



SAIBT ASSESSMENT AND MODERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

SAIBT Assessment and Moderation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Diploma Stage 1	
Stage 1 Module Coordinator	1.1	Every trimester, prepare an exam and send to the relevant Stage 2 Module Coordinator.	
Stage 2 Module Coordinator	1.2	Review and approve the exam and return to the relevant Stage 1 Module Coordinator.	
Exam Committee	1.3	Review and check formatting.	
Discipline Lead / Exam Committee	1.4	Check due date and time, and make sure exam coversheets and computer-based exams are available to students via the Examination tile on Moodle. Make sure the computer-based exam is hidden until the scheduled date and time. In addition, check that all module coordinators have uploaded exam coversheets under Examination tile of their respective modules on Moodle for both face to face as well as computer-based exams.	
	2	Diploma Stage 2	
Module Coordinator	2.1	Every trimester, prepare and send the exam to the approved external moderator (UniSA coordinator)	
	2.2	Make any adjustments to the exam as required and submit the exam along with the Exam approval form from the external moderation to the Exam Committee	
Exam Committee	2.3	Review and check formatting	
Discipline Lead/ Exam Committee	2.4	Check the due date and time, and ensure that exam cover sheets and computer-based exams are available to students via the Examination tile on Moodle. Make sure the computer-based exam is hidden until the scheduled date and time. In addition, checking that all module coordinators have uploaded exam coversheets under Examination tile of their respective modules on Moodle for both face to face as well as computer-based exams	
	3	Graduate Certificate	
Module Coordinator	3.1	Every semester prepare and send the exam to the approved external moderator (UniSA coordinator)	

Responsible	Procedure Steps			W/I
		3.2	Make any adjustments to the exam as required and submit the Exam along with the Exam approval form from the external moderation to the Exam Committee	
Discipline Lead/ Exam Committee		3.3	Review and check formatting	
		3.4	Check the due date and time, and ensure that exam cover sheets and computer-based exams are available to students via the Examination tile on Moodle. Make sure the computer-based exam is hidden until the scheduled date and time. In addition, checking that all module coordinators have uploaded exam coversheets under Examination tile of their respective modules on Moodle for both face to face as well as computer-based exams.	
	4	Quality assurance – internal moderation		
Module Coordinator		4.1	Where there are multiple lecturers for a course, organise for a lecturer to mark the same section/s across all exam papers.	
Lecturer /		4.2	Mark each section/s as directed.	
Module Coordinator		4.3	Record exam results in the grade book, check a sample of students' results for accuracy then lock the gradebook. Advise the Academic Coordinator of the completion of marking. In addition, ensuring that the gradebook is well organised by hiding assessment tiles that are not being utilised in the module.	
Discipline Lead		4.4	Check the grade book for completeness in terms of hurdles, no blanks, total weightings add up to 100.	
Academic Coordinator		4.5	Double check the gradebook.	
Academic Coordinator /Discipline Lead		4.6	Organise all failed exams to be double marked. NOTE: If the examination has a hurdle, the examination is a pass only if 50% of the examination mark is achieved.	
	5	Quality assurance - external moderation		
Academic Coordinator		5.1	At least annually, forward a sample at each grade level (where available) of all final assessments to the relevant external moderator (UniSA) for moderation.	
		5.2	Where issues are identified address accordingly with the Module Coordinator.	
Academic Director		5.3	Each trimester, assess pass rates against each equivalent partner university course as a benchmark.	
College Director		5.4	Annually, analyse student graduates' performance at the partner university for the previous three trimesters.	

Responsible	Procedure Steps			W/I	
	6	Module Information Booklet			
Module Coordinator		6.1	Each study period, prepare and update the Module Information Booklet (MIB) and submit to Academic Coordinator in charge of MIBs.		
Academic Coordinator / Quality and Compliance Officer		6.2	Check submitted MIBs and consolidate for submission to SAIBT-CELUSA Academic Board		
Academic Board		6.3	Review and approve changes to MIBs and/or provide feedback.		
Quality and Compliance Officer		6.4	Issue approved MIBs to Module Coordinators		
Module Coordinator		6.5	Publish approve MIBs on the course web page in the student portal by the start of the first week of the course.		
	7	Assessment and moderation variation			
		7.1	Marking		
Academic Staff			7.1.1	Mark assignment tasks according to the rubric or standardised marking guide.	
			7.1.2	Enter the results in the grade book.	
			7.1.3	Mark all assessment activities and return to students within two weeks of the submission date.	
	8	Variation of assessment tasks			
		8.1	Extension of time for assignments		
Student			8.1.1	Complete an extension request form through the relevant module page in Moodle at least 3 days before the assignment due date together with supporting documentary evidence where appropriate.	
Course Lecturer			8.1.2	Respond to the student request for extension within two working days.	
Student			8.1.3	If you are not happy with the outcome of the request, make an appointment with the Academic Coordinator within 5 working days.	
Academic Coordinator			8.1.4	Meet with the student to discuss the request and respond within two working days.	

Responsible	Procedure Steps			W/I
		8.2	Assessment variation	
Student		8.2.1	Contact the Student Learning Advisor to discuss your requirements and options and provide appropriate documentation.	
Student Learning Advisor		8.2.2	Negotiate assessment variation with the student and relevant course lecturer.	
Student Learning Advisor		8.2.3	If any documentation has been provided by the student, maintain details on the student's file.	
	9	Re-marking and re-submission		
Student		9.1	Contact the course lecturer directly to apply for a re-mark or re-submission of an assignment if permitted, as per the Module Information Booklet.	
	10	Deferred exams		
Student		10.1	Lodge an application for deferred assessment on the appropriate form together with the appropriate fee no later than three working days after the examination.	
		10.2	Provide supporting evidence. Any medical report must be completed by a registered medical or dental practitioner and include: <ul style="list-style-type: none"> The date on which the practitioner examined the student The duration of the complaint, and The practitioner's opinion that the complaint makes the student unable to complete the assessment item Online medical certificates that do not clearly indicate that the student was examined by a registered medical practitioner will not be accepted. However, telehealth consultations are acceptable, provided they are supported by appropriate and verifiable medical documentation. 	
	11	Final Grades and notations		
Academic Coordinator		11.1	Meet to review all results.	
Academic Director		11.2	Present assessment results to the SAIBT/CELUSA Board of Examiners (BOE)	
SAIBT/CELUSA Board of Examiners		11.3	Approve all student grades prior to release after review and consideration.	
Academic Director		11.4	Publish a schedule for final assessment and release of results for each of the teaching and assessment periods and ensure that final grades are published on the student portal.	
		11.5	After the published release of results, final grades and final notations may be altered only by the Academic Director on the advice of the Module Coordinator.	

Responsible	Procedure Steps		W/I
	12	Student appeals	
Student		12.1 If not satisfied with a decision refer to the Student Grievances and Appeals Policy and Grievances and Appeals Procedure to lodge an appeal.	

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	SAIBT Website ->Essential information
Student Grievances and Appeals Procedure	SAIBT Website ->Essential information

Form templates	Retention time	Location
Exam Deferral Form		Pipefy

Records (including completed forms)	Retention time	Location
Master copy of examination question papers	Permanent	Sharepoint
Completed examination scripts	Destroy 1 year after last action	Moodle page
External moderation documentation	Destroy 7 years after last action	Sharepoint
Benchmarking of pass rates against each equivalent partner university course	Destroy 7 years after last action	
Annual analysis of student graduates' performance		
Module Information Booklets	Destroy 3 years after last action	Sharepoint

D.3 Version Control

Current Version Number	3.0
Date of Effect	04/2025
Privilege Level	Public