

Student Exam Guide

Profile Photo (Student)



Define tomorrow.



TABLE OF CONTENTS

1.	What is a profile photo?.....	2
2.	Profile photo requirements	2
3.	How to upload your profile photo on myModules	3
4.	How to upload your profile photo on myExams	6

1. What is a profile photo?

A profile picture is a recent headshot **photograph of yourself** uploaded to your myModules and/or myExams profile.

It helps to identify you and may be used for **identity verification** against proctoring tool images recorded during online assessments and examinations to ensure academic integrity.

To confirm your identity, all students are required to have an up-to-date profile photo on **myModules** and **myExams**.

2. Profile photo requirements

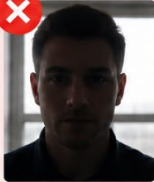
-  **One person only** – no other faces visible.
-  **Face clearly visible** – the entire face should be visible, including both eyes.
-  **Good lighting** – avoid dark, shadowed, or backlit photographs.
-  **Front-facing photograph** – student should look directly at the camera.
-  **No sunglasses** or anything that obscures the eyes.
-  **No masks or face coverings.**
-  Avoid hats/caps that obscure the face.
-  **Good image quality** – not blurry, pixelated, or excessively small.
-  **Recent photograph** – the student should look substantially the same as they do when writing the examination.
-  **Plain/uncluttered background** is preferable.
-  **No group photographs, cartoons, avatars or edited/filtered photographs.**

**myExams**
FAIR SECURE TRUSTED

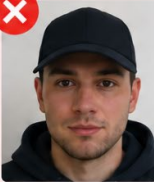
Profile photo requirements for myExams Proctoring
Your profile photo is used to verify your identity during online exams. Please make sure your photo meets the requirements below.

*Same opportunity.
A brighter tomorrow.*

**Good photo**
Clear, well-lit, front-facing photo with one person.

**Too dark**
Face not clearly visible due to poor lighting.

**Sunglasses**
Eyes must be visible.

**Hat or cap**
Do not wear hats or caps that obscure your face.

**More than one person**
Only one person should be in the photo.

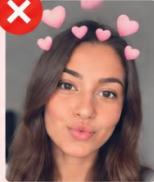
**Filters or edited photos**
Do not use filters, avatars or edited images.

Photo criteria

- ✓ One person only.
- ✓ Full face visible, looking directly at the camera.
- ✓ Good lighting (no dark or shadowed photos).
- ✓ No sunglasses, masks or face coverings.
- ✓ No hats or caps that obscure the face.
- ✓ Clear, high-quality image (not blurry or pixelated).
- ✓ Recent photograph (you should look the same as you do now).
- ✓ Plain and uncluttered background.
- ✓ No group photos, cartoons, avatars or heavily edited/filtered images.

*A clear photo helps us keep exams fair and secure.
Thank you!*

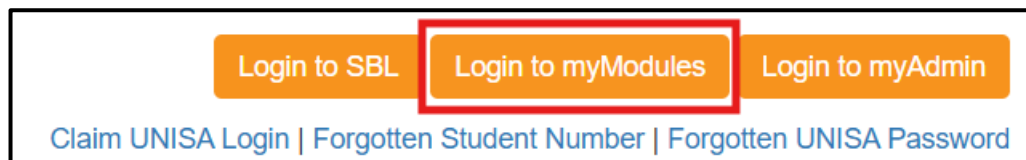


myExams | A brighter tomorrow

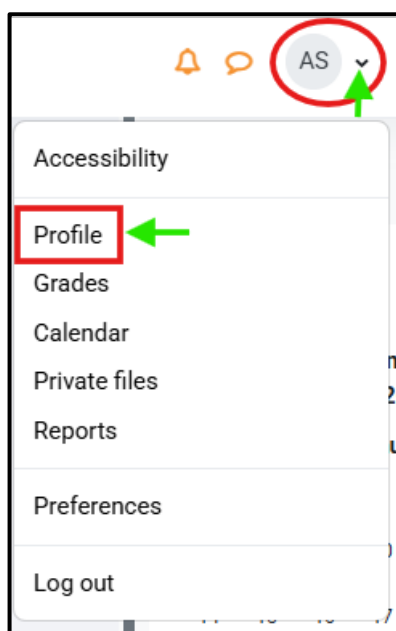
3. How to upload your profile photo on myModules

