

## **Tutorial Letter 102/3/2021**

### **INTRODUCTION TO DEVELOPMENT STUDIES**

### **DVA1501**

### **SEPTEMBER-DECEMBER 2021 EXAMINATION**

### **DEVELOPMENT STUDIES**

**IMPORTANT INFORMATION:** This tutorial letter contains important information about semester 1 and 2 September-December 2021 examination.

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## 1 INTRODUCTION

Dear Student

The DVA1501 semester 1 and 2 September-December 2021 examination is an **open-book, online portfolio examination**.

## 2 THE PURPOSE OF THIS TUTORIAL LETTER

The purpose of this tutorial letter is to provide you with information on the format of the semester 1 and 2 (September-December 2021) examination for DVA1501.

## 3 FORMAT OF THE EXAMINATION

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY:**

1. The examination will be conducted as a portfolio examination based on a question paper administered as an open-book exam. An open-book exam does not mean copying what is presented in your sources but interpreting what you have read and demonstrating your understanding. This means identifying the key concepts and presenting your arguments as required by each question.
2. The examination will be managed on the myExam platform. Use the link <http://chs.myexams.unisa.ac.za> to access the exam question paper.
3. The date of the September-December examination for DVA1501 is **01 November 2021 at 18:00 to 03 November 2021 at 18:00.**
4. The duration of the examination will be 48 hours (that is two days).
5. You MUST download the paper on the start date 15 minutes prior to the start time, thus for DVA1501 at **17:45 on 01 November 2021**. You must download from myExams (see below) and you must have a valid myLife student email account and work through Chrome. A timer will start, and you must upload the full portfolio BEFORE the 48 hours run out.
6. You will have an option of four essay questions, you must answer any **TWO**. You will **not** receive marks for answering an additional question. Each question is marked out of a maximum of 50 marks.
7. Note that both of your answers must be in ONE portfolio. THIS IS VERY IMPORTANT. Please do not send each answer separately – both answers must be in one portfolio. The last save of the portfolio is the one that we will mark. If you made a mistake and only submitted one answer, you will forfeit the marks. No corrections will be allowed after the 48 hours have run out.
8. Submission is only as per the instructions for myExams as stipulated in this tutorial letter and in other online resources. **No e-mailed submissions will be accepted.**
9. Each essay should be a minimum of 1000 words and a maximum of 1500 words, excluding the cover page, honesty declaration, table of contents, and list of references. Use Arial 12 point, 1.5 spacing.

10. Your portfolio must have a title page, the Departmental honesty declaration, and a consolidated table of contents, the first question with its subheadings and its own reference list, then the same for the second question you will answer. **Please do not** combine the introductions, conclusions, and reference lists for your two answers into one. **Please do not** just write the answer without attending to the style elements or without providing a reference list for each question.
11. Remember that you must have TWO answers in your portfolio. Be incredibly careful when you upload your answer – make sure that you have uploaded the correct portfolio. Incorrect, incomplete, or corrupted portfolio uploads cannot be corrected after the fact. In such a case, you **WILL NOT** receive a mark.
12. Ensure that your document is **NOT** password protected and **NOT** in read-only format. We will be unable to mark your examination in these cases.
13. You must use your **study guide**. You are also encouraged to consult and integrate information from **additional academic sources**.
14. You must provide fact-based and substantiated arguments that acknowledge consulted sources through consistent in-text citations. The latter is critical to academic integrity and success. As such, it is important to employ consistent and correct in-text references as well as a correct list of references. The essay writing guidelines in Tutorial Letter DVAALLD/301 is a vital resource for accomplishing this. Further instructions will be provided on the examination question paper.
15. Plagiarism is a serious academic offense, which is why it is important to provide correct and complete references in your essay. Marks will be deducted from your exam essay if you do not reference your sources correctly or if you copy information from any source without providing an appropriate reference. Serious transgressions, as well as attempts to hide plagiarism or collaboration are easily detected and will carry penalties in terms of marks deducted as well as possible disciplinary actions.
16. **All exam answers are linked to Turnitin**, a software programme that checks the levels of similarity with sources on the internet. When you submit your exam file on myExams for marking, the file will automatically go through Turnitin. The report will be available for perusal by the exam markers only.
17. It is for the reason above that **we do NOT accept handwritten scanned exam answers**. Please ensure that you **submit a word processed PDF converted examination script**.
18. You must **attach a completed Departmental Honesty Declaration** to your portfolio. A word copy of this Declaration will be made available under the 'Additional Resources' Tab on the module site.

