

# **Tutorial Letter 101/0/2024**

## **Object-Oriented Analysis ICT2622**

### **Year Module**

### **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, ICT2622-24-Y, as well as your group website.

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

BARCODE



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# 1. INTRODUCTION

Dear Student

Unisa is a comprehensive open distance e-learning (CODeL) higher education institution. The comprehensiveness of our curricula encapsulates a range of offerings, from strictly vocational to strictly academic certificates, diplomas and degrees. Unisa's "openness" and its distance eLearning character result in many students who may not have had an opportunity to enrol in higher education registering at Unisa. 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 the sufficiently prepared.

Teaching and learning in a CODeL context involves multiple modes of delivery ranging from blended learning to fully online. As a default position, all post graduate programmes are offered fully online with no printed study materials, while some undergraduate programmes are offered in a blended mode of delivery where printed study materials are augmented with online teaching and learning via the learner management system – myUnisa. 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 serve humanity and shape futures combined with a clear appreciation of our location on the African continent, Unisa's graduates have distinctive graduate qualities which include:

- independent, resilient, responsible and caring citizens who are 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 with 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 its ever-increasing information and data flows and competing worldviews
- 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

Whether a module is offered either as blended (meaning that we use a combination of printed and online material to engage with you) or online (all information is available via the internet), 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.

You are encouraged to log into the module site on myUnisa regularly (that is, at least twice per week, ICT2622-24-Y).

We would like to formally introduce you to Object-Oriented Analysis (ICT2622). Visit the website for ICT2622-24-Y on myUnisa frequently.

This is an online module taught over a year, offered by the Computer Science Department in the School of Computing. Because this is a fully online module, you will need to use myUnisa to study and complete the learning activities for this module. ICT2622 is a second-year module at NQF level 6 with 12 credits. This tutorial letter provides you with all the necessary information you will need while doing this module. Should you need more information or clarity on something that has to do with this module, do not hesitate to contact the primary lecturer.

Owing to the nature of this module, you can read about the module and find your study material online. Go to the website at <https://my.unisa.ac.za> and log in using your student number and password. Click on "myModules" at the top of the web page and then on "Sites" in the top right corner. In the new window, click on the grey Star icon next to the modules you want displayed on your navigation bar. Close the window in the top right corner. Then select the option "Reload to see your updated favourite sites". Now go to your navigation bar and click on the module you want to open.

We wish you every success with your studies!

Lecturer

ICT2622

## 2. OVERVIEW OF ICT2622

### 2.1 Purpose

Students who have completed this module successfully will be able to analyse and design computerized information systems according to the object-oriented approach. They will also be able to demonstrate the ability to apply the correct methodologies, tools and techniques to the gathered information in order to solve client problems according to specific criteria or according to specific standards of reliability, cost-effectiveness, timeousness, applicability, client satisfaction and efficiency. This module is delivered using myUnisa and the internet as well as peer group interaction. Your lecturer(s) may interact with you on myUnisa, phone calls, MS Teams, and via e-mail.

### 2.2 Outcomes

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

- **Specific outcome 1:** Analyse, interpret and document client needs according to functional requirements by applying a structured/traditional approach as part of the systems analysis phase of the SDLC.

#### **Associated assessment criteria**

- Students analyse, interpret and document the clients' needs
- The documentation of the analysis and interpretation include at least an event table and data flow diagram (DFD)
- Computer tools (diagram drawing tools) are used to demonstrate understanding

- **Specific outcome 2:** Develop information from the analysis phase into *Design Models*  
**Associated assessment criteria**
  - Students develop information from the analysis phase into Design Models
  - The Design Models include at least a conceptual model or Class diagram
  - Computer tools (diagram drawing tools) are used to demonstrate understanding
- **Specific outcome 3:** Design an object database schema based on a *Class Diagram*  
**Associated assessment criteria**
  - Students design a normalised database from a conceptual model
  - The object database schema contains all the classes in the class diagram
  - The object schema indicates all the relationships between the classes
- **Specific outcome 4:** Design system inputs and outputs  
**Associated assessment criteria**
  - Students design system inputs and outputs using object-oriented models
  - Diagrams are used to aid in defining inputs and outputs

### 3. CURRICULUM TRANSFORMATION

Unisa has implemented a transformation charter, in terms of which the university has placed 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 will be phased in at both programme and module levels, and 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 in a responsive way within the framework of transformation.

