




WCCN Policy

on the setting and handling of assessment papers and scripts across a multi campus setup

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All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
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2025/08/15	Update sections	Drs Truter and Bock

SENATEPREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle immediately after the ratification of this policy.



1. GUIDING PRINCIPLES

- This policy serves to ensure consistency across all campuses of the WCCN with regards to implementing an assessment setting policy and transport of assessment papers for a multi campus educational institution.
- The assessment will test a representative sample of the knowledge, understanding and skills outcomes in any given year. The intention of the assessment in its formulation is to avoid predictability and encourage students to prepare for all curriculum outcomes. Over a number of years, it is expected that the full range of curriculum outcomes that are appropriately measured by an assessment will be covered.
- The assessment will be constructed in such a way that it provides a representative sampling of a range of curriculum outcomes and questions that allow demonstration of performance across all levels in the performance scale.
- The coverage of curriculum outcomes and content in the assessment must allow students to demonstrate the levels of performance that are described in the bands on the performance scale. In preparation of a paper, each question should be mapped against curriculum outcomes, content and performance descriptions that students may demonstrate in answering the question. These will be addressed in the table of specifications, constructed by the assessment committee each year.

2. DEFINITIONS

- **Assessor** means a person (s) who is appointed to mark an assessment script/transcript for an oral or practical assessment.
- **Assessment script** means the piece of work in the form of a written assessment, assignment or other piece of work submitted by a student for the purpose of evaluation.
- **Assessment committee** means the HOD and lecturers across all campuses involved in the setting up the assessment paper for a particular subject
- **Hard Copy** is a paper copy of an external question paper or memorandum or any other assessment material.
- **Soft Copy** is an electronic copy of the assessment paper.
- **Marking** means assessing and evaluating an assignment, test or piece of work to add a value or competence to it based on a set memorandum
- **Assessment (Examination) clerk** person designated at central administration to distribute assessment papers and scripts to all campuses prior to the assessment.

3. PROCEDURE FOR DEVELOPING ASSESSMENT TASKS

- An assessment committee consisting of the HOD and lecturers (represented by all campuses) involved in a subject will be responsible for setting the assessment.
- All members of the assessment committee will sign a clause of confidentiality.
- Assessments may be set electronically.
- **15 Minutes reading time** must be built into the assessment task.

3.1 Handling of soft copies of assessment papers after setting

- Once the assessment committee have agreed upon the content and the format of the paper the following shall be implemented.

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- **Soft copies of papers.** Shall be encrypted with a password and sent as an e-mail attachment to HOD. All electronic evidence of the paper should be deleted on the computer where it was collated

3.2 Typing and formatting of assessment papers

- The subject lecturer will be responsible for the formatting and typing of the assessment papers.

The Subject Collator can send the paper to the moderator via the following routes

- a) A hard copy via a courier.
- b) A soft copy via google drive or via email encrypted with a password.
- c) Passwords will be sent to the moderator via a WhatsApp or SMS message, or can be shared telephonically where the moderator does not have access to a cellphone or WhatsApp.
- d) The moderator after moderation will return the moderated paper via the previous routes.

3.3 Photo copying of assessment papers

Photocopying of summative assessments will be done at central administration reprography. The photocopier may not be connected to the internet, nor should it store a memory of the document photocopied

3.4 Advance planning of the assessment: Guidelines

- The purpose of planning ahead for the assessment is to eliminate undue pressure on the staff, to ensure that deadlines are adhered to and to allow for contingency plans, if necessary.
- Officials responsible for the co-ordination and the drawing up of timetables must ensure that no clashes occur on the timetable.

4. Storage and distribution of question papers: Norms and Standards

The safekeeping of question papers prior to them being written is a key function of any assessment body that seeks to administer a credible assessment. The Department of Education and assessment bodies must have a clear policy and management framework in place for the safekeeping of assessments.

4.1 Safekeeping of question papers.

- Assessment papers must always, prior to the assessment, be stored in a sealed envelope in a fireproof safe.
- Assessment papers should be transported between campuses via a courier system (to ensure delivery at least two weeks prior to the assessments) to ensure the integrity of the assessments
- Distribution of assessment papers to all campuses should be dealt with via the Assessment (Exam) clerk at central administration.
- Courier delivery should be arranged as soon as possible, and the papers may only be received by the Head of Campus or any other designated person at the respective campuses
- Assessment papers should at all times be kept on the Campus in a fireproof safe.

