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DO YOUR ASSIGNMENTS

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The information contained in this brochure was correct at the time of publication (10 October 2016).

ASSIGNMENTS

Types of assignments

Assignments help lecturers to see whether you understand the module, and they help you to learn the work and prepare for exams. They're critical and compulsory – you won't be allowed to write the examination unless you've completed the relevant assignments. They also contribute to your final mark, so it's vital that you complete them according to the specified guidelines. Always keep a copy of your assignment in case the university/the lecturer does not receive an assignment and you are requested to resubmit a copy.

Multiple-choice assignments

These can be submitted

- online, using myUnisa
- by completing a mark-reading sheet and posting it to the university

Submitting via myUnisa is fast and reliable. It's also the easiest method. Simply follow the instructions onscreen. We recommend that you submit assignments via myUnisa, if at all possible, and not via the post.

Filling in a mark-reading sheet

Only use the orange mark-reading sheet that you received with your study material. No other sheets will be accepted. Your mark-reading sheet should look like the sample on the next page.

- Only use an HB pencil.
- Do not attach a barcode sticker.
- Mark-reading sheets should not be put in an assignment cover and stapled.
- A mark-reading sheet that is filled in incorrectly, damaged or folded cannot be marked.

ASSIGNMENTS

FILL IN YOUR MARK-READING SHEET AS FOLLOWS:

Space 1:
Initials and surname (eg S Bengu).

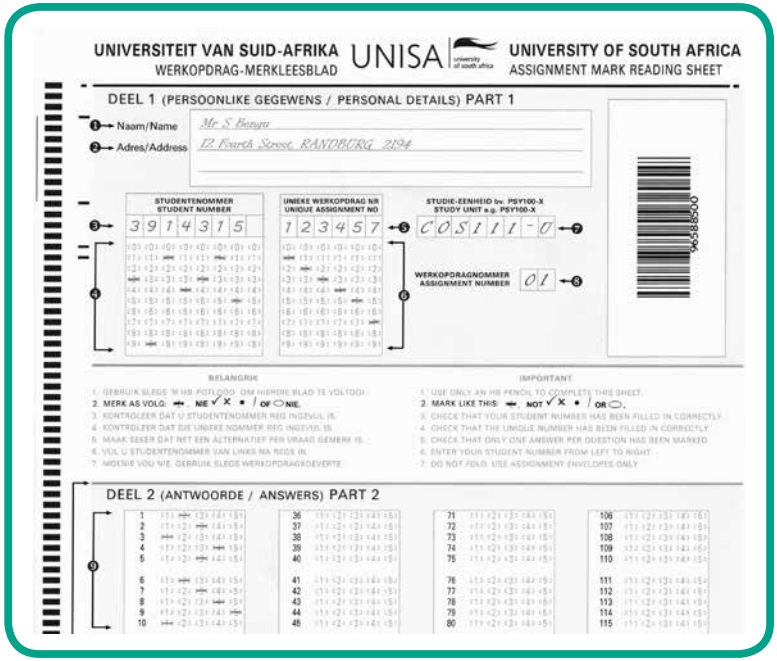
Space 2:
Full postal address, including postal code.

Space 3:
Student number (use one block per digit). If your student number has seven digits, the last square remains open.

Space 4:
Under each square in space 3 is a series of digits from 0 to 9. Mark the digits that correspond with your student number. Mark your answer with a horizontal line through each digit.

Space 5:
There is a unique assignment number at the top of the assignment questions in your tutorial letter. This number matches your answers with the answers on the computer. It is used to mark your assignment. You must use the correct assignment number.

Space 6:
Mark the corresponding digit below each square of the assignment number, as you did with your student number.


UNIVERSITEIT VAN SUID-AFRIKA UNISA UNIVERSITY OF SOUTH AFRICA
WERKOPDRAG-MERKLEESBLAD ASSIGNMENT MARK READING SHEET
DEEL 1 (PERSOONLIKE GEGEWENS / PERSONAL DETAILS) PART 1
Naam/Name Mr S Bengu
Adres/Address 12 Fourth Street, RANDBURG 2194
STUDENTENOMMER STUDENT NUMBER 3 9 1 4 3 1 5
UNIEKE WERKOPDRAG NR UNIQUE ASSIGNMENT NO 1 2 3 4 5 7
STUDIE-EENHEID bv. PSY100-X STUDY UNIT e.g. PSY100-X C O S 1 1 1 - U
WERKOPDRAGNOMMER ASSIGNMENT NUMBER 0 1
BELANGRIK
2. MERK AS VOLG: NIE ✓ ✗ • / OF ⬭ NIE.
IMPORTANT
2. MARK LIKE THIS: NOT ✓ ✗ • / OR ⬭.
DEEL 2 (ANTWOORDE / ANSWERS) PART 2

Space 7:
Code for course, half-course, paper or module (eg COS111-U).

