



Unisa ONLINE EXAMINATIONS

STUDENT GUIDE: Take-Home/Portfolio Exam (File Upload) on myUnisa



ACCESS MYUNISA

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

NOTE

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

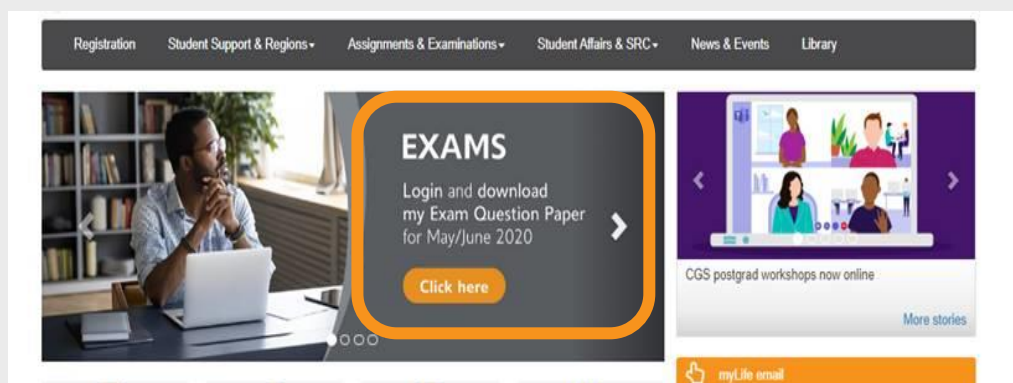


DOWNLOAD THE EXAMINATION QUESTION PAPER

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.

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.



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 myUnisa.



You do NOT need to be online for the full duration of this examination.



PREPARE ANSWER FILE FOR UPLOADING

TYPED ANSWERS

Answers prepared using Microsoft Word, for example, need to be CONVERTED into a single PDF formatted document for uploading onto myUnisa.



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 myUnisa.

NOTE

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

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 upload the scanned document to myUnisa.

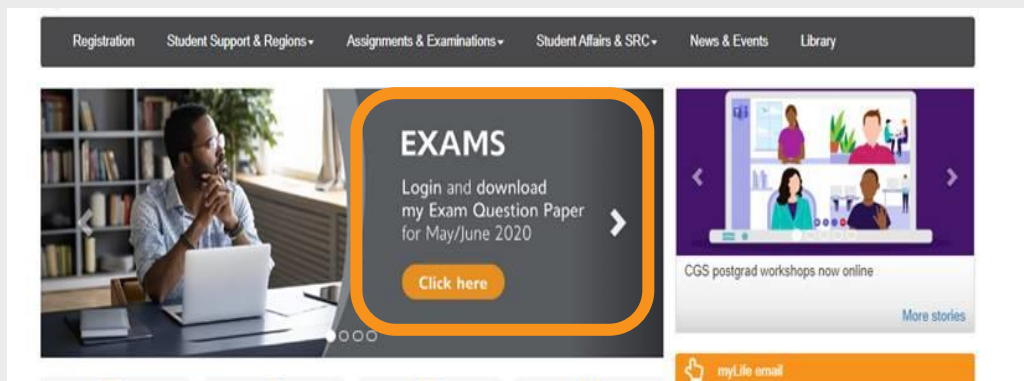


UPLOAD ANSWER FILE ON MYUNISA

ACCESS myUNISA LANDING PAGE (repeat step 2)

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

Click on the link as indicated below:



Login with your student number and myUnisa password.

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Student Number

myUNISA password

Find the module code for which you want to submit a take-home or portfolio answer file.

The link **will only display if the examination session is still open for submissions.**

Click on the link to **submit your answer file.**

Oct/Nov 2020 Online Examination	
module	session
AASM02G	submission closed 2020-10 -28 16:15 (SAST)
AASM01F	>>submit answer file time left 11 min 2 sec file-received
AASM03H	opens in 3 days

A new screen will open that will guide you through the **steps to upload your answer file.**

Submission of Assessment File for Student: 12345678

Step 1 of 3: Load assessment file from your device to myUnisa

Module Code : AASM01F, Assessment no.: 82

Please supply the following information:

E-mail Address

File Name Browse...

File Format

Notes:

- To prevent delays in marking your assessment, read the FAQs for correct formatting guidelines.
- File size should preferably be limited to 2 MB for faster upload.
- Larger files must preferably be zipped. See the FAQs for zip instructions.

Please note there is a file size limit imposed on submissions : 10 MB. Files larger than this will not be accepted.

Be patient! The uploading of your assessment could take several minutes, depending on the size of your file and the speed of your Internet connection. This will take about the same time as downloading a file of the same size.



SELECT THE HONESTY DECLARATION

Read the Honesty Declaration statement. If you agree, type **I AGREE** in the text box.



*You cannot continue with the submission process if you do not complete the requirements of the declaration. Then click on the **Continue** button.*

Honesty Declaration

"I understand that this assessment must be my own work and that I will face disciplinary action if I am found guilty of any form of dishonesty in this assessment."

Type **I AGREE** in the text box if you read the statement above and agree to it



VERIFY FILE DETAILS

Use this step to verify that you are uploading the correct answer file to the correct course and assessment number.

- Click on the **Continue** button to submit your answer file. If you do not click on Continue, no submission action will take place.
- Large files will take longer to upload than smaller files. Please be patient after you've clicked Continue.
- If the wrong details, such as the file name, appear on the screen, click **Back** to restart the file upload process.

Here is your final chance to check that you
Click on the Back button to edit your input

If the details are correct, click on the "Continue"

Step 2 of 3: Verify the file details for final

Student Number:

Your eMail:

Course: AASM01F

Academic Year: 2020

Semester: 1

Assessment Number: 80

Original File Name: AASM01F.PDF

UNISA File Name: 12345678_examfile.PDF

File Size: 193 KBytes (0.19 MB)

Upload Time: 00:00:26.0469349 seconds

Upload Speed: 7.4 KB/s



SUBMISSION REPORT

This is your **proof that your take-home/portfolio answer file was submitted.**

It is advisable to **print this page or make a screen capture for your record purposes.** A copy of this page will also be e-mailed to your myLife e-mail account.



TECHNICAL INTERRUPTIONS

Log out of myUnisa. **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 myUnisa. If time allows, return to your exam as quickly as possible and resume where you last stopped.



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.

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university
of south africa