Amendment 1.2 COVID-19 EMS ASSESSMENT IMPLEMENTATION Semester 2: 2020 16 September 2020

The most important changes to this document is:

1. *The higher of A2 or A3 will be used in the formula for semester 2 modules (not if both are needed to obtain a valid final mark), thus*

2. *The weights of A2 and A3 must be the same for semester 2 modules.*

3. *Please communicate the changes to the weights to students via SUNLearn in an updated module framework (if applicable).*

4. *Addition of Addendum B (email of 16 September 2020)*

Given the impact of Covid-19 on our ability to implement the Undergraduate flexible assessment regulation unchanged, the assessment task team (with the input of the chairs/directors) formulated the following to guide flexible assessment for the remainder of the year. This guide was updated on 16 September 2020 due to load shedding during A1/A1S2.

A. Institutional decisions (Executive Committee (Senate))

1. Academic calendar 2020

    Semester 2:

    Quarter 3: 27 July – 11 September (7 weeks)

    Recess: 14 – 18 September

    Quarter 4: 21 September – 30 October (6 weeks)

    A2: 3 – 25 November

    A3: 26 – 12 December

2. Undergraduate teaching and assessments shall remain online and, in some modules, face-to-face. Most of the students returning will sit for invigilated assessments to meet the assessment criteria of professional bodies. **A list of modules that return for face-to-face A2 and A3 opportunities are available here (EMS did not make any changes to this list as it was communicated previously).**

3. For face-to-face modules: Students who are invited to return to campus are encouraged to do so. In these modules, lecturers will focus their attention on face-to-face teaching and learning. The online environment will continue to offer the basic material as far as practicable for students who cannot attend face-to-face lectures, however it would not be possible to replicate the full face-to-face teaching online as well.

4. Semester 1 A4's will be scheduled for January 2021 for all students who did not pass one or more first semester modules. Arrangements for A4 assessments are available **here.**

5. The prerequisites for all modules where Semester 1 modules are required for admission to Semester 2 modules are waived, to allow students to continue in Semester 2.

6. All SU students who were registered in 2020 will be automatically readmitted for the 2021 academic year notwithstanding insufficient academic performance in 2020.
7. As with the first semester, changes to second semester and year modules (credits; outcomes; assessments) was tabled at the APC and Senate prior to the commencement of the second semester.
8. All other decisions and regulations about changes to assessment practices and procedures (scheduling, weightings, etc.) which are not specified in the Faculty specific sections of the SU Yearbook are devolved to Faculties (Deans, with their executive faculty committees).
9. If modules were presented in parallel medium and the learning material was already available in Afrikaans and English prior to going online, please upload both Afrikaans and English versions of this learning material. New additional material uploaded to SUNLearn to aid online learning, for example a video or additional notes to explain a difficult concept, can be in English only. Please make use of the services of the Language Centre to for example prepare Afrikaans text to accompany the new material where practicably possible.

B.   General

1. The principles of effective assessment remain the guardrail for any decisions made.
2. **Academics should continue to make use of the resources and recordings of webinars available on the Lecturer Support for Teaching Online SUNLearn page. The EMS Teaching and Learning Resources SUNLearn page also has a space dedicated to resources needed during ERT (emergency remote teaching).**
3. Postgraduate modules are excluded from the undergraduate flexible assessment regulation; however, they must also adhere to the institutional regulations and decisions communicated regarding Covid-19 and the continuation of research and teaching.
4. Module frameworks: Semester 2 module frameworks were uploaded as per normal practice. The weights of the assessments should be indicated in the module framework.
5. **Valid assessments:** Please remember that students must still complete the necessary number of main assessments for a valid pass mark (Semester modules = two; Year modules = three). A4 is regarded as a main assessment.
6. **Moderation**: Only internal moderation is necessary for Undergraduate modules taking place in 2020, except where external governing bodies require external moderation.
7. **Test timetable**: A timetable with staggered times for online assessment has been made available.
8. **Class timetable**: Please schedule all synchronous activities e.g. Microsoft Teams Q&A in your timetable slot. In the second semester we hope to use some more synchronous activities given that the students have not had the opportunity to meet the lecturers. We propose at least one such session per week and to post a recording of this session. Lecturers could also consider making a short welcoming video to introduce themselves to the students.
9. **Online tutors/module-mentors**: Environments could make use of their current tutors or student assistants for online student support where feasible (within the parameters of the flexible assessment regulation and as approved by the chair/director of the environment). Institutional guidelines for the use of tutors are specified together with compulsory training to be completed as in the first semester. The faculty module-mentor programme will continue online.

