



**RHODES UNIVERSITY**

*Grahamstown • 6140 • South Africa*

## EXAMINATIONS POLICY

<b>Policy Volume</b>	Volume 1
<b>Policy Chapter</b>	Not applicable
<b>Responsible Committee/Unit/Division/Faculty</b>	Examinations Committee of Senate
<b>Responsible Chairperson/Director/Manager</b>	Registrar
<b>Dates of First and Subsequent Council Approvals</b>	Approved by Council 3 December 2020
<b>Policy Approval Pathways (e.g. committee, Senex, Senate, Council)</b>	Senate Examinations Committee, Teaching & Learning, Boards of Faculty, Senex, Senate, Council
<b>Revision History: Approved Reviews</b>	None
<b>Review Cycle (e.g. every 2/5/7 years etc)</b>	Every five years
<b>Next Review Date</b>	2025/2026

## 1. POLICY PARTICULARS

1.1. <b>Policy Title</b>	Examinations Policy
1.2. <b>Policy Statement</b> (State in a single paragraph the policy mandate and how this relates to the University Mission and Vision)	The Examination Policy gives effect to the Institution's commitment to excellence in assessment in the form of examination as an integral part of teaching and learning, as reflected in the vision and mission statement of the University, in 'rigorous scholarship' and to 'strive for excellence and promote quality assurance'.
1.3. <b>Reason for Policy</b> (What this policy aims to achieve)	The Policy is to ensure uniform practices and integrity of the examinations for undergraduate and honours qualifications. To establish a clear framework of principles for the examination process
1.4. <b>Policy Objective/s</b> (What are the measurable objectives of this policy)	The objective of the Policy is to set out the principles informing the examinations processes across the University, in order to ensure uniform practices and integrity in examinations in accordance with the university's General Rules for Degrees, Diplomas and Certificates.
1.5. <b>People affected by this Policy</b> (e.g. All units of the University)	All academic departments and faculties, CHERTL, Academic Administration, Student Bureau, Student Affairs, IT & S
1.6. <b>Who should read this Policy</b> (People who need to heed this policy to fulfil their duties)	All academic and support members of the University, technical support staff, students
1.7. <b>Implementers of this Policy</b> (Who will manage the implementation of this policy)	Faculties, Departments and Registrar's Division (Academic Administration)
1.8. <b>Website address/link for this Policy</b>	<a href="https://www.ru.ac.za/institutionalplanningunit/policies/policiesa-z/">https://www.ru.ac.za/institutionalplanningunit/policies/policiesa-z/</a>

## 2. RELATED DOCUMENTS FORMS AND TOOLS

(University Policies, Protocols and Documents (such as rules/policies/protocols/guidelines related to this policy))

<b>Relevant Legislation</b> (Legislation/Regulatory requirements/Organisational Reports – name these)
Higher Education Act 101 of 1997 (as amended) SAQA Act 58 of 1995 Criteria and Guidelines of NQF registered Unit Standards and Qualifications: SAQA October 2001 HEQSF sub-framework –Government Gazette Vol 481 July 2005 Ministry of Education: HEQF – October 2007 CHE HEQC Criteria for Institutional Audits – Nov 2004 CHE Criteria for Programme Accreditation – Nov 2004
<b>Related Policies</b>
RU Teaching and Learning Policy RU Timetabling Policy (still under construction) RU Alternative Forms of Assessment Policy RU Disability Policy RU Assessment of Student Learning Policy RU External Examining Policy
<b>Related Protocols</b>
The Policy should be considered in conjunction with: The Departmental and Registrar's Division's Standard Operating Procedures/Guidelines.

Guidelines for assessment approaches and methods for online and remote teaching and learning (approved by Council on 11 June 2020)

**Forms and Tools** (documents to be completed in support of this policy implementation)

Policy template for the policy itself. Documents pertaining to procedures for implementation (SoPs), as well as revision of the Policy.

### 3. POLICY DEFINITIONS

(Technical or Conceptual terms used in the policy)

No	TERM	DEFINITION
3.1	Department	Departments are collected together to form a faculty who are organized into a unit for course and programme planning. This includes academic divisions within a Faculty
3.2	Division	A Division is usually a non-academic unit within the University who supports the curricula and programmes offered.
3.3	Examination	A written, oral, or practical summative assessment of learning including main, supplementary, aegrotat or special case examinations.
3.4	Head of Department	The person who heads an academic department at the University, abbreviated in the document as 'HoD'.
3.5	Student	Any person registered with the University, as a student for the current academic year.
3.6	Course	An instructional offering that forms part of a degree, diploma or certificate.
3.7	Standard Operating Procedures	A guide, detailing the standard operating procedures of the examination process.

