

MEMO

TO: All CTA Students

FROM: College of Accounting Sciences

SUBJECT: Non-venue-based assessment – CTA Test 2

DATE: 30 April 2020

Dear CTA student,

The College has closely monitored the developments regarding COVID 19 and its impact on the academic programme. While we find ourselves under difficult lockdown conditions it remains our priority to continue providing service to our students as an ODeL institution. The CTA Test 2 scheduled for 05 May 2020 will continue as non-venue-based assessment in line with Covid-19 restrictions. We continue to stress the importance of continuous assessment as an opportunity to measure one's progress against expected learning outcomes. We acknowledge and are cognisant of the challenges students may be experiencing with their preparations for the upcoming assessment under the Covid-19 restrictions. It's in this spirit that the College has decided to administer Test 2 over two days.

The CTA Test 2 non-venue-based assessment will follow the same guidelines as CTA Test 1 with minor changes and your attention is drawn to the following important issues:

1. The first 3 papers (FAC2, TAX and MAC) will be written on 05 May 2020 and remaining 2 papers (AUE and FAC1) will be written on 06 May 2020. All papers will be available on the day of the assessment at 08:30 on both days and must be uploaded at 13:15 on 05 May 2020 for the three test papers and 11:45 for the two test papers on 06 May 2020. Additional time has been factored in for downloading and uploading. We advise students to manage their time carefully and ensure that they complete each paper within the allocated time.
2. Once the test is completed, the student will upload their response on myUnisa/myModules/Assessment info by entering the submit button.

3. Students may submit typed or handwritten responses.
 - 3.1 students must scan handwritten responses using scanning apps or scanning machines;
OR
 - 3.2 typed word document must be saved in "pdf" format and uploaded.
4. All test papers will be digitised and will allow for mobile devices to be used for uploading and downloading.
5. Responses must be uploaded on the myUnisa platform by clicking "submit" for the test written. Students must ensure that submissions are made to the correct module code.
6. This is a limited open book assessment and you may only use the stated prescribed material.
7. Students will be expected to complete an ethical declaration on the day of the assessment confirming that the work submitted is your own work. The declaration must be uploaded along with test submissions. Failure do so will result in your script not being marked.
8. We continue to caution students against plagiarizing, cheating and any other form of unethical practice. A student who is suspected of wrongdoing will be referred to the Student Disciplinary Unit and may be charged with a contravention of the Student Disciplinary Code.

We recognise the resilience and agility of our students in navigating through an open distance learning environment. It is through these qualities and determination by our students that we remain confident that CTA Test 2 will be as equally successful as CTA Test 1. We are, however, not blind to challenges presented by the COVID pandemic and the possible negative impact on the overall performance of the 2020 student cohort. The College will take these circumstances into consideration before the final commencement of the October /November 2020 examination. We trust that students will equally see this assessment as an opportunity for further improvement on their learning areas.

Wishing you luck in your preparation for CTA Test 2 and the rest of the academic year.

End.