10. **Formative assessments:** The formative assessments (FAF) must provide students with opportunities to practise online assessment procedures that will be in place for A2 and A3. E.g. upload of photos; PDF's etc.
11. The hours during which each lecturer will be available to students synchronously (in real-time) must be communicated to students.
12. All staff must include discussion or chat forums (for questions and answers / discussion / clarification by fellow class members) on the SUNLearn platform.
13. Students must have a very clear understanding of what they must do, by when and whether it contributes to a final mark or not. The SUNLearn template could assist you in this regard.
14. A master-list of all available how-to guides is updated continuously.

C.   Rules for the upload of assessments

1.   SENATE DECISIONS ON UPLOAD TIME and QUIZ TIME: 5 June 2020

An additional thirty-minute submission time will be available after an assessment's writing time has expired, ear-marked for uploading the assignment-type questions consisting of multiple pages irrespective of subjecting it to Turnitin.

The answering of short questions of the essay-type in a quiz, where students have a choice to either type the answer on a keyboard/MathType or to upload a hand-written version of that short question, no extra submission time is required for the quiz. This is subject to allowing students sufficient time in the quiz for either the typing of the short answer or the uploading of the short answer. The moderation of the quiz should give adequate attention to ensuring that the writing time allocation for the quiz (with no additional submission time) is fair when answering a quiz consisting of a variety of question types.

2.   EMAIL FOR EMERGENCY SUBMISSION DURING THE 30 MINUTES UPLOAD TIME for MAIN ASSESSMENTS [A1, A2, A3]

To further assist students that cannot upload an assessment due to a SUNLearn system error, submitEMS@sun.ac.za was created.   See Appendix A for the rules and guidelines.

D.   Undergraduate assessments: weights and formulas

Second Semester modules:

To mitigate the impact of load shedding and unsuccessful uploads of assessments, the following will be implemented for Semester 2 modules:

1.   **All students have access to both A2 and A3.** If the student chooses to complete both A2 and A3, the higher of A2/A3 will be used to determine the final mark. In this case the formula will look as follows:

$$FM = \left(\frac{\text{weight of A1}}{w_{sum}} \times A1 \text{ mark}\right) + \left(\frac{\text{weight of FAS}}{w_{sum}} \times FAS \text{ mark}\right) + \left(\frac{\text{weight of A2/A3}}{w_{sum}} \times \text{higher of A2 or A3 mark}\right)$$

Note: w_{sum} = 100

Note that the student must still complete at least two main assessment opportunities to obtain a valid final mark.
This necessitates that the weight of A2 and A3 must be the same. If necessary, lecturers must make this adjustment in the weights of the module and communicate any changes with students and upload updated module frameworks to SUNLearn.

The EMS Undergraduate Assessment Regulation (amended December 2019) is still used as guiding document for all undergraduate assessment, with this document as amendment.

For further information about non-submissions and partial submissions see **APPENDIX B.**

Year modules:

The three scenarios in <u>Covid-19 Version 1.4</u>, remains for the rest of the year. These scenarios are repeated here with some added clarifications:

1. Students that completed A1S1 before/on 16 March. These students have an A1S1 mark (and possibly FAS) and they will be allowed to complete **A2S2** and A3S2. If students choose to complete both **A2S2** and **A3S2**, both will be used to determine the final mark. The student will be awarded the determined final mark, i.e. if the final mark after A2S2 was less than 50, the final mark after A3S2 is not limited to 50.

    Clarification: If a student chooses to complete both A2S2 and A3S2 the **final mark** after A3S2 cannot be lower than the final mark after A2S2. A student who passed after A2S2 cannot for example fail if he chooses to complete A3S2 to improve his/her mark. The only case where this does not apply, is where the student completes A3S2 to comply with the three main assessments requirement.

    $$\text{FM (after A3S2)} = \left(\frac{w_1}{w_{sum}} \times A1S1\right) + \left(\frac{w_{FA}}{w_{sum}} \times FAS\right) + \left(\frac{w_2}{w_{sum}} \times A2S1\right) + \left(\frac{w_3}{w_{sum}} \times A1S2\right) + \left(\frac{w_4}{w_{sum}} \times A2S2\right) + \left(\frac{w_5}{w_{sum}} \times A3S2\right)$$

    Note: w_{sum} is the sum of the weights of all <u>completed</u> assessments. It must be at least 100, i.e. $w_{sum} \geq 100$

CURRENTLY	REVISED
FAS: 0 – 30	
A1S1: <= 20	
A2S1: 20 – 30	The weights remain the same as per the original module framework, except that A3S2 must now have the same weight as the original weight of A2S2.
A1S2: 20 – 30	
A2S2: 20 – 40	
A3S2: 20 – 40	

2. Students that had the opportunity to complete A1S1 before/on 16 March but did not complete this assessment opportunity. These students will not have an A1S1 mark (as lecturers will not create FAS opportunities for these students to replace an A1S1 mark and they did not complete the A1S1 opportunity that took place). **These students must complete at least three main assessments during the remainder of the year to obtain a valid final mark.** The student will be awarded the determined final mark, i.e. if the final mark after A2S2 was less than 50, the final mark after A3S2 is not limited to 50.

