May/June 2022 online examination rules.

Students are expected to familiarise themselves with online examination rule prior to their examination sittings. The following examination rules will apply to your online examinations:

Examination sessions commence at the time indicated on the final examination timetable. You are required to adhere strictly to the specified times.

i. For file upload/take-home examinations:

1. Students must upload their answer scripts in a single PDF file (answer scripts **must not be** password protected or uploaded as "read only" files).

2. **NO** e-mailed scripts will be accepted.

3. Students are advised to preview submissions (answer scripts) to ensure legibility and that the correct answer script file has been uploaded.

4. Incorrect file format and uncollated answer scripts will not be considered.

5. Incorrect answer scripts and/or submissions made on unofficial examinations platforms will not be marked and no opportunity will be granted for resubmission.

6. A mark awarded for an incomplete submission will be the student's final mark. No opportunity for resubmission will be granted.

7. A mark awarded for illegible scanned submission will be the student's final mark. No opportunity for resubmission will be granted.

8. Only the last file uploaded and submitted will be marked.

9. Submissions will only be accepted from registered student accounts.

10. Students who have not utilised invigilation or proctoring tools will be deemed to have transgressed Unisa's examination rules and will have their marks withheld. **For modules that make use of these tools.**

11. Students have 48 hours from the day of their examination to upload their invigilator results from the Invigilator App. Failure to do so will result in students deemed not have utilised invigilation or proctoring tools. **For modules that make use of these tools.**

12. Students must complete the online declaration of own work when submitting. Students suspected of dishonest conduct during the examinations will be subjected to disciplinary

processes. Students may not communicate with other students, or request assistance from other students during examinations. **Plagiarism is a violation of academic integrity, and students who do plagiarise or copy verbatim from published work will be in violation of the Policy on Academic Integrity and the Student Disciplinary Code and may be referred to disciplinary hearing. Unisa has a zero tolerance for plagiarism and/or any other forms of academic dishonesty.**

13. Declaration rules: See Compulsory online exam Departmental declaration (placed in the exam declaration folder on Moodle)- this needs to be embedded in the exam paper (as one document) before the final upload. Or zero is awarded for the exam. You also need to sign/tick the University Honesty Declaration/pledge (both are compulsory).

14. You are required to reference in-text for the online, take home exam, per question (this is compulsory). Failure to reference in-text per question will result in the loss of marks unfortunately. Please use your study guide and prescribed textbook as your in-text sources. (Example: University of South Africa 2008: page number & Martin, Nakayama, van Rheede van Oudtshoorn, Schutte 2013: page number).

15. Students are provided one hour (grace period) to submit their answer scripts after the official examination time. Submissions made after the official examination time, will be rejected by the examination regulations and will not be marked.

16. Please remember to keep proof of your exam file submission.

17. Non-adherence to the processes for uploading examination responses will not qualify the student for any special concessions or future assessments.

18. Queries that beyond Unisa's control include the following:
    a. Personal network or service provider issues
    b. Load shedding/limited space on personal computer
    c. Crashed computer
    d. Using work computers that block access to myExams site (work firewall challenges)
    e. Unlicensed software (eg license expires during exams)

Students experiencing the above challenges are a**dvised to apply for an aegrotat and submit supporting evidence within 3 days of the examination session**. Students will not be able to apply for an aegrotat for a third examination opportunity. Email: aegrotat@unisa.ac.za

19. Students experiencing technical challenges should contact the SCSC on 080 000 1870 or via e-mail Examenquiries@unisa.ac.za or refer to the Get- Help resource for the list of additional contact numbers. Communication received from your myLife account will only be considered.

- **NB: Please also read all the exam rules in the live class presentation for COM 2603 on Moodle.**

- *The May/June 2022 online examination rules must be read in conjunction with the Unisa's* Student policies & rules (unisa.ac.za).