

# CHAPTER 4

## EXAMINATION RULES AND REGULATIONS

### 4.1 STUDENT EXAMINATION RULES AND REGULATIONS

All the rules under **rule 4.1** shall apply to distance education students, except where indicated otherwise.

#### 4.1.1 INTRODUCTION

The examinations of the Tshwane University of Technology (TUT) are conducted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), and the Statutes of TUT, and according to TUT's rules and regulations, as approved by the Council and/or the Senate of TUT. Students who do not comply with those rules and regulations shall be subjected to disciplinary steps.

#### 4.1.2 DEFINITIONS

In this chapter, unless otherwise indicated –

4.1.2.1 **“Academic Administration”** means the relevant administrative section at each of the official learning sites or campuses that is responsible for the running of the different examination subprocesses (examination administration for distance education does not form part of a specific learning site; it is managed through the administration of distance education);

4.1.2.2 **“Academic Disciplinary Committee”** means a committee that deals with all cases of alleged academic-related misconduct by students (see Chapter 15);

4.1.2.3 **“assessor”** (previously referred to as **examiner**) means a person accredited by the Higher Education Quality Committee (as the Higher Education ETQA) and appointed by the Senate to ascertain whether the specific outcomes of a qualification and its underpinning programme have been achieved; which assessor should therefore be suitably qualified to assess learning at a specified level, with suitable training as an assessor, his or her qualification being one (1) hierarchical level higher in the same discipline than the level of the subject to be assessed; and which assessor should, for the examination in subjects at Level V, possess a suitable or equivalent qualification in the same discipline; that is, at least at the same level of the subject to be assessed, whereas for the assessment of dissertations, mini-dissertations and/or theses, a suitable or equivalent qualification should be one that is at least at the same level of the dissertation, mini-dissertation and/or thesis to be assessed:

(a) **“assistant assessor”** means a person appointed according to TUT policy for assisting the assessor with the marking of examination scripts; and

(b) **“assistant marker”** means a person appointed according to TUT policy for assisting the lecturer with the marking of test scripts.

4.1.2.4 **“assessment”** means the identification, gathering and interpretation of information about a student's achievement in any formal learning or non-state-subsidised programme in order to assist the student's development and improve the process of teaching and learning, and it may take any of the following forms

(a) **“colloquium”** means a gathering of colleagues from academic and/or other fields of expertise for the evaluation and critique of the academic merit of the presented work and its relevance to society, commerce and industry;

(b) **“computer-based examination”** means an electronic examination based on applied theory, with a predicate mark that is determined through a balance of applied theory and practical components. The normal criteria for theory type subjects, in terms of subminimum rule, calculation of a final mark, and re-examination admission apply;



- (c) **“continuous assessment”** - see **non-examination terminating model**;
- (d) **“dissertation”** means a written scientific report on research, which is one of the requirements for obtaining a research magister technologiae or master's degree;
- (e) **“electronic assessment”** means the use of various electronic technologies for optimising and managing the measurement of a student's competence against specific outcomes;
- (f) **“examination”** means a method of assessing the standard achieved by a student in a subject and includes the main examination, supplementary examination or exit examination and other special examinations, as determined by TUT;
- (g) **“mini-dissertation”** means a written, scientific report on research, which is one of the requirements for obtaining a structured magister technologiae or master's degree;
- (h) **“open-book examination”** means an examination where students are allowed to be in possession and make use of set textbooks, notes, etc. as indicated on the question paper and approved by the Senate;
- (i) **“oral examination”** means assessment of a student's knowledge by verbally asking that student questions and the student verbally answering them, where at least one (1) examiner and one (1) moderator examines the student in this manner;
- (j) **“practical evaluation”** (mostly Faculty of the Arts) means the assessment of a subject that is primarily of a practical nature, where a mark for admission to examination is calculated, but which mark may not form part of the final calculation of the final examination mark; the final mark for such a subject being determined by a combination of individual assessments throughout the year, a portfolio and, the student's performance or project work, which are capped by a final assessment, but for which no supplementary examination or exit examination is allowed;
- (k) **“practical examination subject”** means a subject that is primarily of a practical nature, the final mark being determined by combining the predicate mark and a practical examination mark, calculated according to a fixed ratio; students being allowed to qualify for a supplementary examination or exit examination;
- (l) **“project assessment”** means – in determining the final mark for a subject that is primarily in the nature of a project and/or an assignment – the assessment of the project or assignment only, or the assessment of a combination of assignments and presentations and a project, calculated according to a set ratio;
- (m) **“test”** means a series of questions or exercises, set and taken during an academic period, by means of which a student's knowledge is critically examined;
- (n) **“theoretical examination”** means an examination that is primarily of a theoretical nature, where the final mark is determined by combining the predicate mark and the theoretical examination mark, calculated according to a set ratio, for which a supplementary examination is allowed;
- (o) **“theoretical-cum-practical examination”** means an examination of a combined theoretical and practical nature, where the final mark is determined by combining the predicate mark and theoretical examination and practical examination marks, calculated according to a set ratio for which a supplementary examination is allowed; and
- (p) **“thesis”** means a written, scientific report on creative and original research, which is one of the requirements for a doctor technologiae or a doctoral degree.

4.1.2.5 **“Council”** means the Council of the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended;



- 4.1.2.6 “**draft question paper**” means a hand-written or typed draft of a proposed examination question paper prepared by the relevant assessor/examiner in terms of the Policy on Assessment and Moderation of Learning, which draft paper should nevertheless be finally approved by the moderator before being submitted for examination purposes;
- 4.1.2.7 “**DTLC**” means the Departmental Teaching and Learning Committee. The committee consists out of the Head of the Department, programme/subject coordinators, departmental quality representative and other people as deemed necessary by the department. The duties of this committee are wider than just assessment related functions. The committee has to take full responsibility for assessment standards in the department, i.e. the standard of the assessment instrument as well as the grading of scripts.
- 4.1.2.8 “**EMC**” means the Executive Management Committee of TUT;
- 4.1.2.9 “**examination**” (see rule 4.1.2.4 (f)) means any one of the following:
- (a) “**main examination**” means the normal examination conducted on completion of an academic block; and means, for distance education, also the normal examination conducted on completion of an academic block;
  - (b) “**special examination**” means one of any of the following categories of examinations:
    - (i) “**aegrotat examination**” means an examination that, subject to the approval of the Registrar or his or her designate, may be taken by a student who has been prevented from preparing for the main examination, or who has been prevented from taking the main examination during an examination period as a result of illness; and
    - (ii) “**special circumstances examination**” means an examination that, subject to the approval of the Registrar or his or her designate, may be taken by a student who has been prevented from preparing for an examination or who has been prevented from taking the main examination as a result of circumstances beyond his or her control.
  - (c) “**supplementary examination (re-examination)**” means an examination following the main examination in a subject or subjects that a student may take, when such a student has failed the main examination in the subject or subjects concerned; and means, for distance education, an examination following the main examination during the next main examination period in a subject or subjects, granted under certain conditions, to a student who had failed the previous main examination in those subject or subjects, or who was absent during that period;
  - (d) “**exit examination**” means an examination that, subject to the approval of the Registrar or his or her designate, may be taken under certain conditions by a final-year student who requires a maximum of one subject (excluding Work-Integrated Learning (WIL)) in order to qualify for the qualification.
  - (e) “**non-examination terminating module**” refers to a continuous assessment model, that means the regulated, moderated, valid and reliable assessment of learning progress in a module/subject, at defined intervals and of defined content and skills, which all/some contribute to the final promotion mark in that module or subject. There is not an examination as terminating opportunity and there is not a predicate system to allow access to such a final assessment, but there is a summative final assessment that may not count more than 40% towards the final mark. The term “non-examination terminating” is used instead of “continuous assessment”.
- 4.1.2.10 “**examination mark**” means the mark, expressed as a percentage, obtained by a student in an examination;
- 4.1.2.11 “**examiner**” see “**assessor**”;



