



ICESA
CITY CAMPUS

ICESA City Campus - Durban

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Reg No.: 2001/005167/07

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2 July 2020

Dear Students

REVISED ACADEMIC CALENDARS AND ASSESSMENT STRUCTURE FOR 2020 ACADEMIC YEAR

Since the commencement of the nationwide lockdown in March, all on-campus activities were suspended due to the health and safety risks associated with the ongoing COVID-19 pandemic. The impact of the pandemic required alternative plans for students to continue with their studies and ICESA responded by directing students to the online learning platform *myClass*, which is accessible through the student portal, as part of ICESA's remote teaching and learning, called *Go!Digital*, response as previously communicated to students.

With the partial re-opening and phased-in approach of the return of some students to campus as regulated by the Minister of Higher Education, Science and Technology under lockdown level 3; we are now in a position to provide students with revised provisional academic calendars and associated amendments to the assessment structure and timelines for assignments and examinations (or assessments).

Since all on-campus activities were suspended, all students have had to adapt to the remote teaching and learning activities, including participating in online virtual classes in MS Teams and accessing additional materials and resources in *myClass*.

It has been a challenging time for students to adjust to the new study arrangements and many students have done this so well. Yet, as some students needed more time adjusting to studying online in *myClass* and as some students who have gone online quite late, ICESA postponed the submission of assignments and holding examinations for this semester. This will ensure that all students will have fair opportunity and equal access to the resources needed to complete their assignments and examinations.

With the planned return of limited on-campus activities and the phased-in return for certain students permitted by the national Regulations, please find below the amendments to the planned semesters, assessment structure and weightings which will be affected to maintain the integrity of our 2020 Academic Year.

I wish to stress that our virtual classes continue for all students. Where a group of students are permitted to return to campus for limited on-campus classes, the combination of virtual classes in *myClass* and some face-to-face or contact classes on campus will form what is called the 'blended learning' model for the months ahead.

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The phasing-in of the rest of the students to campus will happen according to guidelines we receive from the Minister of Higher Education, Science and Technology. ICESA will advise those students when to return to campus.

For the students who are not returning to campus in July as listed below, the timetable of virtual classes and remote teaching and learning continues as per the calendar and assessment dates. Further changes to the type and timing of assignment submissions and examinations for these students may be required.

REVISED PROVISIONAL ACADEMIC CALENDAR

Final Year/Exit Level Students		Non-Exit Level Students	
Date	Description	Date	Description
11 May 2020	Virtual classes start	11 May 2020	Virtual classes start
06 July 2020	Return to Campus	*TBC	Return to Campus
17 Aug 2020	WIL Commences	03 - 07 Aug 2020	Individual Assignments
03 - 07 Aug 2020	Individual Assignments	14 Aug 2020	Online MCQs
14 Aug 2020	Online MCQs	31 Aug - 04 Sep 2020	2 nd Individual Assignment
31 Aug - 04 Sep 2020	2 nd Individual Assignment	01 Oct - 09 Oct 2020	**DP Test
01 Oct - 09 Oct 2020	**DP Test	29 Oct - 10 Nov 2020	**Trial Examination
29 Oct - 10 Nov 2020	**Trial Examination	30 Nov - 18 Dec 2020	**Final Examination
30 Nov - 18 Dec 2020	**Final Examination		

Please Note:

*These dates for the resumption of on-campus classes will depend on the change to regulations regarding the possible return of 1st and 2nd year students to campus when announced by the Minister of Higher Education, Science and Technology.

**New Assessment timetables will be issued for the tests and the examinations and will be published in *myClass*.

ASSESSMENT STRUCTURE

Higher Education and Training (HET)

The nature and weighting (or allocation of overall marks between the tests, assignments and examinations) for assessments forms an integral part of the student learning and assessment journey. The shift to remote or online teaching and learning under lockdown and the blended learning approach ahead requires ICESA to adapt some assessments and the assessment weightings (or percentages allocated to the overall marks).

This rebalance is meant to assist and ease pressure on all returning students, while still maintaining academic quality and standards, and providing students with adequate time to complete their tests and assignments and receive timely feedback to improve their learning of the module materials.

