

## DOCUMENTS

GENERAL DOCUMENTS	
Application for study	<b>App01</b>
<i>A student will complete this document in order to be enrolled into the FGCC for the study of the official programme that they would select that they would be aligned to.</i>	
Financial Fee	<b>Fin01</b>
<i>A document that outlines the current fee structure for study in that financial year it reflects for.</i>	

MODULE SPECIFIC DOCUMENTS	
<b>Student Learning Template</b>	<b>LT1</b>
<i>The Template contains much information in regards to the specific subject it is attached to. In the Template the student may be able to obtain the module descriptors and its course code. Included at the start of the Template the student may be able to observe the contact details of the 'module expert', the Facilitator. Most information that is contained in the first few pages of the Template will contain the required assessments that the student will be required to complete, as well as the General and Specific Outcomes that must be obtained at the conclusion of the module. The Template will also outline a study plan that will be separated at 5 sessions per week for the duration of the Semester that the module is found in.</i>	
<b>Practical Coversheet</b>	<b>Pract01</b>
<i>The practical coversheet is assessment type specific. Practical types vary from subject and year. The variants that may be conducted can be: mini-research, Sermon, Exegesis, Book report, survey, Bible Study, minutes of a meeting, PowerPoint presentation of the research paper, Report (general), role-play, counselling session, case-study, Oral Presentation, Interview, plan, etc.</i>	
<b>Formative Coversheet</b>	<b>Form01</b>
<i>The formative coversheet is assessment type specific. Formative types vary from subject and year. The variants that may be conducted can be: Research Paper, Survey, Assessment Booklet, etc.</i>	

<b>GENERAL DOCUMENTS ATTACHED TO ALL MODULES</b>	
<b>FGCC Harvard Referencing Guidelines</b>	<b>FGCCHarv2013</b>
<i>The FGCC follows the Harvard System that has been aligned with the FGCC referencing style. Most common referencing types has been incorporated into the document and should be used and adhered to by the student in every aspect of their research and referencing in their assessments.</i>	
<b>FGCC Plagiarism Policy 2013</b>	<b>Plag2013</b>
<i>The Plagiarism Policy (2013) describes what it means by plagiarism and it outlines the various different forms of how it can be seen. It also contains the flowchart and punishment thereof.</i>	
<b>Deadlines S2 2019</b>	<b>DS1-2019 / DS2-2019</b>
<i>Every assessment is required to have a cut-off date when students may have completed the module specific assessment in order to keep the student in time for completing each assessment deadline in preparation for the final assessment, Summative Assessment.</i>	
<b>Research Paper Structure</b>	<b>ResP01</b>
<i>This document is included in most Student Learning Templates that requires the student to complete the Research Paper as part of the module's Formative requirement. The page has been separated for easier access and printability for the student. The page explains the format and general requirements that the student is required to produce their Research Paper in. It provides the student a general breakdown as to how the Research paper is required to be produced in.</i>	
<b>The Elements of a Student Learning Template (2017)</b>	<b>ESLT-2017</b>
<i>When a student is faced with the Student Learning Template for the first time, it can be daunting as what certain terms and areas mean. This document is seen as a 'pictographical tutorial' that assists the student in overcoming this initial area and removing any further misunderstanding of the Student Learning Template.</i>	
<b>Year Planner 2019</b>	<b>YP01-2019</b>
<i>The Yearplanner is set according to the South African Calendar. It incorporates the Office opening and closures, SA Public Holidays, as well as the Semesterly periods of the FGCC. The Yearplanner lays out the due dates graphically as is specified in the Semesterly Deadlines as well as examination dates, SRC elections, and the yearly Student mission trips.</i>	
<b>Class Schedule S2 2019</b>	<b>CS-S2(2019)</b>
<i>Students who are able to attend day classes at the FGCC can view the schedule of classes of the courses of the Semester in this document.</i>	

## **SUMMATIVE ASSESSMENT (and Supplementary)**

### **Summative Booklet Coversheet + Booklet**

**Summ01**

*Once all requirements are met and all subject-specific assessments had been provided in order to obtain the 'participation mark', the student will be required to complete the Summative assessment in order to complete the module. The Summative Booklet should contain the Summative Cover Sheet. The document should contain all details of the student that the student will be required to complete and include their signature. Rules of examination is included as per requirements of specific subjects. The document contains an area where the Facilitator will be required to complete with the student's grade. The booklet should contain the institution's official stamp in order to make the exam authentic.*

### **Summative Assessment Question paper**

**SA-CE(PT201) (Comm.Eff)**

*The question paper should contain the full assessments required to complete the course. The final mark should be in total of the percentage required to fulfil the requirements of the subject.*