### 4. LECTURER(S) AND CONTACT DETAILS

#### 4.1 Lecturer(s)

The primary lecturer for this module is Mr. LS Nxumalo

**Department: Computer Science**

**Telephone: 011 670 9126**

**E-mail: [nxumals@unisa.ac.za](mailto:nxumals@unisa.ac.za)**

Whenever you write to the lecturer, please include the following details to enable the lecturer to help you more effectively: your first name and surname, student number, and the module code.

Please provide a detailed message pertaining your problem or query and how you need assistance. Do not just send e-mails without properly edited them. Badly worded e-mails may lead to misunderstanding and miscommunication between you and the lecturer.

Please do not expect immediate replies since all queries are answered on a first-come-first-served basis. A lecturer will respond to your query within a reasonable period of time, which is usually 48 hours.

## 4.2 Department

You can contact the School of Computing as follows:

Telephone number: 011 670 9200

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

## 4.3 University

To contact the university, follow the instructions in the brochure **Study @ Unisa**. Remember to have your student number available whenever you contact the University. Whenever you contact the lecturer, please include your student number to enable the lecturer to help you more effectively. 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 the student number in all correspondences.

# 5. RESOURCES

## 5.1 Prescribed book(s)

The details for the prescribed textbook for this module are as seen in the table below:

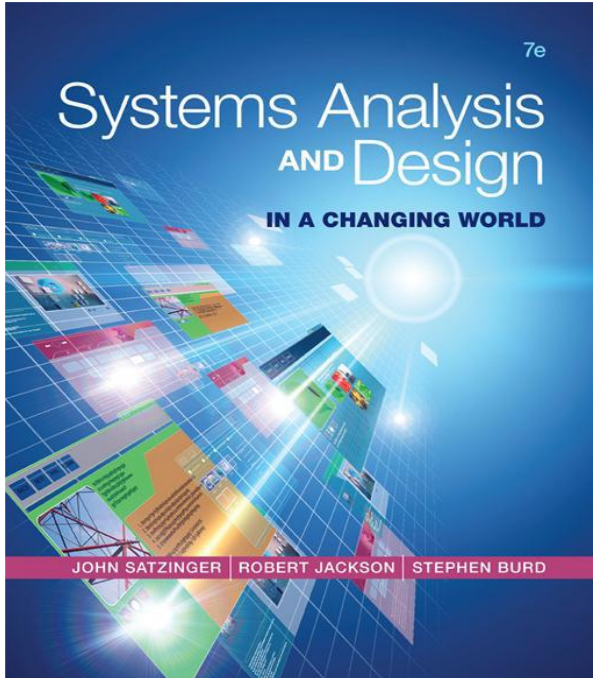
	<p><b>Title:</b> Systems Analysis and Design in a Changing World, 7<sup>th</sup> Edition</p> <p><b>Authors:</b> John W. Satzinger, Robert B. Jackson, Stephen D. Burd</p> <p><b>ISBN-13:</b> 978-1-305-11720-4</p> <p><b>ISBN-10:</b> 1-305-11720-4</p>
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Table 1: Details of the prescribed textbook for ICT2622

## 5.2 Recommended book(s)

There is no recommended book for this module. If the student decides to use a different edition of the prescribed book or a different book altogether, it is the responsibility of the student to make sure that they make means to cover all the work covered in the prescribed textbook. The lecturer might make reference to the prescribed textbook.

