



Unisa ONLINE EXAMINATIONS

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



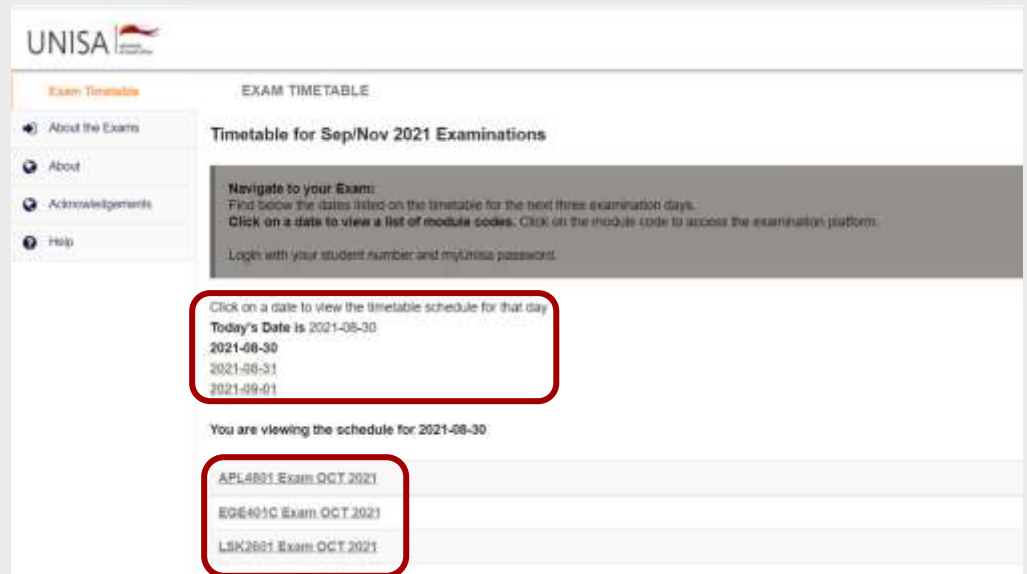
EXAMS

Go to myExams to Login and access your examination for Sep-Nov 2021

[Click here](#)

Alternately,

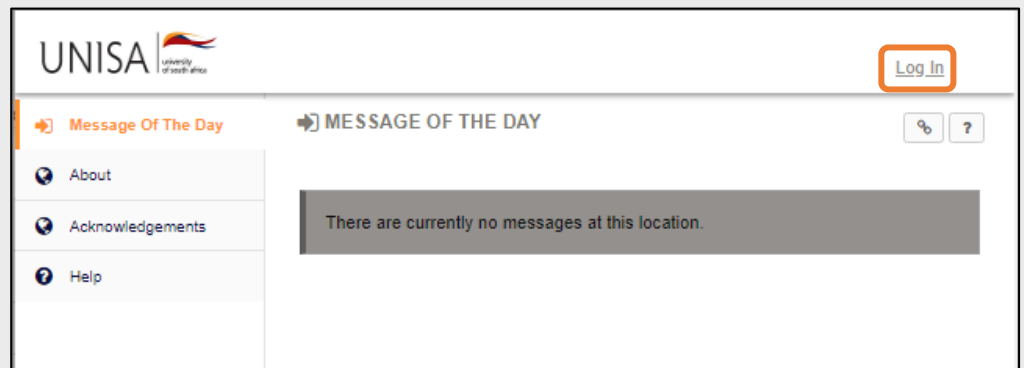
Go directly to the myExams <https://myexams.unisa.ac.za/portal> to access your examination



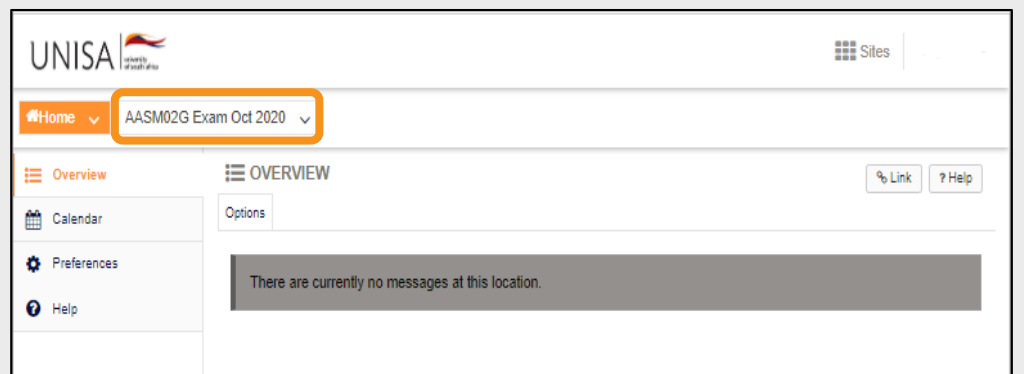
Find your exam date. Click on the date to view a list of module codes scheduled for that day.

