opportunities for feedback and re-submission as part of the process.

5.4. The Executive Dean may, at their discretion, decide to appoint an external arbitrator to re-asses the final and/or last summative assessment. The decision by the Executive Dean is final.

5.5. A fee, as determined by the University, is payable for the assessment by arbitration. The fee is refunded if the result is altered by the arbitrator from a fail to a pass or from a pass without distinction to a pass with distinction. In all other cases, the fee is forfeited to the University.

6. Appeals

A student who wishes to appeal the result of an assessment must do so within five working days of the assessment result being made known to them, unless circumstances prevent them from doing so. The appeal is to be done in writing and addressed to the assessor and copied to the HOD. In the case of an appeal the relevant departmental appeals and receive process is to be followed according to the type and nature of the assessment. Following review the adjusted mark (if there is an adjustment) will replace the original mark even if this is lower than the original mark.

PART 3: RULES OF ASSESSMENT AND INVIGILATION

1.   PREAMBLE

Integral to the University of Johannesburg's commitment to excellence is the provision of a set of regulations that ensures thorough security and limits breaches of rules in assessment and final assessment arrangements, as well as in the invigilation requirements in compliance with the principles of sound corporate governance, while at the same time being as fair as possible to employees and students.

2.   PURPOSE

The purpose of this set of rules is to:

2.1   establish a clear set of rules that addresses security risks regarding the setting, printing, handling, transport and storage of assessment and/or final assessment papers;

2.2   provide directives regarding the alteration of assessment and final assessment opportunity marks;

2.3   provide directives concerning access control and the use of electronic devices at final assessment opportunity venues;

2.4   establish provisions regarding invigilation for final assessment opportunities;

2.5   provide rules that govern the committing of offences and/or transgressions of assessment and/or final assessment regulations by students during such assessment processes;

2.6   integrate and align the relevant rules and regulations across all faculties/college, responsible academic support divisions, and campuses.

3.   SECURITY MEASURES PRIOR TO ASSESSMENT AND FINAL ASSESSMENT OPPORTUNITIES

3.1   Document passwords should be used when emailing assessment papers.

3.2   No student may enter the office of a lecturer whilst they are in the process of setting assessment papers unless these papers are secured.

3.3   Lecturers' offices should be locked at all times when the lecturer is out of office during the setting of assessment papers.

3.4   All draft hard copies of assessment papers must immediately be destroyed.

3.5   Once set and moderated, assessment and final assessment papers must be password protected and stored securely

3.6   Final summative examination papers are copied on approved University printers (i.e. not personal desktop printers) under the supervision the Assessment Department (CAA)

3.7   Assessment and final assessment question papers may be forwarded electronically only by using SAPSS (Submission of Assessment Papers Secure System) or password protected or encrypted email, provided that an Executive Dean has given approval for their faculty to do so.

3.8   No unsealed assessment question papers (assessment and final assessment opportunities) may be handled by temporary employees, student assistants or external invigilators, but only by an official employee of the relevant faculty or department in question.

3.9   Answer sheets for assessments must be kept in the faculty and final assessment answer books must be kept by the Assessment Department under lock and key.

4. PRINTING OF ASSESSMENT PAPERS (SUMMATIVE)

4.1   Only University printers, (i.e. not personal desktop printers) are used for copying of assessment papers. In the case of a limited number of copies, copying can also be done in a particular department or faculty. An authorised faculty or departmental employee is present during the copying of assessment question papers.

4.2 No employees other than those mentioned in this policy, may be admitted into the printing area during the printing of assessment question papers and assessment material.

4.3 The printing area has a secure lockable door displaying a notice indicating the rules of admittance for authorised employees during the printing of assessment material.

4.4 During the printing of assessment or assessment material, the faculty or department makes an appointment for the printing of assessment or assessment material. No other material is printed during this period.

4.5 For the full duration of the printing period (which is completed in one session) the designated employee from the faculty or department oversees the printing of the assessment or assessment material.

4.6 The transportation or moving of assessment or assessment material is the responsibility of the relevant faculty or department.

4.7 The printers are instructed not to accept or hand over assessment or assessment material to students, student assistants, temporary employees or persons not identified as authorised employees. University employee cards are shown for identification purposes.

