Tutorial Letter 101/0/2026

Computer Networks I

COS2626

Year Module

School of Computing

Department of Computer Science

IMPORTANT INFORMATION

Please register on myUnisa, activate your myLife e-mail account and make sure that you have regular access to the myUnisa module website, COS2626-26-Y, as well as your group website.

Note: This is a fully online module. It is, therefore, available only on myUnisa.

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1. INTRODUCTION

Dear Student

It is a pleasure to welcome you as a student. We hope that you find your studies stimulating, meaningful and enriching. You will be well on your way to success if you start studying early in the year so that you have enough time to submit your assignments, complete the online activities and prepare for the examination.

Unisa is a comprehensive open distance e-learning (CODeL) higher education institution. Our comprehensive curricula encapsulate a range of offerings, from strictly vocational to strictly academic certificates, diplomas and degrees. Unisa's openness and its distance e-learning character result in many students who may not previously have had an opportunity to enrol in higher education registering at the University. Our CODeL character implies that our programmes are carefully planned and structured to ensure success for students, ranging from the under-prepared but with potential to those who are sufficiently prepared.

Multiple modes of delivery are involved in teaching and learning in a CODeL context, ranging from blended to fully online learning. As a default position, all postgraduate programmes are offered fully online with no printed study materials. Undergraduate programmes are offered using a blended mode of delivery where printed study materials are augmented with online teaching and learning via myUnisa, our learning management system. In some instances, undergraduate programmes are offered fully online as well.

Furthermore, our programmes are aligned with the vision, mission and values of the University. Unisa's commitment to serving humanity and shaping futures – combined with a clear appreciation of our location on the African continent – means that Unisa's graduates have distinctive graduate qualities, which include

- being independent, resilient, responsible and caring citizens able to fulfil and serve in multiple roles in their immediate and future local, national and global communities
- having a critical understanding of their location on the African continent and taking account of its histories, challenges and potential in relation to globally diverse contexts
- the ability to critically analyse and evaluate the credibility and usefulness of information and data from multiple sources in a globalised world with ever-increasing information and data flows and competing worldviews
- knowing how to apply their discipline-specific knowledges competently, ethically and creatively to solve real-life problems

- an awareness of their own learning and developmental needs and future potential

COS2626 is an online module.

This means all information available via the internet and we use myUnisa as our virtual campus. This is an online system that is used to administer, document, and deliver educational material to you and support engagement with you. Look out for information from your lecturer as well as other Unisa platforms to determine how to access the virtual myUnisa module site. Information on the tools that will be available to engage with the lecturer and fellow students to support your learning will also be communicated via various platforms.

Because this is a fully online module, you will need to use myUnisa https://my.unisa.ac.za frequently to study and complete the prescribed learning activities. Go to the website and login using your student number and password. Click on "myModules" at the top of the web page and select COS2626-26-Y from the dropdown arow.

We wish you every success with your studies!

2. MODULE OVERVIEW

2.1 Purpose

This module introduces the fundamental building blocks that form a modern network, such as protocols, media, topologies, and hardware. It then provides in depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, virtual networks, security, and troubleshooting. After completing this course and completing the exercises, students will be equipped to select the best network design, hardware and software. Students will also acquire the skills to build a network from scratch and maintain, upgrade, troubleshoot, and manage an existing network.

2.2 Outcomes

For this module, you will have to master several outcomes:

- **Specific Outcome 1:**
  Understand the fundamentals of networking, network infrastructure and documentation.
- **Specific Outcome 2:**
  Understand network addressing and network protocols.
- **Specific Outcome 3:**
  Understand network cabling and wireless transmissions.

- **Specific Outcome 4:**
  Explain network architecture.
- **Specific Outcome 5:**
  Understand network segmentation.
- **Specific Outcome 6:**
  Understand Wide Area Networking.
- **Specific Outcome 7:**
  Understand network risk management, security in network design and performance and recovery.

3. CURRICULUM TRANSFORMATION

Unisa has implemented a transformation charter that places curriculum transformation high on the teaching and learning agenda. Curriculum transformation includes student-centred scholarship, the pedagogical renewal of teaching and assessment practices, the scholarship of teaching and learning, and the infusion of African epistemologies and philosophies. All of these are being phased in at both programme and module levels. As a result of this, you will notice a marked change in the teaching and learning strategy implemented by Unisa, together with the way in which the content is conceptualised in your modules. We encourage you to embrace these changes during your studies at Unisa, responsively and within the framework of transformation.

