

# **Tutorial Letter 101/0/2025**

## **Databases II**

## **INF3703**

## **Year Module**

## **Department of Information Systems**

### **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, INF3703-25-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

Unisa is a comprehensive, open, distance and 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.

Teaching and learning in a CODEL context involves multiple modes of delivery, ranging from blended to fully online learning. As a default position, all postgraduate programmes are offered fully online with no printed study materials, while undergraduate programmes are offered using 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 serving humanity and shaping futures – combined with a clear appreciation of our location on the African continent – means that Unisa's graduates have the following distinctive graduate qualities:

- They are independent, resilient, responsible and caring citizens able to fulfil and serve in multiple roles in their immediate and future local, national and global communities.
- They have a critical understanding of their location on the African continent and take into account its histories, challenges and potential in relation to globally diverse contexts.
- They have 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.
- They know how to apply their discipline-specific knowledges competently, ethically and creatively to solve real-life problems.
- They have an awareness of their own learning and developmental needs and future potential.

You are encouraged to log into the module site, INF3703-25-Y, on myUnisa regularly (i.e., at least twice per week). INF3703 is currently offered online.

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 (i.e., at least twice per week).

Because this is a fully online module, you will need to use myUnisa to study and complete the learning activities for this module. Visit the website for INF3703-25-Y on myUnisa frequently.

We wish you every success with your studies!

## **2 MODULE OVERVIEW**

### **2.1 Purpose**

Students who have completed this module successfully will be equipped with adequate knowledge and competencies to design, implement and manage centralised and distributed database systems. Students registered for this module are introduced to the database development processes, database administration roles and responsibilities, stages of database design, database transactions, database performance tuning, distributed database concepts, database security, distributed databases within the cloud environment, decision support systems and strategies for interacting with databases through the internet. This module provides fundamental knowledge that will support further studies and applications in the sector of computer science and information systems in the field of database management systems as part of either the Bachelor of Science degree in Computing or Informatics or the Bachelor of Commerce degree with Informatics as major. These competencies therefore contribute to the development of competitive information technology practitioners who have strong technical skills of designing, implementing and managing single and distributed database systems.

### **2.2 Outcomes**

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

- **Specific outcome 1:**  
Express a good understanding of database design, implementation and management issues that are affected by the information system in which the database is a critical component.
- Assessment criteria**
1. Systems development and database life cycles are explained, illustrated and compared using appropriate real-life examples.
  2. Centralised and decentralised database design approaches are discussed.
  3. Database administration strategies are developed, implemented and monitored.
  4. Database security, privacy, integrity, backup and recovery aspects are evaluated, refined and enforced.
- **Specific outcome 2:**  
Apply three stages of database design to design conceptual models representing different businesses and associated functional areas.

**Assessment criteria**

1. Conceptual, logical and physical database design strategies are demonstrated by using different use case scenarios.
2. Entity relationship modelling and normalisation techniques are enforced in conceptual models.
3. Logical data models are validated by using normalisation techniques.
4. Data storage requirements are estimated following predefined steps.

- **Specific outcome 3:**

Apply efficient techniques to manage database transactions, concurrency control and database performance tuning.

**Assessment criteria**

1. Concepts of database transactions, concurrency control and database performance tuning are discussed and illustrated by using real-world use case scenarios.
2. Database transaction properties and objectives of concurrency control are clearly articulated.
3. Database transaction, concurrency control and database performance tuning techniques are correctly applied in appropriate contexts.

- **Specific outcome 4:**

Show adequate knowledge and understanding of distributed database management systems (DDBMS) and design strategies.

**Assessment criteria**

1. Benefits, limitations and purpose of distributed database management systems are explained, with examples.
2. Distributed database management systems are designed by using different design strategies to solve industry-related problems.
3. Distributed database management systems are applied in known, appropriate contexts by using appropriate techniques and methods.
4. Distributed database transparency features are critically analysed and explained.

- **Specific outcome 5:**

Demonstrate the ability to understand, use and manipulate the data in the databases for analyses and decision making.

**Assessment criteria**

1. Concepts of business intelligence and data analytics are discussed and demonstrated by using real-life examples.
2. Operational data and decision support data are clearly explained and distinguished.
3. Decision support database requirements and techniques are correctly interpreted and applied.
4. Data warehousing concepts and techniques are articulated and applied.

