

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

## **Advanced Systems Development INF3705**

### **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, INF3705-25-Y, as well as your group website.

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

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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 registering at Unisa who may not have had an opportunity to enrol in higher education. 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 involve 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 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

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

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.

Because this is a fully online module, you will need to use myUnisa to study and complete the learning activities. The website for this module in Advanced Systems Development (Information Systems) is INF3705-25-Y. You must visit this website on myUnisa frequently.

We wish you every success with your studies!

## 2 MODULE OVERVIEW

### 2.1 Purpose

Those of you who have completed this module successfully will be able to apply an advanced level of knowledge, specific skills and applied competencies in systems analysis and design. These competencies will help you to use various concepts when analysing the design of high-quality systems in organisations and contribute to development in the field of information systems or computer science in southern Africa.

### 2.2 Outcomes

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

- Specific outcome 1:** Demonstrate an understanding of advanced.  
systems analysis and design with reference to the change.
- Specific outcome 2:** Describe the process that provides a framework for  
advanced systems analysis and design practices.
- Specific outcome 3:** Critically analyse the principles, concepts.  
and methods comprising advanced systems analysis.  
and design activities.
- Specific outcome 4:** Apply the concepts of dependability and security  
in developing sociotechnical systems.

## 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 Elias Tabane.

Department: Information Systems

Telephone: 011 471 2620

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

## **4.2 Department**

You can contact the Department of Information Systems as follows:

Floor 4, C04-035 GJ  
Gerwel building (Block C)  
Unisa Science Campus  
Corner of Christiaan de Wet Road & Pioneer Avenue  
Florida Roodepoort, Johannesburg

Telephone number: 011 670 9188

Email: [ntandanm@unisa.ac.za](mailto:ntandanm@unisa.ac.za) or [monnal@unisa.ac.za](mailto:monnal@unisa.ac.za)

## **4.3 University**

To contact the university, follow the instructions in the brochure entitled *Study@Unisa*. Remember to have your student number available whenever you contact Unisa.

When you contact a lecturer, please include your student number to enable him/her 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 correspondence

# **5 RESOURCES**

## **5.1 Prescribed book(s)**

The prescribed textbook for this module is: Somerville. 2016. Software engineering.10th edition/GLOBAL EDITION

## **5.2 Recommended book(s)**

There are no recommended books, however students are advised to use 8 or 9th edition of software engineering book by Somerville.

## **5.3 Electronic reserves (e-reserves)**

There are no e-reserves for this module.

However, note that e-reserves can be downloaded from the Unisa Library catalogue. More information is available at:

<http://libguides.unisa.ac.za/request/request>

## **5.4 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 regarding 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 receive 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 claim your e-mail account immediately after registering at Unisa by following this link: <https://www.unisa.ac.za/sites/myunisa/default/Claim-UNISA-Login>

**or follow this link to get more information:**

<https://www.unisa.ac.za/static/myunisa/Content/Announcements/Documents/Claim-myUnisa-myLife-Nov-2017.pdf>