4. LECTURER(S) AND CONTACT DETAILS

4.1 Lecturer

The primary lecturer for this module is **Prof H. Abdullah**

Department: Department of Computer Science, School of Computing

Telephone: (011) 670 9100

E-mail: abdulh@unisa.ac.za

Lecturers may be subject to change from year to year. The name(s) and contact details of the lecturer(s) responsible for this module can be found in the Tutorial Letter entitled **COSALL/301/0/2026**, which is compiled by the School of Computing. The details of the lecturer responsible will also be supplied in the welcome message on myUnisa.

4.2 Department

The Computer Science Department within the School of Computing is on the Science Campus in Florida. You can contact the Department as follows:

Telephone number: (011) 670 9200

E-mail: computing@unisa.ac.za

4.3 University

To contact the University, follow the instructions on the Contact Us page on the Unisa website. Contact addresses of the various administrative departments appear on the Unisa website: http://www.unisa.ac.za/sites/corporate/default/Contact-us/Student-enquiries.

Please include your student number in all correspondence.

5. RESOURCES

5.1 Prescribed book

You have to purchase the following prescribed book:

Title:	Data Communication and Computer Networks: A Business User's Approach
Author:	Jill West & Curt M. White
Publisher:	Cengage
Edition	9th
Date of Publication:	2023
ISBN-13 ISBN-10	9780357504406 0357504402

STUDENTS WILL NOT BE SUPPORTED ON ANY OTHER BOOKS BESIDES THE PRESCRIBED BOOK. STUDENTS WILL ALSO NOT BE SUPPORTED ON PREVIOUS EDITIONS OF THE PRESCRIBED BOOK.

In this module we cover the following Chapters of the prescribed book:

Chapter 1	Introduction to Data Communications and Computer Networks
Chapter 2	Conducted and Radiated Media
Chapter 3	Fundamentals of Data and Signals
Chapter 4	Frames and Errors
Chapter 5	Wired and Wireless Local Area Networks
Chapter 6	Network Systems and Software
Chapter 7	The Internet
Chapter 8	Risk, Security, and Compliance
Chapter 9	Wide Area Networks
Chapter 10	Connecting Networks and Resources
Chapter 11	Network Design and Management
Chapter 12	Business Principles in IT

5.2 Recommended book(s)

We use only the prescribed textbook and the tutorial matter when we set the examination paper. That means that you do not need any additional material for this module. However, each year we find students who contact us for additional reading material. Many books have been written on the subject Computer Networks and the UNISA library has several of them. If you have time for some extra reading, visit our library. Alternatively, use your Internet connection to visit the on-line library catalogue. You may also find relevant sources of information on the internet.

5.3 Electronic reserves (e-reserves)

Search for E-reserves at http://oasis.unisa.ac.za/search/r. E-reserves can be downloaded from the library webpage, option Find E-reserves.

5.4 Library services and resources

The Unisa Library offers a range of information services and resources and has made numerous library guides available at http://libguides.unisa.ac.za

Recommended guides

- For brief information on the library, go to https://www.unisa.ac.za/library/libatglance
- For more detailed library information, go to http://www.unisa.ac.za/sites/corporate/default/Library
- For frequently asked questions, go to https://www.unisa.ac.za/sites/corporate/default/Library/Frequently-Asked-Questions

- For research support and services such as the Personal Librarian service and the literature search request (on your research topic) service, offered by the Information Search Librarian, go to http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support
- For library training for undergraduate students, go to https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Training
- For lending services, go to https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Lending-services
- For services for postgraduate students, go to https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-Postgraduates
- For support and services for students with disabilities, go to https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-students-with-special-needs
- For library technology support, go to https://libguides.unisa.ac.za/techsupport
- For information on finding and using library resources and tools, go to http://libguides.unisa.ac.za/Research_skills
- For an A–Z list of library databases, go to https://libguides.unisa.ac.za/az.php

Important contact information

- Technical problems encountered in accessing library online services: Lib-help@unisa.ac.za
- General library-related queries: Library-enquiries@unisa.ac.za
- Queries related to library fines and payments: Library-fines@unisa.ac.za
- Interlibrary loan service for postgraduate students: libr-ill@unisa.ac.za
- Literature Search Service: Lib-search@unisa.ac.za
- Services and resources available to clients living with disabilities: lib-disability@unisa.ac.za
- Library book requests from, and book deliveries to Correctional Services: lib-corrections@unisa.ac.za
- Social media channels: Facebook: Unisa Library and X (Twitter): @UnisaLibrary

To view the Library orientation video – please click here : Unisa Library and Information Services Video_1_1 (2).mp4

6. STUDENT SUPPORT SERVICES

6.1 Study @ Unisa publication and myModules

The *Study @ Unisa* online publication is available on myUnisa at www.unisa.ac.za/brochures/studies

It contains important information and guidelines for successful studies through Unisa.