4.8 Checks are carried out after each printing session to ensure that:

(a) no master copies were left on the machine and that all assessment or assessment question papers (the whole consignment), as well as all spoilt copies, were removed from the printing room by the employee designated by the faculty or department;

(b) no electronic images or memory remained on the printing machine after final assessment or assessment question papers have been printed in cases where final assessment or assessment question papers are electronically downloaded to a printing machine.

5. VARIED APPEARANCE OF ASSESSMENT PAPER AND FINAL ASSESSMENT OPPORTUNITY BOOKS/SCRIPTS

5.1 Use is made of assessment paper and final assessment opportunity books/scripts with different colours at the top of the cover page.

5.2 The available colours are changed continually.

5.3 The Assessment Department decide on the colours to be used for final assessment opportunity answer books. The choice may not be made known until directly before a final assessment opportunity. The Assessment Department is responsible for ordering final assessment books.

6. TRANSPORTATION OF FINAL ASSESSMENT OPPORTUNITY QUESTION PAPERS

6.1 Only with well-motivated reasons may assessment question papers for final assessment opportunities be printed at campuses other than those where they are written. This may be done a few days before the commencement of a final assessment opportunity. In such cases, the question papers are stored and locked in a secure fire- and waterproof safe at the respective Assessment office for distribution to invigilators before a final assessment opportunity.

6.2 In instances where question papers are moved between campuses, the Assessment Officer of each campus is always present to regulate the process. If the Assessment Officer cannot be present, locked steel trunks are used to transport the papers between campuses or buildings. The Assessment Officer is the only person permitted to be in possession of the key for the locks on the trunks. The Assessment Department are in charge of arrangements regarding special summative assessment and supplementary summative assessment opportunity papers.

6.3 The same security measures applicable for the safekeeping of question papers are applied on all campuses.

7 RETURN OF DOCUMENTATION AFTER FINAL SUMMATIVE ASSESSMENT OPPORTUNITY SESSION

After completion of final assessment opportunities, the Assessment Officer locks away unused assessment books. Unused assessment answer books, together with the venue report and toilet register, are returned to the offices of the Assessment Department for safekeeping after every final assessment opportunity session. Used assessment scripts and attendance registers are kept in secure storage in the relevant departments for as long as determined by CAA Retention of Documents schedule.

8 ACCESS CONTROL

8.1. During final assessment opportunities, final assessment opportunity venues remain locked until shortly before the final assessment opportunity.
8.2. Access control is mandatory at final assessment opportunity venues. Students are required to produce their university student access cards, and exam timetable or any other electronic access control method used by the university, to gain entry to the venue.
8.3. A student's university access card, as well as their attendance form, remains on the desk next to them for the duration of the final assessment opportunity for checking purposes by Invigilators after the commencement of the final assessment opportunity.
8.4. Cases, satchels, or any other unauthorised items may be not placed at the front of the assessment venues. Permissible items include purses and penholders, as well as pocket calculators as previously determined by the lecturers of applicable modules and as indicated on the examination paper. Full-time storage facilities are available for cases, satchels and other items other than firearms on all campuses. Firearms must be left in the care of Security Services beforehand.

9. MOBILE/ELECTRONIC DEVICES IN OR AT FINAL ASSESSMENT OPPORTUNITY VENUES

Students' electronic devices (e.g. mobile phones, tablets or smart watches) must be switched off during final assessment opportunities.

10. RULES FOR INVIGILATORS AND THE INVIGILATION OF FINAL SUMMATIVE ASSESSMENT OPPORTUNITIES

Compliance with stipulations laid down in Appendix 3 and the following is required:

10.1 The appointment and allocation of invigilators are appropriate to class size. The ratio of invigilators to students is 1:50 or 1:30 in the case of electronic assessment. A copy of their role and responsibilities is attached as part of their contract.
10.2 Procedures are developed to ensure security and accommodate disruptions, deviations and emergencies.
10.3 Suitable venues are allocated and the admission of authorised persons only is permitted.
10.4 Permissible aids (for example, for open-book exams), as per assessor's instructions, e.g. type of calculator, are identified.
10.5 Procedures are developed for actions to be taken in case of irregularities.
10.6 Procedures for the identification of students, attendance registers and the reconciliation of student evidence and attendance register are developed.