## 5.3 Library services and resources

The Unisa Library offers a range of information services and resources. The library has created 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>
- Frequently Asked Questions, visit <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 Information Search Librarian's Literature Search Request (on your research topic) service, visit <http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support>.
- For library training for undergraduate students, visit <https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Training>
- Lending Services <https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Lending-services>
- Services for Postgraduate students - <https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-Postgraduates>
- Support and Services for students with disabilities - <https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-students-with-special-needs>
- Library Technology Support - <https://libguides.unisa.ac.za/techsupport>
- Finding and using library resources and tools - [http://libguides.unisa.ac.za/Research\\_skills](http://libguides.unisa.ac.za/Research_skills)
- A–Z list of library databases – <https://libguides.unisa.ac.za/az.php>

### Important contact information:

- Technical problems encountered in accessing library online services: [Lib-help@unisa.ac.za](mailto:Lib-help@unisa.ac.za)
- General library-related queries: [Library-enquiries@unisa.ac.za](mailto:Library-enquiries@unisa.ac.za)
- Queries related to library fines and payments: [Library-fines@unisa.ac.za](mailto:Library-fines@unisa.ac.za)
- Interlibrary loan service for postgraduate students: [libr-ill@unisa.ac.za](mailto:libr-ill@unisa.ac.za)
- Literature Search Service: [Lib-search@unisa.ac.za](mailto:Lib-search@unisa.ac.za)
- Social media channels: Facebook: UnisaLibrary and Twitter: @UnisaLibrary

## 6. STUDENT SUPPORT SERVICES

The *Study @ Unisa* brochure is available on myUnisa: [www.unisa.ac.za/brochures/studies](http://www.unisa.ac.za/brochures/studies)



This brochure contains important information and guidelines for successful studies through Unisa. If you need assistance with regard to 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](mailto:mymodule22@unisa.ac.za) or [myUnisaHelp@unisa.ac.za](mailto:myUnisaHelp@unisa.ac.za)

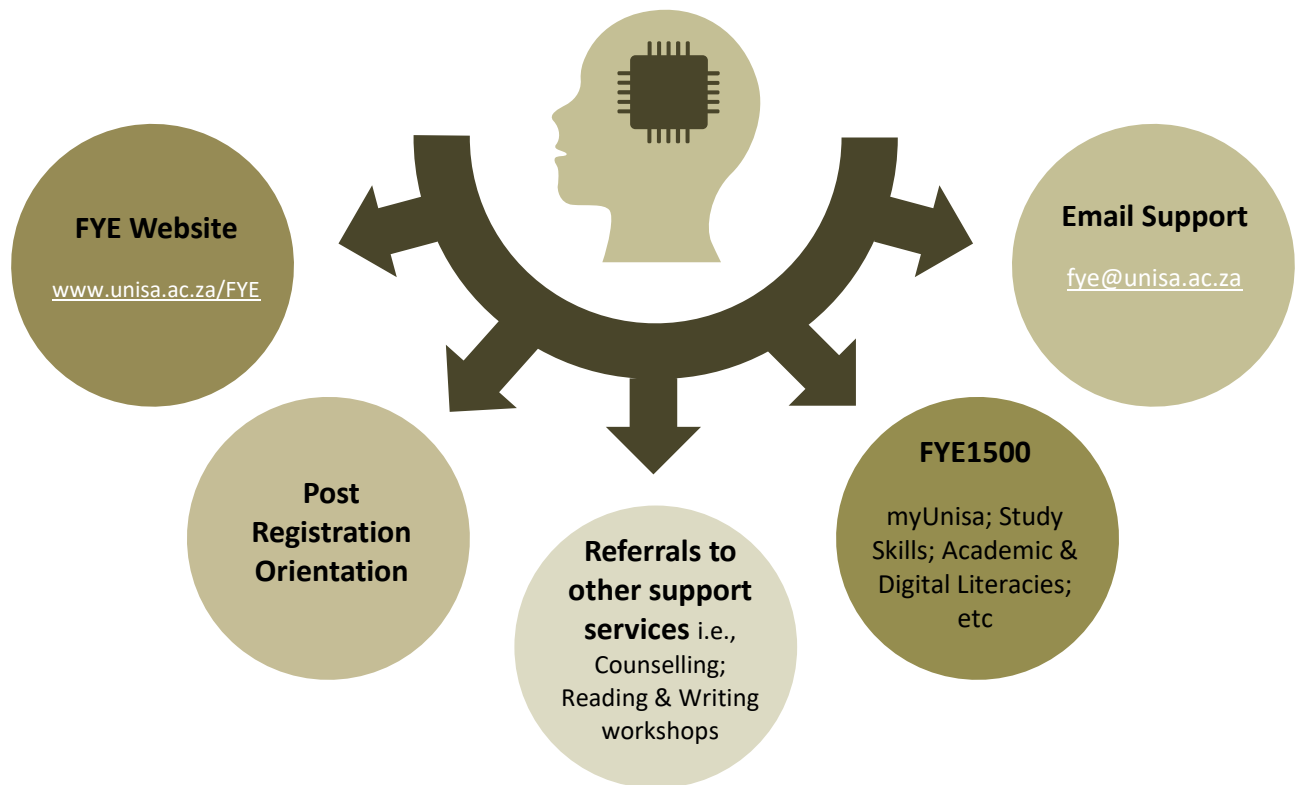
You can access and view short videos on topics such as how to view your calendar, how to access module content, how to view announcements for modules, how to submit assessment and how to participate in forum activities via the following link: <https://dtls-ga.unisa.ac.za/course/view.php?id=32130>.

