



# Unisa ONLINE EXAMINATIONS

## STUDENT GUIDE: Randomised MCQ/Paragraph Examination on Online Assessment Tool on myExams



### ESSENTIAL TIPS FOR TAKING AN ONLINE ASSESSMENT

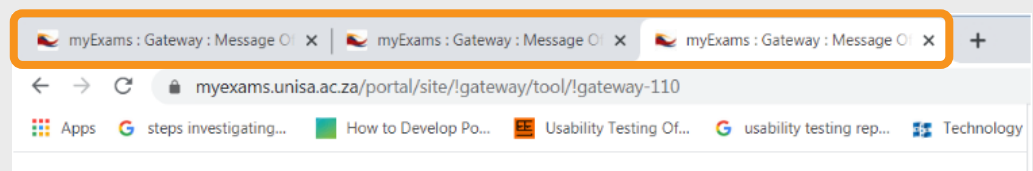
#### USE A SUPPORTED BROWSER

We strongly advise you to use Google Chrome for the best experience on myExams. You can use other mainstream browsers, such as Microsoft Edge, Mozilla Firefox, Safari or Internet Explorer (except Opera Touch) on a laptop or desktop computer. Close all unnecessary applications and processes running on your computer to reduce network interference.



#### DON'T OPEN MULTIPLE BROWSER WINDOWS OR TABS

Don't open more than one browser window or tab to your online exam while taking an exam in myExams. Accessing your exam in multiple browser windows or tabs or being logged into myExams on more than one device (computer and mobile device) at once, could mean that you lose your exam submission answers completely!



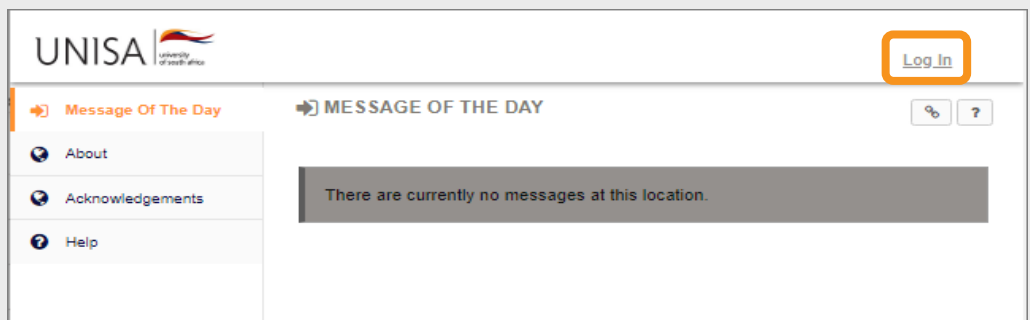
## AVOID USING MOBILE DEVICES

We strongly advise you not to use mobile devices (phone OR tablet) for this type of exam. The myExam system is not designed for mobile devices such as cellphones and tablets. Navigating between screens is more difficult, so if you have to use a cellphone or tablet for your exam, please ensure that you familiarise yourself with the system. Click here for some [essential tips for taking an online assessment in myExams](#).



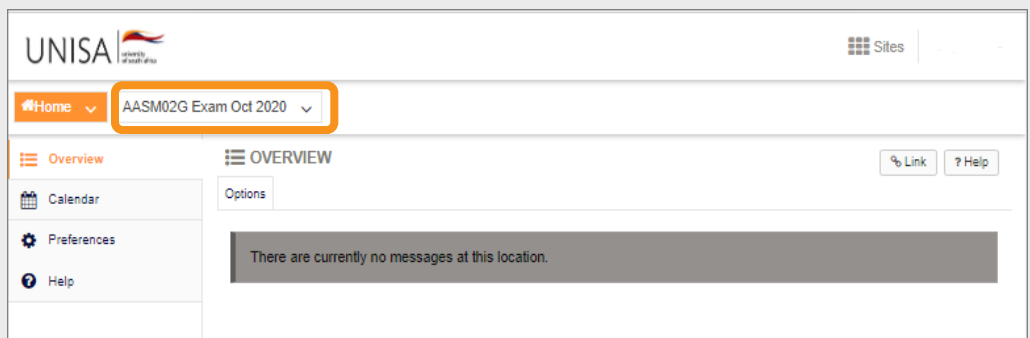
## ACCESS MYEXAMS

The examination will take place on a dedicated platform called myExams. Go to myExams <https://myexams.unisa.ac.za/portal> and login using your myUnisa credentials (your student number and password).