11. INVIGILATION FOR FINAL ASSESSMENT OPPORTUNITIES

11.1 Assessment invigilation is a normal academic duty as described in the Conditions of

Service for employees of the UJ, i.e. paragraph D7(v) on the duties of academic employees.

11.2 Academic staff members are responsible for assessment invigilation for the whole duration of a final assessment session for the subject or module assigned to them. Faculties/college determine the number of occurrences or sessions an academic employee should invigilate per final assessment. Guidelines that may be considered by the faculty boards concerned are as follows:

Lecturers - determined by the HoD according to the existing need

Senior lecturers   - at least 3 sessions

Associate professors and professors   - at least 2 sessions

HOD   - at least 1 session

11.3 A sufficient number of invigilators relative to the size of the venue is a prerequisite. The ratio of invigilators to students is 1:50, taking into account the size and shape of the assessment venue and the nature and scope of the risk. This number is determined by the head of department (HoD) and, when applicable, in consultation with the Executive Dean concerned. The academic takes the role of Chief Invigilator and is supported by invigilators.

11.4 The ratio of invigilators to students is 1:30 for all electronic assessment opportunities. This is necessary due to the high-tech environment where the dynamics of assessment are different. The computers in the labs are placed near to each other and specialized invigilation is necessary regarding cell phones and other electronic equipment.

11.5 Each venue must have a minimum of two invigilators of both genders at all times. The first assessor for the module in which the assessment is being conducted acts as chief invigilator. In the event of more than one campus being involved, a chief invigilator is appointed for each of the campuses.

11.6 Part-time external invigilators may be contracted if the number of invigilating sessions for Lecturers, as set out under 11.2 and 11.3, above has been used to the maximum and a need for more invigilators exists. The HoD concerned signs the motivation if this is the case. The following applies:

(a) The remuneration of part-time invigilators who are appointed is in accordance with the University tariff in this regard.

(b) Employees of the University do not receive any remuneration for invigilation, irrespective of the number of invigilation sessions.

(c) As far as possible, departments provide their own Invigilators for postgraduate assessments that entail smaller numbers of students.

(d) Academic departments are responsible for the part-time Invigilator budget, calculated on the basis of additional needs once the conditions stipulated under 11.2 above are met.

(e) All invigilators must undergo an invigilation training session.

11.7 Academic departments are responsible for processing remuneration claims from external assessors.

12. TRANSGRESSIONS COMMITTED DURING ASSESSMENT OPPORTUNITIES

A student commits a transgression if:

12.1 they commit plagiarism.

12.2 during a formal assessment opportunity, the student is in possession of any book, mobile phone, computerised watch or any unauthorised electronic device that has not been switched off, memorandum, notes in whatsoever form, or any papers, documents or database equipment, except such answer books or other books, papers or documents that the invigilator has supplied or access to such other sources that the invigilator has authorised.

12.3 the student helps or attempts to help another student, or obtains help or attempts to

obtain help from another student, or obtains help or attempts to obtain help from any source of information, with the exception of explicitly approved sources as permitted by the assessor.

12.4 the student helps another student to commit an offence (also considering that a student is under an obligation to take all reasonable measures to ensure that another student does not have access to their work).

12.5 the student has unauthorised information stored on a pocket calculator, cell phone or any other device brought into the assessment venue, whether or not he/she has had the opportunity to access such information.

12.6 the student causes a disturbance in or in the proximity of the assessment venue or conducts themselves in an improper or unbecoming manner.

12.7 the student disregards the instructions of invigilators or assessors.

12.8 the student poses as another student.

12.9 the student writes an assessment without official authorisation.

13. TRANSGRESSIONS OF ASSESSMENT AND FINAL ASSESSMENT OPPORTUNITY REGULATIONS

13.1 When a breach in assessment or final assessment opportunity regulations is suspected, the assessment paper/final assessment opportunity scripts, product or any other material or equipment that, in the opinion of the invigilator pertains to the irregularity, together with the transgression report from the student and invigilator, including all evidence, are forwarded to the relevant Executive Dean who will, after considering the severity of the case, forward it to the Manager: Judicial Services if necessary.