If you need assistance with the myModules system, you are welcome to use the following contact details:

- Toll-free landline: 0800 00 1870 (select option 07 for myModules)
- E-mail: mymodule22@unisa.ac.za or myUnisaHelp@unisa.ac.za

You can access and view short videos on topics such as how to view your calendar, how to access module content, how to view announcements for modules, how to submit assessments and how to participate in forum activities by visiting https://dtls-qa.unisa.ac.za/course/view.php?id=32130

Registered Unisa students receive a free myLife e-mail account. Important information, notices and updates are sent exclusively to this account.

Please claim your e-mail account immediately after registering at Unisa by following this link: myLifeHelp@unisa.ac.za. Note that it can take up to 24 hours for your account to be activated after you have claimed it.

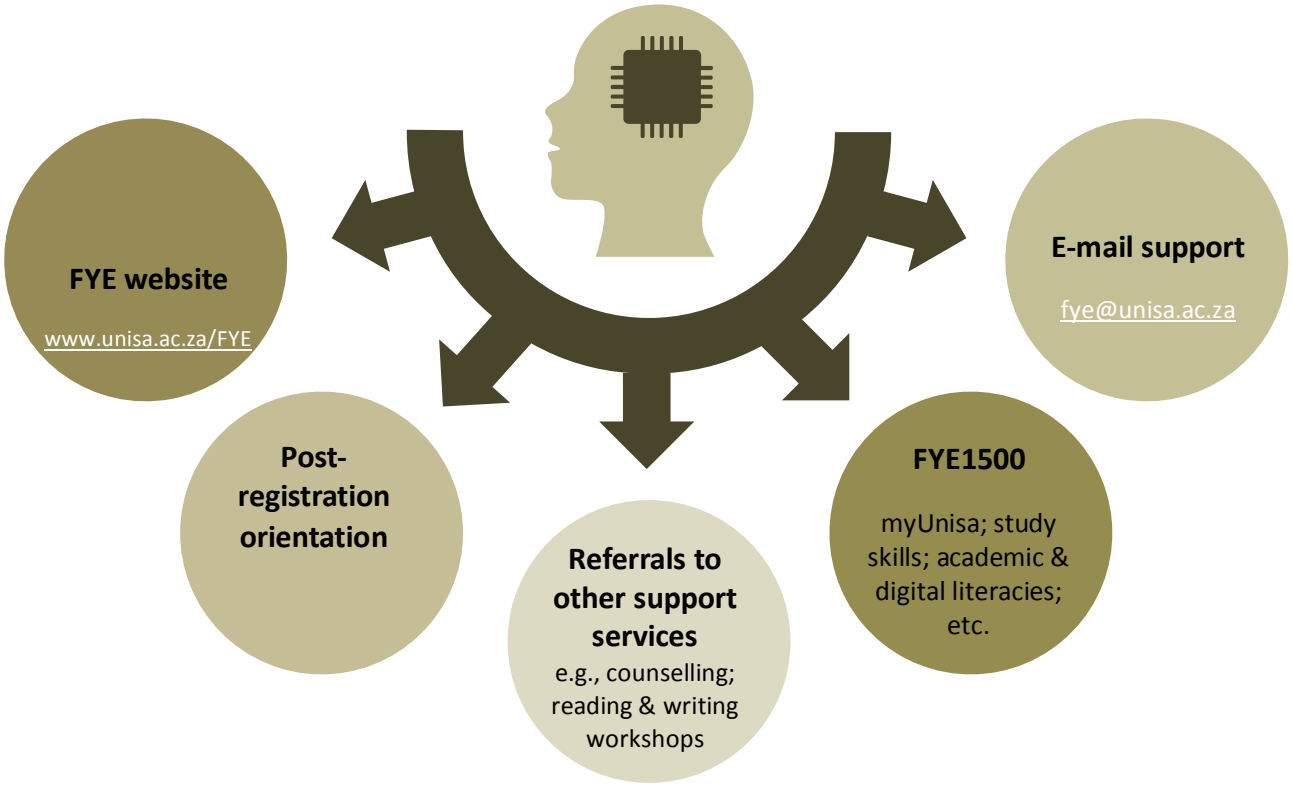
Your myLife account is the **only** e-mail account recognised by Unisa for official correspondence between you and the University and it will remain your official primary e-mail address on record at Unisa.
You remain responsible for the management of this e-mail account.

6.2 The Unisa First-Year Experience Programme

Many students find the transition from school education to tertiary education stressful and this is often true for students enrolling at Unisa for the first time. Unisa is a dedicated open distance and e-learning institution and is very different from face-to-face/contact institutions. It is a mega university, and all its programmes are offered through either blended learning or fully online learning. For these reasons, we offer first-time students additional/extended support to help them navigate the Unisa teaching and learning journey seamlessly and with little difficulty and few barriers.