    Clarification: If a student chooses to complete both A2S2 and A3S2 the **final mark** after A3S2 cannot be lower than the final mark after A2S2. A student who passed after A2S2 cannot for example fail if he chooses to complete A3S2 to improve his/her mark. The only case where this does not apply, is where the student completes A3S2 to comply with the three main assessments requirement.

    $$\text{FM (after A3S2)} = \left(\frac{0}{w_{sum}} \times A1S1\right) + \left(\frac{w_{FA}}{w_{sum}} \times FAS\right) + \left(\frac{w_2}{w_{sum}} \times A2S1\right) + \left(\frac{w_3}{w_{sum}} \times A1S2\right) + \left(\frac{w_4}{w_{sum}} \times A2S2\right) + \left(\frac{w_5}{w_{sum}} \times A3S2\right)$$

    Note: w_{sum} is the sum of the weights of all <u>completed</u> assessments. It must be at least 100, i.e. $w_{sum} \geq 100$

CURRENTLY	REVISED
FAS: 0 – 30	The weights remain the same as per the original module framework, except that A3S2 must now have the same weight as the original weight of A2S2.
A1S1: <= 20	
A2S1: 20 – 30	
A1S2: 20 – 30	
A2S2: 20 – 40	
A3S2: 20 – 40	

3. Students who had A1S1's scheduled after 16 March. These students will get opportunities to **"make up" an A1S1 mark** (through various other assessments). The "made up" A1S1 is treated as a main assessment and students have access to A2S2 **and** A3S2. If they choose to complete both **A2S2** and **A3S2**, both will be used to determine the final mark. The student will be awarded the determined final mark, i.e. if the final mark after A2S2 was less than 50, the final mark after A3S2 is not limited to 50.

Clarification: For A1/A1S1 "made up" of two (or more) FAS, where at least one FAS was not completed for whatever reason:

- The mark achieved for the FAS that was completed will be maintained.
- For the FAS not completed, a percentage mark will be assigned to that FAS equal to the mark achieved for A3/A3S2. This implies that the student must complete A3/A3S2, otherwise a zero mark will be awarded for all FAS that was not completed.

Clarification: If a student chooses to complete both A2S2 and A3S2 the final mark after A3S2 cannot be lower than the final mark after A2S2. A student who passed after A2S2 cannot for example fail if he chooses to complete A3S2 to improve his/her mark. The only case where this does not apply, is where the student completes A3S2 to comply with the three main assessments requirement.

$$\text{FM (after A3S2)} = \left(\frac{w_1}{w_{sum}} \times \text{A1S1}\right) + \left(\frac{w_{FA}}{w_{sum}} \times \text{FAS}\right) + \left(\frac{w_2}{w_{sum}} \times \text{A2S1}\right) + \left(\frac{w_3}{w_{sum}} \times \text{A1S2}\right) + \left(\frac{w_4}{w_{sum}} \times \text{A2S2}\right) + \left(\frac{w_5}{w_{sum}} \times \text{A3S2}\right)$$

Note: w_{sum} is the sum of the weights of all <u>completed</u> assessments. It must be at least 100, i.e. $w_{sum} \geq 100$

CURRENTLY	REVISED
FAS: 0 - 30	FAS: 0 - 30
A1S1: <= 20	A1S1: 15 – 20. Made up from FAS (The weight of FAS already completed will remain the same with the addition of more FAS opportunities if needed to reach the weight allocation).
A2S1: 20 - 30	A2S1: 15 – 30
A1S2: 20 - 30	A1S2: 15 – 30
A2S2: 20 - 40	A2S2: 20 – 50
A3S2: 20 - 40	A3S2: 20 – 50 : **Note: A2S2 and A3S2 must have the same weight.**

For further information about non-submissions and partial submissions see **Appendix B.**

E.   Postgraduate assessment

Assessment for post graduate modules are within the domain of the department/school. Chairs/directors to oversee that decisions remain within the boundaries of the institutional decisions. The following should be reiterated:

1. Some students will return to campus while others will continue with the online offering.
2. Assessments should be in one mode only. If face to face assessments are to be taken, students that cannot attend have the option to sit for the assessment at a satellite facility. Contact the examinations office well in advance for assistance.
3. All changes to be submitted for approval including if modules are not presented any more, module are scrapped due to international lecturers not able to travel; large sections of module excluded etc.