## 4 USING MYEXAMS

### 4.1 Downloading the exam paper and preparing your portfolio

The examination question paper will be posted on the myExam platform at the start of the session on the day of the examination. Fifteen minutes prior to the start of the exams, you should go to myExams <http://chs.myexams.unisa.ac.za> via **Chrome** and login with your student number and myUnisa password. Click on the eAssessment tool in the left-navigation menu. Click on the name of the specific examination site through the site tabs on the horizontal navigation bar. Once the eAssessment page has loaded, click on the link under the heading "Assignment Title" and

**download** the exam question paper.

Once you have downloaded your question paper, you can go offline to read the questions and type your answers on a laptop/desktop to later convert to a PDF file for uploading onto myExams. You do NOT need to be online for the full duration of this examination. **Be mindful of the allocated time.**

Answers prepared using Microsoft Word, for example, must be CONVERTED into a single PDF formatted document for uploading onto myExams.

**Claim your myUnisa password before the start of the examination if you have not done so already.**

## 4.2 Uploading your completed examination portfolio

To **upload** your completed exam portfolio, go to myExams via Chrome <http://chs.myexams.unisa.ac.za> and login with your myUnisa credentials (your student number and password). Click on the name of the specific examination site through the site tabs on the horizontal navigation bar. Click on the eAssessment tool in the left-navigation menu. Once the eAssessment page has loaded, select the assessment for which you want to **upload** the examination answer file by clicking on the link under the heading "Assignment Title". A new page will open. Scroll down to Submission. Make sure that ALL your pages are converted into a single PDF document for uploading. Under Attachments, click on 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. Remember to click the "Honor Pledge" before submission if it appears on the screen. You will not be able to submit the assessment if the checkbox is not ticked.

When you are ready and satisfied that you have the correct answer file, click the "Submit" button to complete your assessment submission. If you are not yet ready to submit, click "Preview" to review the submission or "Save Draft" to save your submission and submit it later. Be sure to submit before the exam session ends. Click "Cancel" to exit the assessment without saving or submitting.

Once you have submitted your assessment, you will receive a confirmation message on the screen. Make a screen shot for your records. If you have opted to receive an e-mail notification, you will also receive an e-mail confirmation of your submission to your myLife e-mail account. You must keep this record for future reference.

If you have any technical interruptions, log out of myExams. DO NOT just close the page. Close your internet browser completely (if using a Mac, you'll need to select the name of the browser menu, then Quit, e.g. select Safari, then Quit Safari). Open just one browser window and log back into myExams. If time allows, return to your exam as quickly as possible and resume where you

last stopped.

## 5 GENERAL POINTERS

Do not hesitate to contact the Primary Lecturer at [khana@unisa.ac.za](mailto:khana@unisa.ac.za) or through the telephone number: 012 4296173 if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module.

**NB: Your myLife email is recognised as the only official email account to be used when contacting your lecturers or Unisa in general. In line with the Protection of Personal Information Act (POPIA) 4 of 2013, only student queries sent from a myLife email will be responded to.**

Kindly be informed that cheating, plagiarism, copying from another student, collaboration, and other forms of academic dishonesty are not permitted for the exam. Transgressions will have serious consequences and will be reported to the Student Disciplinary Unit. We implore you as our valued student to:

- Value your own education, reputation, achievements, and intellect by upholding the highest standards of academic integrity and by presenting original work
- Undertake research and readings honestly and acknowledge the source of information through correct and consistent in-text citations and referencing
- Never purchase answers or allow someone to write an answer for you
- Never sell your assignment or answers
- Never copy ideas, data, or exact wording unless these are full quotations used sparingly to underscore your own original arguments presented in your own words
- Never allow another student to copy your exam or assignment answers.

## 6 FREQUENTLY ASKED QUESTIONS

### 6.1 How do I clean my browser?

#### **PLEASE FOLLOW THE STEPS BELOW TO CLEAN UP YOUR BROWSER**

##### 6.1.1 Desktop/Laptop:

1. If you are using Internet Explorer, Edge, Google Chrome, or Mozilla Firefox you can quickly clear cache with a keyboard shortcut. For Windows, press **Ctrl + Shift + Delete** simultaneously on the keyboard to open the appropriate window. Use **Command + Shift + Delete** for Mac.
2. Select **"Cookies and other site data"** or **"Cookies and website data"**, as well as **"Cached images and Files"** or **"Temporary Internet Files"**.
3. Click on the appropriate button. Either **Clear Data/Clear Browsing Data** in Chrome, **"Clear Now"** in Firefox or **Delete** in Internet Explorer.
4. **IMPORTANT:** Be sure to **close/quit** the browser and **restart** after clearing the cache and cookies. Then, close **ALL** your internet browser windows and re-open your Internet browser and go to the myUnisa homepage again.

