

ANNEXURE A

HOW TO SUBMIT YOUR ANSWER FILE

Follow these steps to submit your exam file:

1. Access *myExams* at <https://chs.myexams.unisa.ac.za/portal> and login using your student number and *myUnisa* password.
2. Go to your specific examination site through the site tabs on the horizontal navigation bar. Also check your **Sites** link in the top right-hand corner if you do not find the site on the horizontal navigation bar.
3. Once the site has loaded, select the **eAssessment tool** from the left navigation menu.
4. The list of all available assessments in the site will be displayed
5. Select the assessment for which you want to upload the examination answer file by clicking on the title of the assessment in the list. A new page will open.
6. Submit your examination answer file.

Depending on the assessment criteria, you may be allowed to attach a file or perhaps multiple files. Under **Attachments**, click the **Choose File** button to browse for a file on your device.

Once you have attached your answer file, the name of the file, as well as the file size and upload time stamp will be displayed under **Attachments**.

You may click **Remove** to remove the attachment if you selected the wrong file.

Select the **honour pledge**. Students **MUST** check the honour pledge before submission if it appears on the screen. A student will not be able to submit the assessment if he/she did not check the honour pledge. When you are ready and satisfied that you have the correct answer file, click the **Submit** button to complete your assessment submission.

Tip: If you are not yet ready to submit, you may click **Preview** to preview the submission, or **Save Draft** to save your submission and submit it later. Click **Cancel** to exit the assessment without saving or submitting.

7. Submission confirmation

Once you have submitted your assessment, you will receive a confirmation message on the screen. **Make a screen copy for your records**. In addition, if you have opted to receive email notifications, you will also receive an email confirmation of your submission.