APPENDIX A

Email as emergency assessment submission route when there are SUNLearn technical problems

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

For A3 assessments from 27 June 2020

Background

Based on the recommendation by the Ombud, an email address will be created per faculty to allow **students who experience technical difficulties** when uploading their assessment onto SUNLearn an emergency route for submission within the allowed 30-minute submission time or quiz writing time. Since this email address is focused on file submissions it can only be used where students are expected to submit a single file (e.g. Turnitin assignment, Assignment or Quiz essay type questions that allow file submissions). Every faculty will create their own email address linked to their BLC / Online Learning designer, e.g. SubmitFASS, SubmitENG, etc. **The email address for EMS is submitEMS@sun.ac.za.**

Details for Lecturers / Complete Workflow

1. This email is an emergency route for students that encounter legitimate problems when submitting to SUNLearn. It does not replace the primary and preferred SUNLearn submission process for an assessment and no technical queries will be answered or allowed via this email address.

2. This email address has been created to allow:

   a. **Students who experience technical difficulties** when uploading their assessment onto SUNLearn an emergency route for **submission within the allowed 30-minute submission time.**

   b. Students who experience technical difficulties with uploading documents while answering a quiz on SUNLearn **within the official writing time**, an emergency route for submission within their allotted quiz time. Remember the official Senate decision of 5 June that the quiz does not have a further 30 minutes upload time.

SENATE DECISIONS ON UPLOAD TIME and QUIZ TIME: 5 June 2020

An additional thirty-minute submission time will be available after an assessment's writing time has expired, ear-marked for uploading the assignment-type questions consisting of multiple pages irrespective of subjecting it to Turnitin.

The answering of short questions of the essay-type in a quiz, where students have a choice to either type the answer on a keyboard/MathType or to upload a hand-written version of that short question, no extra submission time is required for the quiz. This is subject to allowing students sufficient time in the quiz for either the typing of the short answer or the uploading of the short answer. The moderation of the quiz should give adequate attention to ensuring that the writing time allocation for the quiz (with no additional submission time) is fair when answering a quiz consisting of a variety of question types.

3. The email submissions from students via this email account will only be considered if:
    a. The submission via email is timestamped on the receiving (and not sending) server within the prescribed time (including the 30-minute submission time where applicable).
    b. Evidence of the technical difficulty experienced is supplied as part of the email in the form of a screenshot to demonstrate the technical difficulty.
    c. The student's student number, module name and assessment detail (e.g. 12345678, Economics 111; A3) are included as part of the subject line.
    d. The required information is included in the email body.
        ▪ your student number (e.g. 1234567)
        ▪ The module name (e.g. Economics 111)
        ▪ Assessment details (e.g. A3)
        ▪ A **clear explanation** outlining the nature of your challenge and attaching appropriate evidence (including but not limited to screen shots or photos of the error). Clearly explain the reason why you could not submit via SUNLearn.
4. Students will only receive the following autoreply when sending an email to this email address.

Dear student,

Thank you for submitting your assessment via the submitEMS@sun.ac.za emergency submission email address. **You will receive a reply within 2 working days stating** *if your document has been uploaded to SUNLearn on your behalf or not (and the reasons if it has not been uploaded).*

The Senate rule applies, and no discussions will be entered into if your email arrives after the assessment due date and time. If information is missing or if the rules outlined for the emergency submission route are not followed, the submission will automatically be disregarded.

Please ensure that you have included the necessary information in your email and that the document is in the correct format.

Please note that your submission will only be accepted if:

- *All the requested information was provided (student number, module information, assessment detail).*
- *The document was sent in the correct file format as required by the lecturer.*
- *The document was received before the due date/time of the assessment. No late submissions will be accepted.*

5. The day of the assessments, the online learning designer / BLC will confirm the following details about the assessment via the lecturer and the assessment calendar:
    a. Due date and time
    b. Expected nature of the submission (allowable file format, single vs multiple files)
    c. SUNLearn tool used
    d. Any time concessions
    e. Other considerations