### 6.1.2 Mobile phone:

1. Open the **Settings** of your phone.
2. Tap the **Storage** heading to open its settings page. ...
3. Tap the **Other Apps** heading to see a list of your installed apps.
4. Tap the **Clear cache** button.

## 6.2 How do I deal with corrupted files?

### 6.2.1 What does it mean when a file is corrupted?

A corrupted file is one that is damaged and does not perform properly. This can apply to any type of file, from program files to system files and all types of documents. Just about everybody has probably had an issue with a corrupted file at some point in time.

### 6.2.2 How do I view a corrupt file?

The Open and Repair command might be able to recover your file.

1. Click **File** > Open > Browse and then go to the location or folder where the document (Word), workbook (Excel), or presentation (PowerPoint) is stored.
2. Click the **file** you want, and then click the arrow next to Open, and click Open and Repair.

### 6.2.3 Can a corrupted file be recovered?

Corrupted files are computer files that suddenly become inoperable or unusable. There are several reasons why a file may become corrupted. In some cases, it is possible to recover and fix the corrupted file, while at other times it may be necessary to delete the file and replace it with an earlier saved version.

### 6.2.4 How to use 'Recover Text from Any File' Use the "Recover Text from Any File" converter

1. In Word, select the **File** Menu, and then select Open.
2. In the **Files** of type box, select **Recover Text from Any File**.
3. Select the document from which you want to **recover** the **text**.
4. Select Open.

### 6.2.5 How can I repair my PDF file online for free?

See steps to recover data from a corrupted or damaged PDF documents.

1. Step 1: Select your files. Files are uploaded over a secure connection. They stay safe and private. They are deleted after you are done processing them.
2. Step 2: Repair PDF. Click the Repair PDF button and wait for the task to complete.

### 6.2.6 How do I clean up a corrupted file?

1. Check disk to fix corrupted files
2. Use the CHKDSK command



3. Run the SFC /scan now command
4. Change the file format
5. Restore corrupted files from previous versions
6. Use an online file repair tool

### **6.2.7 What to do when your files are corrupted?**

1. Back up your data. This should have happened before a file ever becomes corrupted.
2. Use the file reader's native repair tool (if available)
3. Use your OS' native file repair tool

### **6.2.8 Can corrupted files spread?**

Specifically, data corruption doesn't "spread" on a hard drive. What you are most likely seeing is a hard drive with failing electronics or failing mechanical components, that is writing more and more corrupted blocks to the drive. The more you write to it, the more corruption you will see.

## **6.3 How do I reduce file size?**

The general rule is that examination files should not exceed 20MB for uploading onto the myExams platform. In addition, examination file submissions should be a collated file, consisting of all the answer content/pages the student wants to submit.

Sometimes the answer file can become very large, especially if individual pages were photographed and the images collated into a single PDF file. By following a few simple steps, these large files can be reduced to a manageable size, mostly not exceeding 10MB.

Alternatively, refrain from using colour or large image/media files within the PDF (unless strictly required by departmental guidelines).

### **6.3.1 How do I reduce the size of a PDF if I don't have Acrobat software?**

There are many online sites that can assist to compress the size of PDF file, free of charge. Perform an online search using the keyword "reduce PDF size". Select one of the options listed.

It is to your benefit to select such a PDF file compression software before the examination starts. You will want to test the upload process, make sure the compression process is fast and you can successfully download the compressed PDF file.

### **6.3.2 How do I make a PDF file smaller in Acrobat?**

1. On your device, open the Adobe Acrobat software and open your PDF file.
2. Choose Document > Reduce File Size.
3. Select Acrobat 8.0 and Later for file compatibility and click OK.
4. Name the modified file. Click Save to complete the process.
5. Minimize the Acrobat window. View the size of the reduced file.