Follow the steps below to upload your profile photo:

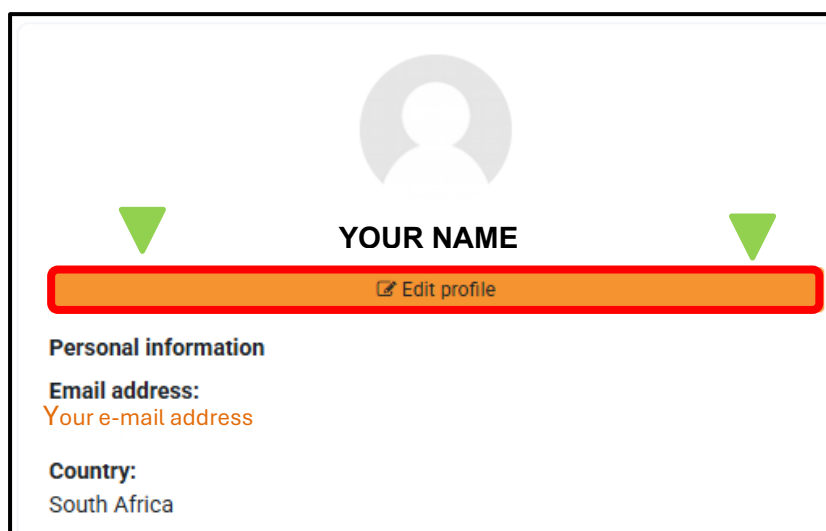
1. Login to <https://my.unisa.ac.za/>
2. Click on **Login to myModules** button in the header.



3. In the **top right corner**, click on the **down arrow** next to your initials' icon and then on the **Profile** option in the dropdown menu.



4. On your profile page click on the **Edit profile** link in the **User details** section.



5. In the **User picture** section, upload a file with the **file upload icon** or **drag and drop** a photo in the area provided.

Take note of the Accepted Image File types

YOUR NAME Expand all

> General

▼ User picture

Current picture: None

New picture: Choose File Maximum file size: 100 MB, maximum number of files: 1

You can drag and drop files here to add them.

Accepted file types:
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description:

6. If you choose the file upload option from the previous step, click on **Choose File** to select the file from your device.

File picker ×

Content bank
Server files
Recent files
Upload a file
URL downloader
Private files
Wikimedia

Attachment: Choose File No file chosen

Save as:

Author:

Choose licence ?
Licence not specified

Once you choose the file, the file name will appear next to **Choose File**.

7. Click on **Upload this file**.

File picker ×

Content bank
Server files
Recent files
Upload a file
URL downloader
Private files
Wikimedia

Attachment: Choose File Profile picture1.png

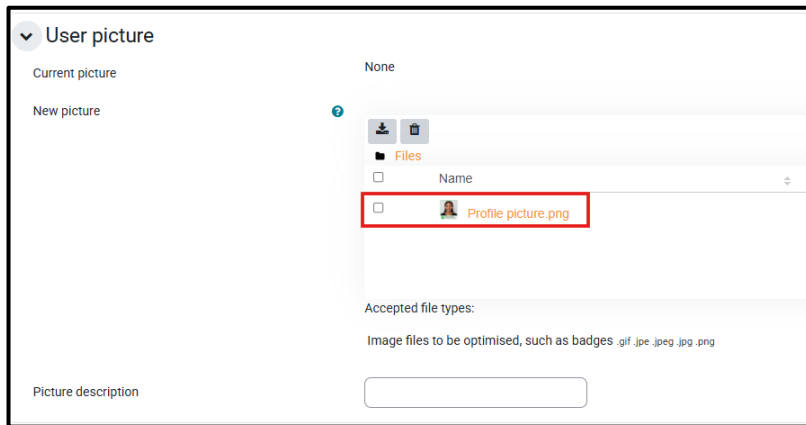
Save as:

