

Examination rules.

The following examination rules will apply to your online examinations:

i. For file upload/take-home examinations:

1. Students must upload their answer scripts in a single PDF file (answer scripts must not be password protected or uploaded as “read only” files).
2. NO e-mailed scripts will be accepted.
3. Students are advised to preview submissions (answer scripts) to ensure legibility and that the correct answer script file has been uploaded.
4. Students are permitted to resubmit their answer scripts should their initial submission be unsatisfactory.
5. Incorrect file format and uncollated answer scripts will not be considered.
6. Incorrect answer scripts and/or submissions made on unofficial examinations platforms (including the invigilator cellphone application) will not be marked and no opportunity will be granted for resubmission.
7. A mark awarded for an incomplete submission will be the student’s final mark. No opportunity for resubmission will be granted.
8. A mark awarded for illegible scanned submission will be the student’s final mark. No opportunity for resubmission will be granted.
9. Submissions will only be accepted from registered student accounts.
10. Students who have not utilised invigilation or proctoring tools will be subjected to disciplinary processes (only applicable to your module as per the invigilated module list above).
11. Students have 5 days from the day of their examination to upload their invigilator results from the Invigilator App. Failure to do so will result in students deemed not have participated in the online invigilation.
12. Students suspected of dishonest conduct during the examinations will be subjected to disciplinary processes. Unisa has a zero tolerance for plagiarism and/or any other forms of academic dishonesty.
13. Students are provided one hour to submit their answer scripts after the official examination time. Submissions made after the official examination time will be rejected by the examination regulations and will not be marked.
14. Students experiencing network or load shedding challenges are advised to apply for an aegrotat and submit supporting evidence within three days of the examination session.
15. Students experiencing technical challenges should contact the SCSC on 080 000 1870 or via e-mail Examenquiries@unisa.ac.za or refer to the [Get-Help resource](#) for the list of additional contact numbers. Communication received from your myLife account will be considered.

ii. MCQ examinations

1. This is a fully online examination.
2. Students are provided two submission opportunities for their MCQ examinations if it is within the allowable examination duration. No additional time will be allocated for resubmissions.
3. Students are advised that the examination duration time commences as the students starts their examination. No additional reading time is provided.
4. If utilising your cellphone to respond to your MCQ examination, update your cellphone operating system before commencing your exam. Also clear the cache and cookies memory prior to starting your exam.
5. **DO NOT** open your examination in multiple browser windows or tabs at the same time. If you do so, the system will automatically submit responses on behalf without your knowledge. Marks awarded for automatic submissions will be final marks. No additional opportunity for resubmissions will be given unless students utilise their second MCQ examination opportunity within the allowable examination duration.
6. **DO NOT** click your browser's back button while taking your examination. Students are at risk of losing previous responses should they utilise browser navigation buttons. Students are advised to always use Samigo navigation buttons to move to the next and previous (if allowed) question, and to "Save" and "Submit".
7. SAVE your responses often if multiple questions are displayed on the page.
8. The system will automatically save your responses should one question be displayed per page as you click next to move on to the next question.
9. Students who have not utilised invigilation or proctoring tools will be subjected to disciplinary processes (**only applicable if your module is invigilated**).
10. Students have 5 days from the day of their examination to upload their invigilator results from the Invigilator App. Failure to do so will result in students deemed not have participated in the online invigilation.
11. Students suspected of dishonest conduct during the examinations will be subjected to disciplinary processes. Unisa has a zero tolerance for plagiarism and/or any other forms of academic dishonesty.
12. Queries that beyond Unisa's control include the following:
 - a. Personal network or service provider issues
 - b. Load shedding/limited space on personal computer
 - c. Crashed computer
 - d. Using work computers that block access to myExams site (work firewall challenges)
 - e. Unlicensed software (eg license expires during exams)

Students experiencing the above challenges are advised to apply for an aegrotat and submit supporting evidence within three days of the examination session.

13. Students experiencing technical challenges should contact the SCSC on 080 000 1870 or via e-mail Examenquiries@unisa.ac.za or refer to the [Get-Help](#) resource for the list of additional contact numbers. Communication received from your myLife account will be considered.