6. Choose File > Close to close your file.

### 6.3.3 Reduce the size as you save in Microsoft Word

In MS Word, to convert a document to PDF, you use the Save As option. This option generally produces a small file, depending on the number of images in your document. However, if you find that your Word- converted PDF is still too large, there is a further option in Word that will produce a significantly smaller file. Here is how to use it:

- Open the Word document you are going to convert to PDF.
- Click on the File button and then Save As.
- In the Save as type menu, select PDF and enter your preferred file name.
- The extra step: where it says Optimize for at the bottom of the dialog box, select Minimum size (publishing online).

### 6.4 What is the student support centre?

There is support available should you still require assistance beyond what is contained in this tutorial letter.

**Call Centre Landline:** 080 000 1870

SCSC: Exam Mailbox: [Examenquiries@unisa.ac.za](mailto:Examenquiries@unisa.ac.za)

**College of Human Sciences Exam Mailbox:**

Email: [CHSExams@unisa.ac.za](mailto:CHSExams@unisa.ac.za)

**Ms. D. Mbengwane** Contact Center Supervisor Landline: +27 (0)12 429 8285

### 6.5 What are the arrangements for students living with disabilities who applied for special exam?

The Examination Administration Department (EAD) DSAA supports students with disabilities and makes “reasonable accommodations/ adjustments” in terms of Special Examination Arrangements. Students seeking reasonable accommodation (case-by-case basis) need to discuss their needs with the University (ARCSWiD and the Disabled/Special Needs Section at the Directorate Student Assessment Administration) to establish if such special requirements can be accommodated. For general queries regarding the provision of support, please contact Mr Pintias Nkuna (Nkunapj@unisa.ac.za or 012 429 6923) who is the Academic Support Officer at ARCSWiD.

#### 6.5.1 Disclosure of a disability

A student with a disability that will require a special accommodation for learning and assessment purposes, needs to disclose their disability to the University on the day of registration.

The University distinguishes between students with a permanent disability and a temporary

disability.

### **6.5.1.1 Permanent disability**

A permanent disability is a mental or physical illness or condition that affects a major life function of a person over the long term. The following range of disabilities/special needs are included as a permanent disability as approved by Senate on 04 May 2015:

#### **Reg Code Disability**

- 02 Visually Impaired (Blind)
- 03 Visually Impaired (Not blind, difficult to read printed text)
- 06 Hearing Impairment (Deaf, hard of hearing and deafened students)
- 07 Learning Impairments: Dyslexia and other similar learning disabilities that has a disabling effect and diagnosed as such
- 08 Communication and speech impairment that have a disabling effect and medically diagnosed problems such as stuttering
- 09 Physical Impairment (Cerebral palsy, amputations)
- 10 Physical Impairment (Quadriplegic)
- 11 Physical Impairment (Paraplegic)
- 12 Epilepsy
- 13 Muscular/skeletal/joint/limb impairment and deficiencies/disease such as polio and muscular dystrophy that has a disabling effect
- 14 Neurological impairment diseases, such as multiple sclerosis
- 17 Stroke/Brain disorders that have a disabling effect on the Student and diagnosed as such
- 18 Mental/Psychological impairment and/mental disorders/phobias/chemical imbalances/psychiatric illness diagnosed conditions that have a disabling effect and diagnosed as such
- 20 Serious chronic diseases such as Multiple Sclerosis, kidney, heart and lung diseases that have various disabling effects

### **6.5.1.2 Temporary disability**

A Temporary Disability refers to a condition from which a person recovers, and this may be caused by illness or injury, and may last for up to two years. Examples of temporary disabilities may include, but are not limited to broken limbs, hand injuries, pregnancy, or short-term impairments following surgery or medical treatments.

**NB.** A medical certificate from a Medical Practitioner, registered with the Health Professions Council of South Africa (HPCSA), including a Psychiatrist, Psychologist or an Occupational Therapist, must be submitted in support of all applications for Special Examination Arrangements for students with a Permanent or Temporary disability. Students with a permanent disability will only be required to submit the abovementioned certificate when applying for the first time. The University will make the same arrangements for the student for the duration of their term of study with the University.

## **6.5.2 The arrangements for online examinations for students who falls under the Special Needs/Disability categories**

### **6.5.2.1 For Online Examination Arrangement List**

- At home with own laptop/computer
- Internet access required
- Computer Laboratories /ARCSWiD Computer Facilities

### **6.5.2.2 Magnifier and speech software**

This is a feature which allows you to zoom in to view items on your screen without having to change other settings for students with poor vision. See below:

- Press CNTRL and M to bring up Magnifier (you can also type magnifier into Start and then click Magnifier to open it).
- Click - to zoom out to a maximum of 100%.
- Click + to zoom in to a maximum of 1600%.
- Place the cursor in one of the screen's corners to pan across the screen.