Author:

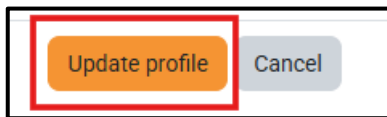
Choose licence ?
Licence not specified

Upload this file

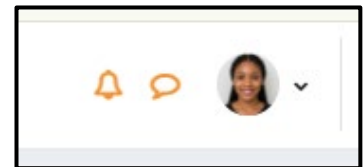
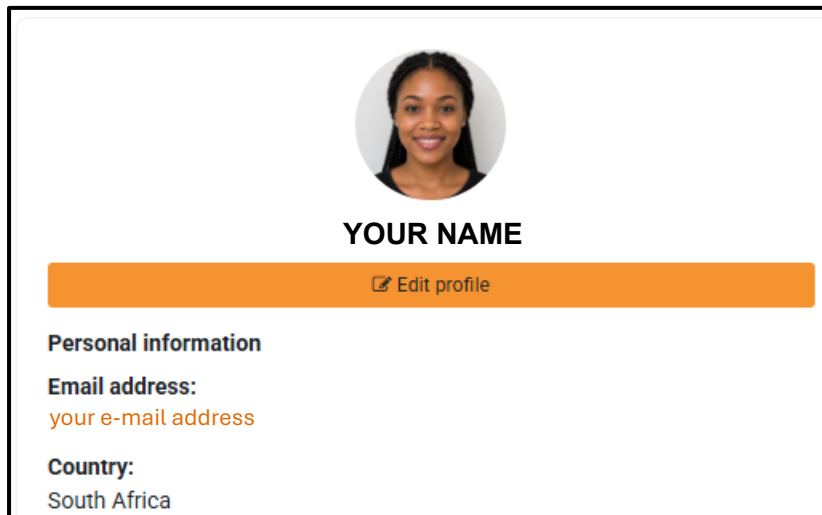
Your photo should now display in the upload box



8. Scroll down towards the bottom of the page and click on the **Update profile** button.



9. Your profile photo will now appear in the Edit profile page as well as in the top-right corner of the window.



You have now successfully uploaded your profile photo to myModules.

4. How to upload your profile photo on myExams

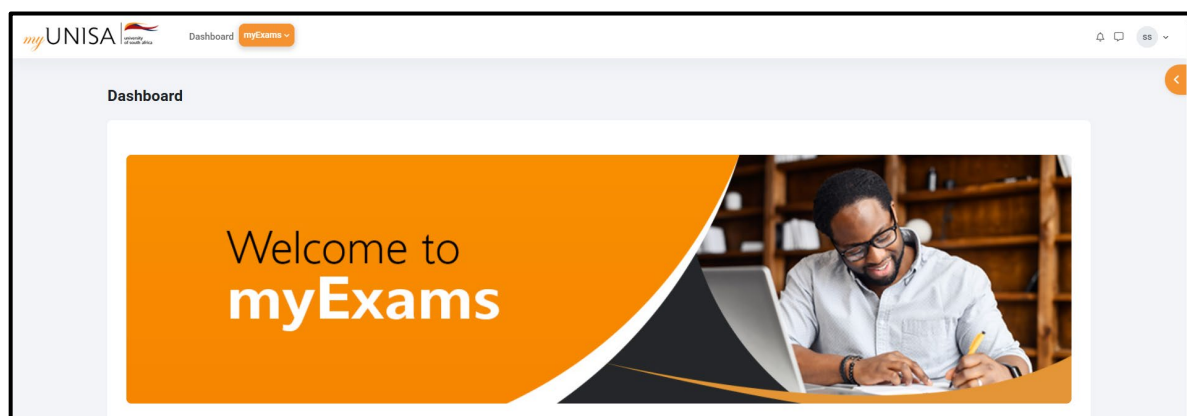
IMPORTANT NOTICE:

Your modules may be offered by different UNISA Colleges.

