

## Online examination rules

Students are expected to familiarise themselves with the online examination rules before they commence with their examinations.

Examination sessions commence at the time indicated on the final examination timetable. You are required to adhere strictly to the specified times.

Students are advised to complete the [Course: Basic Skills for Online Exams \(unisa.ac.za\)](https://www.unisa.ac.za) and complete the mock assessment [Course: Mock Exams \(unisa.ac.za\)](https://www.unisa.ac.za)

### i. For file upload/take-home examinations

1. Students must upload their answer scripts in a single PDF file on the official myExams platform (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 also to ensure that the correct answer script file has been uploaded.
4. Students are permitted to resubmit their answer scripts within the stipulated submission duration, should their initial submission be unsatisfactory.
5. Uncollated answer scripts and scripts with an incorrect file format will not be considered.
6. Wrong answer files that are uploaded (ie any file other than the exam answer script) 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 an illegible scanned submission will be the student's final mark. No opportunity for resubmission will be granted.
9. Only the last answer file uploaded within the stipulated submission duration period will be marked.
10. Submissions will only be accepted from registered student accounts.
11. Students who have not utilised invigilation or proctoring tools will be deemed to have transgressed Unisa's examination rules and will have their marks withheld. If a student is found to have been outside the invigilator app for a total of 10 minutes during their examination session, they will be considered to have violated Unisa's examination rules and their marks will be withheld. For examinations which use the IRIS invigilation system, IRIS must be recording throughout the duration of the examination until the submission of the examinations script.

12. Students have 48 hours from the date of their examination to upload their invigilator results from the Invigilator App. Failure to do so will result in students deemed not to have utilised the invigilation or proctoring tools.
13. Students must complete the online declaration of their work when submitting. Students suspected of dishonest conduct during the examinations will be subjected to disciplinary processes. Students may not communicate with any other person or request assistance from any other person during their examinations. Plagiarism is a violation of academic integrity and students who plagiarise, copy from published work or Artificial Intelligence Software (eg ChatGPT) or online sources (eg course material), will be in violation of the Policy on Academic Integrity and the Student Disciplinary Code and may be referred to a disciplinary hearing. Unisa has a zero tolerance for plagiarism and/or any other forms of academic dishonesty.
14. Listening to audio (music) and making use of audio-to-text software is strictly prohibited during your examination session unless such usage of the software is related to a student's assistive device which has been so declared. Failure to do so will be a transgression of Unisa's examination rules and the student's marks will be withheld.
15. Students are provided 30 minutes to submit their answer scripts after the official examination time. Students who experience technical challenges should report the challenges to the SCSC on 080 000 1870 or their College exam support centres (refer to the [Get help during the examinations by contacting the Student Communication Service Centre \[unisa.ac.za\]](#)) within 30 minutes. Queries received after 30 minutes of the official examination duration time will not be responded to. Submissions made after the official examination time will be rejected according to the examination regulations and will not be marked.
16. Non-adherence to the processes for uploading examination responses will not qualify the student for any special concessions or future assessments.
17. Queries that are 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. Non-functioning cameras or web cameras
  - e. Using work computers that block access to the myExams site (employer firewall challenges)
  - f. Unlicensed software (eg license expires during exams)

Postgraduate students experiencing the above challenges are advised to apply for an aegrotat and submit supporting evidence within ten days of the examination session. Students will not be able to apply for an aegrotat for a third examination opportunity.

Postgraduate/undergraduate students experiencing the above challenges in their second examination opportunity will have to reregister for the affected module.

18. Students experiencing technical challenges should contact the SCSC on 080 000 1870 or via e-mail at [Examenquiries@unisa.ac.za](mailto:Examenquiries@unisa.ac.za), or refer to the [Get help during the examinations by contacting the Student Communication Service Centre \(unisa.ac.za\)](#) for the list of additional contact numbers. Only communication received

from your myLife account will be considered.

**ii. MCQ/Quiz examinations**

1. This is a fully online examination.
2. Students are provided with **one** submission opportunity for their MCQ/Quiz examinations. No additional time will be allocated for resubmissions.
3. Students are advised that the examination duration time commences as stipulated on the official examination timetable. Examination duration is limited to the session duration as reflected on the official examination timetable.
4. No additional reading time is provided during MCQ/Quiz examinations.
5. If utilising your cellphone to respond to your MCQ/Quiz examination, update your cellphone operating system before commencing with your exam. Also, clear the cache and cookies memory before starting your exam.
6. **DO** upload your profile picture on the myModules application prior to the commencement of your MCQ/Quiz examination.
7. **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 your behalf without your knowledge. Marks awarded for automatic submissions will be final marks. No additional opportunity for resubmissions will be given.
8. **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 Moodle navigation buttons to move to the next and previous (if allowed) question, and to "Save" and "Submit".
9. The system will automatically save your responses as you click on the next question.
10. Students who have not utilised invigilation or proctoring tools will be deemed to have transgressed Unisa's examination rules and will have their marks withheld. For examinations that use the IRIS invigilation system, IRIS must be recording throughout the duration of the examination until the student makes the final submission of the answers.
11. Students must ensure that the proctoring display window contains their full facial image throughout the duration of the online quiz examination for modules proctored by the Moodle Proctoring tool. Any proctoring images found to be unrecognisable, obscured, faint or not containing a full facial image will be deemed a transgression of Unisa's examination rule, and students' marks will be withheld.
12. Students must complete the online declaration of their work when submitting their work. Students suspected of dishonest conduct during the examinations will be subjected to disciplinary processes. Students may not communicate with other students or request assistance from other students during examinations. Plagiarism

is a violation of academic integrity, and students who plagiarise or copy verbatim from published work will be in violation of the Policy on Academic Integrity and the Student Disciplinary Code and may be referred to a disciplinary hearing. Unisa has a zero tolerance for plagiarism and/or any other forms of academic dishonesty.

13. Listening to audio (music) or making use of audio-to-text software is strictly prohibited during your examination session unless such usage of the software is related to student's assisted devices which have been so declared. Failure to do so will be a transgression of Unisa's examination rules and the student's mark will be withheld.
14. Non-adherence to the processes for submitting MCQ/Quiz responses will not qualify the student for any special concessions or future assessments.
15. Queries that are 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. Non-functioning cameras or web cameras
  - e. Using work computers that block access to myExams site (work firewall challenges)
  - f. Unlicensed software (eg the license expires during exams)

Postgraduate Students experiencing the above challenges are advised to apply for an aegrotat and submit supporting evidence within ten days of the examination session. Students will not be able to apply for an aegrotat for a third examination opportunity.

Postgraduate/undergraduate students who experience the above challenges in their second examination opportunity will have to reregister for the affected module.

16. Students experiencing technical challenges should contact the SCSC on 080 000 1870 or via e-mail at [Examenquiries@unisa.ac.za](mailto:Examenquiries@unisa.ac.za), or refer to the [Get help during the examinations by contacting the Student Communication Service Centre \(unisa.ac.za\)](#) resource for the list of additional contact numbers. Only communication received from your myLife account will be considered.