Question papers are downloaded in PDF format. Students can make use of special software programmes such as Daisy and Dragon Speech software to listen to the questions. Speaking the text aloud in your own voice enables Dragon to accurately transcribe the audio using the Dragon profile attuned to your voice. Making use of Microsoft Office Word, answers can be recorded as follows:

- Open the Word Document
- Click on Blank Document
- Click Dictate on the far-right corner
- Choose English (US/UK)
- Click on dictate and a red circle will appear
- Dictate your answers
- Click on dictate again to stop dictating answers.
- Email your answers to your Primary Lecturer (Make sure that your Student No and Module Code is indicated on the document).

Braille students may type answers by means of a computer with special software programmes such as NVDA Screen reader (free, open source) to translate visual information verbally, or Zoom Text Magnifier and Screen Reader for the visually impaired to assist them with:

- downloading the examination question paper
- reading the questions
- formulate and type their responses
- upload their responses after the examination

## **6.6 Why is the exam duration 48 hours?**

- A duration of 48 hours means you have enough time to submit a word processed and carefully proofread exam portfolio.
- If you are sharing a computer with other people in your household, please arrange that you will have access to it for the duration of your exam.

- A duration of 48 hours enables you to access night-time data if you need to.
- Please note that an open-book exam still requires careful preparation. You may use your resources, but you need to know what information you need, and where to find it. Use the full 48 hours to read the questions well, decide which ones to answer, find relevant information, read it, take notes, internalise it, paraphrase ideas from your sources and write a balanced answer. You must still prepare for the exam by reading all the feedback and your submitted and marked assignments as well as the study guide beforehand.

### **6.7 Must I provide in-text references and a list of references?**

Definitely. Your exam file must demonstrate that you are able to engage with a wide range of sources, and that you can provide a well-reasoned argument based on evidence (such as sources and appropriate examples). The exam question paper will include a list of required reading for each of the questions. We will provide links to the prescribed articles on the module site. In addition to these, we expect you to find additional relevant academic sources.

Please keep Tutorial Letter DVAALLD/301 at hand while working on your exam file. Make sure your answers meet all the requirements of an academic essay, which includes providing in-text references and a list of references at the end of each essay.

### **6.8 May I consult fellow students during the 48-hour exam?**

The examination instructions are very clear on this point (see the instructions on myUnisa – click on the link underneath your exam timetable). Number 7 reads as follows: “Students may not communicate with other students, or request assistance from other students during the examination”.

Your answers to each of the essays must be your own work, written in your own words. It is just as dishonest and unethical to copy from fellow students as it is from your sources.

### **6.9 What is the Honour Pledge and the Departmental Honesty Declaration?**

You will be asked to agree to an Honour Pledge online before you are allowed to upload your exam file. In addition, you will see that a Departmental Honesty Declaration has been included in your exam question paper. You must sign the declaration and attach it to your exam file. If it is not there, your exam file will not be marked. An MS Word version of the Departmental Honesty Declaration will be posted on myUnisa. Please read it carefully, and make sure that you complete and attach it to your exam file.

### **6.10 Which sources must I read and include in the exam file?**

Each question has a reading list. You will be familiar with most of the sources, because you should have engaged with them for your assignments. You should also be able to locate your own, additional, and relevant sources.

## 7. CHECKLIST FOR YOUR EXAM PORTFOLIO

Finally, we have prepared a brief checklist for your own use – you do not have to add this to your portfolio, it is simply to remind you of important steps. Before you submit your final exam portfolio, please check that you have:

- Developed a title page
- Set up a consolidated table of contents
- Answered two questions
- Included both essay answers, the front matter and list of references in one file
- Electronically signed/initialed the Departmental Honesty Declaration and attached it
- Followed all the instructions on the exam question paper
- Used in-text references (citations) correctly and consistently
- Set up a list of references at the end of each one of the two essays
- Uploaded the correct file and made sure that it is the latest, correct version of your answer
- Labelled it correctly as DVA1501
- Kept the exam paper separate and understand that if you submit this instead of your answer, you will receive zero
- Checked the file size and the number of pages of my exam portfolio to ensure that I submitted the correct document

We wish you all the best in the examination,

DVA1501 Teaching Team  
**DEPARTMENT OF DEVELOPMENT STUDIES**