- 4.1.2.12 “**exit-level subject**” means a subject that is offered at the third level in the national diploma, at the fourth level in the baccalaureus technologiae and bachelor’s degree (HEQSF aligned) and at the fifth level in the magister technologiae or master’s degree; (in other words, all subjects at the third level and higher, as indicated by the appropriate level, i.e. Levels III, IV and or V, in a subject or module code);
- 4.1.2.13 “**Faculty Examination Committee (FEC)**” means a committee consisting of the Executive Dean of the Faculty, the representative of the Registrar, the head of the relevant department, one head of another department in the faculty and the relevant assessor(s); which committee meets during the examination period, as and when required, to consider examination results and extraordinary circumstances affecting the validity and/or fairness of examinations, a separate FEC meeting will be convened for distance education;
- 4.1.2.14 “**final examination/assessment results**” means the examination or assessment results of the main examination, the subsequent supplementary and special examinations, and the results of non-examination subjects, excluding the examination results of the qualifying examination taking place during August and February;
- 4.1.2.15 “**final mark**” means the combination of marks obtained at the end of a study period, calculated according to a set ratio, in a subject, module or dissertation, and expressed as a percentage;
- 4.1.2.16 “**insight**” means the inspection of an examination answer script by a student in the presence of a senior administrative officer, subject to the payment of a fixed fee by the student within a specific time period;
- 4.1.2.17 “**invigilator**” means any person who supervises students during tests and examinations, including any member of the academic or temporary staff specially appointed and trained for that purpose, but excluding any student; the invigilator’s task being to ensure that the examination rules are adhered to at all times;
- 4.1.2.18 “**learning site**” means an officially approved learning site or campus of TUT;
- 4.1.2.19 “**memorandum**” means the official exposition or framework of the answer to the questions in the paper, which enables the examiner to give marks to the students’ answer in a clear, systematic, fair and reputable manner;
- 4.1.2.20 “**misconduct**” means any unacceptable act or deed, as described in Chapter 15;
- 4.1.2.21 “**moderation**” means the process that ensures that the assessment of outcomes has been fair, valid and reliable;
- 4.1.2.22 “**moderator**” means a person accredited by the Higher Education Quality Committee (as the Higher Education ETQA) and appointed by the Senate for measuring the specific outcomes achieved for a qualification and its underpinning programme; where such moderator should be suitably qualified to moderate learning at a specified level and have suitable assessor training; and where such suitable qualification shall be one (1) hierarchical level higher in the same discipline than the level of the subject to be moderated; and where, for the examination of subjects on Level V, a moderator should possess a suitable or equivalent qualification in the same discipline that is at least at the same level of the subject to be moderated:
- (a) “**internal moderator**” means a moderator appointed from the staff of the University to moderate all non-exit level subjects; and
  - (b) “**external moderator**” means a moderator appointed from the staff of any other accredited institution or the industry for all subjects at the exit level.
- 4.1.2.23 “**module**” means a sub-unit of a subject, which is identified by its own alpha-numerical code;



- 4.1.2.24 “**off-campus instruction**” means a viable and sustainable form of instruction during which lecturers and students meet as often as required at a predetermined venue away from the official learning site or campus;
- 4.1.2.25 “**predicate mark**” means the mark, earned by a registered student and expressed as a percentage, which comprises the total accumulated test and other marks (field projects, practical work, laboratory work, assignments, etc.) that were obtained in a particular subject in the programme of an official academic period; which predicate mark determines whether the student should be admitted to the examination, and, if admission is granted, which predicate mark, with the examination mark, forms part of the final mark;
- 4.1.2.26 “**qualification**” means the formal recognition and certification of learning achievement conferred by an accredited provider, and signifies and formally certifies the demonstrated achievement of a student by means of a planned and purposeful combination of learning outcomes at a specified level of performance;
- 4.1.2.27 “**re-checking**” means the administrative checking of the allotting of marks in the examination answer script, subject to the payment of a fixed fee by the student within a specific time period;
- 4.1.2.28 “**registered student**” means a person whose official status as a student of the University is confirmed after the formal administrative process (when the biographical and academic information of such person is recorded and he or she pays the fixed fees);
- 4.1.2.29 “**re-marking**” means the re-marking of an examination answer script by the moderator, subject to the payment of a fixed fee by the student within a specific time period;
- 4.1.2.30 “**research and development**” means a creative investigation, conducted systematically, which is geared to contribute new knowledge and increase scientific and technological knowledge, with the emphasis on utilising existing and new knowledge in devising applications and solving problems;
- 4.1.2.31 “**Senate**” means the Senate of TUT, duly constituted in terms of the provisions of section 28 of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, and in terms of the University’s Statutes;
- 4.1.2.32 “**service point**” means an approved TUT point of service rendering specific services to distance education services;
- 4.1.2.33 “**student**” means a person whose official status as a student of the University is confirmed after being registered through the formal administrative process (when the biographical and academic information of such a person is recorded and he or she pays the fixed fees);
- 4.1.2.34 “**subject**” means the division of a qualification that covers a complete homologous syllabus, and which may be identified by its own alpha-numerical code, and it also implies, where applicable, part of a subject or module with its own subject code;
- 4.1.2.35 “**subminimum mark**” means the minimum examination mark per examination question paper that a student requires to pass the subject;
- 4.1.2.36 “**tuition centre**” means a venue away from the official learning site or campus where a viable and sustainable form of instruction takes place and where lecturers and students meet as often as required;
- 4.1.2.37 “**TUT**” means the Tshwane University of Technology, as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended;
- 4.1.2.38 “**University**” means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended;



4.1.2.39 **“Viewing into an examination answer script”** means that the student has the opportunity to look at his or her script with the intent to request re-checking and/or re-marking subject to the payment of the applicable fee (see Part 10: Students' Rules and Regulations: Student Fees for amount payable).