- **Specific outcome 6:**

Show an understanding of different database connectivity technologies.

**Assessment criteria**

1. Database connectivity options are distinguished and illustrated with real-life examples.
2. Database internet connectivity options are applied by using appropriate techniques and methods.
3. Extensible mark-up language (XML) is defined and demonstrated by using appropriate examples.
4. Cloud computing services that could be used to interact with heterogeneous distributed databases are discussed.

### 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 AND CONTACT DETAILS

#### 4.1 Lecturer

The primary lecturer for this module is Dr Emil Arthur van der Poll:

**Department of Information Systems**

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

#### 4.2 Department

The contact details of the Department of Information Systems are as follows:

Tel: +27 11 670 9200

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

#### 4.3 University

To contact the University, follow the instructions on the Contact us page on the Unisa website. Remember to have your student number available whenever you contact the University.

The 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

Coronel, C., Morris, S., Crockett, K. & Blewett, C. (2020). Database principles: fundamentals of design, implementation, and management. 3rd edition. Cengage Learning.

ISBN: 978-1-4737-6804-8

Publisher: Cengage Learning EMEA



You can plan your study time around the chapters as mentioned in the table below. Visit myUnisa for lessons and review questions.

<b>Syllabus</b>	<b>Assignment</b>	<b>Chapters</b>
<i>PART 1 to PART III</i>	01 and 02	<b>Chapters 1 to 9:</b> You will also be examined on these chapters.
<i>Database Systems – Database Programming</i>	01 and 02	Chapter 10 and examination
<i>Database Design</i>	01 and 02	Chapter 11 and examination
<i>Conceptual, Logical and Physical Database Design</i>	01 and 02	Chapter 12 and examination
<i>Managing Transactions and Concurrency</i>	01, and 03	Chapter 13 and examination
<i>Managing Database and SQL Performance</i>	01 and 03	Chapter 14 and examination
<i>Distributed Databases</i>	01 and 03	Chapter 15 and examination
<i>Databases for Business Intelligence</i>	01 and 03	<b>Chapter 16 – This is not an examinable chapter.</b>
<i>Big Data Analytics and NoSQL</i>	01 and 03	Chapter 17 and examination
<i>Database Connectivity and Web Technologies</i>		



## 5.2 Recommended books

There are no recommended books for INF3703.

## 5.3 Electronic reserves (e-reserves)

There are no electronic reserves for this module in this year.

E-reserves can be downloaded from the library webpage: Find e-reserves. More information is available at: <http://oasis.unisa.ac.za/search/r>

## 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:

- Brief information on the library: <https://www.unisa.ac.za/library/libatglance>
- More detailed library information: <http://www.unisa.ac.za/sites/corporate/default/Library>
- Frequently asked questions: <https://www.unisa.ac.za/sites/corporate/default/Library/Frequently-Asked-Questions>
- Research support and services such as the personal librarian service and the information search librarian's literature search request (on your research topic) service: <http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support>
- Library training for undergraduate students: <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>
- Information on finding and using library resources and tools: [http://libguides.unisa.ac.za/Research\\_skills](http://libguides.unisa.ac.za/Research_skills)
- An 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 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

The *Study @ Unisa* brochure is available on myUnisa at [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 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 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: <https://www.unisa.ac.za/static/myunisa/Content/Announcements/Documents/Claim-myUnisa-myLife-Nov-2017.pdf>

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.