6. The online learning designer/ BLC will work through all submissions received via the emergency email address within 2 working days of the closure of the assessment opportunity. She/he considers the following scenarios:
    a. The student emails the document in the wrong format: *No submission is made, and the student receives email reply 2.*
    b. ~~The student has already uploaded documents at the SUNLearn submission link and sends another document to the email: *The submission via SUNLearn will be assessed because the student could upload via SUNLearn.*~~
    c. The student sends a document to the email but provides no information about the module or assessment details: *No submission is made, and the student receives email reply 2.*
    d. The student sends a document to the email after the assessment cutoff date/time, with consideration of the particular student's extra writing time concessions (if any), and claims internet issues: *No submission is made, and the student receives email reply 2.*
    e. The student emails the document with the required information to the lecturer: *No submission is made, and student receives email reply 2 with reason that correct route was not followed.*
    f. The student stops writing at 25min after the end of the assessment and to save time submits by email. *If he/she can show that they had trouble submitting via SUNLearn, then submission should be uploaded.*
    g. What if student e-mails document to SUNLearn helpdesk? *No submission is made, and student receives email reply 2 with reason that correct route was not followed.*

7. The online learning designer/BLC uploads the valid submissions to SUNLearn on behalf of the student if the following is correct:
    a. All necessary information was provided in the email (student number, module name and assessment detail).
    b. The assessment was sent in the correct file format. The learning designer/BLC WILL NOT review the contents of the document or the sequence of the document's pages.
    c. The assessment was received before the due date/time of the assessment, with consideration of the particular student's extra writing time concessions (if any), with the time being determined on the SU receiving server and not that recorded on the sent computer. No late submissions will be accepted.

      d. The student provided a clear explanation of the reason with evidence why they could not submit via SUNLearn. This is only to ensure that ALL students don't just send an email. No SUNLearn logs will be checked since this is too time consuming.

8. After working through online submissions and after uploading the valid submissions, the online learning designer / BLC will share an Excel document with the following information with the lecturer of the module:

Module:					Lecturer:			
Due date/time:					Format of document:			
Student number	Date/time received			Format of document		Reason for non-submissions via SUNLearn		Uploaded onto SUNLearn?	Email response to student
	Time Date	Correct	Format		Correct	Reason	Correct		Email 1 or 2?
		Yes/No		Yes/No			Yes/No	Yes/No	

9. The online learning designer/BLC then sends one of the following emails to the student within working days of receiving the assessment:

a) Email reply 1: The student's document was successfully uploaded on his/her behalf

Dear student,

Thank you for your email. The assessment was uploaded on your behalf. Your lecturer has been notified of the submission.

Kind regards,

EMS faculty

b) Email reply 2: The student's document was NOT uploaded on his/her behalf

Dear student,

Thank you for your email. Unfortunately, the assessment has not been uploaded on your behalf onto SUNLearn for one or more of the following reasons: (Remember to include only applicable reasons)

· It was not sent in the correct format that was required by the lecturer.

· The email was delivered (I.e. received on the SU receiving server) after the due date and time of the assessment opportunity.

· You did not provide the required information for the assessment to be uploaded.

Please don't reply to this email. By using this emergency submission route, you have no recourse after the submission. Moreover, the Senate rules apply, and no discussions will be entered into by the module lecturers, the faculty or SUNLearn staff.

Kind regards,

EMS faculty

Message to inform students about the emergency email submission address

NB: To be sent to students by 25 June 2020 by each faculty to their student cohort with their own unique faculty emergency email address inserted where the yellow text is currently

An email address has been created to allow students who experience **SUNLearn technical difficulties** when submitting files to SUNLearn (within the 30 minutes allowed or during your allotted quiz time if a file upload is required as part of your quiz) an emergency route for submission during formal assessment opportunities. This email address will be implemented at the start of A3 on 27 June 2020. It will NOT be active during the June A2 opportunities nor will you be able to use this email for submission as a result of non-SUNLearn technical difficulties.

Please note that this email address will not be used to solve any technical issues. If you would like assistance in solving technical issues, please contact the SUNLearn helpdesk (021 808 2222 or log a request for assistance at learnhelp.sun.ac.za).

If you have trouble uploading a document to SUNLearn during a formal assessment opportunity, please send the document to submitEMS@sun.ac.za. The following information **must** be included in your email. If you do not include this information, your submission will be void and NOT uploaded to SUNLearn on your behalf:

1. Email subject line: Student number, module name and assessment detail (e.g. 1234567 Economics 111 A3).
2. The document you want to submit should be attached to the email. Make sure that this is the final version of the document in the **correct format and pages are in sequence** as required by the lecturer. The contents of the document will not be reviewed to ensure that it is correct, and the file will be uploaded as is if it complies with the other guidelines stated here.
3. The following information in the email body:
    a. The module name (e.g. Industrial Psychology 114)
    b. Your student number (e.g. 1234567)
    c. Assessment detail (e.g. A3)
    d. The reason you could not submit via SUNLearn. You must provide a **clear explanation** setting out the nature of your challenge and attach evidence such as screen shots or photos of the error. Clearly explain the reason why you could not submit via SUNLearn.
4. The document will only be uploaded onto SUNLearn on your behalf if it was received **before the due date/time of the assessment** with the time being determined on the receiving computer and not as recorded on the sent computer. No late submissions will be accepted after the expiry of the 30 minutes submission time.