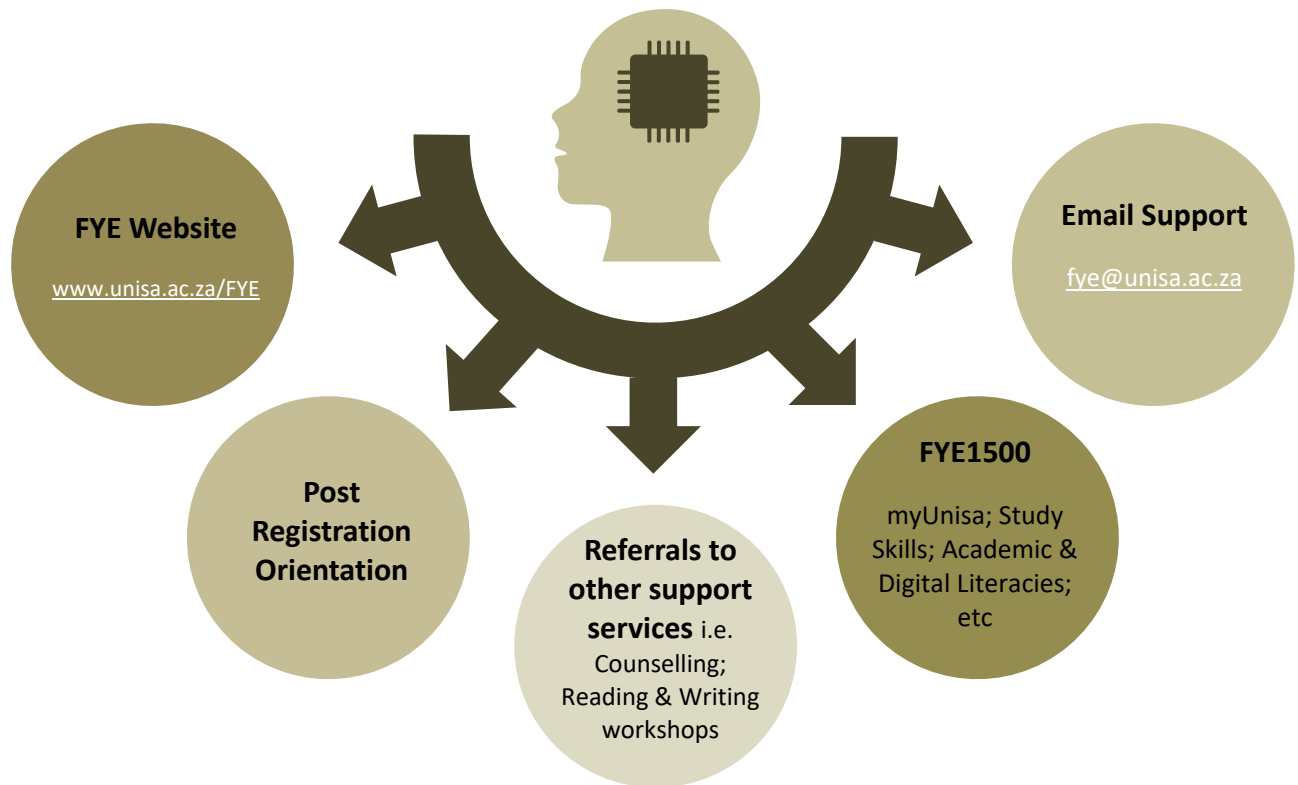
Your myLife account is the **only** e-mail account recognized by Unisa for official correspondence with the University and will remain the official primary e-mail address on record at Unisa. You remain responsible for managing this e-mail account.

