

FRENCH 178

ASSESSMENT POLICY 2013

24 CREDITS

- Please note that French 178 may **NOT** be followed by students who did French as a subject in Grade 12. This rule also applies if you did not obtain a good mark or if you feel that your knowledge of French is insufficient. Contact your lecturer should you have any doubts in this regard.
- **NO** French-speaking students are allowed to register for undergraduate courses in French. Post-graduate courses are open to all students.

French 178 makes use of Continual Assessment. This system is applied as follows:

TESTS

There are **four compulsory official** tests in the course of the year. If you miss one of these assessment opportunities the course will be considered as **incomplete, in other words, failed** even if your average is higher than 50%. *No exams are written and there are no second opportunities and no Dean's examinations.*

26 March (groups 1,3,5) / 25 March (groups 2,4,6) (Class time)
16 May (Evening)

05 September (groups 1,3,5) / 06 September (groups 2,4,6) (Class time)
24 October (Evening)

CLASS ATTENDANCE

It is necessary to have regular contact with the language learnt in order to make progress. Students are evaluated on the grounds of class participation, communicative skills, homework and class tests. Attendance of lectures, tutorials and practical classes as well as the punctual submission of assignments and homework is therefore essential. Only students who have fulfilled these requirements as stipulated by the Department will obtain a year mark.

Regular class tests to ascertain the progress of students will take place during official lecture times throughout the course of the year. Students may also expect occasional unannounced "surprise" tests. Thus, make sure that you do not miss a class and are always prepared for classes.

Class attendance will be monitored on a regular basis throughout the year. If your attendance is not satisfactory, the Department may contact the person / institution responsible for financing your studies.

RULES FOR HANDING IN HOMEWORK.

NB : PLEASE REFER TO THE INFORMATION ON HOMEWORK RULES IN THE DEPARTMENTAL STUDY GUIDE AS WELL AS THE GENERAL RULES OF THE FRENCH SECTION

The year's homework and / or class tests make up **40%** of the year mark.

WHAT TO DO WHEN YOU *REALLY* HAVE TO MISS A LECTURE

- It is your personal responsibility to find out from one of your class peers or class representative what work you have missed and what homework you have to hand in **before** the next lecture.
- **It is also YOUR responsibility to obtain notes from someone who was present at the lecture.**

MARKS

Class marks are displayed on the office doors of your respective lecturers and are regularly updated. Progress marks are displayed every term on the notice board between 541 and 543.

TUTORIALS AND PRACTICAL CLASSES

All Tutorial and Practical lectures are **COMPULSORY**. The entire intake of French 178 students is divided into ten smaller groups for the Tutorial lectures that take place in Humarga and are presented as computer lessons on WebCT (on which you can continue working in your own time). Tests are taken in class without any prior warning. The group is also divided into ten smaller groups for the Practicals during which work presented in the principal lectures is practised and applied. The assessment of practical classes will take place in the form of homework, projects or class tests. (The rules applicable to handing in homework also apply here.) Tutorials and practical classes offer at least two assessment opportunities per term. Tutorials and practical classes cover essential work to prepare students for tests, orals and especially communicative skills. These classes are therefore more important than what is reflected by their assessment percentage.

Assessment of tutorials amounts to **10%** of the year total.

Assessment of practical classes amounts to **15%** of the year total.

ORALS

There will be **two** orals per year, **one** at the end of each semester. Missing an oral may lead to an incompleteness of the course.

Each oral counts **5%** of the year total.

ASSESSMENT WEIGHTING SPREAD OVER THE YEAR:

| Type of assessment | Weighting |
|--|-----------|
| Tests (all four term tests are compulsory) | 30% |
| Other (homework or class tests) | 40% |
| Tutorials | 10% |
| Practicals | 15% |
| Orals (all orals are compulsory) | 5% |

TEACHING STAFF

Teaching staff may be contacted **during consultation hours** for any assistance, friendly advice and / or information. **Should a lecturer not be available, please send him / her an e-mail or call him/her directly.**

| Name | email | Telephone numbers | Office |
|--------------------------------------|--|-------------------|--------|
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