Space 8:
Assignment number.

Space 9:
The question numbers on the sheet correspond with the question numbers in the assignment. Next to question numbers are answer squares from 1 to 5. Mark the digit that corresponds with your answer.

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SHORT QUESTION OR ESSAY ASSIGNMENTS

These should be compiled using a word processing package (eg MS Word) or handwritten.

HANDWRITTEN ASSIGNMENTS

Use either an official assignment pad or your own A4 paper.

PRINTED ASSIGNMENTS

Use double-line spacing and leave a 5cm blank space on the right-hand side of each page (for the lecturer's feedback). Please follow the lecturer's instructions (found in your tutorial letters) and the printed instructions on the assignment covers. Please use a header for all word processor files, with your name, student number, module code and assignment number.

Use the page break function to force a new page, ensuring that your page numbering stays as indicated on your contents page.

- Pictures and diagrams may be included, provided that they are not too complex and are not in colour.
- Don't embed objects from other programs that require dynamic links. Rather, create a graphic of your spreadsheet or diagram, save it as a bmp, jpeg or gif and insert this file into your document.
- Keep tables simple. Complex tables can cause printer memory problems.

LAYOUT AND FORMATTING GUIDELINES FOR PRINTED ASSIGNMENTS:

1. Set the paper size to A4, default tray, auto feed or auto select
2. Set the left margin to at least 2.5cm and the right margin to 5cm
3. Use black ink
4. Use common fonts eg: Times New Roman or Arial
5. Font size: 16 for headings, 12 for normal text

ASSIGNMENTS

COMPUTER SCIENCE STUDENTS

Submit programs or program output in either a text (ASCII) file or in a word processor file. Only submit one file per assignment – you may have to combine different files into one document. You can create a single pdf document that combines different source files. We suggest using a fixed width font (eg Courier), so that your documents are more readable and the indentation remains correct. Converting your document to pdf will ensure that your file presentation remains exactly as you intended. Refer to your tutorial letters for the submission formats of assignments on myUnisa.

TIPS FOR COMPLETING ASSIGNMENTS

Completing your assignments successfully involves

- reading the assignment questions
- collecting the facts
- compiling a structured response using study guides, prescribed books, readings, discussions and the internet
- using headings and subheadings

Assignments should consist of

- an introduction
- a main heading
- a summary of the key facts
- using proper referencing, including a bibliography

Leave a space in the margin for comments.

Please follow these guidelines. If you don't, you run the risk of your assignment being returned to you unmarked. Your list of assignments per module will be updated on myUnisa. It's your responsibility to ensure that your assignments are received by Unisa. To enquire whether the university has received your assignment, go to myUnisa or send an e-mail to assign@unisa.ac.za (include your student number in the subject line).

Assignments may be

- submitted via myUnisa (online)
- placed in a Unisa assignment box
- posted to Unisa (not recommended)
- submitted via courier (there is no charge if the assignment is submitted in an official Unisa envelope at the service point of the university's official couriers)

We recommend that you type your assignments on a computer, print them to PDF and submit them online via myUnisa.

You will receive a status message and a reference number confirming that your assignment has been successfully submitted. You may only submit one file per assignment on myUnisa. Zip files are only accepted in some circumstances, so please follow the instructions provided in your tutorial letters.

You must retain copies of all your assignments

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ASSIGNMENTS

SUBMITTING ASSIGNMENTS VIA MYUNISA

Use a file format that can be uploaded to myUnisa. These formats are listed in the "Specify the type of file" drop-down list on the submission screen. A pdf file is the preferred option (formatting and layout is retained). Please do not submit assignments in write protected/read only pdf formats. Use only the Adobe pdf format. Information on pdf converters can be found on the myUnisa homepage under "Electronic resources". Navigate to the assignments tool on myUnisa to start the process. When you click "Continue", your assignment will be uploaded to the Unisa network. This may take several minutes depending on the size of your assignment and the speed of your internet connection. Once the assignment is received, its details will be displayed on your screen for final checking. You can either go back and make corrections or click on "Submit assignment" to submit it.

