ASSESSMENT

You will be expected to complete assessments during the semester (known as formative assessments) and will write an examination at the end of the semester (known as summative assessment). You will be required to submit assignments for the formative assessment.

Assignments

For all modules (except ALDE 122*), **two (2) assignments** will be submitted for assessment during a semester. Each assignment will carry a **weight of 50%** towards the participation mark.

*Assessment information and assessment weights for **ALDE 122** appear on the ALDE 122 eFundi site.

Please take note of the following with regard to assignments:

- The assignments should be completed **individually**.
- The assignments should be submitted electronically on **eFundi**.
- The assignments should be submitted in **Microsoft Word** only.
- All assignments will be automatically submitted to **Turn-it-In** (a software programme that detects similarities and exact correspondence with other authors' work).
- When you submit your assignment, Turn-it-In generates a report, indicating the percentage of similarity/plagiarism from another author's work.
- Your lecturer will review and analyse the Turn-it-In report to establish any incidences of **plagiarism**. (You will also be able to view the Turn-it-In report).
- Should a lecturer detect plagiarism, **marks will be subtracted** per the percentage of plagiarism detected from a single source as indicated in the section below.
- **Track changes** will be used for the assessment of assignments.
- A **rubric** will be used for the assessment of assignments. The rubric for each module will be uploaded to the eFundi site of a module, together with the **module-specific**

assignment requirements and guidelines. **General Assignment Guidelines** appear in **Annexure C**.

- The lecturer will upload the assessed assignment (with **track changes** in the Word document) to eFundi under your name (at your assignment submission) to ensure that you receive feedback on your assignment.

- After the lecturer has assessed your assignment, the mark for the assignment will be captured on eFundi under your name to ensure that it appears in the **Markbook** on eFundi.

- The **cover page** to be used for <u>all</u> assignments in the Policing Practice programme appear in **Annexure D**.

- Also, kindly take note of the steps and procedures with regard to all incidences of **plagiarism**, based on *Turn-it-In* reports, as outlined in section 3.8. below.

Participation mark

Proof of participation is extremely important to pass a module. You must provide explicit proof that you have participated adequately in the acquisition of academic skills in the module. Proof of participation states that, in the opinion of the School Director, the Programme Manager and the lecturer, you have participated satisfactorily in the module's activities to gain admission to the examination for this module.

Your **participation mark** (semester mark) comprises of the average mark of the formative assessments (assignments) that you submitted during a semester. Since the two (2) highest assignment marks (out of three [3] submitted assignments) will be used to calculate your participation mark, these two (2) marks will count a weight of 50% each towards your participation mark.

The calculation of your participation mark will be done as follows:

Formative assessment		
	• Assignment 1	50%
	• Assignment 2	50%
Participation mark		**100%**

Examination requirements

Admission requirements to the examination are subject to your participation mark. You have to obtain a participation mark of at least 40% to qualify for examination admission.

Bona fide first year students

First year students, registered for the first time (first year, first semester only), should obtain a participation mark of at least 40% to qualify for examination admission. This exception applies only to bona fide first year students.

The **final module mark** comprises of the following:
- participation mark
- examination mark

You should obtain a **sub-minimum** of at least 40% in the examination and a **final mark** of at least 50% is required to pass the module. Should you fail to obtain a sub-minimum of 40% in the examination or a final mark of 50%, you may apply to write the second opportunity (please see section below for information on a second opportunity).

The **final module mark** comprises of the participation mark plus the examination mark on a 1:1 basis. Therefore, the final mark will be calculated from your participation mark (50%) and your examination mark (50%).

Participation mark	50%
Examination mark	50%
Final mark	**100%**

Exam papers and exam preparation
Both the first opportunity and second opportunity **exam preparation** will be uploaded to eFundi **three (3) weeks prior to the exam**.

Previous exam papers and memoranda
Lecturers will upload previous examination papers and memoranda on their modules' eFundi sites at least three (3) weeks prior to the commencement of the examination.

Number of examination opportunities

Please note that the **second opportunity examination** will not take place in the same semester as the first opportunity examination, but in the next semester. Please take note of the information below with regard to second opportunity examinations.

- All examinations will be written at your examination centre.

3.8.5. Faculty policy on remarking

The Academic Rules (A-Rules) of the NWU state the following on access to and review of marked examination scripts (NWU General Academic Rules, 2018:8-9); the specific requirements of the Faculty of Humanities are indicated in purple (where applicable):

- All students have **the right to view their marked examination scripts** and the associated **memoranda** in accordance with Faculty Rules.
- To view a marked script, the student must **apply** to the faculty administrator on the relevant form.

  The application form can be requested from the Academic Manager at UODL. Once the application form is completed, it should be submitted to the Academic Manager.
- An application to view a marked script must, in the case of a module in a distance programme, be submitted **within ten working days after the module examination results were published** following.
- Faculty Rules must provide procedures for, and the management of the manner in which students may be given access to their examination work and the submission of subsequent requests.