You remain responsible for the management of this e-mail account. <mailto:>

## 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:

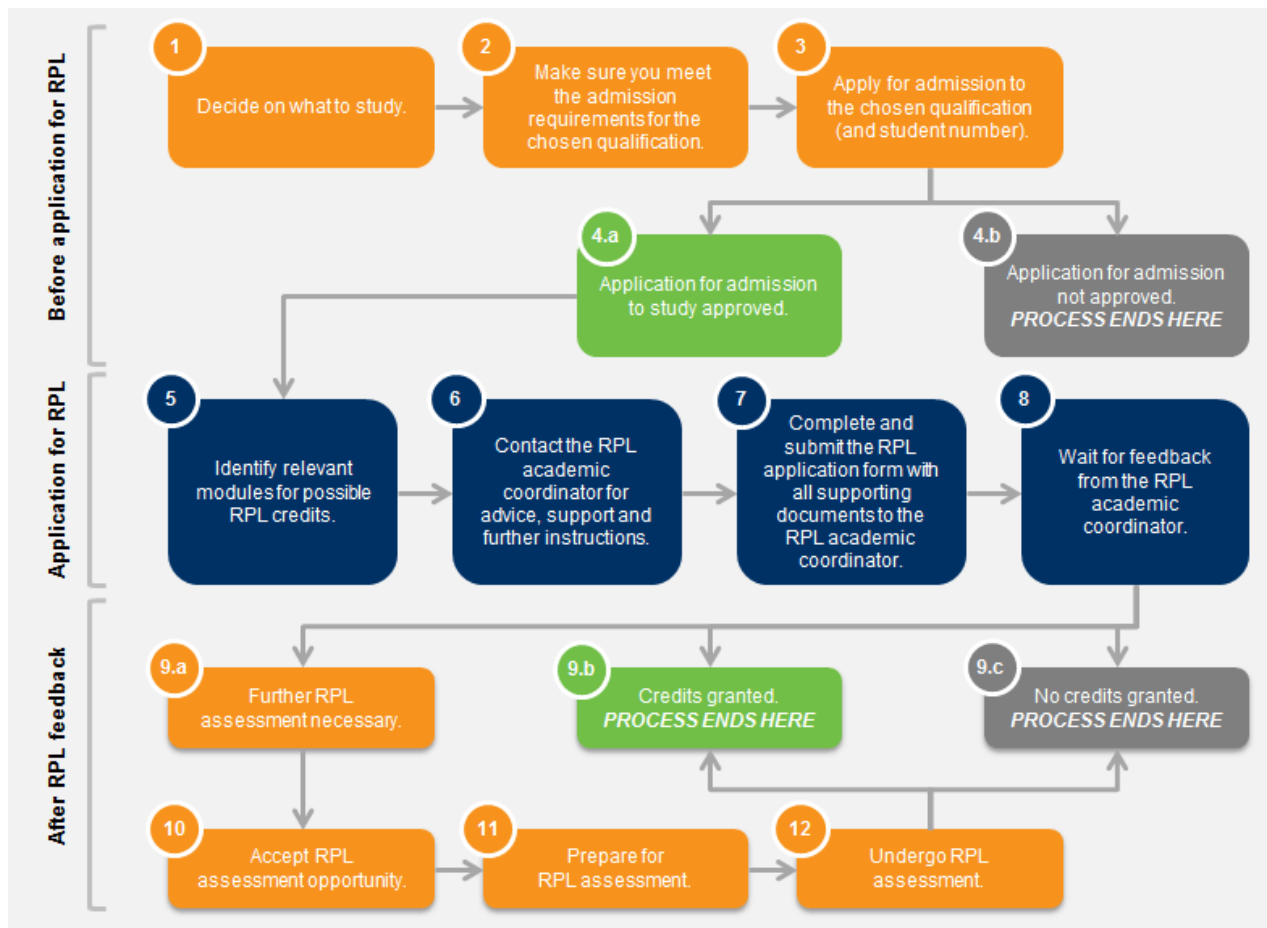




💡 To ensure that you do not miss out on important academic and support communication from the SRU, please check your myLife inbox regularly.

## 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

The study plan will differ from student to student; however, we urge students to use the assessment plan as a guide to tailor their unique study plan.

	Date	Chapters
	17 – 21 February 2025 Final days of registration	
1.	24 February – 07 March 2025	Chapter 1: Introduction
2.	10- 21 March 2025	Chapter 2: Software Processes
3.	24 March – 4 April 2025	Chapter 3: Agile Software Development
4.	7 – 17 April 2025	Chapter 4: Requirements engineering
5.	21 April -02 May 2025	Chapter 5: System Modelling
6.	05-16 May 2025	Chapter 6: Architecture Design
7.	19-30 May 2025	Chapter 7: Design and implementation
8.	02- 06 June 2025	The due date for assignment 1 which covers

		Chapter 1 to Chapter 7
9.	09 -20 June 2025	Chapter 8: Software testing
10.	23 June -04 July 2025	Chapter 9: Software evolution
11.	07 -18 July 2025	Chapter 10: Dependable Systems
12.	21 July – 01 August 2025	Chapter 11: Reliability Engineering
13.	04 -15 August 2025	Chapter 12: Safety engineering
14.	18- 29 August 2025	Chapter 15: Software reuse
15.	01 -05 September 2025	Chapter 18: Service-oriented software engineering
16.	8 -12 September 2025	Chapter 19: Systems engineering
17.	15 – 19 September 2025	Revision and Preparation for Assignment 2 Submission
18.	22-28 September 2025	The due date for Assignment 2 which covers Chapter 8 till Chapter 19
19.	29-03 October 2025	Mock exam, Assistance with IRIS extension plugins

## 8 HOW TO STUDY ONLINE

### 8.1 What does it mean to study fully online?

Studying fully online modules differs completely from studying other modules at Unisa.

