

# **Tutorial Letter 102/1/2020**

## **INTRODUCTION TO DEVELOPMENT STUDIES DVA1501**

### **Semester 1**

### **DEVELOPMENT STUDIES**

#### **IMPORTANT INFORMATION**

This tutorial letter contains important information about the 2020  
Semester 1 examination in this module.

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# 1 INTRODUCTION

Dear Student

**DVA1501 will have a portfolio examination.**

The COVID-19 pandemic has led to the National State of Disaster requiring social distancing as a means to avoid its spread. To this end the management of Unisa took a decision that there will be no face-to-face contact activities during the first semester, including examinations. As such, the examination of this module, like all other modules at Unisa, will be conducted online.

## 2 PURPOSE OF TUTORIAL LETTER

The purpose of this tutorial letter is to provide you with the changes to the format of the examinations for Semester 1 of 2020.

## 3 FORMAT OF THE EXAM FOR SEMESTER 1

The module was initially scheduled for a venue-based examination. Due to the COVID-19 pandemic, the examination will now be conducted online as follows:

1. The examination will be conducted as a portfolio examination based on an examination question paper.
2. The examination will be managed on the myUnisa platform.
3. The date of the examination will be **06/07/2020 starting at 09:00 and ending on 08/07/2020 at 09:00.**
4. The duration of the examination will be **48 hours/ 2 days.**
5. You will be given four essay questions, you must answer any **TWO**.
6. You will need to know your **study guide** to answer the essay questions.
7. You must provide fact-based arguments and acknowledge the source of your information by means of consistent and correct in-text referencing, and a correct list of references. Failure to acknowledge sources used is regarded as plagiarism, and will result in the deduction of marks. You are therefore urged to follow the guidelines in Tutorial Letter DVAALLD/301 for essay writing and referencing. Further instructions will be provided on the day of the examination, on the examination question paper.
8. You **MUST complete and attach an Honesty Declaration** which you will find on the last page of your examination paper. Marks will be deducted if this is omitted or incomplete.
9. A document consisting of general examination guidelines will be posted under the "announcement" tab on myUnisa.

## 4 WHERE TO FIND THE EXAMINATION PAPER

The examination question paper will be posted on myUnisa at the start of the session **on the day of the examination**. A new examination question paper download tool will be available on the myUnisa front page. Login with your student number and myUnisa password.

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

### 4.1 Steps to follow to access to the examination paper

On the day of the examination, do the following:

1. 15 minutes before the examination commences, access the myUnisa (<https://my.unisa.ac.za/portal>) site.
2. Find the link **Login and download my Exam Question Paper for May/June/July 2020** on the myUnisa landing page and login with your student number and password.

## 5 HOW TO SUBMIT YOUR ANSWER FILE

Follow these steps to submit your portfolio file.

1. Access myUnisa at <https://my.unisa.ac.za/portal> and login using your student number and myUnisa password
2. Click on the “**myAdmin**” tab in the top navigation
3. In the “**Assessments**” submenu, click on the “**Assessment Info**” tool in the drop-down list
  - A list of all available assessments will display
  - Locate the section for **UNISA summative assessments** at the bottom of the list
  - Find the corresponding portfolio number for your module
  - Click on the **Submit** link in the Action column and follow the steps described below.

### Step 1: Load the answer file from your PC to myUnisa

- Click on the **Browse** button next to File Name
- In the Choose File dialog box, select the file you want to upload, and then click OK
- Select the correct file format from the File Format drop-down list. Most modules only allow PDF formatted files to be uploaded.
- **Please ensure that your portfolio is NOT password protected and NOT in read-only format. We will not be able to mark your portfolio in these instances. You are therefore urged to please take careful note of your submission.**
- **If you receive a warning message that the file may have a virus, please do NOT ignore it as virus-infected files will NOT be marked.**
- Click on the **Continue** button.

### **Step 2: Verify the file details for final submission of your answer file**

Use this step to verify that you are uploading the correct answer file to the correct course and assessment number.

- Click on the **Continue** button to submit your answer file. If you do not click Continue, no submission action will take place.
- Large files will take longer to upload than smaller files. Please be patient after you've clicked Continue.
- If the wrong details, e.g. file name, appear on the screen, click **Back** to restart the file upload process.

### **Step 3: Assessment submission report**

**This is your proof that your take-home answer file was submitted.** It is advisable to print this page or make a screen capture for record purposes. A copy of this page will also be emailed to your myLife email account.

## **6 CONCLUSION**

Do not hesitate to contact me via email ([khana@unisa.ac.za](mailto:khana@unisa.ac.za)) if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module.

We wish you all the best in the examination.

Kind regards

Dr Aneesah Khan

**DEPARTMENT OF DEVELOPMENT STUDIES**