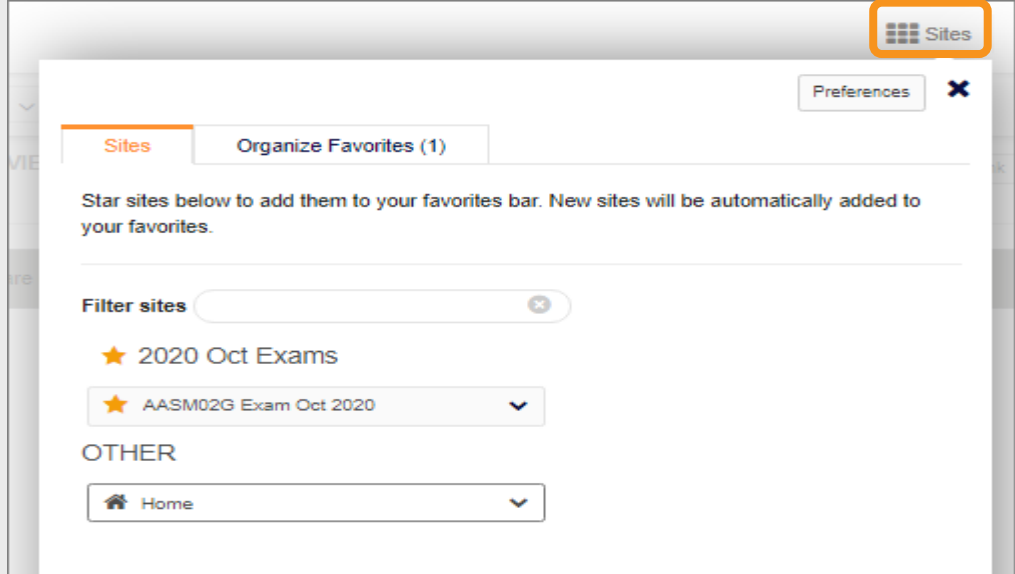


## ACCESS YOUR MODULE EXAMINATION SITE

Click on the name of the specific module examination site through the site tabs on the horizontal navigation bar.



If you do not find the module examination site tab on the horizontal navigation bar, you can also click on **Sites** in the top right-hand corner. A pop-up window will appear. Search for your examination site.



## NO DOWNLOAD OF EXAMINATION QUESTION PAPER REQUIRED.

**NO** downloadable examination question paper will be available. You **DO NOT** need to download an exam question paper. This examination will be available online and takes place on the Online Assessment tool.

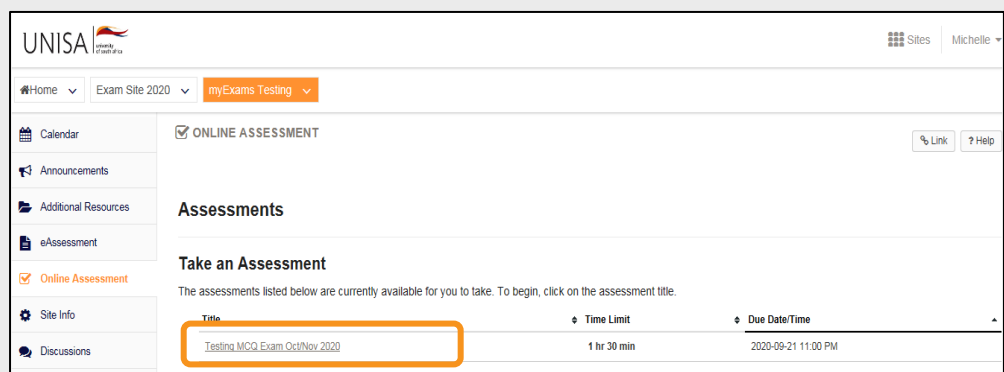


*You need to be online for the full duration of this examination. Questions will be presented to you online and answers may only be submitted online.*



## TAKE ONLINE EXAM

Click on the Online Assessment tool in the left-navigation menu. Once the Online Assessment page has loaded, click on the exam link under the heading “**Take an Assessment**”.