Once you have sent the email you will receive an autoreply from submitEMS@sun.ac.za stating that your email has been received. Thereafter you will receive an email within 2 working days stating if your document has been uploaded to SUNLearn on your behalf or not (and the reasons if it has not been uploaded).

Please note:

- Your submission will NOT be taken into consideration if it is not received before the cut off time/date of the assessment. Therefore, it is important to use the 30 minutes allocated uploading time to attempt to submit your submissions.
- Uploading time is NOT additional writing time! Start the upload to SUNLearn as soon as your writing time is up to ensure you make the cut-off time. Waiting until the end of the time may cause you to miss the cut-off time. The SUNLearn access log can be used to determine whether you did indeed attempt to submit a file onto SUNLearn during the upload time. Your individual activity is recorded on SUNLearn's logs.
- There will be no follow-up correspondence if there is outstanding evidence, insufficient information or if the file is corrupt. This will automatically result in the assessment not being uploaded on your behalf to SUNLearn.
- If more than one email is received after experiencing technical problems with SUNLearn, only the last email will be read. Multiple emails and/or files will not be consolidated, and the prior submissions will be disregarded.
- If a file has already been uploaded to SUNLearn AND an email is sent to submitEMS@sun.ac.za, the documents submitted via SUNLearn will be accepted because there were no technical problems. Please therefore do NOT submit on the email if your submission on SUNLearn was successful.

The onus rests entirely on each student to ensure that they finish writing by the set time. The 30-minute upload time is solely intended to submit the answer(s). Failure to adhere to this requirement constitutes a breach of assessment rules and will be dealt with in terms of the appropriate student disciplinary procedures.

By using this emergency submission route, you have no recourse after the submission. Moreover, the Senate rules apply, and no discussions will be entered into by the module lecturers, the faculty or SUNLearn staff.

Text to be shared with students under submission link on SUNLearn or other communication mechanism they may use

Lecturers should edit as appropriate and copy and paste the text below into a label on SUNLearn underneath the submission link if file submissions are required:

If you have trouble uploading a document to SUNLearn after following all the required processes during the 30 minutes submission time, you may send the document to submitEMS@sun.ac.za with the following details:

- Email subject line: Student number, module name and assessment detail (e.g. 1234567 Economics 111 A3).
- Attach the document you want to submit. Make sure the document is in the **correct format and pages are in sequence.**
- In the email body provide the following information:
  - Your student number (e.g. 1234567)
  - The module name (e.g. Economics 111)
  - Assessment details (e.g. A3)
  - A **clear explanation** outlining the nature of your challenge and attaching appropriate evidence (including but not limited to screen shots or photos of the error). Clearly explain the reason why you could not submit via SUNLearn.
- The email must be received b**efore the due date/time of the assessment** with the time being determined on the receiving computer and not recorded on the sent computer (your device). No late submissions will be accepted. Therefore, make sure that you do not use upload time for extra writing time.
- You will then receive an autoreply from submitEMS@sun.ac.za stating that your email has been received. This is not confirmation that the email submission has been accepted, but that it will be considered in the context of the details provided.

For technical assistance log a request at learnhelp.sun.ac.za or call 021 808 2222.

IT or the SUNLearn team is not able to and cannot be expected to resolve all technical queries relating to all (particularly private) devices and platforms. IT will attempt to assist but have no obligation to resolve any or all IT related queries on non-US assets (including loan technology), nor to resolve any query within a given timeframe. Students should be aware of their responsibilities during assessments and responsible for their own devices and the platforms they use.

SMS to be sent to all students via Corporate Comms by Thursday, 25 June 2020

Please consult your SUN email for very important message re emergency email submission route for A3 assessments (look at junk mail folder as well).

APPENDIX B

Faculty of Economic and Management Sciences
Dealing with non-submissions or partial submissions: Further amendments and clarifications for A1/A1S2[1]

16 September 2020

Communicated previously (email to Staff and Students 8 September 2020):

Given the added impact of load shedding the following further amendments are made to calculate a final mark:

1. The option that students can complete **both A2 and A3 for semester 2 modules** and that the higher of A2 and A3 will be used to determine the final mark (in other words an opportunity to improve the final mark)

2. Currently, the regulation states that if a student clicks the ethical declaration, they have reported for the assessment and the mark obtained will stand as if the student completed an assessment. Thus, if the student does not submit successfully, after the acceptance of the declaration, a zero will be used in the formula. This rule will be amended for the A1 and A1S2 assessments in EMS to **treat an unsuccessful submission as a non-submission**. This means that the weighting of the assessment in the formula used to calculate the final mark, will be reduced to zero (ALL non-submissions irrespective of the reason).