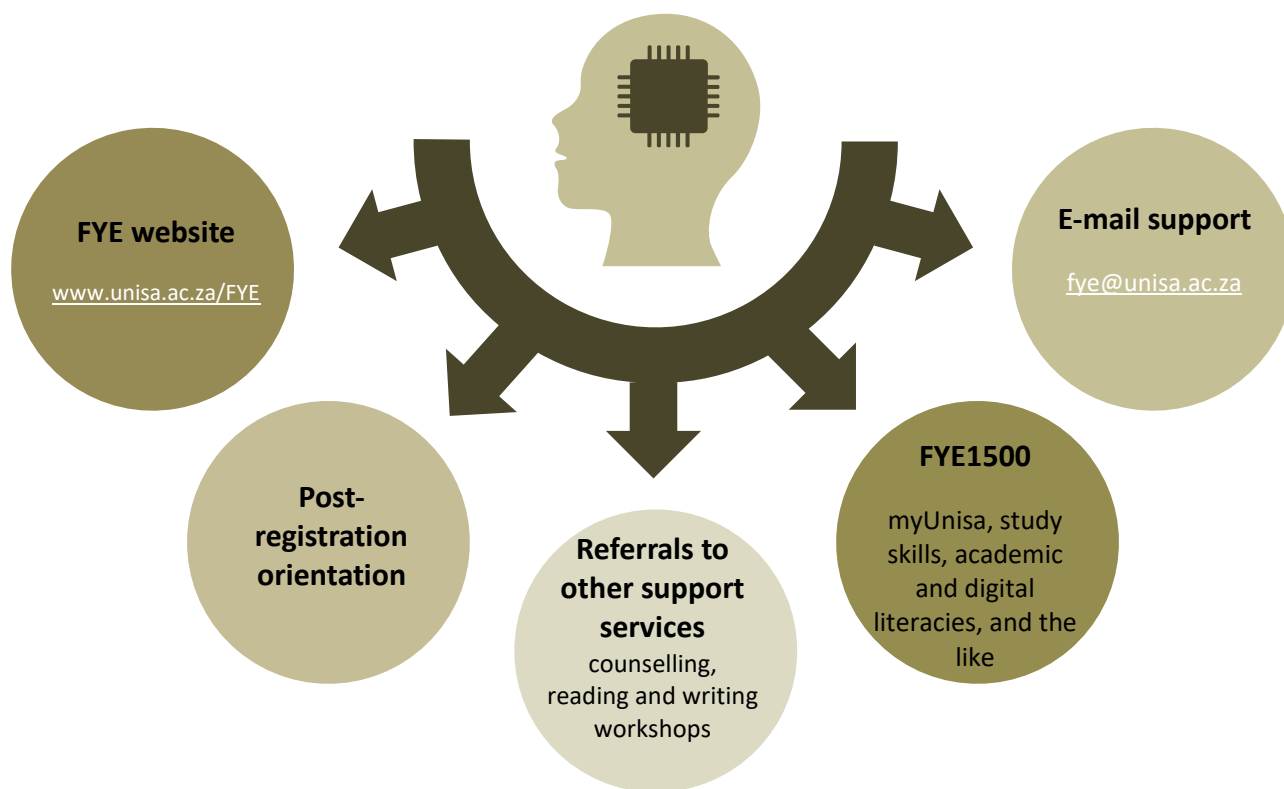
You remain responsible for the management of this e-mail account.

### 6.1 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. As a mega university all our 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.