### 4. PRINCIPLES GOVERNING THIS POLICY

OVERVIEW
<b>Rhodes University strives to carry out the following, insofar as reasonably practicable:</b>
4.1 Ensure integrity, validity and fairness of the examination process in accordance with subject disciplines.
4.2 Ensure uniformity and transparency across Departments and Faculties for the examination process.
4.3 Ensure quality management of the examination process by all role-players affected by the policy.
4.4 Ensure that Standard Operating Procedure Documents exist for Departments, Faculties and the Registrar's Division (Academic Administration).
4.5 The Internal examiner possesses the required expertise in the subject matter and proficiency in the marking process.
4.6 External examining ensures that examination outcomes are fair, valid and consistent.
4.7 Faculty Boards are responsible to ensure that all students in all academic programmes are assessed in a consistent and accurate manner and in alignment with the Faculty rules and regulations.
4.8 Examinations are transparent – Students may make applications to obtain a copy or re-scrutiny of scripts and can also view their scripts and be given constructive feedback. Refer to RU Calendar Rules G28.1 and G28.2.

## 5. DIRECTIVES FOR IMPLEMENTING THIS POLICY

(Actions and processes by which the objectives of the policy will be achieved.)

Directive 1: All people affected by this policy must familiarise themselves with this policy and the Standard Operating Procedure documents.

Directive 2: All Departments, Faculties and the Registrar's Division (Academic Administration) must develop and review examination processes suitable to their disciplines to meet the objectives of this policy.

Directive 3: The Registrar's Division (Academic Administration) may provide guidance to persons affected by the policy seeking assistance in the development and review of internal process regarding examinations.

Directive 4: All 'sit-down' summative examinations must be written on the University campus. In exceptional circumstances, with documentary support, applications can be made through the Registrar's Division who will consult with the relevant Head of Department, together with the DVC: A & SA/Vice Chancellor in considering the application.

## 6. ROLES AND RESPONSIBILITIES

(Roles and responsibilities of Key personal/Divisions/Faculties/Departments)

UNIT	RESPONSIBILITY
<b>REGISTRAR'S DIVISION</b>	Coordinates university examinations in accordance with this policy, its Standard Operating Procedure documents and in partnership with Departments, Faculties and Divisions.
<b>DEPARTMENTS</b>	<p>Implement Departmental Standard Operating Procedures in partnership with the Registrar's Division, along with all relevant University and Faculty Policies relating to teaching, learning and assessment.</p> <p>Departmental Standard Operating Procedures must address -</p> <ul style="list-style-type: none"> <li>○ Finalisation of course registrations</li> <li>○ Submitting stationery requirements</li> <li>○ Drafting, external moderation and submission of examination papers</li> <li>○ Examination: marking and external moderation</li> <li>○ Processing, recording and submission of examination results</li> </ul> <p>To ensure greater security and accuracy, each Department/Faculty will be responsible for an internal Standard Operating Procedures (SOPs) suited to the particular discipline/faculty.</p> <p>The Law Faculty SOPs are available as a guide for developing discipline specific SOPs .</p> <p>. If a Department/Faculty adopts their own SOPs to suit the needs of their particular discipline, these SOPs should serve at their Faculty Board for approval, and should be in line with the Exam Policy.</p>
<b>FACULTIES</b>	Approve and oversee the Standard Operating Procedures to ensure compliance with this policy.
<b>DIVISIONS</b>	Provide assistance to the Registrar's Division (Academic Administration), Departments and Faculties to implement this policy and Departmental Standard Operating Procedures to ensure the integrity and fairness of the examination processes.

## 7. CONTACTS

Area of Concern	Division/Faculty/Department	Telephone	Email

SOPs – Registrar’s Division	Academic Administration	046-6038213	AcademicAdmin@ru.ac.za
SOPs – Departmental/Faculty	Heads of Department/Dean		

**8. POLICY REVIEW PROCEDURE**

(Actions and processes by which the policy will be reviewed)

<b>Communication of the review process</b>