4.1.2.40 **“work-based learning”** see “Work-Integrated Learning”.

4.1.2.41 **“work-integrated learning (WIL)”** means a structured form of experiential learning in a qualification that focuses on the application of theory at an authentic workplace or in a simulated, non-work-based context, and which meets the specific competencies needed for obtaining a qualification, being therefore linked to the acquiring of credits and being aimed at the development of a range of skills that will render the qualifying student employable.

#### 4.1.3 **ADMISSION TO EXAMINATIONS**

4.1.3.1 Registration by a student for a specific academic term (semester, year or block) also constitutes registration for examinations, subject to all the applicable rules.

4.1.3.2 No examination can be written when the student is not formally registered.

4.1.3.3 A student's registration does not include such a student's application to write a special examination.

4.1.3.4 All examinations shall be conducted at a venue determined by TUT, and students shall take examinations at the venue determined for the campus where he or she is registered.

4.1.3.5 Only registered students of TUT may sit for examinations at the University.

4.1.3.6 A student shall not be admitted to an examination in a subject or module with its own alpha-numerical code, consisting of seven characters, if he or she has not been officially registered for that subject and has not obtained the required predicate mark of at least 40%.

4.1.3.7 In cases where laboratory work and/or practical assignments form part of a subject, the marks obtained for such work shall be taken into account for admission to the examination.

4.1.3.8 In the case of Arts and Performing Arts projects, the accumulated total of a project should be at least 40% before a student may submit work for final assessment. If the required 40% has not been obtained, the student may not submit work for final assessment, and he or she will have to repeat the subject.

4.1.3.9 On re-registration for a subject, any predicate mark or practical mark previously obtained for that subject shall lapse, unless clearly specified in a different way in the Prospectus and the study guide.

4.1.3.10 A student who has been expelled from TUT, and who is not, as a result of such expulsion, allowed on the campus of the University, shall not be allowed to take or sit for any examination.

4.1.3.11 A student whose class and/or residence fees have not been paid in full, or who has any other TUT debts, may take or sit for an examination, but his or her results shall not be published before the full outstanding amount is settled. Such a student shall, however, be informed if he or she qualifies for a supplementary examination.

#### 4.1.4 **PREDICATE/FULL PERIOD MARK**

4.1.4.1 The University has an official predicate day, at least three (3) working days before the classes officially end, on which these marks will be announced. Particulars of predicate day are published in the Important Dates for the Academic Year in front of this Part of the Prospectus.



Students shall be allowed only five (5) working days after the official publication of the predicate/full period marks to appeal to the Head of the Department, relevant lecturer or staff member concerned, if they are of the opinion that their published marks are incorrect. The Head of the Department, relevant lecturer or designated staff member should adjust the marks within the five-day period and issue the student with proof that the department acknowledged the change in marks.

All students assume full responsibility for checking their marks.

After publication of the results, requests for adjustments of predicate/full period marks will only be allowed in exceptional cases and must be approved by the respective Executive Dean on request of the subject lecturer (via the Head of the Department). If the change is allowed, the predicate/full period mark will then, when the examination marks are recorded, be altered on the official University mark sheet and a copy of the signed document from the Executive Dean's office has to be attached, while the original has to be submitted to Academic Administration.

4.1.4.2 Distance Education students will receive predicate marks by means of an SMS. Predicate lists will be published on the notice boards of the service points for distance education students.

#### 4.1.5 EXAMINATION TIMETABLES

##### 4.1.5.1 Main examinations

- (a) All the subjects for which a student is registered for are listed on the student's personal examination timetable. This does not mean that he or she automatically has admission to examinations in any of those subjects. The student should have the minimum qualifying requirements for admission to examinations in any particular subject.
- (b) Only the examination timetables posted on the official notice boards at the different campuses; and the personal timetables issued to students by the Academic Administration are considered to be the official examination timetable of the University. The Distance Education Unit will post the individual student timetable to students at least six (6) weeks in advance and publish them on the University's website and myTUTor. The University will not be held liable for a lost, late or undelivered individual student timetable. The University will not accept responsibility for incorrect information concerning examination arrangements provided by unauthorised persons.
- (c) It is the responsibility of the student to ensure that the information reflecting on his or her timetable is correct.
- (d) Timetables shall be available approximately four (4) weeks before the commencement of examinations.
- (e) Staff members may not furnish examination timetables by telephone. Students may, however, obtain the examination timetable on the University's website, [www.tut.ac.za](http://www.tut.ac.za) or via the University's electronic answering system, tel. 083 123 2777.
- (f) The examination venue shall be printed opposite each theoretical examination subject on each student's individual examination timetable.
- (g) The examination date and session of each question paper shall be printed next to the subject on each student's personal timetable.

##### 4.1.5.2 Supplementary examinations (re-examination)

- (a) The supplementary examination timetable shall be posted on the official notice boards at all the campuses on the first day of the main examinations. Not applicable to distance education students.
- (b) Students should collect their personal supplementary examination timetables at the examination counters of the respective campuses one (1) day before their specific supplementary examination sessions. Not applicable to distance education students.



- (c) Staff members may not furnish supplementary examination timetables by telephone. Students may, however, obtain the supplementary examination timetable via the University's electronic answering system, tel. 083 123 2777, or access it on the University's website, www.tut.ac.za. Not applicable to distance education students.

Please note that only the supplementary examination timetables posted on the official notice boards of the different campuses and the personal supplementary timetables issued to students at the examination counters of the respective campuses shall be considered to be the official supplementary examination timetables of the University. It is the responsibility of the student to ensure that he or she is in possession of the correct supplementary examination timetable.

- (d) A personal supplementary examination timetable shall be required for each subject in which a student may take a supplementary examination.
- (e) The supplementary examination venue shall be printed opposite/next to each supplementary examination subject on each student's personal supplementary examination timetable.
- (f) The supplementary examination date and session of each supplementary question paper shall be printed next to the subject on each student's personal supplementary timetable.
- (g) Distance education supplementary examinations take place during the main examinations of the next academic period - refer to **rule 4.1.5.1(e)**.

#### 4.1.5.3 **Special examinations (aegrotat and special circumstances)**

A special examination shall not be valid unless the student's qualification and his or her registration for the academic year or semester concerned have been approved. The special examinations shall be conducted simultaneously with the supplementary examinations or the exit examinations. The dates, sessions, venues and provisions for the supplementary examination timetable shall therefore also apply to the special examination timetable. In the case of distance education, examinations will take place during the main examinations/supplementary examinations.