Unisa's First-Year Experience (FYE) Programme has been specially designed to provide you with prompt and helpful information about the services that the institution offers.

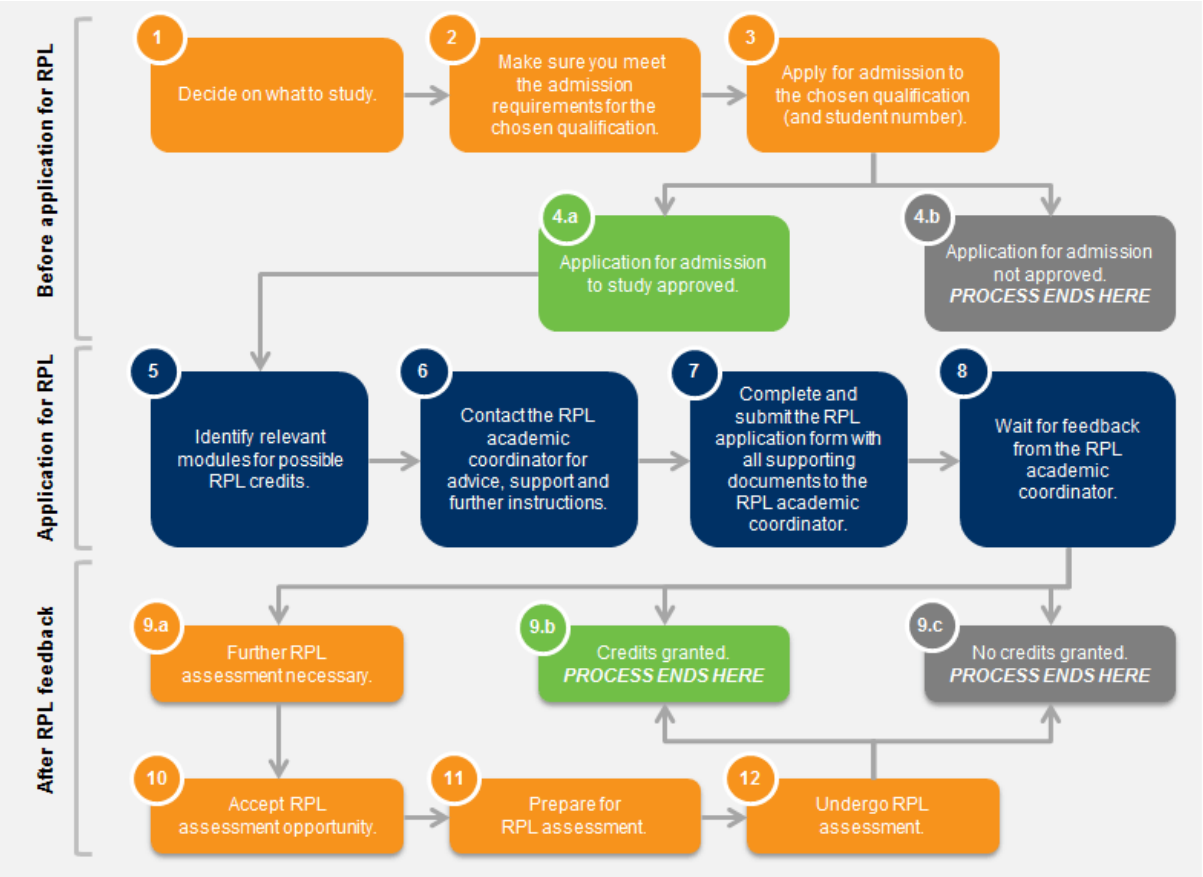
The following FYE services are currently available:



To ensure that you don't miss out on important academic and support communication from the SRU, please check your myLife inbox regularly.

6.3 Using Recognition of Prior Learning (RPL) to apply for module credit within a qualification

Now that you are a registered student, you are advised to familiarise yourself with the learning outcomes of the module or modules you have chosen. If you have been exposed to those learning outcomes for three years or more – either through work experience or other involvement – you can apply to be exempted from completing assignments and writing examinations. As part of your application for this exemption, you will be required to compile a portfolio of evidence substantiating how your experience is equivalent to the learning outcomes. The diagram below shows the steps involved in obtaining recognition of prior learning (RPL) for module credit. For more information on the process, RPL fees, and the contact details of your college RPL coordinator, visit the Unisa website: www.unisa.ac.za/rpl



6.4 Compulsory Completion of the Academic Integrity Course

Students registered for NQF 5 – 8 programmes are required to complete the Academic Integrity Course annually.