13.2 When students write online for the purpose of exam integrity, online invigilation methods may be employed. Students are required to confirm their identity, and they may be monitored electronically for the duration of the assessment.

13.3 The Executive Dean or their delegated authority compiles a report, which is submitted to the Executive Director: Student Affairs within ten (10) working days of the transgression. This report will be submitted, together with the original project, from the assessor and any other evidence relevant to the case.

13.4 A detailed description of the rules regarding assessment opportunity irregularities is distributed to students biennially before each main final assessment opportunity, both verbally and in writing, in accordance with the University's assessment procedures.

13.5 Appropriate penalties are imposed on students who are found guilty.

14. CHANGING OF ASSESSMENT AND FINAL ASSESSMENT OPPORTUNITY MARKS

14.1 After being finalised, assessment and module marks are changed only with the approval of the HOD, and final assessment opportunity marks only with the approval of the Executive Dean using official electronic means and in accordance with the provisions in Appendix 2.

14.2 Changes in final assessment opportunity marks are made in accordance with the directives of Auditors. Only the Head of Faculty Administration or senior staff is authorised to download Executive Dean-approved changes on the system. Proof for the authorisation for changing marks is electronically filed on Perceptive content and kept for reference for an indefinite period.

14.3 Changes to the final assessment opportunity and assessment marks are processed in the faculty responsible for the module.

PART 4: TRANSGRESSIONS DURING WRITTEN, PRACTICAL AND ELECTRONIC SUMMATIVE ASSESSMENT OPPORTUNITIES

1.   MANAGEMENT OF SUSPECTED TRANSGRESSIONS

The following measures apply in respect of:

1.1   Suspected Written Summative Assessment Opportunity Transgressions

1.1.1   The answer script/book is confiscated by the invigilator and the time of the transgression recorded on the script/book. A new answer script/book is issued. The time of issuing the new answer book/script being handed out is also recorded on the new script/book. No additional time is allocated to the candidate who is only permitted to continue writing for the remainder of the scheduled time.

1.1.2   The candidate proceeds with answering the remaining questions in the new script/book.

1.1.3   A transgression report describing the incident must be prepared immediately after the event by the invigilator as well as the student if the student so wishes. (The student is asked to make an immediate declaration thereby preventing additional time to fabricate a 'story'.) The student must be informed that they have the right not to make a declaration and that the incident will be reported to the HOD and Executive Dean of the Faculty/College concerned.

1.1.4   All original evidence and documentary proof is confiscated and the nature of the evidence recorded on the incident report. These are submitted to the relevant Head of Faculty Administration who refers it to the Executive Dean concerned who, in consultation with the relevant HOD and after ascertaining that a prima facie case has been made to which the candidate must answer, refers all relevant documentation to the Executive Director: Student Affairs, within ten (10) working days, for further action.

1.1.5   Should the evidence referred to under 1.1.4 be of such a nature that makes confiscation difficult, for instance, written notes on body parts or clothing, the invigilator involved writes a detailed report describing the evidence and asks the candidate to remove all traces of the notes etc. before resuming the assessment opportunity. Should the Chief Invigilator or one of the other invigilators be in a position to corroborate the report of the invigilator involved by submitting a report, the credibility of the evidence is increased.

1.1.6   Should the suspected offence involve an electronic device, the invigilator consults the assessor before responding to the offence.

1.2   Suspected Practical Summative Assessment Opportunity Transgressions

1.2.1   The Academic Staff member responsible for the assessment or evaluation refers the case to the relevant HOD and Executive Dean by means of a memorandum which describes the case in detail. After considering the case, the Executive Dean compiles a report which is submitted to the Executive Director: Student Affairs within ten (10) working days of the transgression. This report must be submitted, together with the original project, the memorandum from the assessor and any other evidence relevant to the case.

1.3   Suspected Electronically Submitted Summative Assessment Opportunity Transgressions

1.3.1   Transgressions in this category include all forms of plagiarism as described in the applicable policy against plagiarism, that is, all suspected acts of failing to acknowledge the ideas, writings, works or inventions of others, or to present the ideas, writings, works or inventions of others as one's own.

1.3.2   Search engines and anti-plagiarism software may be used in the detection of suspected transgressions in this category.

