



Unisa ONLINE EXAMINATIONS

STUDENT GUIDE: Take-Home/Portfolio Exam (File Upload) on eAssessment Tool on myExams



ACCESS MYEXAMS

We recommend that you access your examination 15 minutes before the start of the examination.



Internet connectivity is only required for downloading the exam question paper and uploading your answer file.

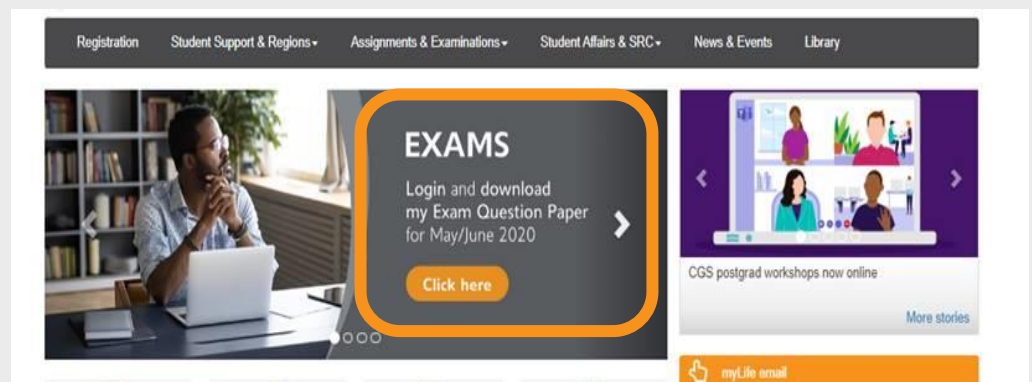


DOWNLOAD THE EXAMINATION QUESTION PAPER

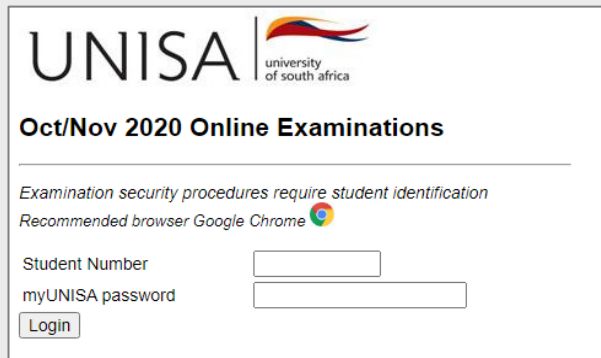
You need to download the examination question paper. You can download the examination question paper from the landing page of myUnisa.

Go to <https://my.unisa.ac.za/portal>

Click on the link as indicated below:



Login with your student number and myUnisa password.



UNISA | university of south africa

Oct/Nov 2020 Online Examinations

Examination security procedures require student identification
Recommended browser Google Chrome