Registered Unisa students get a free myLife e-mail account. Important information, notices and updates are sent exclusively to this account. Please note that it can take up to 24 hours for your account to be activated after you have claimed it. Please do this immediately after registering at Unisa, by following this link: [myLifeHelp@unisa.ac.za](mailto:myLifeHelp@unisa.ac.za)

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

## 6.1 First-Year Experience Programme

Many students find the transition from school education to tertiary education stressful. This is also true in the case of students enrolling at Unisa for the first time. Unisa is a dedicated open distance and e-learning institution, and it is very different from face-to-face/contact institutions. It is a mega university, and all our programmes are offered through either blended learning or fully online learning. It is for this reason that we thought it necessary to offer first-time students additional/extended support to help them seamlessly navigate the Unisa teaching and learning journey with little difficulty and few barriers. We therefore offer a specialised student support programme to students enrolling at Unisa for the first time – this is Unisa's First-Year Experience (FYE) Programme, designed to provide you with prompt and helpful information about services that the institution offers and how you can access information. The following FYE services are currently offered:



💡 To ensure that you do not miss out on important academic and support communication from the SRU, please check your myLife inbox regularly.

## 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 ICT2622-24-Y on myUnisa, ICT2622-24-Y. Table 2 has information for chapters to be completed for ICT2622.

Week	Chapters/Activities
1	Chapter 1: From Beginning to End: An Overview of Systems Analysis and Design
2	Chapter 2: Investigating System Requirements
3	Chapter 3: Identifying User Stories and Use Cases
4	Chapter 4: Domain Modelling
5	Chapter 5: Use Case Modelling
6	<b>Assessment1 (chapter 1-5)</b>
7	Chapter 9: Designing the Database
8	Chapter 10: Approaches to System Development
9	Chapter 12: Object-Oriented Design: Fundamentals
10	Chapter 13: Object-Oriented Design: Use Case Realization
11	<b>Assessment 2 (all chapters)</b>
12	<b>Assessment3 (chapter 9, 10, 12, 13)</b>
13-Exam	Revision

Table 2: Proposed study schedule for ICT2622, 2024

## 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 use the **Announcements**, the **Discussion Forums** and the **Questions and Answers** tools. You can also use all of these platforms to ask questions and contact your lecturers.

