



## 3.C ASSIGNMENTS CONTINUED >>>

### Computer Science students

Submit programs or program output in either a text (ASCII) file or a Word processor file. Only submit one file per assignment - you may have to combine different files into one document. You can create a single PDF document that combines different source files. We suggest using a fixed width font (eg Arial), so that your documents are more readable and the indentation remains correct. Converting your document to PDF will ensure that your file presentation remains exactly as you intended. Refer to your tutorial letters for the submission formats of assignments on myUnisa.

### Tips for completing assignments

#### Completing your assignments successfully involves

- reading the assignment questions
- collecting the facts
- compiling a structured response using study guides, prescribed books, readings, discussions and the internet
- using headings and subheadings

Please ensure that you submit your assignments 72 hours before the due date as stipulated in your Tutorial Letters 101.

#### Assignments should include

- an introduction
- a main heading
- a summary of the key facts
- proper referencing, including a bibliography

Leave a space in the margin for comments. Remember to keep copies of all your assignments.

### How should I submit my assignments?

#### Assignments may be

- submitted via myUnisa (online)
- posted to Unisa (not recommended)
- submitted via courier (there is no charge if the assignment is submitted in an official Unisa envelope at the service point of the university's official couriers - visit [www.unisa.ac.za/assignments](http://www.unisa.ac.za/assignments) for more information)
- submitted via Unisa's mobile MCQ app (multiple-choice assignments only)

Please follow these guidelines. If you don't, you run the risk of your assignment being returned to you unmarked. Your list of assignments per module will be updated on myUnisa. It's your responsibility to ensure that your assignments are received by Unisa 72 hours before the closing date.

To enquire whether Unisa has received your assignment, go to myUnisa or send an e-mail to [assign@unisa.ac.za](mailto:assign@unisa.ac.za) (include your student number in the subject line). Please note that this e-mail address is only for assignment-related enquiries. Do not submit assignments via this e-mail address.

Submitting via myUnisa is fast and reliable. It's also the easiest method. Simply follow the instructions onscreen. We recommend that you submit assignments via myUnisa, if at all possible, and not via the post.

We recommend that you type your assignments on a computer, print them to PDF and submit them online via myUnisa.

You will receive a status message and a reference number confirming that your assignment has been successfully submitted. You may only submit one file per assignment on myUnisa. Zip files are only accepted in some circumstances, so please follow the instructions provided in your tutorial letters.

Please also ensure that your PDF assignments are not encrypted to a "secured" mode, as your lecturers will not be able to mark them electronically.

## Submitting assignments via myUnisa

Please read the instructions on the assignment submission page before you submit your assignment. Use a file format that can be uploaded to myUnisa. These formats are listed in the "File format" drop-down list on the submission screen. A PDF file is the preferred option (formatting and layout is retained). Please do not submit assignments in write protected/read only PDF formats. Use only the Adobe PDF format.

Navigate to the assignments tool on myUnisa to start the process. When you click "Continue", your assignment will be uploaded to the Unisa network. This may take several minutes, depending on the size of your file and the speed of your internet connection. Once the assignment is received, its details will be displayed on your screen for final checking.

Ensure that your answers to multiple-choice questions are ready before connecting to the internet. It will cost you money to work out answers while online. Check for mistakes before submitting an assignment.

**Don't wait until the closing date!**



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Try to submit your assignments at least 3 working days before the due date, as you may experience unforeseen problems (eg your internet connection is down) on the day you want to submit your assignment.

Don't submit the same assignment via two separate channels (eg myUnisa and the post). Any documents/assignments uploaded to myUnisa must be virus free. If you repeatedly submit documents with viruses, you may lose the right to use myUnisa.

Assignments of modules offered fully online must be submitted online. Hard copy assignments submitted for online modules will be returned to the student unmarked.

Assignments submitted via myUnisa, which are marked onscreen (except multiple-choice assignments, blogs, portfolios and discussion forums) will be available for viewing on myUnisa. Notification of the marked assignment (together with a link) will be sent to your myLife e-mail account. Download your marked assignment, so that you have access to it even when you are offline. Unisa's Assignment Division will not accept requests to cancel assignments via myUnisa. It is your responsibility to ensure that the content of your assignment is correct when you submit it via myUnisa. Please note that your lecturers will not re-mark an assignment if you submitted the incorrect version.

## Assignment boxes

If you live near the Muckleneuk or Science Campuses, or near a Unisa regional office, and prefer to deliver your completed assignments personally, you may post your assignments in the assignment boxes at these campuses, preferably two days prior to the assignment due date. Please DO NOT post envelopes containing money in any of the assignment boxes.

Unisa does everything possible to ensure that assignments reach us safely, but the university cannot take responsibility for the loss of assignments as a result of fire or theft.

Assignments posted to Unisa must be in the envelopes supplied to you when you registered. With the exception of weekends and public holidays, the assignment boxes are emptied daily by Unisa staff. The collection time is approximately 07:00.

If you submit an assignment via an assignment box and do not receive a confirmation SMS from Unisa within 7 days of submitting the assignment, please contact the Assignment Division.

For more information about the location of additional assignment boxes and the courier submission points, please visit [www.unisa.ac.za/assignments](http://www.unisa.ac.za/assignments) and click on the "General information about assignment submission" link.



## Submitting written/typed assignments by post or courier

- Attach an assignment cover page with your name, cellphone number and postal address, student number, module code, assignment number and unique assignment number.
- Number each page.
- Staple each assignment (excluding MCQ assignments) into an assignment cover (check the page order).
- Post each assignment in an individual Unisa C4-sized assignment envelope (extra postage is required for C4-sized envelopes).
- Include your module code, assignment number and student number on each page.

Due to delays at the South African Post Office, we advise you to submit assignments via myUnisa (online), by courier or at a Unisa regional office.

### The following must be on the back of your assignment envelope:

- Student number, name, surname and cellphone number
- Module code and assignment number
- Return postal address
- A barcode

### Please note:

No assignments may be posted or e-mailed directly to lecturers or academic departments. Unisa will not accept assignments or portfolios submitted via e-mail or fax. Please don't submit different sections of the same assignment separately.

The assignment due date is the date on which the university must receive your assignment. You can, of course, submit your assignment before the due date, but it may not be marked before the due date. You will receive an SMS when your hard copy assignment is received at Unisa and captured on our systems.

Do not submit empty envelopes to Unisa in the hope that you get exam admission. Make sure you submit a legitimate assignment document.

Portfolio or practical marks for non-venue based modules will be released with the final exam results.

## Assignment results

Assignment results can be viewed on myUnisa:  
<https://my.unisa.ac.za>

You will also receive an SMS with your assignment result as soon as the result becomes available.

A photograph of a white mailbox with a silver handle and a keyhole. A red circular graphic is overlaid on the bottom left of the image.

Assignment  
Box

A photograph of a person in a red polo shirt holding a cardboard box. A red circular graphic is overlaid on the bottom right of the image.

Post  
or  
Courier