

ACADEMY FOR FACILITIES MANAGEMENT

Class of 2016,

Mark allocation will again be discussed during the contact session, but it will be helpful to peruse this document to gain an understanding re this matter.

All marks are weighted so as to advantage the student and all marks are grouped into two main categories; **Semester Mark** and **Exam Mark**.

The **semester mark** consists of the following assessments that will be submitted by yourself during a semester (6month-period; Jan – June and July – Dec). For every module/subject of the HCFM a student will submit the following assessments:

Semester Marks	1	2	3	4	5		Marks
Assessments (to be submitted by student)	Assign-ment 1	Test 1 -Open book	Assign-ment 2	Test 2 -Closed book	Logbook		
Weighting of semester mark	15%	10%	40%	25%	10%		Semester Mark
	1+	2+	3+	4+	5+	=	A
Exam Marks	Not weighted						Exam Mark
	% achieved					=	B
Final mark	Semester mark (A)			Exam mark (B)			Final Mark
[C + D = E]	C (60% weighting)		+	D (40% weighting)		=	E

The pass mark for any individual assessment is 40%. The Academy adds together all the weighted assessment marks listed above to get the **semester mark (A)**. A student requires 50%+ as a semester mark to achieve admission to the exam for any particular subject.

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A student needs 40% + to pass the exam **(B)**. A weighted average (60%) of the semester mark **(C)** and a weighted average (40%) of the exam mark **(D)** is then added together to get the **final mark (E)**. However, please note that in order to pass any subject/module the **final mark (E)** required is a minimum of 50%. (*This is a statutory requirement for all tertiary education institutions in SA.*)

The above immediately indicates that an exam mark of 40% and a semester mark of 50% will not be sufficient to pass a subject.

Also note that full compliance with the Work-based Learning (Logbook) is an absolute requirement. If the WBL logbook has not been comprehensively completed a student cannot pass the subject, regardless of the marks that have been achieved.

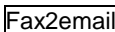
See the Assessment Policy (on request) for more detail.

Please note that there are specific deadlines for all assessments and there are penalties for missing a deadline. (see the study guide for every module).



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