1.3.3   The Academic Staff member responsible for the assessment or evaluation refers the case to the relevant HOD and Executive Dean by means of a memorandum which describes the case in detail. After considering the case, the Executive Dean compiles

a report which is submitted to the Executive Director: Student Affairs within ten (10) working days of the transgression. This report must be submitted, together with the original project, the memorandum from the assessor and any other evidence relevant to the case.

2. MANAGEMENT OF ALLEGED TRANSGRESSIONS

The following procedures apply for alleged written, practical and electronically submitted summative assessments:

2.1 The Student Disciplinary Committee investigates the alleged transgression and finds the candidate guilty or not guilty. If found guilty, the candidate is sentenced and a penalty imposed.

2.2 While the disciplinary case is pending the candidate's answers, project or material submitted electronically for the assessment opportunity may not be evaluated. Therefore, no results in the relevant module, project or material submitted electronically for the assessment opportunity are available. The investigation and sentencing must be completed as soon as possible in order that continuation of further studies is not jeopardised.

2.3 Should the candidate be found not guilty, the answer script, project or material submitted electronically for the assessment opportunity must be evaluated immediately and the results published.

2.4 Should the candidate be found guilty, the Manager of the Student Judicial Services enters all relevant data regarding the transgression on the computer system and blocks the candidate from further studies for the period imposed as described in the penalty.

2.5 In the event of an expulsion, suspended sentence or a warning being imposed as a result of a guilty verdict, the information is placed on the ITS system and displayed on the candidate's academic record.

2.6 In the event that a candidate is found guilty and a subject, module or project is cancelled, the outcome is sent to the Head: Faculty Administration of the Faculty/College concerned and the subject, module or project is cancelled on the computer system. The reason for cancellation is shown as "for disciplinary purposes".

2.7 The Manager of the Student Judicial Services also forwards a copy of the memorandum reflecting the verdict and penalty of the guilty candidate to the relevant Executive Dean of the Faculty and to the scanning section of the Application/Biographic Department to be scanned into the relevant student's records.

2.8 A list of all blocked candidates is electronically forwarded to Central Academic Administration where the Senior Manager: Assessments forwards this information to all other Public Universities in South Africa.

2.9 Other Universities also send lists of their blocked candidates to the Senior Manager: Assessments who in turn enters this information into the University's computer system.

PART 5: PROTOCOL ON INVIGILATION OF TESTS AND EXAMINATIONS DURING A PANDEMIC

The information contained in this document is considered as a guideline.

All Faculties/college are hereby requested to attend to this new HEALTH protocol, "**Protocol on Invigilation of Tests and Examinations during COVID-19,**" to ensure students and staff remain safe during this period.

This section is a dedicated approach to ensuring safe exam venues in three parts:

1. BEFORE THE EXAM: Preparation of the exam venue and exam materials.

2. DURING THE EXAM: Maintaining safety in the exam venue.

3. AFTER THE EXAM: Ensuring safe management of exam materials after the exam.

1. BEFORE THE EXAM: Preparation of the exam venue and exam materials.

- All invigilators must receive COVID-19 training.
- Staff must be trained on COVID-19 screening and other prescribed guidelines and protocols. This includes sanitising, cleaning protocols, hygiene procedures, and personal distance.
- Consider that more invigilators than usual may be required if additional exam venues are to be used.
- All attendees, academic staff, invigilators, and students must wear face masks.
- Special care should be taken that face coverings may be used to conceal unauthorised materials such as notes or communication devices. Invigilators must monitor candidate behaviour closely during the exam. They should look for candidates who may be talking or any activity which suggests a candidate has concealed unauthorised materials in their face covering.

1.1 Preparation of the exam venue

1.1.1 Assign responsibilities: Nominate a person to oversee all exam venue(s) preparation and maintenance across campuses.

1.1.2 Assign a team member to ensure safe and secure storage of registers of students attending each exam in case contact tracing is required.

1.1.3 Assessment venue(s) must meet the following minimum requirements:
- Largest available venue(s) to meet 50% capacity regulations when exams are in progress. This may be adjusted according to the current COVID-19 Level status.
- There should be a minimum of 1.5 meters between desks, tables, and chairs (in all directions).
- Ventilation: all windows and doors should be opened to ensure sufficient air ventilation.

