

MEMO

TO: CTA Level 1 and Level 2 students

FROM: College of Accounting Sciences

DATE: 18 March 2020

SUBJECT: Test 1: Non-venue-based assessment

Dear student

As you are aware, the South African Government, in response to the rapid spread of the Covid-19 virus has announced drastic measures to help the country respond to the pandemic. These measures include the prohibition of the gathering of more than 100 persons. In line with this directive, the CTA Test 1 scheduled for 24th March 2020 will now continue as a non-venue-based assessment via the myUnisa portal.

Student's attention is drawn to the following:

1. Only students who are fully registered will have access to the myUnisa portal. Students with temporary registration will not be able to access the portal.



2. A step by step guide of accessing the myUnisa platform is found on <https://www.unisa.ac.za/static/myunisa/Content/Announcements/Documents/Claim-myUnisa-myLife-2017.pdf> or



Claim-myUnisa-myLif
e-2017.pdf

3. Students will be able to access their test through myUnisa under additional resources or mylife email address. All test papers will be released in the morning of 24 March 2020.

Students are advised to write each paper within the allocated time slots.

4. Once the test is completed, the student will upload their response on myUnisa/myModules/Assessment info by clicking the submit button.
5. Students will be allowed to provide typed or handwritten responses.

If student's responses are:

- 5.1 handwritten, students must scan their pages; OR take photos of their pages, select photos and email to self, collate photos into a word document and convert into "pdf" format; OR
 - 5.2 If typed on word document, student must save their word document in "pdf" format.
6. Responses must be uploaded on the myUnisa platform by clicking "submit" for the module the test was written.
 7. It is important to note that Test 1 will start at 08h30 on 24th March 2020 and submission for all test papers must be done before 17h15 on this day.



8. This is a limited open book assessment and you are only allowed to use permitted material.
9. Students will be expected to sign ethical declaration for own work on the day of the assessment which should be uploaded along with submissions. Failure do so, will result in your script not being marked.
10. We seriously caution students against plagiarizing, cheating and any other form of unethical practice. A student who is suspected of wrongdoing will be subject to the students' disciplinary code.

As an ODeL institution we acknowledge that the CTA is a challenging journey which requires continuous assessments. We trust that you will embrace the decided upon alternative form of assessment which aims to provide a yardstick of expected competencies. Results thereof will assist in identifying gaps to work on to improve in the next assessments and consequently contribute to a successful completion of CTA.

In order to prepare for the non-venue based assessment, the student must:

1. Ensure that you are fully registered in order to access the myUnisa and mylife accounts via a computer or other communication mediums.
2. Have sufficient data that will allow them internet access to download and upload the assessment material. Normal myUnisa reverse data billing will apply.
3. Have access to a scanning facility or smartphone to take photos of your responses.



The University will conduct a trial run as a training mechanism to familiarize students with the online assessment processes. Detailed guidelines will be uploaded on myUnisa this Friday, 20th March 2020. It is important that students thoroughly go through these guidelines and the trial run before the assessment date.

You are reminded that tests time slots will remain the same as indicated in your study material. The total time (75 minutes) allocated for the collection of scripts in a venue-based environment will cover administration issues associated with this form of assessment.

Contact myUnisaHelp@unisa.ac.za for assistance with the myUnisa login, adding only your student number and “CTA Online Exam 24 March 2020” in the subject line.

