

SUMMATIVE ASSESSMENT INFORMATION

To prove your competency and gain a Damelin Correspondence College 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 Damelin Correspondence College ('the College') internal examination process. Please read through this document carefully and methodically. It contains important information concerning the internal examinations that you will write this year.

If you need assistance with exams other than the Damelin Correspondence College internal exams, such as externally examined subjects or the exams of any of the institutes, please:

- Refer to your study material; or
- Contact a Student Advisor, on the share call number 0860 41 41 41.

Examination dates

The College's internal examination sessions are held twice a year:

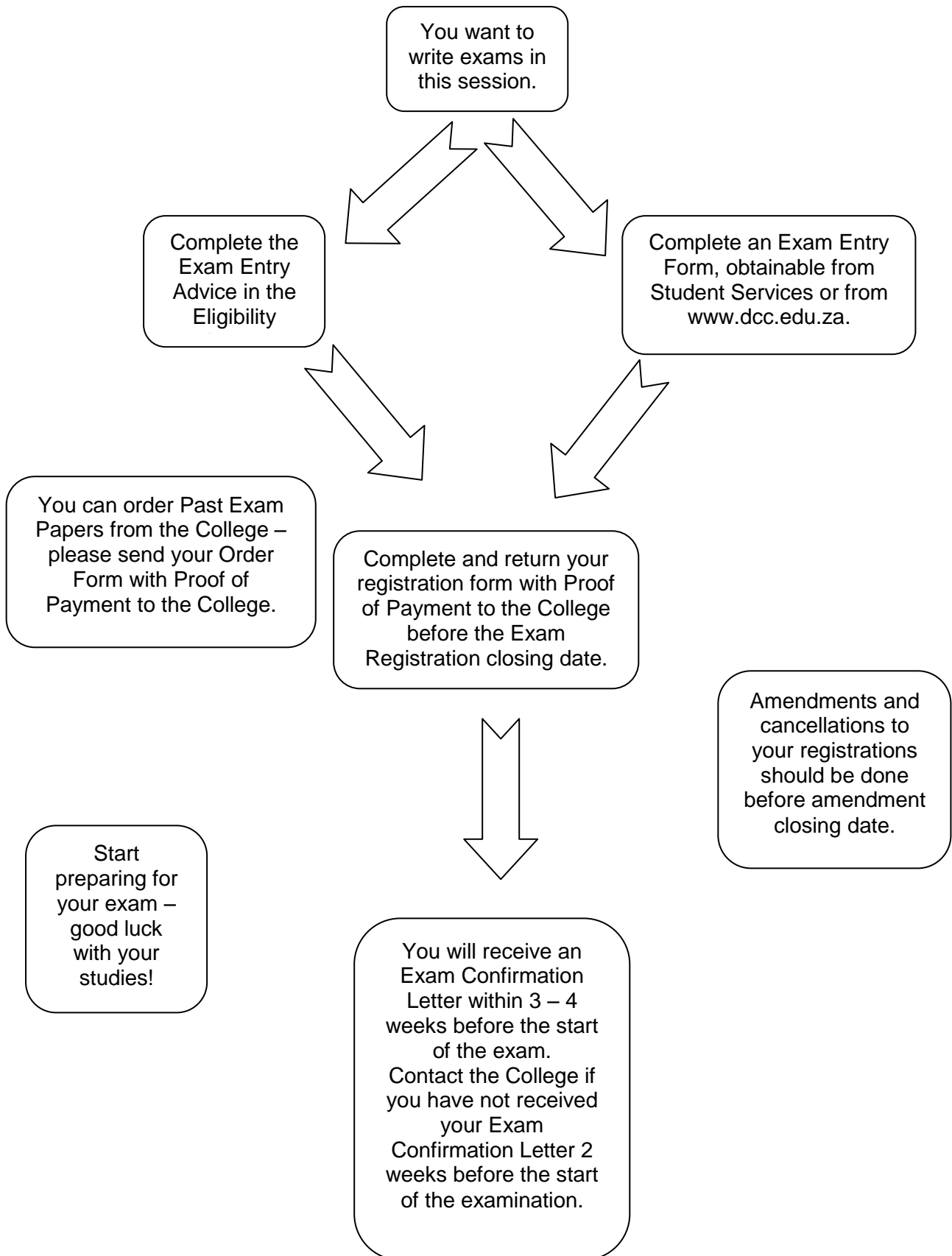
- The mid-year session is held in May/June (the *May/June* exams).
- The year-end session is held in October/November (the *October/November* exams).

Examination registration responsibilities

You may progress through your studies at your own pace within your tuition contract period. However, 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.

NO LATE ENTRIES WILL BE ACCEPTED.