- All your study material and learning activities for online modules are designed to be delivered online via myUnisa.
- All your assignments must be submitted online. This means that you will complete all your activities and submit all your assignments via 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. Your lecturers will communicate with you via e-mail and SMS, as well as by using the Announcements, Discussion Forums and Questions and Answers tools. You can also use all these ways to ask questions and contact your lecturers.

## 9. ASSESSMENT

### 9.1 Assessment criteria

The following is a breakdown of the formal assessment activities as they become due during the year:

There are two assignments for this module. The two assignments count 50% each towards the semester mark. We advise you to complete both assignments to cover the module content before the examination.

	Specific outcomes	Specific outcomes
1	Describe the software engineering concepts concerning the changing nature of software.	Describe the software engineering concepts concerning the changing nature of software.
2	Describe the process that provides a framework for software engineering practice	<p>The concept of a software process and the generic framework activities are understood when applied in software engineering.</p> <ul style="list-style-type: none"> <li>• Processes are modelled, and the concept of process patterns are described and understood when used in software development activities.</li> <li>• The strengths and weaknesses of prescriptive process models are distinguished as identified in given case study examples.</li> <li>• The characteristics of incremental models and what make them amenable to modern software projects are discussed based on software engineering guidelines.</li> <li>• The importance of agile software development and how it differs from more traditional process models is described in the context of modern systems.</li> </ul>
3	Describe the principles, concepts, and methods that comprise the software engineering practice.	<ul style="list-style-type: none"> <li>• The concepts and principles that guide the software engineering practice are understood in context of best practices within software engineering.</li> <li>• The guidelines on how system engineering leads to effective software engineering is described based on accepted guidelines within the field of study.</li> <li>• The concepts that lead to good requirements analysis are identified and applied in applicable case study environments.</li> <li>• The elements of the analysis model are used to identify the key elements from a case study</li> </ul>

		<p>description by using standard model notation.</p> <ul style="list-style-type: none"> <li>• The underlying concepts that lead to good design in design engineering are given in considering a development case study description.</li> <li>• The strategies used for software testing is reflected on and guidelines are given on how to use the strategies for given case study scenarios.</li> </ul>
4	Describe the principles, concepts and methods that are used to create high-quality Web applications	<p>The concept of a software process and the generic framework activities are understood when applied in software engineering practice</p> <ul style="list-style-type: none"> <li>• The concepts of Web engineering is applied in known appropriate context applications.</li> <li>• The elements of a Web engineering process is described when applied in the Web Engineering context.</li> <li>• A Web Engineering project formulation is given based on design concepts for a practical problem in context.</li> </ul>
5	Describe the architectural design and design implementation of software engineering practice.	<p>Architecture design decisions:</p> <ul style="list-style-type: none"> <li>• Architectural view</li> <li>• Architectural patterns Application architecture.</li> <li>• Object-oriented design using the UML; design patterns; implementation issues.</li> </ul>
6	Describe software testing and software evolution	<p>Development testing: Test-driven developments</p> <ul style="list-style-type: none"> <li>• Release Testing.</li> <li>• User testing: Evolution processes:</li> <li>• Program evolution dynamics.</li> <li>• Software maintenance: Legacy systems management</li> </ul>
		Complex systems;