4.2 Principles for the distribution of assessment papers

- The distribution chain should be as short as possible.
- The number of persons involved in the distribution process should be restricted to the minimum.
- The transfer of the question papers from one responsible officer to the other should be carefully checked and controlled on receipt.
- Any discrepancies that are detected during the transfer and transport process should be reported to the Head of Campus who would notify the Academic head immediately.
- All persons involved in the distribution process should complete a contract of confidentiality.

4.3 Removing assessment documents (scripts and assessment papers) from the premises of the WCCN

Assessment scripts and assessment papers are the property of the WCCN and may only be removed from the premises for the moderation purposes.

A lecturer who requests to continue marking scripts at home after hours or over weekends, has to apply in writing to the Head of Campus.

Permission may only be granted by the Head of Campus.

The following will apply to marking after hours, (also see section 5).

- Scripts may not be left in a vehicle
- Scripts will be transported directly home
- Scripts may not be marked in a public area
- Scripts should preferably not be transported in public transport
- Scripts should be transported out of sight such as in the locked boot of the vehicle

4.4 Coordination of assessments (Multi campus)

- **The same formative and summative assessments must be written on all campuses**
- These assessments must take place at the same time
- **These assessments must take place on the same day**

4.5 Distribution for moderation

- The same principles for the distribution of scripts applies to moderation
- 10% undergraduate programmes and 20% postgraduate programmes of Scripts for moderation will be couriered to Central assessment (Examination) office at Central administration. See policy No 11 WCCN Moderation Policy.
- The Lecturer will send the WIL guides to the Exam Officer at Central Administration.
- The Exam officer will seal all WIL guides in a marked envelope and obtain a route slip for the transport officer at the Central administration to deliver the WIL guides to the address as provided by the moderator. The moderator will sign for receipt of the WIL guides, after the guides are checked against the accompanying name list.
- On completion of moderation the moderator will seal the guides in an envelope and contact the assessment (exam) clerk at central administration, who will arrange the necessary transport to collect the moderated guides.
- Under no circumstances may the transport officer allow the transport of students in the same vehicle when scripts are delivered or collected.

5. HANDLING OF SCRIPTS AFTER THE ASSESSMENT

5.1 Paper based scripts

- Before leaving the assessment venue all paper-based scripts must be counted and tallied up against the number of students who took the assessment. This also applies to the hard copies of assessments done at the bedside in the clinical facilities.
- Scripts will be issued to the respective assessors and an account of which script is allocated to which assessor must be made available
- Assessors will sign for receipt of these scripts; clinical assessors will sign for handing assessment sheets to the coordinator.
- Scripts must be transported in sealed envelopes when removing them off the premises
- Scripts should be transported in the boot of the vehicle and should not be easily identifiable as assessment scripts during transit
- Scripts may not be kept in an assessor's vehicle when the person is not driving this vehicle
- Scripts must be transported directly from the assessment venue to where it will be marked
- Scripts may not be marked on public transport such as buses, trains or airplanes
- All scripts should always be kept together to prevent any losses of single scripts
- Every person to whom scripts are issued will be held accountable for the safekeeping and safeguarding of the scripts.

5.2 Electronic scripts

- Electronic scripts will be received by each subject lecturer per campus.
- The lecturer will download all electronic submissions from iLearn/ or email and save them in folders.
- Folders will be downloaded on a flash drive
- The lecturer will receive and sign for receipt of the flash drive (if received from subject coordinator) and the list of (Names of candidates) for assessments allocated to her. Not applicable in case of one lecturer per subject.
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REFERENCE LIST

WCCN NO 42 Policy on the setting and handling of assessment papers and scripts across a multi campus setup

Principles for setting assessments <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/about-HSC/assessment-development/assessment-setting-principles> [Accessed 2020/02/12]

South Africa. 2004. NATIONAL POLICY ON THE CONDUCT, ADMINISTRATION AND MANAGEMENT OF THE ASSESSMENT OF THE SENIOR CERTIFICATE
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