

Faculty of Economic and Management Sciences

Dealing with non-submissions or partial submissions: Further amendments and clarifications for A1/A1S2¹

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.

¹ This document applies to A1/A1S2 (Semester 2 2020) only. Further decisions on future assessments will be communicated if needed.

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
<p>Request from student to grade assessment</p>	<p>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.</p> <ul style="list-style-type: none"> • The student must provide the following information in the email: <ul style="list-style-type: none"> ○ student number (e.g. 1234567) ○ module name (e.g. Economics 111) ○ assessment details (e.g. A1) ○ Indicate that the email is a request for the assessment to be graded. <p>AND</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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. ○ A screenshot of the answer document open and the time on the user device (computer/phone) showing clearly. Click here to see an example. ○ Any other evidence that the assessment was completed before the assessment deadline. <p>AND</p>	<p>The lecturer grades what is online already and no action is required by the student.</p> <p>OR</p> <p>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).</p> <ul style="list-style-type: none"> • The student must provide the following information in the email: <ul style="list-style-type: none"> ○ 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. <p>AND</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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. ○ A screenshot of the answer document open and the time on the user device (computer/phone) showing clearly. Click here to see an example. ○ Any other evidence that the assessment was completed before the assessment deadline. <p>AND</p>

	<ul style="list-style-type: none"> 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, <ul style="list-style-type: none"> 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. <p>The lecturer will grade the A1/A1S2 assessment if the document and the evidence provided adheres to the conditions outlined.</p> <p>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.</p> <p>Timelines:</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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, <ul style="list-style-type: none"> 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. <p>The lecturer will grade the A1/A1S2 assessment if the document and the evidence provided adheres to the conditions outlined.</p> <p>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.</p> <p>Timelines:</p> <ul style="list-style-type: none"> 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 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.
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	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)	<p>No action required from the student.</p> <p>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).</p> <p>Please note:</p> <ul style="list-style-type: none"> • 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. 	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>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 affidavit to submitEMS@sun.ac.za. The student must provide the following information in the email:</p> <ul style="list-style-type: none"> • 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. <p>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,</p> <ul style="list-style-type: none"> • 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.

		<p>Please note:</p> <ul style="list-style-type: none">• 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. <p>Timelines:</p> <ul style="list-style-type: none">• 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.
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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)	<p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>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 affidavit to submitEMS@sun.ac.za. The student must provide the following information in the email:</p> <ul style="list-style-type: none"> • 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. <p>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,</p> <ul style="list-style-type: none"> • 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.

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