  After the application to view your examination script and memorandum has been submitted to the Academic Manager, it will be forwarded to the School Director and Subject Chairperson for approval. Once the School Director and Subject Chairperson have approved the viewing of your examination script and memorandum, the Academic Manager will inform you. You will be requested to make **an appointment for a date and that suit the lecturer and the School Director/Subject Chairperson** for the viewing of your examination script.
- A student may request that **administrative errors in the calculation of the examination mark** found during the review of marked examination work be corrected, or that the work be remarked whether the examination work was reviewed by the student or not.

  Requests to correct administrative errors in the calculation of examination marks should be communicated to the Academic Manager at UODL, who will forward the request to

- A request for a remark may be preceded by a discussion of the examination work by the student and the lecturer, Subject Chairperson or School Director.
  It is preferred that you arrange for the viewing of your examination script (as per the above process), before you apply for a remark.

- **Remarking** of examination work at the request of a student is subject to the payment of the **applicable fee**.
  This information can be obtained from the UODL Helpdesk.

- Where the remarking of the examination work leads to a change in the assessment result, the original mark is replaced by the changed mark.

- Marked examination work and the associated memoranda must be viewed and remarked where applicable **before the date set for finalising the examination results** set in the annual university calendar.

Plagiarism

- **Copying** of text from other authors (including student assignments, the study guide, study material, research material, books, articles, legislation, the internet, etc.) is **not allowed**.

- It is not acceptable to retype existing text and just acknowledge the source – you should be able to relate the idea or concept, without repeating the original author to the letter.

- Therefore, you should **reformulate** existing text and use your **own words** to explain what you have read <u>as well as</u> acknowledge the source.

- Only limited **direct quotations** are allowed and only if indicated in quotation marks and cited with a source.

- The aim of the assignments is not the reproduction of existing material, but to ascertain whether you have the ability to integrate existing texts, add your own interpretation and/or critique of the texts and offer creative solutions to existing problems.

Be warned: Disciplinary steps may be taken by the Faculty and/or University. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy – be careful and do not make your work available to anyone!

Steps and procedures for plagiarism

The School of Government Studies has established steps and procedures for any incidence of plagiarism in any of the programmes offered by the School, including the BA in Public Governance (Policing Practice).

The following guidelines will be followed in the incidence of plagiarism:

NB! Kindly note the following steps and procedures with regard to all incidence of plagiarism based on *Turn-it-in* reports:

- 10%-25% plagiarism from a single source – minus 10 marks
- 26%-50% plagiarism from a single source – minus 20 marks
- more than 50% plagiarism from a single source – 0%
- after incidences of plagiarism revealed during a semester, a warning letter will be issued
- with incidences of plagiarism in the next semester, a second warning letter will be issued
- with the first incidence of plagiarism in the following semester, it will be referred to the Disciplinary Office, where a formal disciplinary process will commence

Procedure – 1ˢᵗ year students

- You will be able to view the Turn-it-In report after you have submitted your assignment.
- After viewing the Turn-it-In report, you are allowed to **make corrections** and resubmit your assignment, provided that the second submission is **on or before the due date**.
- Please note that this opportunity (for a second submission) is **only** applicable to **first year students in the first year of registration**.
- Therefore, if you want to make use of this opportunity, you should ensure that you submit your assignment **well in advance** of the due date to allow for time to make corrections and re-submit your assignment.
- **Only the second submission (the final submission) will be assessed** by the lecturer.
- **If only one submission was uploaded, it will be regarded as the final submission and will be assessed by the lecturer.**
- If any incidence of **plagiarism** is revealed after your final (second) submission, the lecturer will **subtract marks** as indicated in the block above.
- In incidences of plagiarism, the lecturer will complete a **Lecturer Report** in which the incidences of plagiarism are indicated. The Lecturer Report will be submitted to the School Director and Programme Manager and the plagiarism will be **recorded on your academic record**.
- Your academic record will be **reviewed at the end of the semester** to establish any incidences of plagiarism. Should your assignment/s reveal plagiarism during a semester, you will receive an **official warning letter**.

- Should your assignment/s reveal plagiarism during the consecutive semester, you will receive a **second official warning**.
- The third incidence of plagiarism in a consecutive semester will be referred to the **Disciplinary Office**.

Procedure – 2nd and 3rd year students

- Second- and third-year students are allowed only one (1) submission per assignment.
- If any incidence of **plagiarism** is revealed after your submission, the lecturer will **subtract marks** as indicated in the block above.
- In incidences of plagiarism, the lecturer will complete a **Lecturer Report** in which the incidences of plagiarism are indicated. The Lecturer Report will be submitted to the School Director and Programme Manager and the plagiarism will be **recorded on your academic record**.
- Your academic record will be **reviewed at the end of the semester** to establish any incidences of plagiarism. Should your assignment/s reveal plagiarism during a semester, you will receive an **official warning letter**.
- Should your assignment/s reveal plagiarism during the consecutive semester, you will receive a **second official warning**.
- The third incidence of plagiarism in a consecutive semester will be referred to the **Disciplinary Office**.