Academic integrity represents our commitment to and demonstration of honest and ethical behaviour in academic settings. Academic integrity is a foundational principle at Unisa, underpinning the quality and credibility of our qualifications. At its core, the Academic Integrity Course is designed to advance values such as discipline, fairness, honesty and commitment, which are important to your success as a student and your future as a professional.

The course can be accessed at: https://mooc.unisa.ac.za/. Use your myLife-credentials to log in.

For new students

If you are a new student enrolling for the first time in 2026, you must complete the full Academic Integrity Course as part of your orientation. This course is designed to instil academic values and equip you with the necessary skills required to uphold integrity throughout your academic journey.

The course comprises five comprehensive study units:

1. Unisa's values and mission on academic integrity principles
2. Defining academic integrity in an open distance learning (ODL) environment

3. Basic skills in academic writing
4. Ethical usage of artificial intelligence
5. Unisa’s processes in identifying academic misconduct and detection tools

For returning students

Those of you who completed the Academic Integrity Course in 2025 are required to complete the refresher version of the course in 2026. This course serves to reinforce the principles and practices of academic integrity. While it is a shortened version of your previously completed Academic Integrity Course, it remains compulsory and must be completed within the specified period.

The refresher course aims to:

- Reinforce understanding of academic integrity principles
- Update you on any changes in policies or practices
- Ensure continued commitment to ethical academic conduct

For both new and returning students, it is important to complete the respective versions of the Academic Integrity Course within the specified periods. Unisa remains steadfast in its commitment to fostering a culture of honesty, fairness and responsibility. Non-compliance may lead to academic consequences as outlined in Unisa's Student Rules. For support, contact mymodule22@unisa.ac.za

7. STUDY PLAN

This section provides the list of chapters that are covered in this module. This is only a guideline. We have decided not to include time frames because this will differ from student to student. Students will have to adapt the study plan according to the assessment dates and to suite their schedule. Assessment dates will be provided on the website for COS2626-2026-Y on myUnisa.

Week	Chapters to study
Week 1	Chapter 1: Introduction to Data Communications and Computer Networks • Understand and employ the basic terminology of computer networks. • Identify the most common computer network devices and their usage. • Outline the basic network types and their characteristics. • List the layers of the TCP/IP protocol suite and describe the duties of each layer. • List the layers of the OSI model and describe the duties of each layer. • Understand cloud computing concepts and its importance.
Week 2	Chapter 2: Conducted and Radiated Media • Identify common cabling standards. • Compare types of network cables • Compare wireless network technologies. • Evaluate the best media for network connections.
Week 3	Chapter 3: Fundamentals of Data and Signals • Evaluate the features of analog and digital data and signals. • Compare techniques for converting analog and digital data for transmission by analog and digital signals. • Compare character encoding schemes for storing and transmitting textual data as bits.
Week 4	Chapter 4: Frames and Errors • Explain the components of data link layer frames. • Identify types of network noise that cause transmission errors. • Describe the strengths and limitations of various error detection techniques. • Compare error control techniques and appropriate uses of each type.
Week 5	Chapter 5: Wired and Wireless Local Area Networks • Explain the purpose of LANs (local area networks) in a business or home. • Describe the evolution of LAN technologies. • Explain features offered by switches for network traffic management. • Compare Ethernet standards. • Explain the access control method used by wireless LANs.

Week	Chapters to study
Week 6	Chapter 6: Network Systems and Software • Identify common network servers, software, and licensing models. • Compare server operating systems. • Explain how network devices are configured. • Identify common uses of virtualization on networks. • Explain the role of cloud computing in modern networks.
Week 7	Chapter 7: The Internet • Explain the ways IP supports communication across networks. • Explain the protocols and processes used to locate Internet resources. • Describe how common protocols work with IP to support network communications. • Describe popular Internet-based services.
Week 8	Chapter 8: Risk, Security and Compliance • Compare common network security risks, response options, and policies. • Explain network security technologies. • Explain common methods to secure data. • Analyze elements of IAM (identity and access management). • Describe methods to secure wireless connections.
Week 9	Chapter 9: Wide Area Networks • Compare CANs, MANs, and WANs. • Describe how the most common routing protocols route messages across WANs. • Describe common forms of multiplexing. • Compare lossless and lossy compression techniques.
Week 10	Chapter 10: Connecting Networks and Resources • Explain WAN service options for small businesses and residential consumers. • Explain WAN service options for enterprises. • Explain WAN virtualization technologies. • Describe popular cloud-supported technologies.