THE EXAMINATION ENTRY PROCESS: AN OVERVIEW



THE EXAMINATION ENTRY PROCESS EXPLAINED

Eligibility to write an exam

To be *eligible* to write an examination, you must fulfil the following conditions:

1. Your *registration status* must be active. (You must be within your tuition contract period for the course.)
2. You must be able to meet the *entrance criteria* for the course. (You must have successfully completed any course that was a requirement for you to study your present course. For example, you must have passed Level 1 of a course or subject to be eligible to write Level 2.)
3. You should *not* have previously written and passed the examination.
4. If you are outside of your tuition contract period, you may register to write the exams, provided that:
 - your study material is still current,
 - you provide proof of payment for the exam fees with your exam registration form.

The College will automatically charge you the examination entry fee per subject.

Request an Examination Entry Form

- You can request an *Examination Entry Application Form* from a Student Advisor – please call 0860 41 41 41.
- Alternatively, you can visit the College's website, www.dcc.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 entry form to the Summative Assessment department on the following number: number 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.
- If you choose to send your *Examination Entry Application Form* via normal mail, please allow sufficient time for postal entries.
- You must also pay the standard 2010 examination fees of R390.00 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.
- Please also ensure that you use the subject codes when you indicate which subjects you wish to write – do not write down the assignment codes find in your study guide.

Confirmation of examination registration

- An *Examination Entry Confirmation Letter and Schedule* will be 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 and Schedule*. 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 and Schedule* with you.
- It is your responsibility to inform the College if you do not receive your *Examination Entry Confirmation Letter and Schedule*.
- 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 and Schedule*.
- 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.
- There are several subjects on the timetable that have the same subject title, but have different subject codes. Some codes are very similar. Always check that the subject codes you list on your *Examination Entry Application Form* match the codes on your study programme, as well as the list of examinable subjects that you will find at the back of this guide.

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 and Schedule* 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 and Schedule*.
- 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 and Schedule* 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 published.
- You can also contact the College after the results have been published to obtain your results telephonically.
- In addition, if you subscribe to the SMS service, you will receive your examination results via SMS.
- 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 forwarded to you.
- While every effort is made to release all the examination results at once, there are times when the College is unable to release a particular set of results for reasons beyond its control.
- If you do not receive your examination results, please contact a Student Advisor on the share call number 0860 41 41 41.

Your certificate or diploma

- Once we have confirmed that you have completed your course and that your account is in order, your certificate or diploma will be forwarded to you by registered post. Following the internal examinations, you can expect your certificate 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 certificate or diploma, please contact a Student Advisor on the share call number, 0860 41 41 41.
- Please ensure that you provide the College with your current postal address and contact details.

Duration of examinations

- Most examinations are two hours in duration. However, some examinations are one hour, some two and a half hours and some three hours in duration.
- Please consult the *List of Examinable Subjects for 2010* for the duration of the examinations for subjects you want to write. You will find this information on the College website, www.dcc.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 examination eligibility, 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.
- Private invigilation will be considered only for paper-based examinations. Unless otherwise specified, all computer-based and practical examinations will have to be taken at the specified examination venues only.
- 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 41 41 41,
- 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.
- The College endeavours to avoid scheduling examinations within a single course or study programme at the same sitting, but we cannot prevent clashes in examinations across different courses. This is due to the high number of combinations available across courses. Should you wish to write more than one subject from your course in the same exam sitting (same day and same time), the College will undertake to assist you, if possible, to write both subjects.
- 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 enrol 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 your *Examination Entry Advice letter* or 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 Advice Letter* (eligibility letter).
- **Examination venues** (or centres) are specific. Venues are indicated on your *Examination Entry Confirmation Letter and Schedule*, together with a physical street address. The examination venue is the actual place or centre where you will write your examinations.
- Examination areas are listed on your eligibility letter. Where your examination area is listed as '**unsupported**' or '**unknown**', please indicate your preferred venue area for your examinations on your *Examination Entry Application Form* before sending it back to the College for processing.
- 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 and Schedule*.
- 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 and Schedule*. 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.

Postponing, cancelling and being absent from an examination

- You may cancel or postpone your registration for an examination up to 14 days after the final examination entry closing date.
- If you cancel within this period, your examination fees will be refunded or reversed 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 fee difference.
- Please make sure that you are certain of your exam dates before you register for the examination. Misreading the timetable will not be regarded as sufficient cause for absence from or arriving late for an examination and you will forfeit your examination fees.
- An examination registration will not be cancelled or postponed after the amendment/cancellation cut off date and you will forfeit your examination fees should you be absent from the examination.
- If you do cancel an examination, please remember that, in all instances, you are required to re-apply before the next final examination entry closing date, as your examination application or registration is not automatically carried forward to another examination session.

