Tutorial Letter 106/0/2022

BUSINESS INFORMATICS IIIB

ICT3642

Year module

Department of Computer Science

BARCODE

Define tomorrow.

UNISA | university of south africa

Dear student

We are now getting closer to the examination for ICT3642. As you are aware, the examination for this module will be online on myExams. In this document, you will find important information and guidelines that will help you to successfully access myExams, download your examination paper, complete it and upload it for assessment. For this module, the invigilation software that we will be using is **IRIS**. *YOU WILL HAVE 30 MINUTES AFTER THE END OF THE SESSION TO UPLOAD YOUR ANSWER SCRIPT*.

1 Essential information: Accessing the online exam

Visit the UNISA online site: Essential tips. Of importance for this module are the following:

1. Student Guides

    - Navigation the myExams Portal
    - Take-Home/File Upload Exam on Assignment Activity on myExams

2. Invigilation

    - Proctoring tools: IRIS - this is a very important document as you need to set up and give permission to your device for using IRIS.
      Requirements:
      Stable internet connection, laptop or desktop with a built-in webcam.
      An external or built-in microphone - no headset or earphones is allowed.
      IRIS records audio, video and computer screen activity for the duration of the exam. It analyses the information using machine learning and automatically flags potential academic irregularities and dishonesty.

3. Student Exam Webinar Training Schedule

4. Special examination arrangements

5. Examination rules

6. Student Exam Video Tutorial

- Academic Dishonesty
- myExams - How to complete a Take-Home assessment
- myExams - Exam do's and dont's 2022
- myExams - Finding your exam from myExams
- myExams - Types of cheating

7. Find some additional technical resources below:

- Dealing with technical challenges uploading your examination papers
- How to scan, prepare handwritten answers [1]
- Procedure to reset your myUNISA password
- About corrupt files

8. Also note that you must comply with important rules about plagiarism and cheating

- Plagiarism during the examinations
- Unisa students - Take action against contract cheating
- Unisa has a zero tolerance for any form of dishonesty or cheating activity related to exams

9. Contact information

- Get help during the examinations
- Additional measure at the UNISA Student Communications Service Centre to deal with high volumes

2   Important information on technical issues

No emailed submission will be processed.

All UNISA examination policies will apply. If you do not submit your answer file within the **scheduled session times** on the day of the examination, you will be marked as absent. Submissions will only be accepted from registered student accounts. Thus you have to log in with your UNISA username and password.

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[1]Although this is allowed, you are encouraged to TYPE your answers in a word processor, e.g. MS Word, and save the answers as a PDF file.

Regarding **load shedding**. Since the load shedding schedules are pre-published, you are encouraged to make alternative arrangements or apply for an aegrotat. Note that supplementary students do not qualify for an aegrotat regardless of circumstances.

Regarding **technical or network challenges**. Unisa does not accept responsibility for technical or network challenges relating to your internet access or any other technical problems. The onus is on you to take the matter up with your respective Internet Service Providers.

3 File preparation advice

During previous examinations, many of the submitted scripts could not be marked or only partially marked. This was mostly due to incomplete or incorrect conversion to PDF, poor image quality, pages omitted during the scanning, failure to convert all pages into a single PDF, password-protected files, etc. It is therefore important that you follow the guidelines as explained in the previous section, specifically on how to complete the Take-Home assessment.

3.1 Only ONE PDF document is allowed:

Only PDF files will be accepted. You will include for Section A of the examination, the Portfolio that you have created according to the requirements described in Tut102. Remember to include the correct front page. After you have downloaded the examination question paper, open your Portfolio, and go to the end of the Portfolio - after the last section: 7 - E-Business MARKETING PLAN. Start a new page. Continue to answer the questions asked in Section B. Follow the order as in the examination paper. Remember to save on a regular basis.

When you are done, save the document as one PDF document. When saving the file, include your student number and the module code, e.g. 12345678_ICT3642.pdf. Where you replace 12345678 with your student number. Don't add any protection to the file, such as a password or read-only protection. You are advised to preview your PDF file, before you upload it, to make sure that it is legible and is the correct file. You may resubmit, as long as it is within the time limit of the examination session and the 30 minutes

you have after the session to upload the file.

You will upload the PDF version. Only ONE upload is allowed and only the last file uploaded and submitted will be assessed (marked). Incorrect file formats and uncollated answer scripts, will not be considered for assessment. A mark awarded for an incomplete submission (e.g. pages missing) or illegible scanned submission, will be your final mark. No opportunity for re-submission will be granted.

3.2   NO email submissions

Remember, NO email submissions are allowed. All the UNISA examination policies will apply. Read more on this in the previous section.

4   Get help during the examinations

Contact the Student Communication Service Center (SCSC) on 080 000 1870 or email Examenquiries@unisa.ac.za as soon as you encounter an error or discover a problem with your online exam/assessment submission.

For more information and contact information: `https://tinyurl.com/UNISAEXAMHELP`

5   Almost there

Keep a regular eye on myUNISA, the ICT3642 site and your mylife email account for communication from UNISAs side.

We wish you everything of the best in this exam and we are looking forward to the marking of your script.

Kind regards

Your ICT3642lecturing team.