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The breakdown is for all HET modules as approved by the ICESA Academic Board and Senate, and is as follows:

Existing Assessments			Proposed Assessments		
Date	Weighting	Assessment	Date	Weighting	Assessment
21 - 23 April	20%	Individual Assignments	03 - 07 August	25%	Individual Assignments
25 May - 01 June	20%	DP Test 1	15 Aug	10%	Online MCQs
17 June - 03 July	20%	MY Examination	29 Oct - 10 Nov	20%	Trial Examination
24 Aug - 09 Sep	20%	Group Assignment	31 Aug - 04 Sep	25%	2 nd Individual Assignment
23 Sep - 02 Oct	20%	DP Test 2	01 Oct - 9 Oct	20%	DP Test
25 Nov - 11 Dec	100%	Final Examination	30 Nov - 18 Dec	100%	Final Examination

- **Further Education and Training (FET)**

The FET structure will remain the same for all full qualifications and Skill Programmes which are extracted from these full qualifications. The following assessments are required to be completed as per the Academic Calendar:

- Test
- Examination
- Portfolio of Evidence (PoE) – this must be completed prior to the start of the examinations for the semester.

- **Short Learning Programmes (SLPs)**

Short Learning Programme on-campus classes will commence during the week of the 6 July 2020. As SLPs are scheduled by each campus. The examination dates will be provided to students when they return to class.

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PRINCIPLES OF ASSESSMENT

The following principles will guide all assessment of students to ensure academic standards and quality, including ICESA's adherence to fair and equal opportunity for students in alignment with the revised academic calendar.

1. Assessment Weighting

- Revised Weighting for 2020

Two assignments at 25% each, a Trial Examination and Test at 20% each and MCQs at 10% = total of 100%

1 Final Examination at 100%

Final Mark = 50% of Calculated DP + 50% Final Examination Mark

2. Assessment Overview and Process

A) Individual Assignments

- Individual Assignments will be submitted over 3 days: 3 – 7 August 2020
- All assignments will be submitted in PDF Format with format specifics as indicated on the assignments
- Assignments will be emailed to an Email address that will be created by IT and manned by an Administrator who redirected them to the relevant lecturers
- A tracking document will be created to track dates received, forwarded and finalised
- Lecturers will mark online from 3 August 2020 – 15 August 2020 and submit marks electronically

B) Online MCQ's

- With just over 20% of the ICESA students accessing *myClass*, most have not completed the MCQ's to date
- Students will be given the opportunity to complete the online MCQs on campus as per created schedule per group maintaining all social distancing protocol
- This process is to be completed by 14 August 2020

C) 2nd Individual Assignments

- The Group assignment will be replaced with a 2nd Individual Assignment to minimise student contact and group activities and maintain social distancing
- 2nd Individual Assignments will be submitted over 5 days: 31 Aug – 4 September 2020
- All assignments will be submitted in PDF with format specifics as indicated on the assignments
- Assignments will be emailed to an Email address that will be created by IT and manned by an Administrator who redirected them to the relevant lecturers
- A tracking document will be created to track dates received, forwarded and finalised
- Lecturers will mark online from 1 – 15 September 2020 and submit marks electronically

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D) DP Test

- The DP Test will be written from the 1 – 9 October 2020
- Students will write the tests on campus
- Multiple test sessions will be created to ensure student numbers at campus remain limited and maintain social distancing
- Tests are usually written in two sessions, now we will be creating 5 sessions to limit students on campus
- 09:00 -10:00, 10:30 – 11:30, 12:00 – 13:00, 13:30 – 14:30, 15:00 – 16:00

E) Trial Examinations

- The Trial Examinations will replace the usual Mid-Year Examinations
- Students will write the Trial Examinations at campus from 29 October – 4 November 2020
- Multiple examination sessions will be created to ensure student numbers at campus remain limited
- Exams are usually written in one session a day, now we will be creating 3 sessions to limit students on campus and maintain social distancing
- 08:30 -10:30, 11:00-13:00, 13:30 -15:30

F) Final Examinations

- Students will write the Final Examinations at campus from 30 November until 18 December 2020
- Two examination sessions will be created to ensure student numbers at campus remain limited
- Exams are usually written in one session a day, now we will be creating 2 sessions to limit students on campus and maintain social distancing
- 08:30 -11:30, 13:00-16:00

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ICESA would like to thank its students and those who support them at home for their dedication and courage to continue their learning during these challenging times. ICESA remains committed and resolved to provide all its students with a quality education and service.

The above changes provide students with clarity on the remainder of the 2020 Academic Year, and ICESA looks forward to our students doing well as a result of the collective commitment of students and staff.

Please check the ICESA website from time to time for any further official communications to students. Should you require assistance to clarify the information provided in this letter, please contact Retha Moolman on 033 342 9737 for the Pietermaritzburg Campus and Tanya Govender on 031 307 7071 for the Durban Campus.

Kind Regards

Dr Marietjie Pienaar
Dean: Academic Operations

Tanya Govender
General Manager ICESA Durban

DIRECTORS: Kasavan Kannigan and Melvin Munsami

ICESA City Campus (Pty) Ltd is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act No. 101 of 1997 and accredited by the Council on Higher Education (CHE). Registration Certificate No: 2000/HE07/001.