3. If a student submitted an incomplete document the student will have the choice to indicate to the lecturer if the submission should be viewed as a non-submission or request that the submission should be marked as it was uploaded on SUNLearn.
   See the tables in this document for more information about this point.

For A1/A1S2 assessments that require file uploads:

	No submission by student before the upload time expires	Partial submission by student before the upload time expires

Request from student to grade assessment	If no submission was made **due to the effects of load shedding** (as implemented by Eskom), a student can request that the paper is graded by sending the document completed during the assessment time, the following information and evidence to the emergency email address (submitEMS@sun.ac.za). All other late submissions will not be accepted and will be treated as non-submissions.
	
	• The student must provide the following **information** in the email:
	    o student number (e.g. 1234567)
	    o module name (e.g. Economics 111)
	    o assessment details (e.g. A1)
	    o Indicate that the email is a request for the assessment to be graded.
	AND
	• Evidence must be provided that the assessment was completed **during the allocated time** for the assessment. This evidence can be one or more of the following:
	    o A screenshot of the scanning app clearly indicating the time that the pdf of the answers was created. The pdf must be shown on the screenshot as well. Click here to see an example.
	    o A screenshot of the answer document open and the time on the user device (computer/phone) showing clearly. Click here to see an example.
	    o Any other evidence that the assessment was completed before the assessment deadline.
		The lecturer grades what is online already and no action is required by the student.
		
		OR
		
		If a partial submission was made **due to the effects of load shedding** (as implemented by Eskom), the student can request that the assessment is graded by sending the document completed during the assessment time and the following evidence to the emergency email address (submitEMS@sun.ac.za).
		
		• The student must provide the following information in the email:
		    o student number (e.g. 1234567)
		    o module name (e.g. Economics 111)
		    o Assessment details (e.g. A1)
		    o Indicate that the partial assessment should be viewed as a non-submission.
		AND
		• Evidence must be provided that the assessment was completed **during the allocated time** for the assessment. This evidence can be one or more of the following:
		    o A screenshot of the scanning app clearly indicating the time that the pdf of the answers was created. The pdf must be shown on the screenshot as well. Click here to see an example.
		    o A screenshot of the answer document open and the time on the user device (computer/phone) showing clearly. Click here to see an example.
		    o Any other evidence that the assessment was completed before the assessment deadline.

AND
• Students are also required to submit a **sworn affidavit** (can be done by any Commissioner of Oaths, such as at local police station) that, at a minimum,
   ○ explains the situation
   ○ confirms that load shedding did take place during the time of the assessment and
   ○ provides the address at which the assessment was attempted.
 	
The lecturer will grade the A1/A1S2 assessment if the document and the evidence provided adheres to the conditions outlined.
 	
If the assessment is accepted, the lecturer has the right to ask the student to attend an **oral discussion** to obtain further evidence that the student has met the outcomes of the assessment.
 	
Timelines:
• For A1/A1S2 assessments that took place between 28/8/2020 - 11/9/2020: Students should submit the document completed during the assessment time, the relevant information and supporting documentation (evidence of completion time of the assessment, affidavit, etc) by 23 September 2020 (email all documentation to submitEMS@sun.ac.za).
• For A1/A1S2 assessments that take place from 21/9/2020 to the end of A1/A1S2 period, students should submit the document completed during the assessment time, the relevant information and supporting documentation (evidence of completion time of the assessment, affidavit, etc) within 24 hours of the assessment deadline to submitEMS@sun.ac.za.
	AND
	• Students are also required to submit a **sworn affidavit** (can be done by any Commissioner of Oaths, such as at local police station) that, at a minimum,
	   ○ explains the situation,
	   ○ confirms that load shedding did take place during the time of the assessment and
	   ○ provides the address at which the assessment was attempted.
	
	The lecturer will grade the A1/A1S2 assessment if the document and the evidence provided adheres to the conditions outlined.
	
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	• For A1/A1S2 assessments that take place from 21/9/2020 to the end of the A1/A1S2 period, students should submit the document completed during the assessment time, the relevant information and supporting documentation (evidence of completion time of the assessment, affidavit, etc) within 24 hours of the assessment deadline to submitEMS@sun.ac.za.

