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# Assessment: Examinations Procedures

**Category:** Academic
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**Approved By:** Chair, Academic Board
**Contact Person:** Examination Arrangements Senior Coordinator, Extn 6997

## Introduction

This policy provides instructions for Departments and Schools, from the Academic Board, about the timing of assessment for Bridging Programme and Undergraduate courses.

## Definitions

**Assessment** includes the holding of tests and examinations; and due dates for essays, projects and field trip work.

## Policy Statement

The Head of Department/School shall, not later than two weeks after the start of each course, ensure that the type, dates and times of all items of coursework for each course and the value apportioned to each item have been entered in the appropriate official University database, and are therefore available to students on the web and in course outlines. Students shall also be advised on the web and in course outlines of their rights under Course and Examination Regulations G2 (reconsideration) and H (aegrotat consideration).

The Head of Department/School shall, not later than two weeks after the start of each course, ensure that the occurrence of a formal examination in a course and the value apportioned to each examination have been notified in course outlines. Examinations will be scheduled after the change of enrolment period has ended. The examination timetable will be released to students and available on the University website by the Friday following the change of enrolment period.



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***Notes:***

1. *Because of the compressed time-span of Summer Programme courses this information will be provided not later than the third teaching day of the course.*
2. *Although the Head of Department/School is obliged to provide this information, students are responsible for ensuring that they acquire and understand it.*
3. *This policy applies to all courses (except courses in the College of Education- which are aligned with the primary and secondary school holidays. These courses may have examinations outside the official examination period; any examinations within the official period are administered by Records, Examinations & Graduation - REG).*

**The following Academic Board resolutions regarding the timing of Undergraduate assessment should be noted:**

## Mid-Semester Breaks

In 2013, the mid-semester breaks are 29 March – 21 April inclusive and 17 August – 1 September inclusive.

Except for assessment involving fieldwork or clinical or workplace placements or performance music recitals which take place during mid-semester breaks, no tests or examinations shall be held or assessment dates fall due during the period between the last day of lectures before a mid-semester break and the first day of lectures after a mid-semester break.
The requirements for field work or clinical or workplace placements or recitals should be available to students prior to enrolment in the course and must be notified to students by the end of the first week of the course to which they pertain.

## Mid-Year

In 2013, the mid-year break is from 1 June – 7 July inclusive.

The examining period will run from Monday, 10 June – Saturday, 22 June 2013 inclusive. All tests and examinations held during this period must be timetabled and administered by REG. No tests or examinations may be held on Sundays.

Except with the permission of the Academic Board, no assessment of any kind will be carried out or fall due during the period from the last day of lectures before the mid-year break to the beginning of the start of the Mid-year Examination Period or from the end of the examining period to the beginning of lectures. There shall be no assessment between 1 June – 9 June or between 23 June – 7 July inclusive.

Due dates for forms of assessment (including field work) other than examinations and tests will not be scheduled at any time during the mid-year break.



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## End-of-Year

The last day of lectures for 2013 is 11 October.

The examining period will run from Monday, 21 October – Friday, 8 November 2013 inclusive. All tests and examinations held during this period must be timetabled and administered by REG. No tests or examinations may be held on Sundays.

Except with the permission of the Academic Board, no assessment of any kind will be carried out or fall due in the week between the end of lectures and the beginning of the End-of-year Examination Period (12 – 20 October inclusive).

Due dates for forms of assessment other than formal examinations will not be scheduled at any time during the examining period, and field trips may not be held during the period from the end of lectures to the end of examinations (12 October – 10 November 2013 inclusive).

**The following Academic Board resolutions regarding the timing of Bridging Programme assessment should be noted:**

The Bridging Programme Term Dates for 2013 are:

- 13B1 – 18 Feb 2013 – 26 May 2013.
  - Lectures end: Friday, 17 May.
  - Examinations will take place from Monday, 20 – Friday, 24 May inclusive.
- 13B2 – 17 Jun 2013 – 22 Sep 2013
  - Lectures end: Friday, 13 September.
  - Examinations will take place from Monday, 16 – Friday, 20 September inclusive.
- 13B3 – 14 Oct 2014 – 26 Jan 2014
  - Lectures end: Friday, 17 January.
  - Examinations will take place from Monday, 20 – Friday, 24 January inclusive.

All tests and examinations held during these periods must be timetabled and administered by REG. No tests or examinations may be held on Sundays. Due dates for forms of assessment other than formal examinations will not be scheduled at any time following the end of lectures.

## Related Policies, Procedures and Forms

- Aegrotat Consideration: Procedure
- Assessment Policy
- Examinations: Procedures, Collection of Scripts, Return of Grades – Mid-Year
- Examinations: Procedures, Collection of Scripts, Return of Grades – End of Year



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- Examinations: Preparation of Copy and Printing of Examination Papers – Mid-Year
- Examinations: Preparation of Copy and Printing of Examination Papers – End of Year
- General Course and Examination Regulations: Aegrotat Consideration
- General Course and Examination Regulations: Examiners and Assessors
- General Course and Examination Regulations: Formal Examinations
- General Course and Examination Regulations: Missed Examinations
- Interruptions of Tests: Guidelines
- Missed Examinations: Procedure for Applications for Special Pass
- Missing of Tests and other Assessment Deadlines Resulting from Involvement in Representative Sport or Cultural Groups: Guidelines

| **Version Control Table** | | |
|---|---|---|
| **Action** | **Approval Body** | **Date Amended** |
| Full Review<br>*(dates changed to reflect 2008; new paragraph in Policy Statement)* | Chair, Academic Board | 12 February 2008 |
| Full Review<br>*(dates changed to reflect 2009)* | Chair, Academic Board | 15 April 2009 |
| Full Review<br>*(dates changed to reflect 2010)* | Chair, Academic Board | 22 January 2010 |
| Full Review<br>*(Dates changed to reflect 2011)* | Chair, Academic Board | 08 February 2011 |
| Minor addition<br>*(added Bridging Programmes and timetabled and administered)* | Not required | 06 April 2011 |
| Full Review<br>*(Dates changed to reflect 2012)* | Chair, Academic Board | 29 February 2012 |
| Full Review | Chair, Academic Board | 4 March 2013 |



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