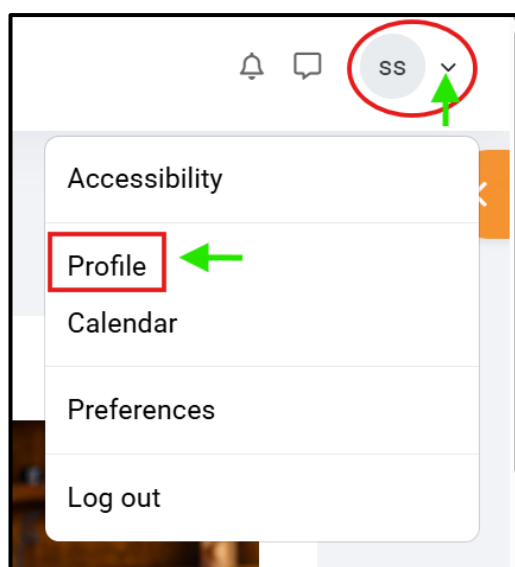
You must upload your profile photo **separately on each College-based exam portal** where you will be writing an examination.

Please ensure that your profile photo is uploaded to **all relevant College exam sites** before the day of your examination.

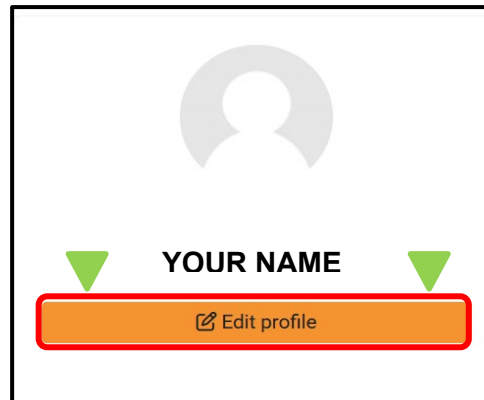
1. Log in to the specific College-based exam portal. The landing page will display.



2. In the **top right corner**, click on the **down arrow** next to your initials' icon and then on the **Profile** option in the dropdown menu.