#### 4.1.5.4 **Exit examinations**

Students who have been granted permission to take exit examinations should collect their examination timetables at the examination counters of the respective campuses at least one (1) day before the commencement of the applicable examination period, as published in the University's academic calendar. In the case of distance education, examinations will take place during the main examinations/supplementary examinations.

#### 4.1.5.5 **Coinciding of examinations on timetables (timetable clashes)**

- (a) TUT shall assume no responsibility for the coinciding, on any timetable, of examinations of subjects due to students' repeating of subjects, although students will be accommodated as far as possible.
- (b) The University shall not accommodate cases where examination times or dates coincide as a result of a simultaneous registration for another qualification, registration at another tertiary institution, or as a result of responsibilities placed on a student by, for example, an employer.
- (c) In cases other than those mentioned in (b) above, the following provisions shall apply if a student's examination times and dates should coincide:
- The student shall notify the Academic Administration at the campus concerned or, in the case of distance education, the distance education examination office, about the coinciding examination dates. He or she has to complete the required form in writing at least ten (10) working days before the examination date concerned, and, in the case of distance education, at least four (4) weeks prior to the commencement of examinations.





- Enquiries regarding the venue arrangements made to accommodate the coinciding of examinations should be made at the Academic Administration early the morning (08:00) before the examinations of the subjects concerned are to be written.
- Both subjects concerned shall be written on the same day, although at different examination sessions.
- Cases of coinciding examinations shall be accommodated in a separate examination venue, where students shall be kept under constant invigilation.

#### 4.1.6 EXAMINATION VENUE REGULATIONS

- 4.1.6.1 TUT shall assume no responsibility for incorrect information on examination arrangements, as given by unauthorised persons.
- 4.1.6.2 The date and time determined for an examination should be carefully observed and adhered to.
- 4.1.6.3 Morning sessions of the examinations shall start at **08:45**, and afternoon sessions shall start at **13:45**.
- 4.1.6.4 No student may enter an examination venue without his or her official personal examination timetable and student card or ID document. The particulars of the examination venues shall appear on the personal timetables. If the venue particulars do not appear on the personal timetables, Academic Administration shall make them known at the campuses concerned.
- 4.1.6.5 A student who does not have a student card, should obtain a new student card at least three (3) days before the examination.
- 4.1.6.6 Students should establish in advance, at which venue they are to take their examinations and should ensure that they are seated according to the row allotment.
- 4.1.6.7 Students should be seated in the examination venue at least fifteen (15) minutes before the examination session commences.
- 4.1.6.8 Only registered students who are permitted to take an examination in a particular subject shall be permitted to enter the examination venue while an examination is being conducted in that subject.
- 4.1.6.9 Any student who enters an examination venue without having registered for the subject being examined enters without authorisation to do so. If such a student is not requested to leave the examination venue, it does not imply that the University has given such a student permission to enter the examination venue or to sit for the examination.
- 4.1.6.10 Any student or person who enters an examination venue without authorisation shall leave the venue immediately when requested to do so by an examination officer or invigilator.
- 4.1.6.11 Students shall be permitted to enter the examination venue after the commencement of an examination session, in exceptional circumstances only, but in no circumstances after the examination has already been in progress for thirty (30) minutes or longer.
- 4.1.6.12 If secure parcel counters are available at the examination venue, it is recommended that students hand in their personal belongings.
- 4.1.6.13 Students should bring their own watches to the examination room. All alarm clocks should be switched off.
- 4.1.6.14 Students should carefully read the instructions on the question papers and the back pages of the examination scripts, and should comply with those instructions.
- 4.1.6.15 All written test and examination answers should be written in black or blue ink.



- 4.1.6.16 Students should ensure that their student numbers and names are written down correctly, as requested on the examination scripts and attendance slips.
- 4.1.6.17 No explanations of examination questions may be requested or provided.
- 4.1.6.18 A student should indicate to the invigilator that he or she is ready to hand in his or her examination material by remaining seated and raising a hand. An invigilator shall collect the examination material from the student at his or her seat.
- 4.1.6.19 As soon as a student has handed in his or her work, he or she should leave the examination venue. No student shall be allowed to leave the examination venue before at least thirty (30) minutes have lapsed after the examination has commenced.
- 4.1.6.20 All examination rules shall apply, with the necessary changes, to all tests.
- Please note that **rules 4.1.6.21 to 4.1.6.29** herein shall apply during examinations and tests, and a student shall commit an irregularity if he or she does not adhere to those rules.
- 4.1.6.21 While an examination is in progress, no student may help or try to help another student obtain assistance or attempt to obtain assistance, or communicate or try to communicate with any person other than the person who has officially been authorised thereto by the Registrar.
- 4.1.6.22 Unless stipulated otherwise for an examination, students may not have the following in their possession while they are in the examination venue, with the exception of their personal examination timetables and whatever is handed to them in the examination venue:
- (a) any blank, unused paper;
  - (b) any book, memorandum, note, sketch, map, film or any other document;
  - (c) any other aid that has a bearing on the examination subject, even if it bears no relation to the examination itself;
  - (d) cellular or mobile phones, even if they are switched off – if a student is found in possession of a cellular or mobile phone, disciplinary steps shall be taken against him or her;
  - (e) earphones or any other electronic devices; and
  - (f) pencil bags, pencil cases or any other bags or containers.
- 4.1.6.23 The rules on open-book examinations allow students to be in possession of additional material required by the assessor or examiner.
- 4.1.6.24 A student may not use a pocket calculator in an examination unless expressly authorised to do so in the instructions appearing on the question paper concerned, and then only those pocket calculators that are specifically permitted. The calculator facility of a cellular telephone may not be used as such during examinations.
- 4.1.6.25 A student may not disregard any examination instruction given by the invigilator.
- 4.1.6.26 Students are not permitted to have or make notes, or to do calculations on their question papers, personal timetables, stationery or any other object. Rough work may be done on the examination script. If any part of such work should not be marked, a line should be drawn through it.
- 4.1.6.27 All examination scripts and aids handed out to students should be handed in again before the students leave the examination venue. Unless otherwise stipulated, students may take their question papers with them when they leave. All question papers printed on coloured paper should be handed in.



- 4.1.6.28 A student may not cause a disturbance in an examination venue or conduct himself or herself in an improper or unseemly manner.
- 4.1.6.29 A student may not have any firearm in his or her possession while he or she is in the examination venue (see Chapter 19).