7	Describe Socio-technical systems, dependability, and security.	<ul style="list-style-type: none"> <li>• systems engineering;</li> <li>• systems procurement :</li> <li>• Systems operation;</li> <li>• Dependability properties;</li> <li>• availability and reliability.</li> <li>• safety.</li> <li>• Security</li> </ul>
8	Describe dependability and security specification/security engineering	<p>Risk-driven requirements specification.</p> <ul style="list-style-type: none"> <li>• Safety specification.</li> <li>• Reliability specifications</li> <li>• Redundancy and diversity</li> <li>• Security risk management</li> <li>• Design for security</li> </ul>
9	Describe service –oriented Architecture and embedded systems	<p>Services as reusability components.</p> <ul style="list-style-type: none"> <li>• Service engineering.</li> <li>• Software development with services.</li> <li>• Embedded system design.</li> <li>• Architecture patterns.</li> <li>• Real-time Operating Systems</li> </ul>
10	Describe Software processes and agile software development	<p>Software requirement models; Process activities.</p>

### 9.1.1 Syllabus outline

Chapter 1: Introduction

Chapter 2: Software processes

Chapter 3: Agile software development

Chapter 4: Requirements engineering

Chapter 5: System modelling

Chapter 6: Architecture design

Chapter 7: Design and implementation

Chapter 8: Software testing

Chapter 9: Software evolution

Chapter 10: Dependable systems

Chapter 11: Reliability engineering

Chapter 12: Safety engineering

Chapter 15: Software reuse

Chapter 18: Service-oriented software engineering

Chapter 19: Systems engineering

Note: Assignment 01 covers chapters 1-7 and Assignment 02 covers chapters 8-19.

Formative assessment will be conducted using take-home structured question assignments and multiple-choice questions. Summative assessment will be conducted online using IRIS proctoring invigilator tool.

The examination subminimum mark is 40%.

The final mark composition is:

- Formative assessment: 20%
- Summative assessment: 80%

Your year mark =  $20\% \times (\text{Assignment 01 (50\%)} + \text{Assignment 02 (50\%)})$

Examination mark =  $80\% \times \text{Examination mark (out of 100)}$

## 9.2 Assessment plan

- To complete this module, you will be required to submit 2 assessments.
- All information about when and where to submit your assessments will be made available to you via the myModules site for your module.
- Due dates for assessments, as well as the actual assessments are available on the myModules site for this module.
- To gain admission to the examination, you will be required to submit 1 assignment.
- To gain admission to the examination, you need to obtain a year mark average of 20% for the assignments.
- 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 80% towards the final module mark.

### 9.3 Assessment due dates

- There are no assignment **due dates** included in this tutorial letter.
- 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.

### 9.4 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 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 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.

#### 9.4.1 Types of assignments and descriptions

The two assignments are all mandatory

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 assignments so that they 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. 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. The 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 assignments so that they may benefit your learning.

## 9.5 The assessments

As indicated in section 9.2, you need to complete 2 assessments for this module. Details on the assessments.

**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.

## 9.6 Other assessment methods

The e-tutor will conduct their own assessment during the course of the year to assess if learning has grasped the content of the module and are ready to sit for the final exam.

## 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) and for communication from the university.

### 9.7.1 *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.

## **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).

### **10.3 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 (Mr Elias Tabane: [tabane@unisa.ac.za](mailto:tabane@unisa.ac.za)) to discuss the assistance that you need.

## **12. FREQUENTLY ASKED QUESTIONS**

The most frequently asked questions are about the due dates of assignment 1 and 2, which students can find on the welcoming page of the modules also by checking their calendar on their module site.

## **13. SOURCES CONSULTED**

Myunisa Moodle site

## **14. IN CLOSING**

Feel free to contact us via e-mail if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Mr Elias Tabane – lecturer for INF3705

DEPARTMENT OF INFORMATION SYSTEMS

## **15. ANNEXURE: GLOSSARY OF TERM**

- CDeL- comprehensive open distance e-learning
- ICT- Information Communication and Technology
- ARCSWiD - The Advocacy and Resource Centre for Students with Disabilities
- DSAA - Directorate Student Assessment Administration - Assignment