



## IAC SUMMATIVE ASSESSMENT INFORMATION

To prove your competency and gain an IAC recognized qualification is the final step in your studies. To do this, you need to successfully complete what is now known as a *summative assessment*, or final examination. On passing all the final examinations for your course, you will be awarded a certificate or diploma that will benefit you in the advancement of your career.

We have compiled this Information Sheet to give you an overview of the Colleges examination process. Please read through this document carefully and methodically. It contains important information concerning the examinations that you will write this year.

For enquiries contact a Student Advisor, on the share call number 0860 31 31 31 for INTEC and 0860 41 41 41 for Damelin.

### **Examination dates**

- The examination sessions are held twice a year:
- The mid-year session is held in May/June (the *May/June* exams). The year-end session is held in October/November (the *October/November* exams).

**Please note that this is the last year that the College will conduct the IAC examination session.**

### **Examination registration responsibilities**

It is *your* responsibility to ensure that you register to write your examinations on time and according to the correct procedure. If you fail to register properly, you will not be allowed to write your examinations.

## THE EXAMINATION ENTRY PROCESS EXPLAINED

### Request an Examination Entry Form

- You can request an *Examination Entry Application Form* from a Student Advisor – please call 0860 31 31 31.
- Alternatively, you can visit the College's website, [www.intec.edu.za](http://www.intec.edu.za), and obtain the necessary form there.

### Returning your entry to the College

- You must then complete and return your *Examination Entry Application Form* to the College.
- Fax your completed form to the Summative Assessment department, 021 417 6697/98 or 0861 22 22 20.
- It is *your* responsibility to ensure that your *Examination Entry Application Form* reaches the College on or before the closing date.
- You must also pay the standard 2011 examination fees of R600.00 per subject. Please attach proof of payment with your *Examination Entry Application Form*.
- **No late entries will be accepted.**
- Please ensure that you complete your entry form neatly and legibly.

### Confirmation of examination registration

- An *Examination Entry Confirmation Letter* will be posted or emailed to you about three to four weeks before the start of the examination session.
- The College assumes delivery of this letter within seven days (ten days for addresses outside the country).
- Your examination registration (entry) is not confirmed unless you have received your *Examination Entry Confirmation Letter*. This is the *only* official confirmation of your examination entry details.
- You will not be allowed to write an examination if you do not have your *Examination Entry Confirmation Letter* with you.
- It is your responsibility to inform the College if you do not receive your *Examination Entry Confirmation Letter*.
- Do not assume that sending in your *Examination Entry Application Form* will automatically result in your application being accepted and you being registered for an examination.

- Ensure that all your examination confirmation details, including dates, subject registration and venue selections, are correct on your *Examination Entry Confirmation Letter*.
- Please note, the College reserves the right to change venues due to operational requirements. Do not assume that the same venue will be used in consecutive examination sessions.
- You must be sure about where, when and at what time you will be writing each of your examinations, and about what you need to take with you.
- Notify the College immediately if there are any problems or if you have a timetable clash.

### **Cancellations and amendments**

- The deadline for amending, cancelling or postponing your registration for an examination is 14 days after the final examination entry closing date.
- If you cancel before this deadline, your examination fees will be reversed or refunded on request.
- We suggest that, if you are still within your tuition contract period and you wish to postpone your examination to a later date, you carry your examination fees forward to that session.
- If the session is during the next calendar year, you will need to pay any increase in fees.
- Remember that, in all instances, you are required to re-apply before the next final examination entry closing date. Your examination application or registration is *not* automatically carried forward to another examination session.

### **Writing an examination**

- You may write an examination *only* if you have received your *Examination Entry Confirmation Letter* from the College. This confirms that you have been registered to write an examination at a specific venue.
- You may write an examination *only* at the time, date and venue shown on your *Examination Entry Confirmation Letter*.
- Any variation to that confirmation must be *in writing* from the College informing you of an alternative.
- Study the details in your *Examination Entry Confirmation Letter* to ensure that you know when and where you are writing and what you need to take with you to an examination.
- We suggest that you visit the location of your examination venue a few days before you are due to write your examination so that you know where the venue is, how to get there and how long it will take to get there.

## Examination results

- Subject to your account being in good order (have a 'current' status), your results will be posted to you.
- You can also contact the College after the results have been published to obtain your results telephonically.
- Please refer to the information document about important dates for exam result release dates.
- Please do *not* contact the College for your results before these dates. Individual results will not be released early for any reason.
- Your results will not be released if your account is not in order. However, once you have settled your account, you can request that your examination results be posted to you.
- If you do not receive your examination results, please contact a Student Advisor on the share call number 0860 31 31 31.

## Your diploma

- Once we have confirmed that you have completed your course and that your account is in order, your diploma will be forwarded to you by registered post. Following the examinations, you can expect your or diploma to be issued within six to eight weeks after the exam results have been published.
- Please note that the College will not issue your certificate or diploma if your account is not paid. If you do not receive your diploma, please contact a Student Advisor on the share call number, 0860 31 31 31.
- Please ensure that you provide the College with your identity number, current postal address and contact details.