#### 4.1.7 CIRCUMSTANTIAL REASSESSMENT

- 4.1.7.1 Although TUT deals with care and responsibility with the receipt, distribution and safekeeping of examination scripts, documents or objects for practical examinations, disks or micro-disks, as well as portfolios, reports, scripts, dissertations and theses, the University does not assume any responsibility for such examination material being lost, stolen or destroyed. In case that happens, the University reserves the right to request a student to be re-assessed.
- 4.1.7.2 If there should be any doubt about the validity of the circumstances under which a student took an examination, the University reserves the right to request that student to be re-assessed.

#### 4.1.8 EXAMINATION ARRANGEMENTS FOR STUDENTS WITH PHYSICAL DISABILITIES

##### 4.1.8.1 Objective

The objective is to accommodate students with disabilities (as defined in the Policy on Students with Disabilities), whether permanent or temporary, by means of additional arrangements, which may include –

- additional time;
- furnishing question papers in Braille or large print;
- oral examinations;
- providing off-campus examination facilities;
- special equipment (computers, where appropriate).
- special or separate venues and invigilators; and

##### 4.1.8.2 Procedure

- (a) Application for disability classification must be submitted to the Directorate of Student Development and Support, who identifies and evaluates students with permanent or temporary disabilities, when they apply for special arrangements.
- (b) The Directorate of Student Development and Support formally notifies the Academic Administration of any recommendation, where upon that section makes the necessary arrangements.
- (c) Students with temporary disabilities (injuries, temporary impediments or disorders) apply at the Academic Administration, furnishing substantiation for (proof of) such disability. Academic Administration will refer the application to the Directorate of Student Development and Support, for recommendation and/or verification.
- (d) The student administrator scrutinises recommendations, as verified or formulated by the Directorate for Student Development and Support, and determines what special arrangements should be made.
- (e) Academic Administration arranges the examination event (venue, invigilator, question paper, etc.) and duly informs the student.

#### 4.1.9 EXAMINATION AND TEST IRREGULARITIES OR MISCONDUCT

- 4.1.9.1 A student commits an examination irregularity when he or she does not adhere to the rules set out in **rules 4.1.6.21 to 4.1.6.29**.



- 4.1.9.2 All examination rules and instructions shall apply, with the necessary changes, to all tests, continuous assessments, block-based offerings and all off-campus examinations and tests.
- 4.1.9.3 Irregularities should immediately be brought to the attention of the relevant Assistant Registrar (Academic Administration) of the specific campus, in writing. The latter shall report the matter to the Head of Student Disciplinary Services, who shall, after giving the student an opportunity to put his or her case in a written statement, submit a report, accompanied by the necessary evidence, to the academic disciplinary committee concerned.

#### 4.1.10 **POWERS OF INVIGILATORS**

- 4.1.10.1 An invigilator may confiscate the examination documents of any student or any prohibited aid or material found in the possession of any student, during the examination, if the invigilator suspects that an irregularity has taken place.
- 4.1.10.2 When an irregularity is suspected, the student concerned shall hand over the examination script or scripts that he or she has used up to that point, at the request of the invigilator.
- 4.1.10.3 The student shall then be instructed to continue with the examination, and he or she shall be given a new examination script.
- 4.1.10.4 A student may not claim that the fact that he or she is allowed to continue with the examination condones his or her alleged infraction of the rules.

#### 4.1.11 **DISCIPLINARY MEASURES**

##### 4.1.11.1 **Misconduct**

Any student who contravenes an examination rule is guilty of misconduct and shall be dealt with in terms of the Disciplinary Code for Students (see Chapter 15). Cases of misconduct shall be the following:

- (a) Intentionally or negligently contravening or subverting, or attempting to contravene or subvert, or assisting, encouraging or persuading any another person to contravene or subvert a code, regulation (**15.1.3**).
- (b) Refusal to obey any fair or reasonable instruction or request of any statutory body, lecturer, member of the Students' Representative Council, any official or any person acting on behalf of the University, or any violation of such instruction or request within the framework of any rule, regulation or law applicable to the University (**15.1.4**).
- (c) Damaging, defacing, destruction, theft, housebreaking and theft, appropriation or alienation of University property or property controlled by the University, including that of another student, employee, visitor or person associated with the University, or any attempt to do so (**15.1.5**).
- (d) Improper, disgraceful or indecent behaviour on any premises of the University or premises controlled by the University or at any other place where the student's behaviour is identifiable with or can possibly be identified with the University (**15.1.9**).
- (e) Any abusive, swearing or indecent act towards any employee, student or person associated with the University that is a violation of his or her dignity or body, either on the premises of the University or elsewhere (**15.1.10**).
- (f) Engaging in behaviour that may bring the image of the University into disrepute, or any act that may be detrimental to or jeopardise the maintenance of discipline, or which is detrimental to providing normal services, efficient tuition and the conducting of research (**15.1.11**).
- (g) Using violence against, or threatening, or intimidating any person on any premises of the University or premises controlled by the University, or during participating in any University activity, or anywhere else where the student may be identified with the University (**15.1.12**).



- (h) Helping or trying to help another student during a class test, examination or any form of assessment, or obtaining or trying to obtain help from another student during such test, examination or assessment, or the submission of any test, examination script or written assignment or any assessment of another student in his or her name **(15.1.14)**.
- (i) Being in possession of any form of unauthorised notes, using or trying to use notes that have relevance, or any kind of resource during any test or examination, except where the supervisor or lecturer concerned has consented explicitly to such possession and/or use, or refusal to hand over such notes to the invigilator, or destroying or trying to destroy such notes in any way, or making notes during a test or examination on any object, ruler or pocket calculator, except as laid down and permitted **(15.1.15)**.
- (j) Handing in any written assignment for assessment in which the essential parts of the assessment have been copied from the work of another person, or any form of plagiarism **(15.1.16)**.
- (k) Making a deliberately false statement or furnishing false information to any University employee, official body, committee, any person associated with the University, Students' Representative Council or any student who is a student leader **(15.1.18)**.
- (l) Forging any certificate, degree, diploma, document or statement of the University, or submitting any forged document to the University **(15.1.20)**.
- (m) Using the student card of another student or an access card of another person or allowing another student or any person to use such a student card or access card to perform any action or obtain any benefit or service that can be performed or obtained with such a card **(15.1.23)**.
- (n) Encouraging or inciting a fellow student or another person, or conspiring with another person to contravene any of the rules of the University **(15.1.29)**.
- (o) Failing to report the misconduct of another student of which he or she is aware, or that he or she has witnessed **(15.1.30)**.

