Dear BTE2601 student

This announcement pertains to the final arrangements for the BTE2601 online assessment scheduled for 5 December 2020.

1. THE TYPE OF ASSESSMENT

As you know this is an ONLINE assessment and NOT a venue-based assessment. You will need to have access to a laptop with stable internet access for the entire duration of the assessment. We would strongly discourage the use of a smart phone to answer this paper, since the loading of every page might be very slow for the limited time you have to complete the assessment

Your questions are all randomized, which means that every assessment will be different.

2. ON WHICH PLATFORM WILL THIS ASSESSMENT BE PLACED?

Your ONLINE assessment will be on the myExams platform. Access myExams at https://myexams.unisa.ac.za/portal and login using your student number and myUnisa password.

- Then, click the "**Sites**" link in the top right-hand corner and select the BT2601 exam site.
- Once the site is opened, click on the "**Online Assessment"** tool in the left-navigation.
- Click on the BTE2601_Exam link to start.

3. BLOCKS, GROUPS AND SESSIONS

The BTE2601 online assessment has close to 28 000 students writing on 5 December. This is but one large module writing randomised examinations online on this day. In order to ensure that the Unisa network can accommodate all the students the BTE2601 assessment will be written in **four** timeslots.

To facilitate this, students were divided into **groups**. There are 26 groups numbered A-Z. You will be able to determine your group by accessing myExams and verifying the exam site title. It is important to know in which group you will be writing your assessment as this will determine the timeslot at which you are able to access your assessment. You will not be able to access your examination outside of your timeslot.

- **Group 1**: Groups A-G write from 8:00-10:30 (assessment is available 07:45)
- **Group 2:** Groups H-N write from 10:45-13:15 (assessment is available 10:30)
- **Group 3**: Groups O-T write from 13:30-16:00 (assessment is available 13:15)
- **Group 4:** Groups U-Z write from 16:15-18:45 (assessment is available 16:00)

There is **one examination** of 2,5 hours to complete.

As soon as you start your assessment session, a timer will start to grant you the 2h30. Once the timer has run out your assessment will be automatically submitted.

4. WHAT SHOULD I DO TO ENSURE THAT MY COMPUTER AND INTERNET BROWSER IS STABLE WITH QUICK RESPONSE?

- We strongly advise students to **use Google Chrome** for the best experience on myExams.
- Students are advised to close all unnecessary applications, webpages and processes running on their computer to reduce network interference

Some additional tips:

1. Make sure that you **do not have multiple webpages open**.
2. Log out of MyExams. **DO NOT just close the page**.
3. Close your internet browser completely.
4. Open **one** browser window **ONLY** and log back in.

5. WHAT IF I RUN INTO SOME TECHNICAL DIFFICULTY?

First and foremost, you need to ensure that you have followed the steps above to avoid asking questions and wasting precious examination time on issues which might have been easy to resolve, had you followed the guidelines provided here and per the previous announcements. Should you have followed the guidelines and still experience problems, please access your myLife student email account and send an email to CEDUexams@unisa.ac.za. Ensure that you include screenshots of your problem in your email for our team to assist in resolving issues for you swiftly.

IMPORTANT: You need to report your technical issue before the end of your group timeslot.

6. SOME ADDITIONAL TIPS

Table of contents

For your convenience your assessment has been set up according to study units. Your questions will also be displayed to you per study unit. You will be able to click on a table of contents which will list all the questions per unit in your assessment. This will allow you to see whether your questions were answered, left out or marked for review.

Do not click browser back button

Once you have started your assessment, **do not click on the back button** on your browser as it will take you out of your assessment page and you will have to start again.

Submissions

Once you have completed your assessment click on submit. It will be saved and sent for grading. Should your time run out, your assessment will be automatically saved and submitted.

We wish you all the best with your examination!

Happy studies!

BTE2601 lecturers