### 8.2 myUnisa tools

The main tool that we will use is the **Lessons tool**. This tool will provide the content of your module as well as the assessments. At times you will be directed to join discussions with fellow students and complete activities and assessments before you can continue with the module. It is very important that you log in to myUnisa regularly. We recommend that you log in at least once a week 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.
- **Do the Discussion Forum activities.** When you do the activities for each learning unit, we want you to share your answers with the other students in your group. You can read the instructions and even prepare your answers offline, but you will need to go online to post your messages.
- **Do other online activities.** For some of the learning unit activities you might need to post something on the **Blog tool**, take a quiz or complete a survey under the **Self-Assessment** tool. Do not skip these activities because they will help you complete the assignments and the activities for the module.

We hope that by giving you extra ways to study the material and practise all the activities, this will help you succeed in the online module. To get the most out of the online module, you **MUST** go online regularly to complete the activities and assignments on time.

### 8.3 Joining myUnisa

The myUnisa learning management system is the University's online campus which will help you communicate with your lecturers, other students, and the administrative departments within Unisa. To claim your myUnisa account, please follow the steps below:

1. Visit the myUnisa website at <https://my.unisa.ac.za/portal>
2. Click on the "**Claim Unisa login**" link on the top of the screen under the orange user ID box.

3. A new screen will load, prompting you to **enter your student number**. Please enter your student number and click "**continue**".
4. Enter your surname, your full name, your date of birth and, finally, your South African ID number (for South African citizens) OR your passport number (for foreign students). Then click "continue". **Remember to enter either an ID number or a passport number, NOT both.**
5. Please read through the guidelines and **click all the check boxes** to acknowledge that you have read all the information provided. Once you are done, click the "**Acknowledge**" button to redirect you to the final page in the process.
6. The final page will display your myLife e-mail address, and your **myLife AND myUnisa password**. This password will also be sent to the cell phone number displayed on the page for safekeeping.
7. Please note that it can take up to 24 hours for your myLife e-mail account to be created.

Remember, the password provided is your myUnisa **AND** myLife password.

## 9. ASSESSMENT

### 9.1 Assessment criteria

See section 2.2 for the assessment criteria associated with each of the module outcomes.

Table 3 below gives the details of assignments for this module. Please note that the assignment due dates are not included in this tutorial letter. They will however appear on the module site on myUnisa. Please note that initial due dates may change. If that happens, an announcement would be sent out to inform the students. The university might also send communication to students if a decision was taken at a higher level:

Assessment number	Assessment format	Assessment type	Assessment Weight
01	MCQ	Individual	30%
02	Written	Individual	40%
03	MCQ	Individual	30%

**Table 3: Assessments details for ICT2622, 2024**

The year mark contributes 20% to your final mark and the final examination contributes 80% to your final mark. You need to obtain a minimum of 40% in the examination to be granted a supplementary examination.

### 9.2 Assessment Contents

Questions and instructions to assignments can be found on myUnisa. This section helps guide students on the material the student must have covered before attempting each assignment.

Assignment	Chapters
Assignment 1	Chapters 1-5
Assignment 2	All chapters (1, 2, 3, 4, 5, 9, 10, 12, & 13)
Assignment 3	Chapter 9, 10, 12, & 13

**Table 4: Chapters covered by assignments**

### 9.3 Assessment plan

- To complete this module, you will be required to submit at most three (3) assignments.
- All information on when and where to submit your assignments will be made available to you via the myUnisa site for your module.
- Assignments will be available on the myUnisa site for this module, under Additional Resources. An announcement will also be posted (with the assignment tutorial letter as an attachment) when the assignment questions become available.
- To gain admission to the examination, you will be required to submit at least one (1) assignment.
- Your assignments will comprise a combination of multiple-choice questions and long questions.
- The assignments' weighting for the module is 20%.
- The examination will count 80% towards the final module mark.
- The examination will be a take-home examination.

### 9.4 Assessment due dates

- The assignment due dates are not included in this tutorial letter. Students should be able to see the assignment due dates on the calendar in the module site. Students will be informed through announcements on the learning system if an assignment due date changes.
- 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 upon registration.
- Please start working on your assessments 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.