#### 4.1.11.2 Academic Disciplinary Committee

- (a) The Academic Disciplinary Committee comprises the following members **(15.4.1)**:
  - A chairperson designated by the Vice-Chancellor.
  - The head of the academic department concerned or his or her proxy.
  - An employee designated by the Registrar.
  - A representative of the Students' Representative Council concerned, as designated by the Students' Representative Council.
- (b) Three (3) members shall constitute a quorum **(15.4.2)**.
- (c) The chairperson may co-opt an employee with a legal background to be a member of the Academic Disciplinary Committee **(15.4.3)**.
- (d) The Academic Disciplinary Committee shall keep a register of all disciplinary decisions made and measures taken **(15.4.4)**.
- (e) The functions of the Academic Disciplinary Committee shall be as follows **(15.4.5)**:
  - To hear all cases of alleged misconduct taking place during normal academic activities.
  - To hear all cases of alleged misconduct in academic affairs relating to the classroom.
  - To hear all cases of alleged misconduct in academic affairs relating to tests or examination activities.
- (f) The Academic Disciplinary Committee shall report to the Senate on its disciplinary decisions and measures **(15.4.6)**.



#### 4.1.11.3 **Disciplinary measures**

The Academic Disciplinary Committee may take one or more of the following disciplinary measures or impose any of the following sanctions (**rules 15.12.1(a) – (r)**):

- (a) Issue a reprimand.
- (b) Issue a warning.
- (c) Imposing a suspended disciplinary measure or suspending a portion thereof or suspending the imposition of a disciplinary measure on such conditions as it deems appropriate.
- (d) Imposing expulsion.
- (e) Excluding a student from any or all lectures, tests or examinations in any or all subjects.
- (f) Cancelling any subject, test, examination or other marks, as well as year and semester marks.
- (g) Cancelling credits in any or all subjects.
- (h) Refusing to issue a certificate.
- (i) Recommending to the Senate to cancel a qualification that has been formally awarded or conferred.
- (j) Excluding a student from any or all classrooms, test or examination rooms.
- (k) Excluding a student from any or all academic activities.
- (l) Discharging the student from any office or capacity in which he or she was appointed or to which he or she was elected.
- (m) Instructing the student to apologise, verbally or in writing, to any person or body in a manner determined by the Academic Disciplinary Committee.
- (n) Imposing the forfeiture of a bursary or loan.
- (o) Referring the student to the Bureau for Academic Support for suitable remedial measures.
- (p) Taking any other appropriate, educationally justifiable disciplinary measure, to be confirmed by the Disciplinary Committee.
- (q) Imposing the forfeiture of any right or privilege the student is entitled to as a registered student.
- (r) Sending a letter confirming the finding, as well as the disciplinary measures imposed by the Academic Disciplinary Committee, to the parent, guardian or employer of the student.

#### 4.1.12 **PASS REQUIREMENTS**

- 4.1.12.1 A student shall pass a subject or module by obtaining a final mark of 50% or more for that subject or module, subject to **rules 4.1.3.6** and **4.1.9**, and by obtaining a final mark of 50% or more for a subject or module with its own alpha-numerical code, consisting of seven (7) characters, subject to **rule 4.1.3**.
- 4.1.12.2 In addition to the final mark of 50%, a student should obtain a subminimum mark of at least 40% in a theoretical examination in order to pass, and where the examination in a subject or module consists of two (2) or more question papers, he or she should obtain a subminimum mark of at least 40% for each paper.



- 4.1.12.3 In addition to the final mark of 50%, a student should obtain a subminimum mark of at least 50% in his or her assessment in a practical examination subject.
- 4.1.12.4 In subjects or modules where students take formal examinations, the final mark shall be calculated by combining the predicate mark and the examination mark at a 50:50 ratio. Deviating ratios, as approved by the Senate, are indicated in **rule 4.1.12.5**.
- 4.1.12.5 In subjects or modules where students take formal examinations in certain programmes under the distance education mode of delivery, the final mark shall be calculated by combining the predicate mark and the examination mark at the following ratios:
- Education programmes (undergraduate studies): 10:90.
  - Programmes offered by the Department of Safety and Security Management: 50:50.
- 4.1.12.6 The decision of the University in respect of practical work and projects that contribute to the calculation of the examination mark shall be final and no student's work shall be re-marked.
- 4.1.12.7 The final mark for written subjects that are assessed without a terminating examination shall be compiled from the accumulation of marks obtained for tests, assignments, papers, projects and other opportunities. An accumulated pass mark of 50% is required in these subjects.
- 4.1.12.8 A student shall pass a subject with distinction by obtaining a final mark of 75% or more in that subject. This implies that the student should obtain an average mark of at least 75% for the related modules (see Chapter 9 in respect of qualifications obtained *cum laude*).
- 4.1.12.9 Failed subjects shall not be condoned. If a student is allowed to register for the next level, year or semester, it does not imply that the failed subjects have been condoned. The student should re-register for and pass the failed subjects.
- 4.1.12.10 A student may be promoted to a subsequent year or semester, subject to the provisions contained in Chapter 2.
- 4.1.12.11 Subjects taken and passed for non-degree purposes may be applied for obtaining a qualification: provided that all admission and accreditation requirements be met.
- 4.1.12.12 Credit can be withdrawn for a subject or module in which the examination of its prerequisite subject has not been passed.

| Examination type                           | Minimum pass requirements  |
|--|--|
| Exit examinations                          | A final pass mark of 50% is required to pass an exit examination and the relevant minimum rule applies.  |
| Practical assessment subjects              | The final mark is determined through a combination of individual assessments through the year, a portfolio, performance or project work, capped by a final assessment reflected as a percentage.   |
| Practical examination subjects             | A minimum of 50% in the examination is required to pass.   |
| Theoretical-practical examination subjects | A minimum of 50% for the practical paper examination and a minimum of 40% for the theoretical paper examination are required.  |
| Theoretical subjects                       | A minimum of 40% for each question paper is required to pass, regardless of the predicate mark. If the examination in a subject comprises more than one question papers, the student shall obtain a minimum of 40% for each of the papers, respectively. |
| Special examinations                       | A final pass mark of 50% is required to pass a supplementary examination and the relevant minimum rule applies.  |
| Supplementary examinations                 | A final pass mark of 50% is required to pass a supplementary examination. No further opportunities will be granted if a student forfeits or fails the supplementary examination.   |



#### 4.1.13 PUBLICATION OF RESULTS

- 4.1.13.1 Staff members may not furnish examination results by telephone. Students may, however, obtain the examination results via the University's electronic answering system tel. 083 123 2777, or access them on the University's website at: [www.tut.ac.za](http://www.tut.ac.za).

In the case of distance education students, the examination results will be mailed to students by the Distance Education Unit and will be the only official examination results given to distance education students. However, the University assumes no liability for delays in the mail, or for mail that was not delivered or not received.