Ensure that your answers to multiple-choice questions are ready before connecting to the internet. It will cost you money to work out answers while online. Check for mistakes before submitting an assignment.

Don't wait until the closing date

Try to submit your assignments at least 3 working days before the due date, as you may experience unforeseen problems (eg your internet connection is down) on the day you want to submit your assignment.

Don't submit the same assignment via two separate channels (eg myUnisa and the post). Any documents/assignments uploaded to myUnisa must be virus free. If you repeatedly submit documents with viruses, you may lose the right to use myUnisa.



Assignments of modules offered fully online must be submitted online. Hard copy assignments submitted for online modules will be returned to the student unmarked.

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Assignments submitted via myUnisa which are marked onscreen (except multiple-choice question assignments, blogs, portfolios and discussion forums) will be available for viewing on myUnisa. Notification of the marked assignment (together with a link) will be sent to your myLife e-mail account. Download your marked assignment, so that you have access to it even when you are offline. Unisa's Assignment Division will not accept requests to cancel assignments submitted via myUnisa. It is your responsibility to ensure that the content of your assignment is correct before you submit it via myUnisa.

ASSIGNMENT BOXES

If you live near Pretoria, Midrand, Johannesburg, Cape Town, Polokwane or Durban and prefer to deliver your completed assignments personally, you may post your assignments in the assignment boxes, preferably two days prior to the assignment due date, at these campuses. Please do NOT post envelopes containing money in any of the assignment boxes. Unisa does everything possible to ensure that assignments reach us safely, but the university cannot take responsibility for the loss of assignments as a result of fire or theft. Assignments posted to the university must be in the envelopes supplied to you when you registered. Except for weekends and public holidays, the assignment boxes are emptied daily by Unisa staff. The collection time is approximately 07:00. If you submit an assignment via an assignment box and do not receive confirmation via SMS from Unisa within 7 days of submitting the assignment, please contact the Assignment Division.

For more information about the location of additional assignment boxes, visit http://bit.ly/1MMpUir

ASSIGNMENTS

SUBMITTING WRITTEN/TYPED ASSIGNMENTS BY POST (NOT RECOMMENDED)

- Attach an assignment cover page with your name and postal address, student number, module unit code, assignment number and unique assignment number.
- Number each page.
- Staple each assignment (excluding MCQ assignments) into a cover (check the page order).
- Post each assignment in an individual Unisa C4-size assignment envelope (extra postage is required for C4 sized envelopes).
- Indicate your module code, assignment number and student number on each page.

Due to delivery delays by the South African Post Office, we advise you to submit assignments via myUnisa (online), by courier or at a Unisa regional office.

The following must be on the back of the envelope:

- student number, name, surname and cellphone number
- module code and assignment number
- return postal address
- a barcode

No assignments may be posted or e-mailed directly to lecturers or academic departments. The university will not accept assignments or portfolios submitted via e-mail or fax. Please don't submit different sections of the same assignment separately.

Please note:
Proof of receipt of an assignment by Unisa remains your responsibility.

The assignment due date is the date on which the university must receive your assignment.

Marked assignments will be returned to you approximately 5 weeks after the closing date for the assignment. Portfolios, projects and practical work, however, won't be returned and the results will only be released with the examination results.

To be marked, assignments must be received before or on the due date. No extensions will be granted. Check myUnisa and your tutorial letters for your assignment due dates. Please take public holidays and weekends into consideration if you are posting your assignment.



Allow for at least 3 working days for the assignment to reach Unisa. You will receive an SMS confirming that the university has received your assignment, so please ensure that Unisa has your correct cellphone number. You can also check on myUnisa if the university has received your assignment. You may submit an assignment before the due date, but your assignment will not be marked before the due date. If you don't submit your compulsory assignment(s), you may forfeit your admission to the examination for that module.

Please keep copies of all your assignments for cases where the original assignment is not received either by a lecturer or the university. Unisa may request a copy of an assignment.

Assignment results

- Assignment results can be viewed on myUnisa: https://my.unisa.ac.za
- SMS (you will receive an SMS with your assignment result as soon as the result becomes available)