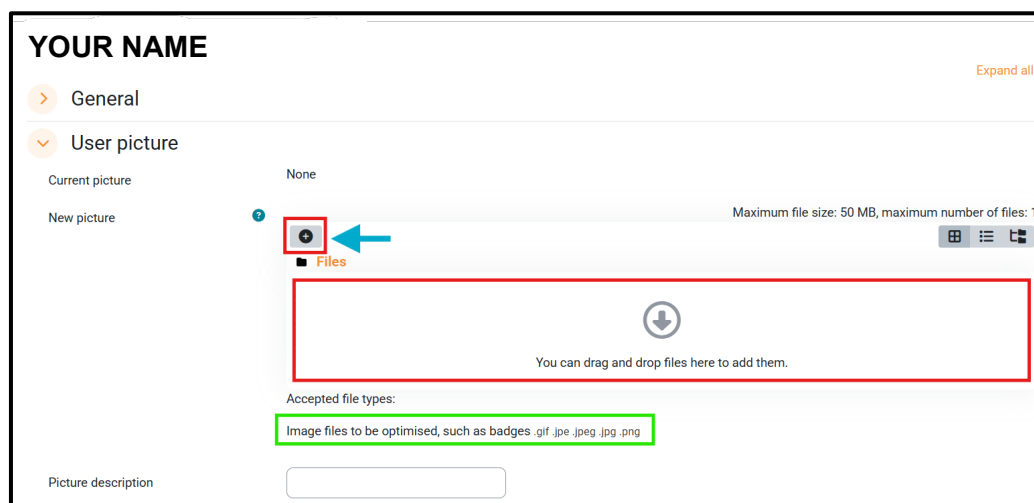


3. On your profile page, click on the **Edit profile** link in the **User details** section.

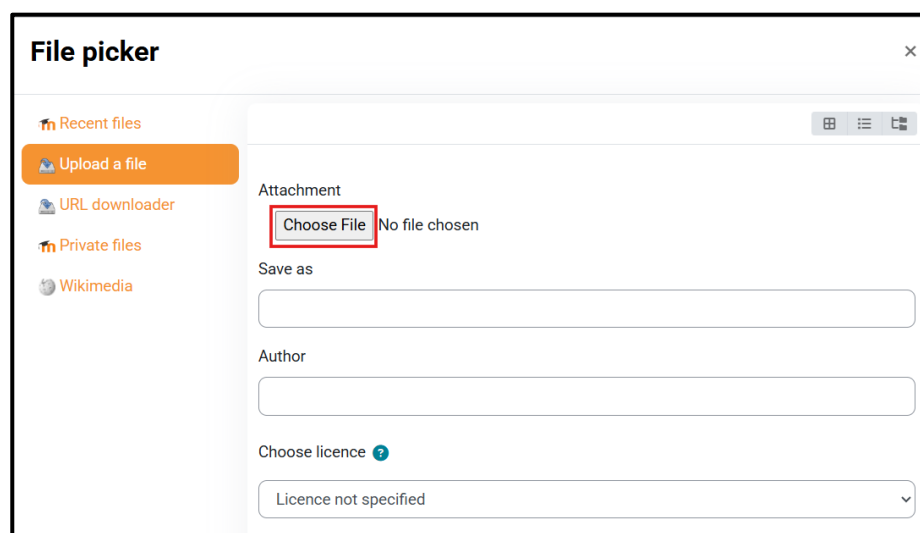


4. In the **User picture** section, upload a file with the **file upload icon** or **drag and drop** a photo in the area provided.

Take note of the Accepted Image File types

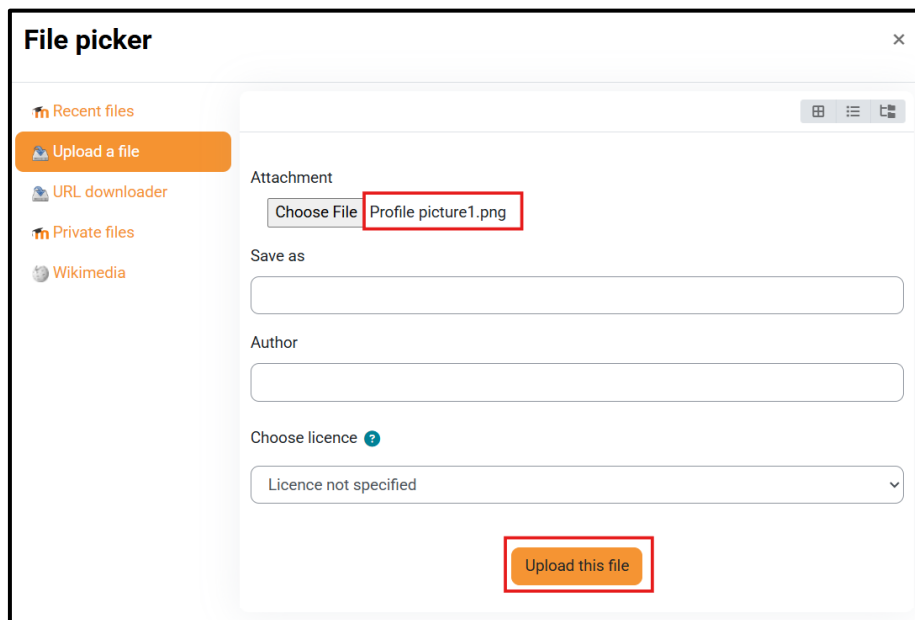


5. If you chose the file upload option on the previous step, click on **Choose File** to select the file from your device.