	No submission by student before the upload time expires	Partial submission by student before the upload time expires
Assessment classified as non-submission (weighting becomes zero in the formula)	No action required from the student. No document(s) were uploaded therefore nothing will be graded. This is a non-submission. This means that the weighting of the assessment in the formula used to calculate the final mark, will be reduced to zero (ALL non-submissions irrespective of the reason). **Please note:** • **For semester modules** this could mean that the student must complete both A2 and A3 to obtain a valid final mark. In this case, the marks of both assessments are used in the final mark calculation and the option to use the higher of A2 and A3 is not available anymore. • **For year modules**, students should remember that at least three main assessments must be completed in order to obtain a valid final mark.	If a student **uploaded** an incomplete document (due to the impact of load shedding or any other reason) the student will have the choice to indicate if the submission should be viewed as a non-submission. **For assessments where the marks are not available yet:** The student can request that the assessment is viewed as a non-submission by sending an email to submitEMS@sun.ac.za. The student must provide the following information in the email: • student number (e.g. 1234567) • module name (e.g. Economics 111) • assessment details (e.g. A1) • Indicate that the partial assessment should be viewed as a non-submission. **For assessments where the marks are available:** The student can request that the assessment is viewed as a non-submission by sending an email with the following information **and a sworn affadavit** to submitEMS@sun.ac.za. The student must provide the following information in the email: • student number (e.g. 1234567) • module name (e.g. Economics 111) • assessment details (e.g. A1) • Indicate that the partial assessment should be viewed as a non-submission. **AND** Students are also required to submit a **sworn affidavit** (can be done by any Commissioner of Oaths, such as at local police station) that, at a minimum, • explains the situation, • confirms that the student experienced technical difficulties during the time of the assessment and • provides the address at which the assessment was attempted.

		Please note: • **For semester modules** this could mean that the student must complete both A2 and A3 to obtain a valid final mark. In this case, the marks of both assessments are used in the final mark calculation and the option to use the higher of A2 and A3 is not available anymore. • **For year modules,** students should remember that at least three main assessments must be completed in order to obtain a valid final mark. **Timelines:** • For A1/A1S2 assessments that took place between 28/8/2020 - 11/9/2020: Students should send the email with relevant information by 23 September 2020 to submitEMS@sun.ac.za. • For A1/A1S2 assessments that take place from 21/9/2020 to the end of the A1/A1S2 period: Students should send the email with relevant information within 24 hours after the assessment deadline to submitEMS@sun.ac.za.

For A1/A1S2 assessments that DO NOT require file uploads:

In the case of an assessment where no file uploads are required for example, a quiz-type assessment, there cannot be no submission since SUNLearn can save the answers in real time as the student moves to the next question. However, load shedding can influence the assessment (e.g. quiz can become slow), rendering it a partial submission.

	Partial submission by student before the upload time expires
Assessment is graded	The lecturer grades what is online already and no action is required by the student.
Request from student for the assessment to be classified as a non-submission (weighting becomes zero in the formula)	If a partial assessment was submitted (due to the impact of load shedding or any other reason) the student will have the choice to indicate if the submission should be viewed as a non-submission. If a student **uploaded** an incomplete document (due to the impact of load shedding or any other reason) the student will have the choice to indicate if the submission should be viewed as a non-submission. **For assessments where the marks are not available yet:** The student can request that the assessment is viewed as a non-submission by sending an email to <u>submitEMS@sun.ac.za</u>. The student must provide the following information in the email: • student number (e.g. 1234567) • module name (e.g. Economics 111) • assessment details (e.g. A1) • Indicate that the partial assessment should be viewed as a non-submission. **For assessments where the marks are available:** The student can request that the assessment is viewed as a non-submission by sending an email with the following information **and a sworn affadavit** to <u>submitEMS@sun.ac.za</u>. The student must provide the following information in the email: • student number (e.g. 1234567) • module name (e.g. Economics 111) • assessment details (e.g. A1) • Indicate that the partial assessment should be viewed as a non-submission. **AND** Students are also required to submit a **sworn affidavit** (can be done by any Commissioner of Oaths, such as at local police station) that, at a minimum, • explains the situation, • confirms that the student experienced technical difficulties during the time of the assessment and • provides the address at which the assessment was attempted.

| | **Please note:**
• **For semester modules** this could mean that the student must complete both A2 and A3 to obtain a valid final mark. In this case, the marks of both assessments are used in the final mark calculation and the option to use the higher of A2 and A3 is not available anymore.
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Timelines:
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• For A1/A1S2 assessments that take place from 21/9/2020 to the end of the A1/A1S2 period: Students should send the email with relevant information within 24 hours after the assessment deadline to submitEMS@sun.ac.za. |