Student Number

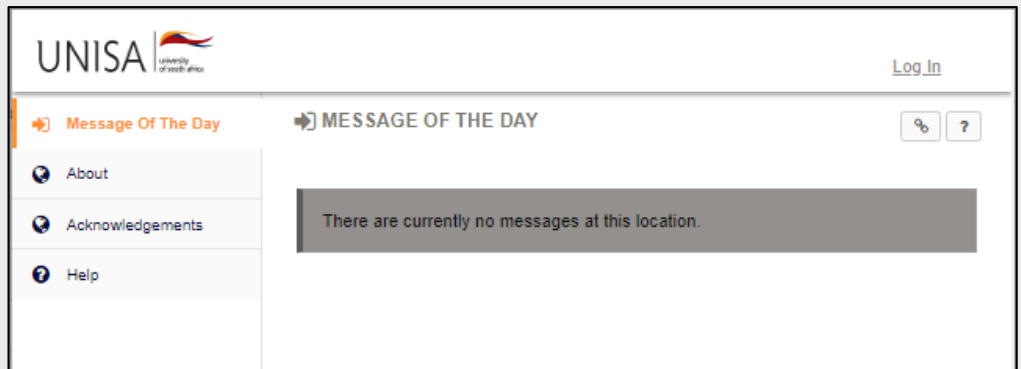
myUNISA password

Login

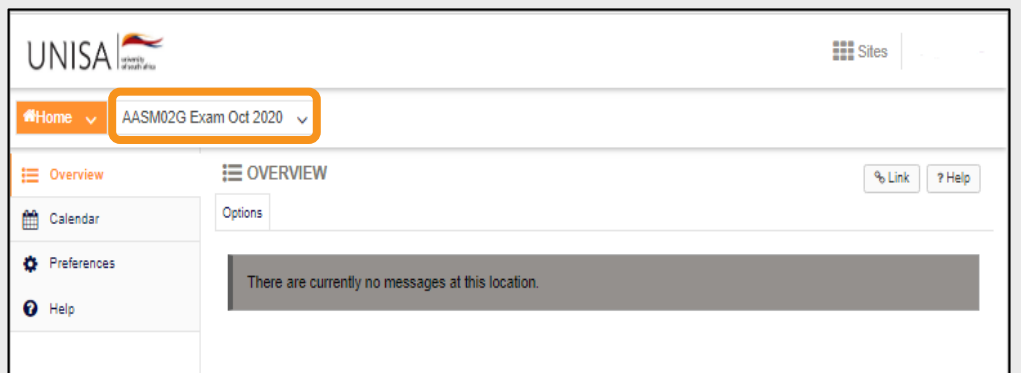
Find your module code and download your exam question paper.

You can also download the exam question paper from your **module examination site** on **myExams**.

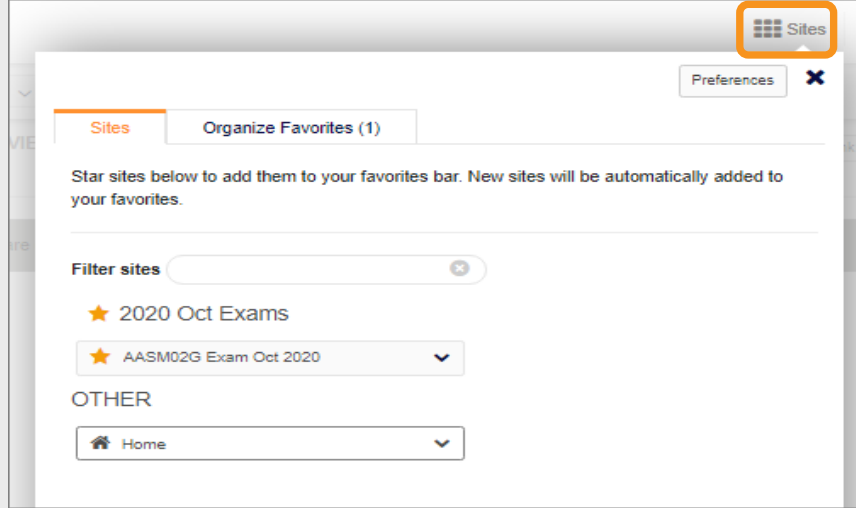
Go to **myExams** <https://myexams.unisa.ac.za/portal> and login with your student number and myUnisa password.



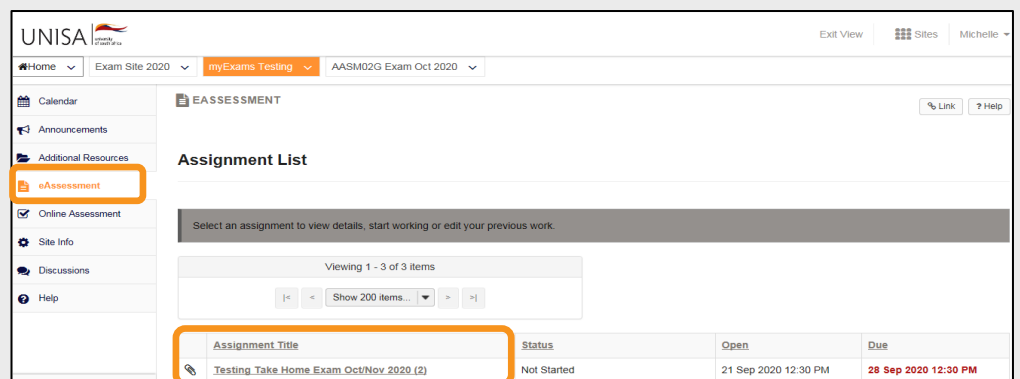
Click on the name of the specific examination site through the **site tabs** on the horizontal navigation bar.



