



# Student Promotion Policy

CEDAR INTERNATIONAL ACADEMY NPC

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## Purpose

- 1) This document describes the requirements for annual and final promotion of students in learning programmes in gaining Cedar qualifications.

## Scope

- 2) The policy addresses the promotion requirements for all Cedar qualifications.

## Student Records

- 3) Student details are recorded using the Cedar Campus Administration System (CCAS).
- 4) Staff members capturing student data understand the importance of student record integrity and correct promotion and certification processes.
- 5) Grades will be captured and recorded in the CCAS at the end of each study period. Student grades will be released to them as soon as grading and moderating is completed. Marks are recorded as a percentage and a corresponding grade such as pass or fail, merit, distinction etc.
- 6) Students that failed to complete a module or did not pass a module will be supported with counselling and advice on the best way forward.

## Annual Academic Promotion

- 7) CCAS is used for maintaining student records and tracking student progress.
- 8) Once the academic year closes and results are consolidated, academic results are issued.
- 9) Students enrolled on the database who do not complete the academic year successfully, remain on the system with the potential for a repeat of the unsuccessful year.

## Repeating Failed Years/Subjects

- 10) Students that have failed modules must consult with Academic Management to plan a way forward.
- 11) Any failed subject must be repeated with full attendance the next year. No further opportunities are made available.
- 12) In cases where repeat subjects clash on the timetable, it remains the students' responsibility to study on their own, while arranging contact sessions with the responsible lecturer.
- 13) If a student fails by a small margin in his/her final year, then Academic Management may grant a third opportunity exam.

## Glossary

**CCAS:** Cedar Campus Administration Software used at Cedar

**Learning Management System (LMS)** is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology teaching and learning programs.

## Reference Materials

Department of Higher Education and Training. (2014). *Policy on the Minimum Requirements for Teacher Education Qualifications*. Retrieved from <http://www.dhet.gov.za>

*The Higher Education Qualifications Framework, Higher Education Act, No 101 of 1997*. (Department of Education). (October 2007). Retrieved from <https://www.dhet.gov.za>

*Skills Development Amendment Act 2008*. (South African Government). Retrieved from <https://www.gov.za>

## Related Internal Documents:

Admission and Registration Policy

Assessment and Moderation Policy

Examination Policy