Week	Chapters to study
Week 11	Chapter 11: Network Design and Management • Explain how project management, application lifecycle management, and change management help with planning for changes on a network. • Identify methods to analyze a proposed design or change. • Describe tools and methods used to monitor and manage a network. • Describe tools and methods used to deploy and manage cloud resources.
Week 12	Chapter 12: Business Principles in IT • Describe ways to manage people resources related to computer networking. • Explain methods and documentation in handling vendor relationships for new projects. • Evaluate financial aspects of deploying resources to the cloud. • Compare components of business continuity and disaster recovery preparations.
Weeks 13 - 14	Revision of Chapters 1 - 3
Weeks 15 - 16	Revision of Chapters 4 - 6
Weeks 17 - 18	Revision of Chapters 7 - 9
Weeks 19 - 20	Revision of Chapters 10 - 12
Weeks 21 - 24	Revision of all chapters in preparation for the exam

8. HOW TO STUDY ONLINE

8.1 What does it mean to study fully online?

Studying fully online modules differs completely from studying some of your other modules at Unisa.

- All your study material and learning activities for online modules are designed to be delivered **online** on myUnisa.
- **All your assignments must be submitted online.** This means that you will do all your activities and submit all your assignments on myUnisa. In other words, you may NOT post your assignments to Unisa using the South African Post Office.

- All communication between you and the University happens **online**. Lecturers will communicate with you via e-mail and SMS, and will use the Announcements, Discussion Forum, and Questions and Answers options. You can also use all these platforms to ask questions and contact your lecturers.

myUnisa, which you can access at https://my.unisa.ac.za, is a facility that is available to all registered Unisa students. myUnisa enables you to perform study-related functions you would previously have performed by using postal services, the phone or by personally visiting a campus. myUnisa allows you to

- have e-mail contact with lecturers
- submit assignments (text and multiple-choice assignments) online
- access your assignment marks
- access your personal information records
- participate in student discussion forums
- notify the University of a change of address or the cancellation of study modules
- access learning units and module-related information, including assignments

myUnisa offers an electronic service to students; most of the time, the system is running and stable. However, there may be times when the myUnisa system is unavailable due to upgrades or technical issues. Also, you might sometimes experience problems with your internet connection when trying to access myUnisa.

The Department of Computer Science is not responsible for myUnisa and is therefore unable to help you with the problems that may occur when using the system. If you have any queries regarding the services provided by myUnisa, contact the Unisa helpline and ask to be connected to the myUnisa helpdesk (which falls under the ICT Department).

NB: It is very important that you log in to myUnisa regularly to do the following:

- Check for new announcements. You can also set your myLife e-mail account so that you receive the announcement e-mails on your cellphone.

9. ASSESSMENT

9.1 Assessment criteria

Specific Outcome 1:

Understand the fundamentals of networking, network infrastructure and documentation.

Assessment Criteria:

1. Distinguish between peer-to-peer and client-server networks and identify applications and protocols used on a network.
2. Describe various networking hardware devices and the most common physical topologies.
3. Describe the seven layers of the OSI model.
4. Explain best practices for safety when working with networks and computers and describe the steps for troubleshooting network problems.
5. Describe the roles of various network and cabling equipment in commercial buildings and work areas.
6. Maintain network documentation and manage changes made to a network.

Specific Outcome 2:

Understand network addressing and network protocols.

Assessment Criteria:

1. Work with MAC addresses and configure TCP/IP settings.
2. Identify the ports of several common network protocols.
3. Describe domain names and the name resolution process.
4. Use command-line tools to troubleshoot common network problems.
5. Describe the functions of core TCP/IP protocols.
6. Secure network connections using encryption protocols and configure remote access connections between devices.
7. Employ various TCP/IP utilities for network discovery and troubleshooting.

Specific Outcome 3:

Understand network cabling and wireless transmissions.

Assessment Criteria:

1. Explain basic data transmission concepts and compare the benefits and limitations of various networking media.
2. Describe the physical characteristics of and official standards for different types of cables and their related connectors.
3. Select the appropriate tool to troubleshoot common cable problems.
4. Describe the characteristics of wireless transmissions.
5. Explain 802.11 standards and innovations.
6. Plan, secure and troubleshoot a Wi-Fi network.

Specific Outcome 4:

Explain network architecture.

Assessment Criteria:

1. Explain types of abstraction in the design of physical network architecture.
2. Describe and explain virtualization technologies on a network.
3. Summarize cloud characteristics, models, and connectivity options.
4. Identify methods to increase network availability.

Specific Outcome 5:

Understand network segmentation.

Assessment Criteria:

1. Explain the purposes of network segmentation.
2. Describe how subnetting works and calculate subnets.
3. Configure VLANs.

Specific Outcome 6:

Understand Wide Area Networking.