- 4.1.13.2 The official and final examination results of TUT are posted on the official notice boards at all campuses according to a daily publication schedule, and the students themselves are responsible for obtaining their results. Individual examination results are also mailed to all students, but TUT assumes no responsibility for delays in the post or for post that was not delivered or not received. The final results of the main and supplementary examinations will be published on the notice boards.

Please note that only the examination results posted on the official notice boards at the different campuses, the official statement of results posted to students, and the individual results issued to students at the examination counters of the respective campuses shall be considered to be the official examination results of the University.

- 4.1.13.3 Statements of examination credits obtained, examination results and academic records shall be valid only if they are printed on the approved forms and issued by the Registrar.
- 4.1.13.4 The examination results of a student with any outstanding fees and/or library material shall not be made known or published before the outstanding amount has been paid in full or the library material has been returned. However, such a student shall be informed of admission to and particulars of a supplementary examination, if applicable.

#### 4.1.14 SUPPLEMENTARY EXAMINATIONS

- 4.1.14.1 A supplementary examination shall take place directly after the main examination.
- 4.1.14.2 The predicate mark obtained for admission to the main examination shall also apply to the supplementary examination.
- 4.1.14.3 A student who fails the main examination in a subject, but obtains a final mark of at least 45%, qualifies for a supplementary examination.
- 4.1.14.4 A student who fails one (1) or more question paper(s) in the main examination, but who qualifies for a supplementary examination in terms of **rule 4.1.14.3**, retains credit for the question paper or papers that he or she has passed in the main examination, and takes a supplementary examination on the question paper(s) he or she has failed. A subject should be passed in the main examination or the subsequent supplementary examination.
- 4.1.14.5 A supplementary examination shall be conducted and its marks calculated in the same manner as that of the main examination.
- 4.1.14.6 The student numbers of the students who qualify for supplementary examinations shall be posted on the official notice boards of the different campuses according to a daily publication schedule. Not applicable to distance education students.
- 4.1.14.7 It is each student's own responsibility to consult the official notice boards to find out whether he or she qualifies for a supplementary examination. The individual results of distance education students will show them whether they qualify for supplementary examinations. Distance education students who qualify for supplementary examinations will have an opportunity to participate during the consecutive examination period, i.e. students who qualify for supplementary examinations in May will have to take their supplementary examinations in October/November and vice versa.





- 4.1.14.8 In the event that a student qualifies for an exit examination after a special examination period due to late publication, such a student must wait for the next examination opportunity to write the examination.
- 4.1.14.9 No supplementary assessment opportunities will be granted in subjects that are assessed in a non-examination terminating mode.
- 4.1.14.10 A student who does not take or does not complete a supplementary examination for any reason whatsoever, shall fail the relevant subject or module. Only one (1) opportunity to take a supplementary examination shall be granted for a specific subject or module per academic period.
- 4.1.14.11 The requirements for supplementary examinations for subjects that are continuously assessed are given in **rule 4.1.17**.
- 4.1.14.12 No supplementary examination shall be granted on the basis of marks obtained in a special examination.
- 4.1.14.13 If a student applies for a re-marking or re-checking, it does not imply that he or she may take a supplementary examination. Permission to take a supplementary examination shall be granted after re-marking or re-checking only if the student qualifies for it according to **rule 4.1.14.3**.
- 4.1.14.14 If a student fails the supplementary examination, he or she has to re-register for the subject or module.
- Distance education students must submit new assignments after their re-registration for subjects.
- 4.1.14.15 Distance education students will be granted supplementary examinations in terms of **rule 4.1.14.3**.
- 4.1.15 **SPECIAL EXAMINATIONS**

**Aegrotat (sick) and special circumstances examinations**

- (a) Aegrotat or special circumstances examinations shall be conducted, if possible, at the same time as supplementary examinations or exit examinations. The predicate mark obtained for admission to the main examination shall also apply to aegrotat and special circumstances examinations. Distance education students: refer to **rule 4.1.14.7**.
- (b) An aegrotat examination shall, subject to the approval of the Registrar or his or her designate, be taken by a student who has been prevented from preparing for the main examination or from taking the main examination, during an examination period, on account of illness. Distance education students: refer to **rule 4.1.14.7**.
- (c) A special examination may be granted, subject to the approval of the Registrar or his or her designate to a student who was prevented from preparing for the main examination, or who was prevented from writing the main examination during an examination period, as a result of illness, or as a result of circumstances beyond his or her control (e.g. technology failure in computer-based assessment).
- (d) If a student has been prevented from writing one or more question paper(s) in a subject consisting of more than one (1) question paper(s), the student may take an aegrotat or special circumstances examination only in the question paper(s) concerned. The student shall retain the marks for the question paper(s) written during the main examination.
- (e) A student may not take an aegrotat or special circumstances examination if he or she has been prevented from taking a supplementary examination or if he or she could not complete a supplementary examination.



- (f) A student shall not take a special circumstances examination in cases where he or she –
- did not read the examination timetable correctly;
  - did not arrive in time for a particular examination session, or did not arrive for it at all.
  - reacted to unofficial information;
  - was prevented from writing, or could not complete the supplementary examination; or
- (g) A student may, notwithstanding the provisions above, submit a written appeal to Academic Administration for consideration, if such a student is of the opinion that his or her case has merit that should be taken into consideration. This appeal is required to be submitted to Academic Administration within three (3) days of the date of the examination the student had been unable to write on account of the specific circumstance. On payment of the prescribed fee, the application will be submitted to the Registrar for consideration.
- (h) An application to take an aegrotat or special circumstances examination in terms of **rules 4.1.15(b) and 4.1.15(c)** should be submitted to Academic Administration on the required form, accompanied by all the supporting evidence, as well as proof of payment of the fixed fee for the aegrotat or special circumstances examination, within three (3) working days of the date of the examination that the student has failed to take on account of the unavoidable special circumstances.
- (i) Aegrotat or special circumstances examinations shall be conducted and their marks calculated in the same manner as those of the main examinations.
- (j) A student who fails the special examination will only be granted a second opportunity under special circumstances as approved by the Registrar.
- (k) A student, who, for any reason whatsoever, does not take the aegrotat or special circumstances examination, shall fail the subject(s) concerned, and no further examination opportunity shall be granted.

#### 4.1.16 EXIT EXAMINATION

**Please note:**

- A student shall not be allowed a third opportunity to take an examination in a subject in a particular study period, whatever the reason may be and whether the student had made use of each opportunity or not.
- In order to qualify for an exit examination, a student's registration should not have been interrupted.
- In the case of distance education students, exit examinations shall be conducted during the next examination period.