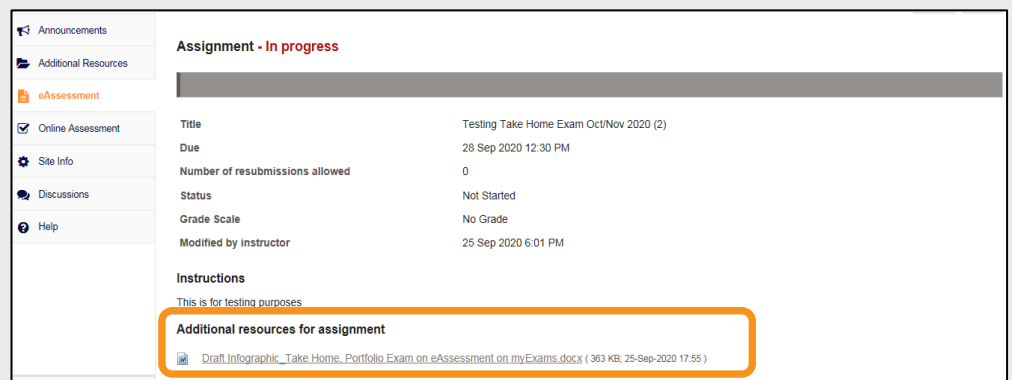
If you do not find the site on the horizontal navigation bar, you can also check on **Sites** in the top right-hand corner. A pop-up window will appear. Search for your examination site.



Click on the **eAssessment tool** in the left-navigation menu. Once the **eAssessment** page has loaded, click on the link under the heading "**Assignment Title**" and download the exam question paper.



A new page will load. Click and download the attached file under the heading "**Additional resources for assignment**".



COMPILE ANSWERS OFFLINE

Once you've downloaded your question paper, you can go offline to read the questions and either type your answers on a laptop/desktop or write your answers on sheets of paper and later convert your answers to PDF for uploading onto myExams. You do **NOT** need to be online for the full duration of this examination. Be mindful of the allocated time.

4

PREPARE ANSWER FILE FOR UPLOADING

TYPED ANSWERS

Answers prepared using Microsoft Word, for example, must be CONVERTED into a single PDF formatted document for uploading onto myExams.



The document/file size must not exceed 20MB.

REMEMBER: [Reduce the file size or compress the PDF to not exceed 20MB.](#)

HANDWRITTEN ANSWERS

Handwritten paper-based answer sheets must be SCANNED and CONVERTED into a single PDF formatted document for uploading onto myExams.



The file size must not exceed 20MB. You will need a mobile device loaded with a scanning application. Follow the instructions on [how to scan and prepare handwritten examination answers for uploading on myUnisa or myExam.](#)

DON'Ts:

- Do not submit answer files that are illegible and unclear.
- Poorly scanned and hard to read answer files will result in a zero mark.
- Guard against incomplete or incorrect conversion to PDF.
- Submission of corrupt files will result in a zero mark.
- Do not password-protect your answer file.
- Convert all pages into a single PDF document.
- Do not load the pages one by one.
- Answer file must not exceed 20MB.

Once your document meets the above criteria, you can now upload the scanned document to myExams.



UPLOAD ANSWER FILE ON MYEXAMS

ACCESS MODULE EXAMINATION SITE

Go to myExams <https://myexams.unisa.ac.za/portal> and login with your myUnisa credentials (your student number and password).

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

Click on the **eAssessment tool** in the left-navigation menu.

Once the **eAssessment** page has loaded, select the assessment for which you want to upload the examination answer file by clicking on the **link** under the heading "Assignment Title".

The screenshot shows the UNISA myExams portal interface. The top navigation bar includes 'Home', 'Exam Site 2020', 'myExams Testing', and 'AASM02G Exam Oct 2020'. The left sidebar contains a menu with 'eAssessment' highlighted in orange. The main content area is titled 'EASSESSMENT' and 'Assignment List'. A message says 'Select an assignment to view details, start working or edit your previous work.' Below this is a table with the following data:

Assignment Title	Status	Open	Due
Testing Take Home Exam Oct/Nov 2020 (2)	Not Started	21 Sep 2020 12:30 PM	28 Sep 2020 12:30 PM

ATTACH/UPLOAD ANSWER FILE

A new page will open. Scroll down to **Submission**.

Make sure that ALL your pages are converted into a single PDF document for uploading.

Under **Attachments**, click on the **Choose File** button to browse for a file on your device.