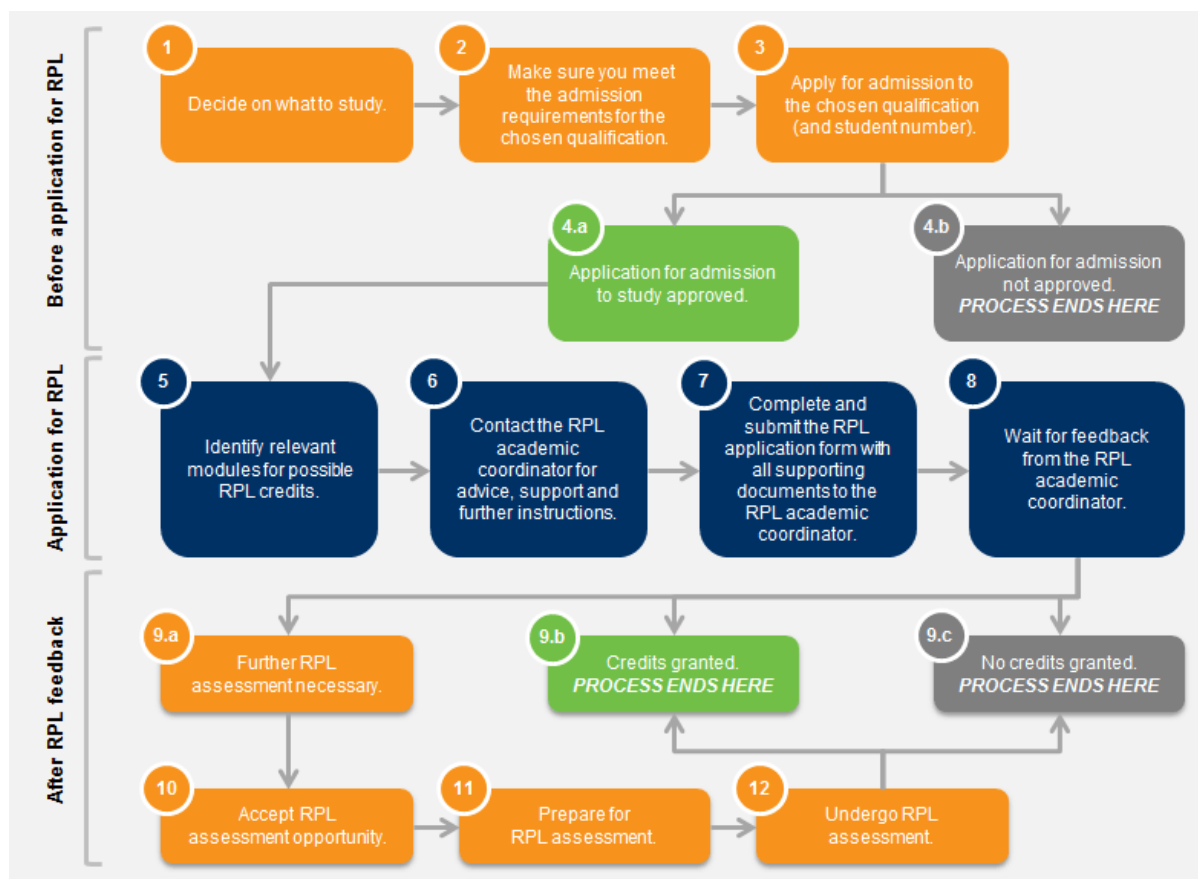
The following FYE services are currently available:



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

## 6.2 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](http://www.unisa.ac.za/rpl)



## 7. STUDY PLAN

Week	Date	Chapter
1	31 January – 7 February	1
2	10 – 14 February	2
3	14 February	Preliminary date Assessment 1 becomes available to attempt (covers chapters 1 to 17). Verify the accurate date in the Assessment 1 shell on the module site (INF3703-25-Y).
4	17 – 21 February	3
5	24 February – 28 February	4
6	3 – 7 March	5
7	10 – 14 March	6
8	17 – 20 March	7
9	24 – 28 March	8
10	31 March – 4 April	9
11	7 – 11 April	10

Week	Date	Chapter
12	11 April	Preliminary due date of Assessment 1. Verify the accurate due date in the Assessment 1 shell on the module site (INF3703-25-Y).
13	14 – 17 April	11
14	22 – 25 April	12
15	29 April – 2 May	13
16	2 May	Preliminary date that Assessment 2 opens (covers chapters 1 to 12 – start immediately!). Verify the accurate date in the Assessment 2 shell on the module site (INF3703-25-Y).
17	2 May – 27 June	<i>Revisit chapters 1 to 12 for assistance with Assessment 2.</i>
18	5 – 9 May	14
19	12 – 16 May	15
20	19 – 23 May	16
21	26 – 30 May	17
22	27 June	Preliminary due date of Assessment 2. Verify the accurate date in the Assessment 2 shell on the module site (INF3703-25-Y).
23	1 – 30 July	Revisit chapters 13 to 17 for assistance with Assessment 3.
24	10 July – 31 July	Preliminary start date and due date of Assessment 3. Verify the accurate date in the Assessment 3 shell on the module site (INF3703-25-Y).
25	1 August – 30 September	Revision
26	October	The summative assessment (i.e., the final examination) will be written in October. Date to be announced.

## 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.

## 9. ASSESSMENT

### 9.1 Assessment criteria

The assessment criteria are covered in section 2 with the learning outcomes.

### 9.2 Assessment plan

- To complete this module, you will be required to submit three 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 actual assignments, will be available on the myModules site for this module.
- To gain admission to the examination, you will be required to submit ALL assignment/s.
- To gain admission to the examination, you will need to obtain a year mark average of 45% for the assignments.
- The assignment weighting for the module is 30%.
- 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 70% towards the final module mark.

