

## **Assignment Submission and Program Suspension Policy**

### **Description of Assignments in Modules:**

This is a competency-based learning program. A learner must receive a score of at least 65% in all assignments to be considered competent in order to move forward to the next module. The content and concepts of each module are assessed through different assignment types within a module.

### **Description of Assignment Deadlines**

**Due dates:** Due dates for all assignments appear on the timeline page, on your Moodle calendar, and in the information for the assignment itself. These dates are there to help you plan the work pace of your weekly readings and assignments

**Cut-off date:** This is the last acceptable date for an assignment submission. These appear in your course timeline on the course requirements page for each module. These do not appear on your calendar but do appear on the assignment page.

**Missed assignment deadlines:** If you have a valid reason for needing an assignment extension, at least 24 hours before the original cut-off date in the timeline, please obtain permission and a new cut-off date from your facilitator directly.

**Final Test:** Some modules have a final test which is taken in the module itself. A camera is turned on for monitoring and the learner may not use additional materials, online or other, as these tests are not open-book.

**Missed final test:** Missing a final test without notice will incur a 0 grade. Requesting a final test extension is only granted upon a true and proven emergency

**Feedback:** The grader will mark a submitted assignment and/or test and provide feedback within 48 hours of the due date. It is your responsibility to go back to an assignment and take note of the feedback and redo if requested to improve a score and use feedback for growth.

**Revisions:** When work is turned in early or on time and receives a grade under 65%, a revision may be required by the facilitator, with a due date given.

**Grading Criteria:** Each assignment, big or small, has a scoring guide or rubric which clearly states how the work will be graded. The scoring guide or rubric is designed with the specific assignment in mind, with points determined by each part of the assignment.

**Module Completion:** In order for a module to be complete, an overall module score of 65% is required for competency. A module must be completed with a passing score before the next module in the program can begin.

## **Suspension and Unenrolment**

**No Activity:** A learner who is absent from the learning management system (Moodle) for up to ten days in a row, without prior arrangements (due to an emergency) with the facilitator, will be deemed no longer enrolled. “No activity” means not signing in to Moodle or the module for the calendar dates assigned.

**Fees:** Fees are payable on the last day of the month, in advance of the new month. Learners are given a 7day grace period to pay the fees.

**Application Fee:** R250 (Non-Refundable)

**Deposit Fee:** R5 000 (Non-Refundable)

**Course Fee:** R30 000

**Monthly Fee:** R1 250