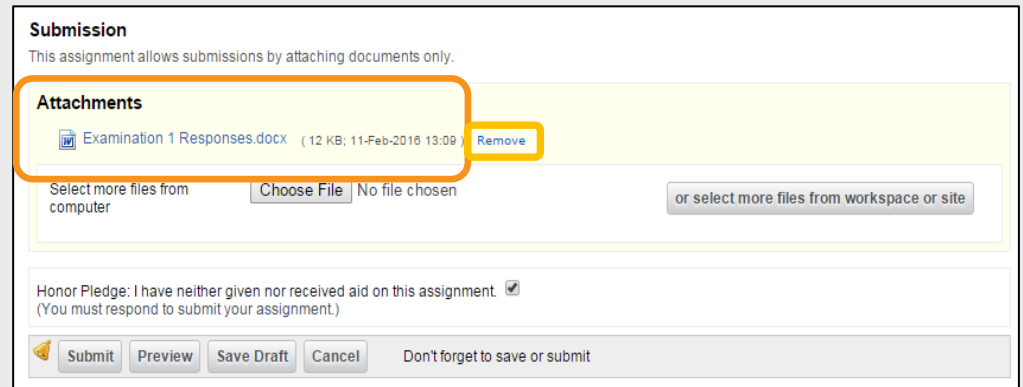
The screenshot shows the 'Submission' page. The 'Attachments' section is highlighted in yellow and contains a 'Choose File' button. Below the attachments section, there is an 'Honor Pledge' checkbox and a 'Submit' button.

Honor Pledge: I have neither given nor received aid on this assignment. (You must respond to submit your assignment.)

Don't forget to save or submit!


Once you have attached your answer file, the name of the file, as well as the file size and upload time stamp will be displayed under **Attachments**.

TIP: You may click **Remove** to remove the attachment if you selected the wrong file.



Submission
This assignment allows submissions by attaching documents only.

Attachments

 Examination 1 Responses.docx (12 KB; 11-Feb-2016 13:09) [Remove](#)

Select more files from computer [Choose File](#) No file chosen [or select more files from workspace or site](#)

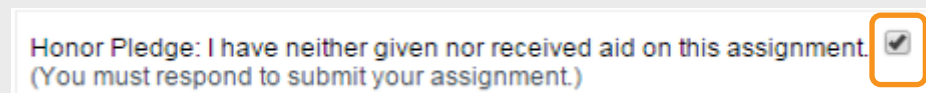
Honor Pledge: I have neither given nor received aid on this assignment.
(You must respond to submit your assignment.)

[Submit](#) [Preview](#) [Save Draft](#) [Cancel](#) Don't forget to save or submit



SELECT THE HONOR PLEDGE?

Remember to click the Honor Pledge before submission if it appears on the screen. You will not be able to submit the assessment if the checkbox is not ticked.



Honor Pledge: I have neither given nor received aid on this assignment.
(You must respond to submit your assignment.)



SUBMIT ANSWER FILE

When you are ready and satisfied that you have the correct answer file, click the **Submit** button to complete your assessment submission.


TIP: If you are not yet ready to submit, click **Preview** to review the submission or **Save Draft** to save your submission and submit it later.



*Be sure to submit before the exam session ends. Click **Cancel** to exit the assessment without saving or submitting.*

Submission
This assignment allows submissions by attaching documents only.

Attachments

 Examination 1 Responses.docx (12 KB; 11-Feb-2016 13:09) [Remove](#)

Select more files from computer No file chosen

Honor Pledge: I have neither given nor received aid on this assignment.
(You must respond to submit your assignment.)

Don't forget to save or submit




CONFIRMATION

Once you have submitted your assessment, you will receive a confirmation message on the screen.

Make a screen copy for your records.

Submission Confirmation

You have successfully submitted your work. You will receive an email confirmation containing this information.

User: [REDACTED]
Class site: ABT1511-15-S1
Assignment title:  Examination 1
Submission ID: [REDACTED]
Submitted on: 11-Feb-2016 13:38
History: [REDACTED]

Your submission included the following:

Submitted Attachments

Examination 1 Responses.docx (12 KB; 11-Feb-2016 13:09)

If you have opted to receive an e-mail notification, you will also receive an e-mail confirmation of your submission to your myLife e-mail account.



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

Unisa examination policies will apply. Those who could not participate in the examination must formally apply for an aegrotat opportunity. This rule will also apply to students who may be affected by load shedding. Since the load shedding schedules are pre-published, you are encouraged to make alternative arrangements where possible; alternatively, you will have to apply for an aegrotat and submit the required evidence.

Define tomorrow.

UNISA | 
university
of south africa