### 9.5 Submission of assessments

- Unisa, as a comprehensive open distance e-learning institution (CODeL), is moving towards becoming an online institution. You will therefore see that all your study material, assessments and engagements with your lecturer and fellow students will take place online. We use myUnisa as our virtual campus.
- The myUnisa virtual campus will offer students access to the myModules site, where learning material will be available online and where assessments should be completed. This is an online system that is used to administer, document, and deliver educational material to students and support engagement between academics and students.

- The myUnisa platform can be accessed via <https://my.unisa.ac.za>. Click on the myModules 2024 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 obtain the greatest benefit from the use of the myModules learning management system. Please access the announcements on your myModules site regularly, as this is where your lecturer will post important information to be shared with you.
- 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 tests, others written assessments, some 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 on which 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 only made available online. You must therefore access the quiz online and complete it online where the quiz has been created.
- It is not advisable to use a cell phone to complete the quiz. Please use a desktop computer, tablet or laptop when completing the quiz. Students who use a cell phone 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, cell phones are more vulnerable to dropped internet connections than other devices. **If at all possible, please do not use a cell phone for this assessment type.**
- For written assessments, please note the due date by which the assessment must be submitted. Ensure that you follow the guidelines given by your lecturer to complete the assessment. Click on the submission button on the relevant assessment shell on myModules. You will then be able to upload your written assessment on the myModules site of the modules that you are registered for. Before you finalise the upload, double check that you have selected the correct file for upload. Remember, no marks can be allocated for incorrectly submitted assessments.

#### **9.5.1 Types of assignments and descriptions**

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

- **Elective assignments**
  - If not submitted, the student gets no mark for this item.
  - The best of the required submissions will count.
- **Mandatory assignments**
  - If not submitted, the student gets no mark for this item.
- **Compulsory assignments**
  - If not submitted, the result on the student's academic record will be *absent*.

- **Optional assignments** – You are encouraged as a student to do optional assignment so that it may benefit your learning.

#### I. **Elective assignments**

- a. the student is given a choice of which assignments within an identified group to submit, only the best result(-s), the number of which is specified in advance, will contribute towards the year mark.
- b. elective assignments must also be grouped into an elective group.
- c. for the student to select which assignment to submit, the elective assignments must be grouped together. For such an elective group, relevant information must be provided to the student, such as how many of the assignments must be submitted and how many of the assignment marks should be combined into the year mark.
- d. The selection criteria define how marks received for assignments in an elective group are to be combined into the year mark. Three different criteria may be used for calculating the year mark:
  - The best mark should be used, or
  - If the student submits fewer than the required number of assignments per group or no assignment in a group, a mark of 0% will be used.
  - 0% is awarded to all non-submitted or unmarked assessments. A best mark is then calculated from all items.

#### II. **Mandatory assignments**

- a. contribute to the year mark.
- b. If a student fails to submit a mandatory assignment, no mark is awarded and the year mark is calculated accordingly. The student will therefore forfeit the marks attached to this assignment when the final mark for the module is calculated.

#### III. **Compulsory Assessment**

- a. when not submitted, the student will fail a Continuous Assessment module but will be shown as absent from the examination in the case of other modules.

- IV. **Optional assignments** – You are encouraged as a student to do optional assignment so that it may benefit your learning.

### 9.6 **The assessments**

As indicated in section 9.2, you need to complete 3 assessments for this module. **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.

### 9.7 **Other assessment methods**

There are no other assessment methods except for assignments and examination.

### 9.8 **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 that will be shared with you by your lecturer and e-tutors (where relevant) and for communication from the university.

### 9.8.1 *Invigilation/proctoring*

Since 2020 Unisa conducts all its assessments online. Given stringent requirements from professional bodies and increased solicitations of Unisa's students by third parties to unlawfully assist them with the completion of assignments and examinations, the University is obliged to assure its assessment integrity through the utilisation of various proctoring tools: Turnitin, Moodle Proctoring, the Invigilator App and IRIS. These tools will authenticate the student's identity and flag suspicious behaviour to assure credibility of students' 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 a plagiarism software that facilitates checks for originality in students' submissions against internal and external sources. Turnitin assists in identifying academic fraud and ghost writing. Students are expected to submit **typed** responses for utilisation of the Turnitin software.