4.1.16.1 A student may take an exit examination in a theoretical subject or module on the following conditions:

- If it is the only remaining theoretical subject/module the student needs to pass in order to qualify for the qualification;
- If a student was registered for that subject/module, in the case of a year subject, during the preceding study period, and, in the case of a semester subject, during the preceding two study periods;
- If the student obtained a predicate of at least 40% in that subject;
- If the student did not interrupt his or her registration; and
- If the student wrote the examination at the campus where he or she is registered for the subject concerned.

4.1.16.2 Heads of academic departments could, in exceptional cases, on a discretionally basis approve an exit examination in a non-theoretical subject, on condition that such ruling is not explicitly excluded by the rules for the specific subject.



- 4.1.16.3 If a student fails the exit examination, he or she must register for the subject/module and obtain a new predicate mark.
- 4.1.16.4 An exit examination will be conducted and calculated in the same format as the main examination.
- 4.1.16.5 An application to write an exit examination is required to be submitted to Academic Administration before the closing date published with the examination results.

4.1.17 **NON-EXAMINATION TERMINATING MODEL**

- 4.1.17.1 The combined marks of a minimum of two (2) (if a semester subject has been divided into two (2) or more modules) or four (4) assessment opportunities per semester subject or module, or a minimum of six (6) (assessment opportunities per year subject/module shall contribute to the final pass or promotion mark, expressed as a final percentage.

Please note that the above rule determines the minimum number of assessments. Academic departments may determine the required number of assessments contributing to the final mark. Specifications of the required number of assessments should be published in the relevant study guides.

- 4.1.17.2 A single assessment opportunity may not contribute more than 40% to the final mark for the module or subject. Where only two (2) assessment opportunities apply, one of which is a practical assessment, the practical assessment shall contribute 60% to the final mark.
- 4.1.17.3 The head of the academic department may determine the subminimum requirements for individual assessment opportunities.
- 4.1.17.4 A student shall be successful when the accumulated total of all the assessments equals or exceeds 50%. He or she will obtain a distinction when the accumulated total equals or exceeds 75%.
- 4.1.17.5 An accumulated total of less than 50% indicates that the student fails the subject or module and has to repeat it.
- 4.1.17.6 No supplementary examination or re-mark shall be granted. Special assessments under special circumstances may be granted by the Head of the Department, where the student forfeited the normal opportunities for appraisal, on submission of the necessary substantiation by the student.
- 4.1.17.7 The granting of reassessments is not obligatory. A reassessment opportunity may, however, be given to a student who failed a particular assessment opportunity, but attained a minimum mark of between 45% and 48%. Such opportunity follows directly after the failed opportunity.

Please note that the above stipulation shall apply only if it forms part of an individual academic departmental policy and is published as such in the relevant study guide.

- 4.1.17.8 The same careful assessment and moderation of the first opportunity shall apply to the additional opportunity.
- 4.1.17.9 Please note that in contrast to modules or subjects that follow the formative assessment examination continuum, where supplementary examinations are scheduled for students who have adequate admission marks, but who failed to obtain the subminimum in the examination, continuous assessment shall not provide for any summative reassessment, either before or after the adding up of the final promotion mark.
- 4.1.17.10 The head of the academic department may grant a special assessment, under exceptional circumstances, when a student has forfeited the normal opportunities for appraisal and submits the necessary substantiation for that.
- 4.1.17.11 The examination rules of TUT shall apply to the placement of students, the procedures followed in the assessment venue, and the invigilation during such assessments.



- 4.1.17.12 Students have an opportunity to give inputs on their final marks before the final entering of the marks on the electronic database if their calculations differ from those of the relevant lecturer.
- 4.1.17.13 Marks for individual assessment opportunities shall be made known by the academic department concerned after assessment and moderation.
- 4.1.17.14 Marks for every assessment opportunity, as well as the final mark, shall be checked and verified before publication.
- 4.1.17.15 Examination Administration shall process and publish the final results according to the annual publication schedules.
- 4.1.17.16 All results shall be recorded and stored on the official mark sheets and electronic database.

#### 4.1.18 **EXAMINATION ENQUIRIES**

##### 4.1.18.1 **General**

- (a) The University assumes no responsibility for incorrect information concerning any aspect of the examinations that has been furnished by persons who are not authorised to give such information. All enquiries should be made at Examination Administration.
- (b) All enquiries regarding examination results should be submitted on the prescribed form to Academic Administration within thirty (30) days of the publication of the results.

##### 4.1.18.2 **Viewing of examination answering scripts**

The following rules are applicable to viewing of examination answering scripts:

- (a) A student may, subject to the payment of the prescribed fee, receive an opportunity to view his or her examination scripts for all theoretical examinations at all levels of all subjects.
- (b) A student may, subject to the payment of the prescribed fee, apply for a re-checking or re-marking after viewing of scripts.
- (c) An application for viewing of, or inspecting an examination script is required to reach Academic Administration before the published closing date for examination enquiries.
- (d) Memoranda shall not be made available to students during the viewing of scripts process.

##### 4.1.18.3 **Re-checking**

The following rules are applicable to re-checking of answering scripts:

- (a) A student may, subject to the payment of the prescribed fee, have his or her examination scripts for all theoretical examinations re-checked at all levels of all subjects.
- (b) A student may, subject to the payment of the prescribed fee, apply for a re-mark after a re-check.
- (c) If the student passes the subject after re-checking, the fixed fee will be refunded.
- (d) An application for re-checking an examination script is required to reach Academic Administration before the published closing date for examination enquiries.



#### 4.1.18.4 **Re-marking**

The following rules are applicable to re-marking of answering scripts:

- (a) A student may, subject to the payment of the prescribed fee, have his or her examination scripts for all theoretical examinations re-marked by the moderator at all levels of all subjects. In the event where a student requests a re-mark and the script has been moderated already, the moderator should not conduct the re-mark. The DTLC should assign the task to another qualified person.
- (b) If the student's results change from a "fail" to either "qualify for a supplementary examination" or "pass", or from "pass" to "pass with distinction", the fixed fee shall be refunded.
- (c) An application for re-marking an examination script is required to reach Academic Administration before the published closing date for examination enquiries.

#### 4.1.19 **The right to appeal to examination and related matters**

The following rules are applicable to the right to appeal to examination and related matters:

- (a) If a student is dissatisfied with the outcome of the re-marking, Academic Administration will refer the student to the DTLC who may appoint another suitably qualified person to do a final re-marking at a set cost.
- (b) If a student submits an appeal regarding alleged examination irregularities, the DTLC shall determine the necessary correctional steps.
- (c) Memoranda shall not be made available to students during the re-marking or appeal process.

#### 4.1.20 **WITHDRAWAL OF RESULTS**

An examination result, statement or academic report issued erroneously by the University shall not be valid and should be returned to the University at its request.