### 9.3 Assessment/assignment due dates

- There are no assessment/assignment **due dates** 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 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/assignments

## 9.4 Submission of assessments/assignments

- Unisa, as a comprehensive, open, distance and e-learning institution (**CODeL**), 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 students 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 students and support engagement between those students and Unisa's academics.
- The myUnisa platform can be accessed via <https://my.unisa.ac.za>. Click on the myModules 2025 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 your 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 may be tests and others may be written assessments/assignments, while some 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 and you should 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 assessment type.**
- For written assessments/assignments, please note the due date by which your work must be submitted. Ensure that you follow the guidelines given by your lecturer 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 allocated 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 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.
- **Optional assignments**
  - You are encouraged, as a student, to do optional assignments in order to benefit your learning.

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

- a. The student is given a choice of which assignments within an identified group to submit and only the best result(s), the number of which is specified in advance, will contribute towards the year mark.
- b. Elective assignments must 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 (such as how many of the assignments must be submitted and how many of the assignment marks should be combined into the year mark) will be supplied to you.
- 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.
  - 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 the qualifying items submitted.

##### **II. Mandatory assessments/assignments**

- a. Mandatory assessments/assignments 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 such an assignment when the final mark for the module is calculated.

##### **III. Optional assessments assignments**

- a. You are encouraged, as a student, to do optional assessments/assignments in order to benefit your learning.

## 9.5 The assessments/assignments

As indicated in section 9.2, you need to complete three assessments/assignments for this module. Details of the tasks set will appear on the assessments/assignments themselves.

### 9.5.1 Assignments

Assignment 01: Only available on myUnisa. Assignment 01 is a multiple-choice assignment covering chapters 1 to 17. This assignment will contribute 25% towards the year mark.

Assignment 02: Only available on myUnisa, covers chapters 1 to 12 (see section 6 above). This assignment will contribute 50% towards the year mark.

Assignment 03: Only available on myUnisa, covers chapters 13 to 17. This assignment is answered using TRUE or FALSE questions on myUnisa. This assignment will contribute 25% towards the year mark.

## 9.6 Other assessment methods

Summative assessment (*examination mark*)

- The **examination** will be written at the end of the year. This two-hour examination will cover **all the examinable chapters as indicated in the table in section 5.**

## 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 that will be shared with you by your lecturer and e-tutors (where relevant), as well as for communication from the University.

### 9.7.1 Invigilation/proctoring

Since 2020, Unisa has conducted 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 integrity by using various proctoring tools: Turnitin, Moodle Proctoring, The Invigilator app and Iris. These tools authenticate the student's identity and flag suspicious behaviour to assure the credibility of their 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 students' submissions against internal and external sources. Turnitin assists in identifying academic fraud and ghostwriting. Students are expected to submit **typed** responses when using the Turnitin software.

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

**The Invigilator** is a mobile application-based service that verifies the identity of an assessment participant. The Invigilator app detects student dishonesty by proxy and ensures that the assessment participant is the student registered for the module concerned. This invigilation tool requires students to download the app from the Google Play Store (Android devices), the Huawei AppGallery (Huawei devices) or the Apple App Store (Apple devices) on their **camera-enabled** mobile devices 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 can record and review a student's assessment session and it flags suspicious behaviour by the student for review by an academic administrator. Iris software requires installation on students' **webcam-enabled laptop devices**.

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:**

Students must refer to their module assessment information on their myModules sites to determine which proctoring or invigilation tool will be used for their 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. (This matter is addressed in the 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 if you need additional time for assignments/assessments, you are invited to contact Dr Emil van der Poll at [vdpolae@unisa.ac.za](mailto:vdpolae@unisa.ac.za) to discuss the assistance that you need.

## **12. FREQUENTLY ASKED QUESTIONS**

See the Frequently Asked Questions section on the module site (INF3708-28-Y).

## **13. SOURCES CONSULTED**

Coronel, C., Morris, S., Crockett, K., & Blewett, C. (2020). *Database principles: fundamentals of design, implementation, and management*. 3rd ed. Cengage Learning.

## **14. IN CLOSING**

Do not hesitate to contact us should you have any questions. We wish you a fascinating journey through the learning material, and trust that you will complete the module successfully.

Enjoy the journey!

Lecturer for INF3703

**Department of Information Systems**