Click on the module code (applicable to you).

Login with your student number and myUnisa password.

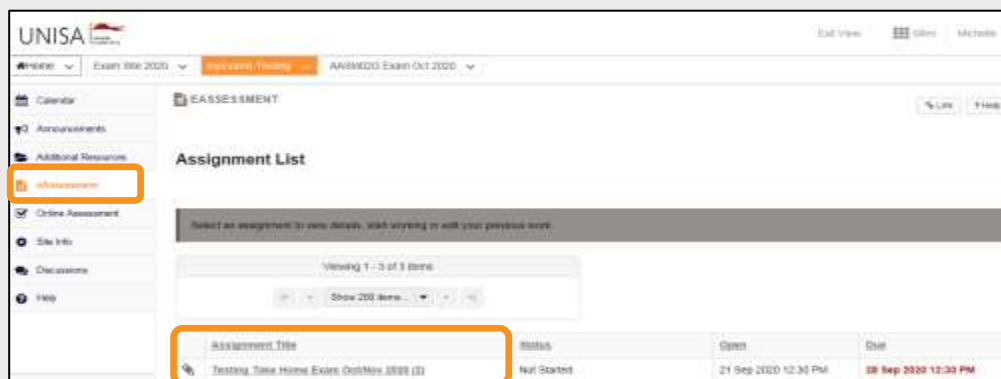


Click on the name of the module examination site through the **site tabs on the horizontal navigation bar**.



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

Once the **eAssessment** page has loaded, 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 view questions and either type answers on laptop/desktop or write answers on sheets of paper and later convert 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.



PREPARE ANSWER FILE FOR UPLOADING

TYPED ANSWERS

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



The document/file size must not exceed 20MB.

TIPS: [How to reduce the file size or compress a PDF](#)

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 Instructions for [How to Scan & 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 are 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 i.e. 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**.

UNISA

Exam Site: 2020 | Site: East London | Assessment: AAWM202 Exam Oct/Nov 2020

Calendar | Announcements | Additional Resources | **Assessments** | Online Assessment | Site Info | Decisions | Help

ASSESSMENT

Assignment List

Select an assignment to view details, start working on it with your previous work.

Viewing 1 - 3 of 3 items

Show 200 items

Assignment Title	Status	Open	Due
Testing Take Home Exam Oct/Nov 2020 (3)	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 all your ALL your pages are converted into a single PDF document for uploading.

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

Submission

Attachments

No attachments yet

Select a file from computer | **Choose File** | No file chosen | or select 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!

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

Examinación 1 Respuestas.docx (12 KB, 11-Feb-2019 15:08) **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 on time, before exam session ends. Click **Cancel** to exit the assessment without saving or submitting.

The screenshot shows a submission interface. At the top, it says "Submission" and "This assignment allows submissions by attaching documents only." Below this is the "Attachments" section, which is highlighted with an orange box. It contains a file named "Examination 1 Responses.docx" (12 KB, 11-Feb-2016 13:09) with a "Remove" link. Below the attachments, there are buttons for "Choose File" (No file chosen) and "or select more files from workspace or site". At the bottom, there is a checkbox for the Honor Pledge, which is checked, and a row of buttons: "Submit", "Preview", "Save Draft", "Cancel", and "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)

[Back to list](#)

In addition, if you have opted to receive an email notification, you will also receive an email confirmation of your submission.



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; else, you will have to apply for an aegrotat and submit the required evidence.



TECHNICAL OR NETWORK ISSUES

Unisa does not accept responsibility for technical or network challenges relating to a student's internet access. This onus is on the student to take the matter up with his/her respective Internet Service Providers.

Define tomorrow.