Assessment Criteria:

1. Identify the fundamental elements of WAN service options and explain how routers manage internetwork communications.
2. Compare and contrast WAN connectivity technologies.
3. Explain the most common wireless WAN technologies.
4. Troubleshoot common connection problems.

Specific Outcome 7:

Understand network risk management, security in network design and performance and recovery.

Assessment Criteria:

1. Identify people, technology, and malware security risks to a network.
2. Increase network security through risk assessment and management.
3. Use physical security to prevent and detect intrusions and implement device hardening techniques.
4. Incorporate security into the design of a network and describe the functions and features of various network security devices.
5. Explain how authentication, authorization, and accounting work together to help secure a network and compare authentication technologies.
6. Use appropriate tools to collect data about the network.
7. Identify methods to optimize network performance.
8. Identify best practices for incident response and disaster recovery.

9.2 Assessment plan

- To complete this module, you will be required to submit 5 (five) assignments.
- All information about when and where to submit your assignments will be made available to you via the myModules site for your module.
- Due dates for assignments, as well as the assignments themselves, will be available on the myModules site for this module.
- To gain admission to the examination, you must obtain 40% SUB-MINIMUM for the YEAR MARK.
- The assignment weighting for the module is 20%.

- You will receive examination information via the myModules sites. Please watch out for announcements on how examinations for the modules for which you are registered will be conducted.
- The examination will count 80% towards the final module mark.

Below is an assessment plan. If there is any change to this plan, you will be updated about this on myUnisa.

Assessment number	Method of assessment	Outcomes covered in assessment	Weigh contribution of assessment
1.	Quiz	1 - 2	20%
2.	Quiz	3 - 4	20%
3.	Written	1 - 7	20%
4.	Quiz	5 - 6	20%
5.	Quiz (IRIS invigilation quiz)	1 - 7	20%

9.3 Assessment/assignment due dates

- No assessment/assignment due dates are included in this tutorial letter.
- Assessment/assignment due dates will be made available to you on the myUnisa landing page for this module. We envisage that the due dates will be available to you on registration.
- Please start working on your assessments/assignments as soon as you register for the module.
- Log on to the myUnisa site for this module to obtain more information on the due dates for the submission of the assessments/assignments.

9.4 Submission of assessments/assignments

- Unisa, as a CODeL institution, is moving towards becoming an online institution. You will see, therefore, that all your study material, assessments and engagements with your lecturer and fellow students will take place online. To facilitate this, we use myUnisa as our virtual campus.
- The myUnisa virtual campus offers you access to the myModules site, where learning material is available online and where assessments should be completed. Together,

myUnisa and myModules form an online system that is used to administer, document and deliver educational material to you and to support engagement between you and Unisa's academics.

- The myUnisa platform can be accessed via https://my.unisa.ac.za. Click on the myModules 2026 button to access the online sites for the modules that you are registered for.
- The University undertakes to communicate clearly and as frequently as is necessary to ensure that you get the most out of using myUnisa. Please access the Announcements on your myModules site regularly, as this is where we will post important information.
- When you access your myModules site for the module/s you are registered for, you will see a welcome message posted by your lecturer. Below the welcome message you will see the assessment shells for the assessments that you need to complete. Some assessments may be multiple choice, some may be tests or written assessments/assignments, others may be forum discussions and so on. All assessments must be completed on the assessment shells available on the respective module platforms.
- To complete quiz assessments, please log on to the module site where you need to complete the assessment. Click on the relevant assessment shell (Assessment 1, Assessment 2, etc.). There will be a date recorded there telling you when the assessment will open for you. When the assessment is open, access the quiz online and complete it within the time available to you. Quiz assessment questions are not included in this tutorial letter (Tutorial Letter 101) and are made available online only. You must therefore access and complete the quiz online where it has been created.
- It is not advisable to use a cellphone to complete quizzes. Please use a desktop computer, tablet or laptop for this task. Students who use cellphones find it difficult to navigate the Online Assessment tool on the small screen and often struggle to navigate between questions and successfully complete the quizzes. In addition, cellphones are more vulnerable to dropped internet connections than other devices. If at all possible, please do not use a cellphone for this type of assessment.
- For written assessments/assignments, please note the due date by which your work must be submitted. Ensure that you follow the guidelines given to complete the assessment/assignment. Click on the submission button on the relevant assessment shell on myModules. You will then be able to upload your written assessment to the myModules site for the modules that you are registered for. Before you finalise the upload, double-check that you have selected the correct file for uploading. Remember, no marks can be awarded for incorrectly submitted assessments/assignments.

9.4.1 Types of assignments and descriptions

All assignments are defined as either optional, mandatory, compulsory, or elective.