Read the instructions, then click “**Begin Assessment**” to start.

Read the questions and select your answer(s) from the options provided or add text when requested to do so.



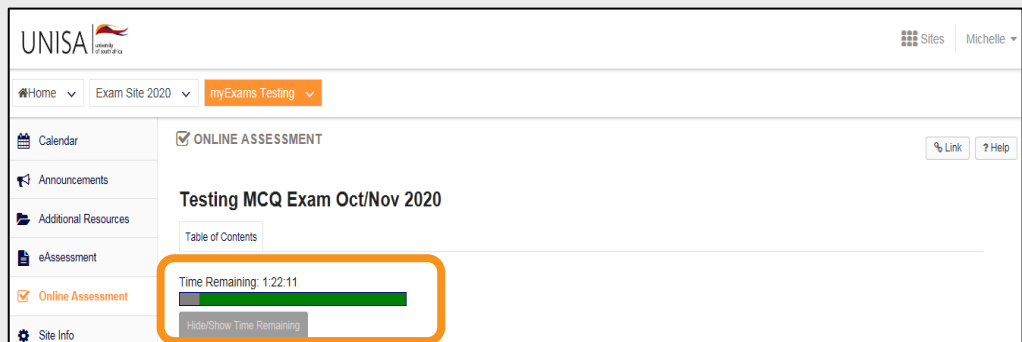
*You **MUST** complete all the questions without leaving the site.*

REMEMBER: Start your second session as soon as possible to ensure you finish and submit on time (i.e. before the examination session ends).



## TIMER

A timer on the Online Assessment tool will assist you to keep track of your progress. The examination will stop when your timer runs out or if the examination session is finished, even if you have not reached the last question. If you log out the exam session for whatever reason, be aware that the timer keeps running while you are out of the exam.



## SAVE YOUR ANSWERS




*Your answers will be saved automatically when you select **Next** and move to the next question.*



## SUBMISSION AND CONFIRMATION

The very last question on the last page will be followed with the option to **submit** all your answers. Select **Submit for Grading** and **wait for the submission confirmation screen** to appear to ensure that your submission was successful. **DO NOT** navigate away from the Online Assessment or close your browser before the confirmation screen appears.

 You are about to submit this assessment for grading.  
Click **Submit for Grading** if you really want to submit for grading.  
Otherwise, click **Previous** to return to the previous screen.

Course Name myExams Testing

Creator 

Assessment Title MCQ Exam Oct/Nov 2020

Submit for Grading

Previous

#### Submission Testing MCQ Exam Oct/Nov 2020

Course Name	myExams Testing
Creator	
Assessment Title	Testing MCQ Exam Oct/Nov 2020
Number of submissions remaining	0 out of 1
Confirmation Number	
Submitted	

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.

Continue



## E-MAIL CONFIRMATION

If you submit the examination successfully, you will receive an e-mail confirmation to your myLife e-mail account.

myExams  
**Notification for assessment ...** 14:12  
The following assessment  
submission was recorded by



## TECHNICAL INTERRUPTIONS

Log out of myExams. **DO NOT** just close the page. Close your internet browser completely (if using a Mac, you'll need to select the **name of the browser** menu, then **Quit**, e.g. select **Safari**, then **Quit Safari**). Open just **one** browser window and log back into myExams. If time allows, return to your exam as quickly as possible and resume where you last stopped. Students who may be affected by load shedding will have to apply for an aegrotat and submit the required evidence.



## LOAD SHEDDING

Log out of myExams. **DO NOT** just close the page. Close your internet browser completely (if using a Mac, you'll need to select the **name of the browser** menu, then **Quit**, e.g. select **Safari**, then **Quit Safari**). Open just **one** browser window and log back into myExams. If time allows, return to your exam as quickly as possible and resume where

you last stopped. Students who may be affected by load shedding will have to apply for an aegrotat and submit the required evidence.

**Define tomorrow.**

**UNISA** |   
university  
of south africa