The **Moodle Proctoring tool** is a facial recognition software that authenticates students' identity during their Quiz assessments. This tool requires access to a student's **mobile or laptop camera**. Students must ensure their camera is activated in their browser settings prior to their assessments.

The **Invigilator "mobile application-based service** does verification" of the identity of an assessment participant. The Invigilator Mobile Application detects student dishonesty-by-proxy and ensures that the assessment participant is the registered student. This invigilation tool requires students to download the app from their Play Store (Google, Huawei and Apple) on their **mobile devices** (camera enabled) prior to their assessment.

**IRIS Invigilation** software verifies the identity of a student during assessment and provides for both manual and automated facial verification. It has the ability to record and review a student's assessment session. It flags suspicious behaviour by the students for review by an academic administrator. IRIS software requires installation on students' **laptop devices** that are enabled with a webcam.

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

#### **Please note:**

Students must refer to their module assessment information on their myModule sites to determine which proctoring or invigilation tool will be utilised for their formative and summative assessments. Formative assessments utilise the proctoring tool to alleviate pressures associated with lack of examination unreadiness by students. The quiz assessment utilises the Moodle Proctoring tool and written assessment utilises the IRIS software. Please note that you can only use Turnitin for typed responses.



## 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 the source.
- Not including references or deliberately inserting incorrect bibliographic information.
- Paraphrasing without acknowledging the original 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, this forms part of examination guidelines
- 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 need additional time for assessments, you are invited to contact (name and e-mail address of the lecturer must be inserted) to discuss the assistance that you need.

## 12. FREQUENTLY ASKED QUESTIONS

- Where do I find the assignments for this module?  
Your assignments can be found on the module site. An announcement will be posted on the module site when the assignments become available.
- Where do I find solutions to assignment questions?  
Solutions to assignment questions will be posted on the module site as an attachment on an announcement. An announcement (with the assignment solutions tutorial letter) will be posted on the module site when the assignment solutions become available.
- Can I submit my assignment through email?  
The Assignments Department takes care off the administration of the assignments. All assignments submitted need to be in the records of the Assignments Department. Hence, students are advised to submit through the myUnisa and not directly to the lecturer.
- Can I request for an extension to the assignment due date?

Students are advised to do their best to adhere to the given assignments' due dates as much as possible. Otherwise, the assignment might not be marked.

- How do I get hold of my lecturer?

The lecturer can be reached on [nxumals@unisa.ac.za](mailto:nxumals@unisa.ac.za) or 011 670 9126.

- Is it possible to have an exam scope?

Lecturers are not allowed to give an exam scope (i.e., which sections/pages to concentrate on and which sections/pages to ignore when preparing for the exam).

### **13. SOURCES CONSULTED**

- Module form 1
- 2023 tutorial letter 101
- Satzinger J. W, Jackson R.B, Burd S.D. Systems Analysis and Design in a Changing World, 7<sup>th</sup> Edition, Cengage

### **14. IN CLOSING**

We would like to re-iterate a few points that we have already touched on in previous sections of this tutorial letter:

- Do not hesitate to contact your lecturer(s) primarily by email or secondarily, by any of the contact details listed herein or on the myUnisa platform, if you are experiencing problems with the content of this tutorial letter or any aspect of the module. Remember to always include the module code (ICT2622) and your student number in all your communications with the lecturers.
- There is a fair amount of material to cover in this module, therefore we urge you to start the learning process as soon as the material is available on the online myUnisa platform.
- We further urge you to go through your learning units, together with supplementary material as found on the online myUnisa platform, as quickly as you can so that you have enough time to complete and submit your three (3) assignments.

Finally, we wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully. Enjoy the journey!

LS Nxumalo – lecturer for ICT2622

### **SCHOOL OF COMPUTING**

### **15. ADDENDUM**

Any issues arising from this tutorial letter will be communicated through the announcement tool.