



## **DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC**

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Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997

**Registration Certificate No. 1999/HE08/001**

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### **INSTITUTIONAL POLICY AND PROCEDURE ON SECURITY OF RECORDING OF ASSESSMENT RESULTS**

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Approved, 11 March 2015
Dates of amendments	4 March 2015
Review date	2020

## **1. Introduction**

The Institution places a high priority on the ensuring of reliability, rigour and security of assessment results. Therefore the following measures, rules and procedures should be in place and followed in all assessment practises of the Institution's programmes.

## **2. Measures**

- **Ensuring the validity and reliability of assessment practices**

The policy and procedure regarding the validity and reliability of assessment results describes and regulates a system followed by and in operation in the institution maximizing the accurate and credible recording of assessment results.

- **Secure and reliable recording of assessment results**

For the secure and reliable recording of assessment results, also see 3, rules and procedures regarding the recording of assessment results.

All assessment results, exam papers and moderator documents are kept on file in our security safe. For every exam, we have a form which must be completed and signed by the moderator and lecturer concerning the secrecy, validity and reliability of the exam paper and moderation process. An electronic copy of the dissertation is kept on file for future reference or queries.

- **Settling of student disputes regarding assessment results**

As was mentioned above, all question papers, exam papers, and moderation forms are kept safe under lock and key. In the case of a dispute regarding assessment results, the student has the option to take up the matter with the lecturer. In this we have a policy which includes the possibility of remarking of the exam paper as well as a re-moderation by another external moderator. In the case of the student not being satisfied, the case is immediately put on the agenda of the meeting of the relevant faculty and discussed there. All documentation is regarded strictly confidential and the student is given the chance to state his complaint towards the meeting. Afterwards the meeting comes to a conclusion and the student and the lecturer is briefed in full. The decision of the faculty is final.

- **Rules regarding plagiarism**

This institution regards plagiarism a very serious felony and when found guilty, a student may be expelled from our institution indefinitely. According to our policy regarding plagiarism every student is informed about the regular occurrence of plagiarism at tertiary institutions and the dire consequences upon being found guilty of this misdemeanour. When handing in an assignment or dissertation for moderation the student is obliged to declare that the work is his/her own by means of the submission of a signed "submission form". In this form the student is obliged to declare that where the work of someone else was cited, the student has recognize the source in full accordingly. The form is signed by the student and the lecturer. Every dissertation must have a full bibliography at the back. This bibliography is spot-checked by the study leader to confirm that the student did indeed recognize his/her source appropriately and that citations are cited correctly. It nevertheless is impossible for a study leader to check every citation to certify whether it is in accordance with the source. In the case of students not being honest regarding the work they have done, our institution will handle with them according to our policy regarding the prevention of plagiarism. The institution cannot be held liable for any legal or civil actions pertaining to the fraud.

- **Development of staff competence**

All academic staff members currently have the minimum qualifications as required by SAQA and a lot of the academic staff do have doctoral degrees in specific fields within the respective registered programmes presented at the institution . As described in the institutional policy on assessment, final exams must be moderated or externally examined.. For final year exam papers the moderator must be outside the institution, preferably at a recognized tertiary institution and

must have the needed qualification and experience in moderation or external examination. Moderators are appointed by the quality committee by means of the submission of a *curriculum vitae* giving evidence of appropriate qualifications, skills, and past moderation experience.

Furthermore all academic staff members are encouraged to attend national and international academic conferences on their respective fields of specialty to enable them to stay up to date with the newest international trends and findings.

Development of skills and competencies regarding assessment, recording of assessment results are continuously part of staff development, especially new academic staff at the institution.

- **RPL**

The Institution gives Recognition of Prior Learning (RPL) according to its RPL policy. Assessment of RPL leads to recognition of assessment results of prior learning. Recommendations and decisions on RPL by the RPL committee are recorded on the application form and signed by the respective programme coordinator and registrar. The acknowledgement of prior learning are recorded into the administration system and is secured and validated in the same way as assessment results at the institution.

### **3. Rules and procedures**

3.1 Assessment results must be recorded by first assessors on prescribed assessment rubrics.

3.2 Assessors must sign the relevant assessment record sheet.

3.3 Marks on examination answering sheets must correlate with the marks on the assessment record.

3.4 Moderators and/or external examiners must verify that the marks on the marked answering papers correlate with the marks on the record sheet.

3.5 In case of difference, indication thereof or comment must be made on the front page of the answering sheet.

3.6 The assessment result sheet must be signed by the moderator.

3.7 The programme coordinators verify, check and sign the assessment result sheets ensuring that assessment practices and recording of results are effective and reliable up to this stage in the process.

3.8 In case of a query or any uncertainty, programme coordinators do have the right to take it up with the lecturer, moderator and/or external examiner if necessary.

3.9 Result sheets signed by the programme coordinators, are sent through to the PA of the head of the institution and registrar of the institution, who records the results into the administration programme.

3.10 Results on the administration programme are finalized and checked by a finalizing audit or procedure by the PA and/or the registrar.

3.11 After this final procedure, the function “finalizing marks” of the administration programme are used, after which no results can be changed or tampered with.

3.12 After recording of results on the administration programme, results are made available to students on scheduled pre-informed and pre-arranged dates with the aim of doing it as soon as possible.

## **4. Policy history**

Composed by Prof SD Nel (Registrar) 5 Maart 14