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 Section'. Please ensure that you fax your relevant documentation to 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 40%, unless otherwise stated on the examination paper.
- Damelin Correspondence College examinations are normally two hours in duration, although there are exceptions. The duration of an examination is also 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. Refer to your *Examination Confirmation Letter and Schedule* for any variation to the normal two-hour duration.
- You must bring your *Examination Entry Confirmation Letter and Schedule* 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 41 41 41 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 and also the subject code of your examination. There are several subjects on the timetable that have the same subject title, but have different subject codes. Some codes are very similar. Always check that the code on your examination paper matches the code against your name on the attendance register.

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

| | |
|-----------------|----------------------------------|
| Bank: | First National Bank |
| Branch name: | Cape Town |
| Branch code: | 204109 |
| Account name: | ICG Exam Fees |
| Account number: | 62097994018 |
| Reference: | Use your student account number. |

Making deposits



When making a deposit, always use your student account number as a reference.

Please attach a copy of your deposit to your application form.

EXAMINATION RULES

The following are the standard rules for Damelin Correspondence College internal examinations:

1. It is the responsibility of students to familiarise themselves with the examination rules prior to sitting for the examination.
2. All examinations are to be written on the date and at the time stipulated officially by the College.
3. All students must arrive at the examination centre no later than 30 minutes before the start of an examination.
4. All students must sign the attendance register for the examination on arrival and when they hand in their examination script.
5. To be permitted access to the examination, all students must arrive with:
 - 5.1 their *Examination Confirmation letter and Schedule*, confirming their examination registration at the centre; and
 - 5.2 their *identity document* or other official proof of identity (for example passport or driver's licence card with picture); and
 - 5.3 the required examination *stationery* and *additional requirements* (for example a permissible calculator).
6. It is the responsibility of students to ensure that they are writing the correct paper and that the question paper is complete.
7. Students must ensure their student number is written on their answer book.
8. Only the official College examination books, accounting packs, disks and other answer material, as supplied by the College, may be used.
9. Students may not have any study material or notes in their possession, *unless* otherwise stated on the examination question paper.
10. All personal belongings are to be placed at the front of the examination room. All personal belongings brought to the examination are at owner's risk.
11. Cell phones must be switched *off* prior to entering the exam venue. Cell phones and wallets may be placed under candidates' chairs rather than at the front of the room.
12. Students are required to supply their own pens, pencils, rulers and, if necessary, calculators, as well as other materials as indicated in their study material or on the examination paper. No other materials, notes or other articles may be in the possession of students unless otherwise stated on the examination question paper. Please refer to the instructions in your study material before the examination or on the front of the examination question paper.
13. No student may enter the examination room later than one hour after the examination sitting has commenced and no candidate may leave the room earlier than one hour after the examination sitting has commenced.
14. Once the examination has commenced, all conversation of any form between candidates must cease until after candidates have left the room, after the examination.
15. Where examinations of different time durations are being written in one sitting, students finishing earlier are to leave the examination room as quietly as possible on the instruction of the invigilator, and may not talk until outside the building where the examination is written.

16. Only under exceptional circumstances will a student be permitted to leave the examination room during the examination, and if the invigilator gives permission, an invigilator must accompany the student. Only one student at a time may be absent from the examination room.
17. Smoking is not permitted and students will not be allowed to leave the examination room in order to smoke.
18. No pages may be torn out of the answer book. All question papers and scrap paper must be handed to the invigilator after the examination.
19. Students are responsible for ensuring that they follow the instructions in the examination for submitting their answers.
20. Please read the instructions appearing on the examination paper carefully.
21. The number of every question must be clearly indicated at the top of every answer.
22. Candidates may not act dishonestly in any respect. Students are warned that contravening any of the examination rules or disobeying the instructions of an invigilator could result in the examination being declared invalid and/or the student being temporarily or permanently suspended from the College.

General instructions for internal examinations

The following general instructions are applicable to all internal examinations:

1. Carefully read the instructions on the front page of the examination before you start the examination.
2. There may be additional instructions for an examination. Carefully read these instructions.
3. Carefully read each question before you answer it.
4. Number your answers clearly.
5. Begin with the question for which you think you will get the best marks.
6. Note the key words in the question and stick to answering the question.
7. Note the mark allocations for each question. Give enough facts to earn the marks allocated. Do not waste time giving more information than required.
8. Please write neatly – illegible handwriting cannot be marked.
9. You must adhere to the rules of the College and the instructions of the invigilators at all times.
10. If you are caught cheating, you will have your examination paper, disk and/or notes confiscated. Damelin Correspondence College will take appropriate disciplinary measures to protect the integrity of the examination.