- **Elective assignments**
  - If you do not submit this assignment, you get no mark for it.
  - Only the best results of the required submissions will count towards your year mark.
- **Mandatory assignments**
  - The mark for this assignment contributes to the year mark.
  - If you do not submit a mandatory assignment, no mark is awarded and the year mark is calculated accordingly. You will therefore forfeit the marks attached to this assignment when the final mark for the module is calculated.
- **Compulsory assignments**
  - If you do not submit a compulsory assignment, the result on your academic record will be absent.
- **Optional assignments**
  - You are encouraged to do optional assignments to benefit your learning.

9.5 The assessments/assignments

As indicated in section 9.2, you need to complete **5 (Five)** assessments/assignments for this module. Details of the tasks set will appear on the assessments/assignments themselves. **There are no assignments included in this tutorial letter.** Assignments and due dates will be made available to you on myModules for this module. We envisage that the due dates will be available to you upon registration.

9.6 Other assessment methods

There are no other assessment methods for this module.

9.7 The examination

Examination information and details on the format of the examination will be made available to you online via the myUnisa site. Look out for information from your lecturer and e-tutors (where relevant), as well as for communication from the University.

9.8 Invigilation/proctoring

Since 2020, Unisa has been conducting all its assessments online. Given the stringent requirements imposed by professional bodies, as well as increased solicitation of Unisa's students by third parties to unlawfully assist them with the completion of assignments and examinations, the University is obliged to assure the integrity of its assessment by using various proctoring tools: Turnitin, Moodle Proctoring, The Invigilator app and IRIS. These tools authenticate your identity and flag suspicious behaviour to assure the credibility of your responses during assessments. The description below is for your benefit as you may encounter any or all of these in your registered modules:

Turnitin is plagiarism software that facilitates checks for originality in your submissions against internal and external sources. Turnitin assists in identifying academic fraud and ghostwriting. You are expected to submit **typed** responses when using the Turnitin software.

The **Moodle Proctoring** tool is facial recognition software that authenticates your identity during your quiz assessments. This tool requires access to your **mobile or laptop camera**. You must ensure that your camera is activated in your browser settings prior to starting your assessments.

The Invigilator is a mobile application-based service that verifies the identity of an assessment participant. It detects student dishonesty-by-proxy and ensures that the assessment participant is the student registered for the module concerned. This invigilation tool requires you to download the app from the Google Play Store (Android devices), the Huawei AppGallery (Huawei devices) or the Apple App Store (Apple devices) on your **camera-enabled** mobile device prior to starting your assessment.

IRIS Invigilation software verifies the identity of a student during assessment and provides for both manual and automated facial verification. It can record and review your assessment session and it flags suspicious behaviour for review by an academic administrator. IRIS software requires installation on your **webcam-enabled laptop device**.

Students who are identified and flagged for suspicious or dishonest behaviour arising from the invigilation and proctoring reports will be referred to the disciplinary office for formal proceedings.

Please note:

Refer to your module assessment information on the myModules sites to determine which proctoring or invigilation tool will be used for your formative and summative assessments.

10. ACADEMIC DISHONESTY

10.1 Plagiarism

Plagiarism is the act of taking the words, ideas and thoughts of others and presenting them as your own. It is a form of theft. Plagiarism includes the following forms of academic dishonesty:

- copying and pasting from any source without acknowledging that source
- not including references, or deliberately inserting incorrect bibliographic information
- paraphrasing without acknowledging the source of the information

10.2 Cheating

Cheating includes, but is not limited to, the following:

- completing assessments on behalf of another student, copying the work of another student during an assessment, or allowing another student to copy your work
- using social media (e.g., WhatsApp, Telegram) or other platforms to disseminate assessment information
- submitting corrupt or irrelevant files
- buying completed answers from so-called tutors or internet sites (contract cheating)

For more information about plagiarism, follow the link below:

https://www.unisa.ac.za/sites/myunisa/default/Study-@-Unisa/Student-values-and-rules

11. STUDENTS LIVING WITH DISABILITIES

The Advocacy and Resource Centre for Students with Disabilities (ARCSWiD) provides an opportunity for staff to interact with first-time and returning students with disabilities.

If you are a student with a disability and would like additional support, or if you need additional time for assignments/assessments, contact (Prof H. Abdullah - abdulh@unisa.ac.za) to discuss the assistance that you need.

12. FREQUENTLY ASKED QUESTIONS

A list of frequently answered questions will be saved under Additional Resources on the myModules platform.

13. IN CLOSING

Do not hesitate to contact us by e-mail if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module. We wish you a fascinating and satisfying journey through the learning material, and trust that you will complete the module successfully.

Enjoy the journey!!!!

Prof H. Abdullah – COS2626

DEPARTMENT OF COMPUTER SCIENCE