1.2 Invigilator's preparations

- Before distribution of assessment papers, hands must be sanitised.
- Face masks must always be worn.
- The wearing of non-surgical gloves is recommended before distributing the assessment papers and similarly during the collection of the exam papers.

1.2.1 All students and staff, including invigilators, must be screened before entering the campus.

1.2.2. Only students registered for the specific module should be allowed into the exam venue.

1.2.3 Sufficient sanitiser points that are easily accessible must be available at the entrances to the exam venues.
- For less than 50 students, a single entrance should suffice.
- Where possible, for more than 50 students, use two entrances divided by alphabet, e.g., A – M; N – Z or by student numbers.
- Avoid congestion at the entrance and exit by allowing fewer students to enter at regular intervals, maintaining the physical distance protocol.

1.2.4 Place clear markers on the ground or barriers outside the venue to ensure physical distancing before entering the venue.

1.2.5 Arrangements should be in place for students to enter the venue one at a time at a 1.5-meter distance from each other and immediately proceed to their designated seats.

1.2.6 If more than one exam subject is written simultaneously in the same venue, students can be separated by module code.

1.3 Preparation of exam materials

    1.3.1 Invigilators should be allocated to designated rows. It will be ideal for exam booklets to be distributed on the desks in advance by the invigilator(s) before the students enter the venue. If this is not possible, papers and booklets to be handed out by the invigilator(s) to the seated students with due attention to sanitising regularly.

2. DURING THE EXAM: Maintaining safety in the exam venue.

2.1 Compulsory wearing of face masks if necessary.

2.2 A one-way system should be in operation in the venue so that students walk in a single direction in the room.

2.3 Invigilators will take a register of all students present and sign off each student on a list.

2.4 The Chief Invigilator must notify students and staff that if anyone shows any symptoms of any illness during the exam, it must be reported to them immediately.

2.5 This person must be accompanied by a second person to the designated Isolation Room. Refrain from touching this person. The matter must immediately be reported to the Occupational Health Practitioner at Campus Health.

2.6 The Chief Invigilator must remind all present that if anyone shows any symptoms in the following 48 hours after the examination, they must alert Campus Health to allow for contact tracing.

2.7 Students must be reminded that if they leave any items behind after the exam (such as a pencil case), these items may be destroyed for hygiene reasons. (Such items should be placed in a sealed bag and transferred to Campus Health to be disposed of as hazardous waste).

2.8 An invigilators' movement around the room is limited to when a student raises their hand for assistance. If walking is necessary, utilise the one-way system in operation.

2.9 Should a student require a bathroom break, conventional institutional rules for examinations apply; however, the student must sanitise before returning to the venue.

2.10 Students can leave the exam venue according to conventional campus practice, e.g., up to 30 minutes before the end of the exam; however, they cannot return to the venue for any reason.

2.11 Upon conclusion of the assessment, provision should be made for assessment scripts to be placed by the students? into designated boxes as agreed with or decided by the Chief Invigilator.

2.12 Invigilators must not collect the scripts to avoid unnecessary touching. The handling of scripts should be minimised.

3. AFTER THE EXAM: Ensuring safe management of exam materials after the exam.

3.1 The Invigilators will transport the boxes of scripts to a designated secure storage site at the department to be quarantined overnight. The scripts can be sent to examiners for marking after a minimum of 12 hours.

3.2 Invigilators must ensure that the register of students is given to the designated Department Official for secure storage.

3.3 The venue, including practical equipment, desks, chairs, and all other surfaces, as well as allocated bathrooms and toilets, must be sanitised thoroughly between each exam.

3.4 If any student or staff member notifies the institution that they became ill with suspected or confirmed symptoms of COVID-19 within 48 hours after the exam, it is the responsibility of the designated COVID-19-point person to ensure the register is sourced from the department.

3.5 Evaluation of the contact risk to all students sharing the exam room must be conducted.

3.6 It is important to pay special attention to those who sat in direct proximity to the individual who reported the illness. It is also important to determine the duration that all students were in the examination room.

3.7 The Assessment Venue Report must be updated with all relevant information and happenings inside the venue.

3.8 All Assessment Rules and regulations of the University of Johannesburg must always be applied and adhered to.