Once you choose the file, the file name will appear next to **Choose File**.

6. Click on **Upload this file**.



File picker

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

Choose File Profile picture1.png

Save as

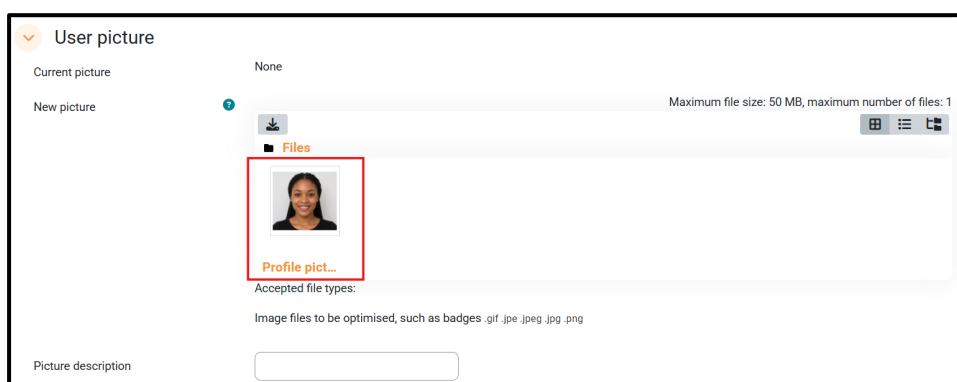
Author

Choose licence ?

Licence not specified

Upload this file

Your photo should now appear in the upload box.



User picture

Current picture

None

New picture

Maximum file size: 50 MB, maximum number of files: 1

Files

Profile pict...

Accepted file types:

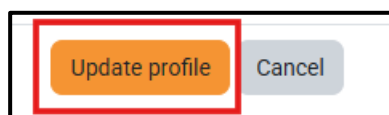
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description

Update profile

Cancel

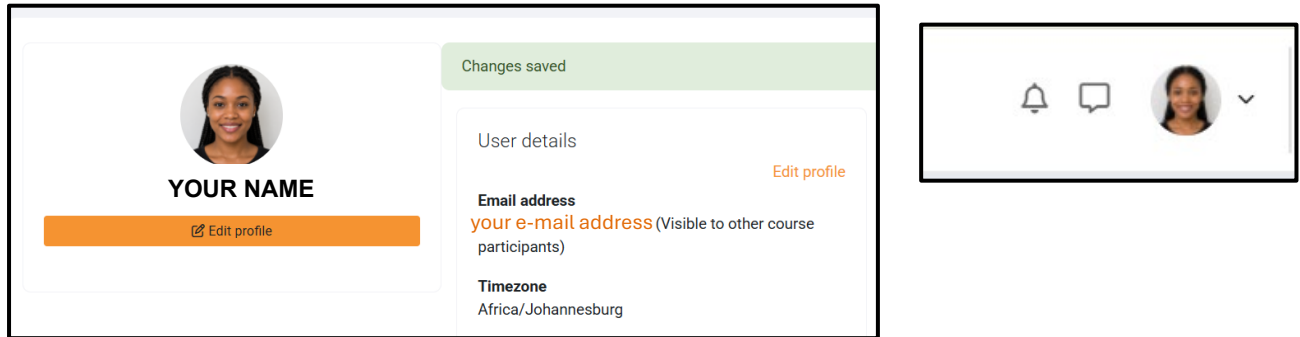
7. Scroll down towards the bottom of the page and click on the **Update profile** button.



Update profile

Cancel

8. Your profile photo will now appear in the edit profile page as well as in the top-right corner of the window.



You have now successfully uploaded your profile photo to myExams.