

Our ref.: c. 18618

Enquiries: registrar@iie.ac.za

18 June 2021

Dear Student



EXAMINATIONS FIRST SEMESTER 2021: THE INDEPENDENT INSTITUTE OF EDUCATION

Please read the detail of this letter carefully as the stipulations will be applied to all.



Thank you for your contribution to our ongoing record of not having had cluster outbreaks on our campuses. A cluster outbreak occurs when protocols in an environment fail, and people infect several others in that environment. While we are proud of our protocols, they are only as effective as the behaviour of every person on our campus allows them to be. We appreciate your personal contribution to making our campuses safe places to study.



We are confident we can continue to maintain a safe campus environment for the on-campus examinations about to start. Several institutions in the public and private sector are embarking with on-campus examinations, while some have been unfortunate enough to have had cluster outbreaks and have had to close. Others have moved all mid-year examinations to the end of the year. We suspect that this latter decision is going to trigger several serious problems for those students and institutions, as COVID will not have been conquered nationally by then. The volume of assessments to be done at that time will cause significant stress and pressure on students and institutions.



The Minister of Higher Education and Training has left the discretion to institutions in the context of their own circumstances and the law. The Independent Institute of Education has decided as follows:

JUNE/JULY 2021 SIT DOWN ON-CAMPUS SUMMATIVE EXAMINATIONS UNDER EXAM CONDITIONS

This section of this letter applies only to the scheduled sit-down examinations on campuses. We urge students to make an informed decision taking the consequences into consideration.

1. On campus Sitting 1 Exams (all types) that have been scheduled will take place as per your assessment schedule.
2. We have moved Exam Sitting 2 (supplementary exams), originally scheduled for August 2021, to December 2021 for all students that qualify.
3. You have two options for the upcoming semester 1 on campus exams under exam conditions:
 - a. **OPTION 1:**
 - i. Write your final exams in June/July 2021.
 - ii. If you qualify for a supplementary exam, you will write this in December 2021.
 - iii. If you qualify for a special exam, you will write this in February 2022.
 - b. **OPTION 2:**
 - i. Write your final exams for this semester in December 2021.
 - ii. If you qualify for a supplementary exam, you will write this in February 2022.
 - iii. If you qualify for a special exam, you will write this in June/ July 2022 and as a result your graduation will be delayed.
 - iv. If you choose option 2 you are required to log an intention with the campus, at least 48 hours BEFORE the scheduled examination now in June and July.

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- v. The mechanism to do this will be shared with you. You are not required to provide a reason for selecting not to write now, but you should be mindful of the risk you are placing on your own progress (see below). This choice means you are opting to be writing examinations in late December just after your second semester examinations. Your plans for December need to be adjusted now. If you are too ill to make this application 48 hours in advance, the normal processes associated with applications for missed summative assessments will apply to you including the need to provide the proof required by policy.
- vi. These first semester examinations to be written in December will be scheduled in a ten-day period from 10 to 20 December, three sessions a day including Saturdays (to enable distancing) and you may be required to write two examinations on one day to ensure we can get through them all. Please take careful note of this before you opt not to attend the on-campus examinations now.
- vii. This December period is the same time that students who do write their examinations now will be writing their supplementary assessments for this semester.
- viii. As a result of the above arrangement, we have waived all the co and pre-requisite conditions for this year.

JUNE/JULY 2021 ONLINE SUBMISSIONS – SUMMATIVE EXAMINATIONS NOT UNDER EXAMINATION CONDITIONS (E.G., TAKE HOME ASSESSMENTS/ PORTFOLIOS OF EVIDENCE)

1. Sitting 1 Exams, not under exam conditions, that have been scheduled will take place as per your assessment schedule.
2. If you qualify for a supplementary, your resubmission date is as per your assessment schedule (August 2021).
3. Where your summative assessment is already scheduled not to be written on campus you need to follow the standard processes of making an application for illness if you are not able to complete the assessment by the date as per your assessment schedule.
4. Standard rules for illness apply as per policy.

JUNE/ JULY 2021 HARD COPY SUMMATIVE EXAMINATIONS SUBMITTED ON-CAMPUS

1. Sitting 1 Exams, hard copy summative examinations submitted on campus, must be submitted as per your assessment schedule.
2. If you are unable to submit as per the assessment schedule due to a COVID related illness or isolation you can submit your summative no later than the end of your isolation (date determined by the date of contact that resulted in your isolation) or 10 days from your own positive test unless you are ill longer than that. This is permitted IF AND ONLY IF you provide proof of your own positive status or the positive status of the contact that resulted in you needing to isolate. This proof, if isolation is the reason given, must be a copy of their COVID test result, details of when you had contact with them and their contact details. Without this proof, which will be verified, you will be give 0% for the summative assessment.
3. For any reason other than COVID the standard policy applies.
4. If you qualify for a supplementary, your resubmission date is as per your assessment schedule (August 2021).

Should we be facing similar circumstances in December, we may need to move all current arrangements for December forward by a month or more with the resultant knock-on impact on your progress. We will not be converting assessments planned for writing on campus to take home assessments now or at that stage. Please take this delayed risk into consideration when you make your decision about whether to write on campus now or later.

Our safety and hygiene protocols are such that the risk to you if you do write on campus is significantly lower than moving around your social and community environments where enforcement is much lower. We are giving you the opportunity to decide when to write, but the consequences and impact of that decision are also yours.

If the national requirements change, we may have to adapt this plan but unless and until that happens, this is the current plan for on campus summative assessments (examinations) for this semester's modules.

We are mindful of how complex and stressful life is for all of us these days. We encourage you to keep yourself as safe as possible by following the protocols and to ensure that you are also looking after your mental health. Please reach out for support if you need it. We wish you all the best for successful completion of this semester.

In closing, thank you again for your care for yourself and others and how that is impacting on the ongoing safety on our campuses.

Yours faithfully

A handwritten signature in black ink, appearing to read 'FJ Coughlan'. The signature is written in a cursive style with a large initial 'F'.

Dr FJ Coughlan

**Director - The Independent Institute of Education
Group Academic Director – ADvTECH**