## Duration of examinations

- Most examinations are three hours in duration. However, some examinations four hours in duration.
- Please consult the *List of Examinable Subjects for 2011* for the duration of the examinations for subjects you want to write. You will find this information on the College website, [www.intec.edu.za](http://www.intec.edu.za).
- The duration of an examination is also indicated on the *Exam Venue Confirmation Letter* you will receive and shown on the front cover of the examination question paper.
- All examinations must be written within the time allocated to the examination unless you have received written confirmation of an alternative special arrangement.

## **Examination outside of South Africa**

- If you live outside South Africa or in remote areas within the Republic, we strongly recommend that you supply the College with both a reliable and easily accessible fax number and an e-mail address. This will enable you to receive information about registration and results without delay.
- We also encourage you to stay in regular contact with the College to obtain up to date information regarding examinations and to stay abreast of any changes.
- You do not have to return to South Africa to write your examinations. Instead, you can make use of our private invigilation option to write examinations. Please refer to information below.

## **Private invigilation**

- The College grants requests for private invigilation only in highly exceptional circumstances.
- If you live more than 150 km from the closest examination venue, you may request private invigilation.
- Students, who are incarcerated, may also request private invigilation.
- Any other requests for private invigilation will be considered on merit.
- Please complete the Private Invigilation form and submit it to the Examinations department with your *Exam Entry Form* and an Affidavit to state your reasons for requesting private invigilation.

## **Timetable**

- To assist you with your planning, provisional timetables will be made available on early in the year (usually around January/February) on the College's website. You can also request information from the College by contacting us on 0860 31 31 31,
- All timetables are provisional and subject to change without notice.
- Please note, changes cannot be made to the timetable to accommodate students' individual requests for alternative dates.

## **Subject clashes**

- If you find that you are due to write two exams on the same day at the same time, you must contact the College as soon as possible.
- Where clashes occur across courses or study programmes, special arrangements will not be considered, and you will need to write one or more of these examinations during a later examination session. It is therefore important that you plan your studies carefully and enroll for the examinations on a continuous basis within your course period.
- Remember that timetable clashes must be brought to the attention of the College immediately. The earlier you notify the College of any clashes, the more likely it is that we can make alternative arrangements.

- Timetable clashes will not be considered if they are reported more than 14 days after the final examination entry closing date.

## Venues and areas

- The College has venues across Southern Africa where examinations are hosted. Please consult the list of examination areas in the *Exam Entry Form*.
- **Examination areas** do not specify an address, as they simply help us to plan for the examinations. Areas are listed on your *Examination Entry form*.
- **Examination venues** (or centres) are specific. Venues are indicated on your *Examination Entry Confirmation Letter*, together with a physical street address. The examination venue is the actual place or centre where you will write your examinations.
- Do not assume that you will write all your examinations at the same venue. The College reserves the right to change venues due to operational reasons. Your confirmed booking will appear on your *Examination Entry Confirmation Letter*.
- You may only write your examination at the venue where you have been booked to write. In other words, you must write your exam at the venue shown on your *Examination Entry Confirmation Letter*. However, if your circumstances have changed, the College will endeavour to assist you in a change of exam venue, provided your request is within 14 days of the exam closing date.

## Special arrangements and special consideration

- You may apply for special consideration based on medical, compassionate or religious grounds if you believe that illness, disability through accident and/or other special circumstances will have an adverse effect on your performance in the examination.
- Clearly mark your application 'for the attention of the Examination Department'. Please ensure that you fax your relevant documentation to 021 417 6697/8 or 0861 22 22 20.
- Your application for special consideration must be supported by a medical report or other appropriate evidence.
- You must apply for special consideration, on the appropriate form, no later than three weeks before the examination. Late submissions, unless substantiated by medical report/s, will not be accepted.
  - Impairments that may be considered for special consideration include:
    - hearing impairment;
    - reading problems;
    - spelling problems; and
    - speech disorders.
- Concessions that may be granted include the following:
  - large print;
  - a tape-recorded question paper;

- the use of a computer (or typewriter) to answer a question paper; and  
     additional time.
- You will receive written confirmation of the result of your request in due course.

## General information

- The pass mark for all written (paper-based) examinations is 50%, unless otherwise stated on the examination paper.
- You must bring your *Examination Entry Confirmation Letter* and proof of your identity (either your ID book or your passport). You will not be allowed to write an exam unless you have the confirmation letter and proof of identity.
- If you are unable to produce your identity document or passport, please contact a Student Advisor on the share call number 0860 31 31 31 to agree on valid identification.
- On arrival at the examination venue, you must sign the attendance register. You must also provide your original official proof of identity and your Examination Entry Confirmation Letter and Schedule to the official invigilator at the examination.
- You must have the following stationery with you for each examination: a pen, ruler, pencil, eraser and any additional requirements, which will be specified in your Examination Confirmation Letter and Schedule; or in your study material
- Please check the subject of your examination.

## College bank account

You may pay your examination entry fee directly or via Internet banking into the College account at any First National Bank. Please be sure to quote your student number as reference. The College banking details are as follows:

### Banking details

<b>Bank:</b>	First National Bank
<b>Branch name:</b>	Cape Town
<b>Branch code:</b>	204109
<b>Account name:</b>	International Colleges Group (PTY) LTD/IAC
<b>Account number:</b>	62097994018
<b>Reference:</b>	Use your student number.

### ***Making deposits***



When making a deposit, always use your student number as a reference.  
 Please attach a copy of your deposit to your application form.