

Kovsies[®]
Advice

#UFSLearnOn:

Ace your **Online Assessments**



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T: +27 51 401 7421 | E: advising@ufs.ac.za | www.ufs.ac.za

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UFS
CENTRE FOR TEACHING
AND LEARNING (CTL)

Greetings **Kovsie Community**

While you continue to work from home, whether it is doing research or learning, completing online assessments is part of the remote learning and teaching strategy. The skills you will acquire from this, will not be in vain, they are transferable skills that you will apply into your personal and work-life future, so we envisage that you will embrace this flexible online assessment environment.

It is critical to maintain academic credibility at all times while completing your online assessments. This edition is packed with all the support tips to ensure you succeed in your online assessments. Should you encounter any technical challenges while completing your online assessments, please do not hesitate to communicate.

Need to check in with an academic advisor, email:

- Bloemfontein campus: advising@ufs.ac.za
- Qwaqwa campus: advisingqq@ufs.ac.za
- South campus: ShupingCN@ufs.ac.za

Picking up from previous editions of [#UFSLearnOn](#) it is our hope that you continue to work and make the most of the equation for academic success:

Time to work through the week's 'class-load' (lecture recordings and slides) + **tutorial hours + note-taking or practice time** (how long it would take you to cover the necessary units of the week) + **assessment time** per week (see the block on how to determine this).

First things first before we get going, let's audit what needs to be done when (see examples in the table below):

Module:	Lecture Time per week	Tutorial Time per week	Note-taking/ Practical per week	Assessment Time per week	Total per week
PSIN1514	2hrs	1hr	2.5hrs (30mins per day)	1.5hrs	7hrs
BLGY 1514	4hrs	0	2hrs	3hr	9hrs

Total hours for all modules should not exceed 48 hours per week. ***This may vary per academic programme*

Ace your **Online Assessments**

Most of you remember assessments time as a time associated with a desk and table, writing tools, a big venue and an invigilator pacing up and down, oh how times have changed! You will be completing online assessments in your modules, which will require a new way of thinking and planning for the assessments. Whether formative or summative, assessments will be online. We have put together a few pointers to help you prepare for the coming online assessments:

Tips to ACE an online assessment:

1. Know when you will be assessed (have a weekly/daily scheduler).
2. Understand what is meant by online assessments. Familiarise yourself with the rubric and/or other instructions.
3. Check all the relevant information about your online assessment well in advance.
4. Test the connectivity links to the assessments in advance where possible.
5. Know the rules and regulations for online assessments.
6. Prepare as hard as you would for a written assessment.
7. Ensure you know how to complete the type of online assessment.
8. Make sure that you are in a quiet environment with minimal distractions before you begin with your assessment.
9. Do not fear online assessments.
10. Be prepared for different types of online assessments.

1. Make sure you know when you will be assessed

Many modules will follow a continuous assessment model, which means you will have to complete regular small online assessments that contribute to your final mark. Make sure you stay abreast of what is happening on Blackboard, and keep an eye on assessment dates. Set up a calendar, where you mark all assessments, so that you can plan sufficient preparation time. Here is a helpful template:

<https://www.calendarlabs.com/2020-word-calendar>

Also make sure you know what type of online assessment it will be. You can even indicate it on your calendar. Here is an example:

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Crim 1134 Journal entry	3	4
5	6	7 Soci 1514 Test BB Quiz	8	9 Psych Reflection (whatsapp)	10	11 Psych 3114 Assignment (Submit BB)

NOTES:

2. Understand what is meant by online assessments

Online assessment is an alternative to the traditional written exam format. This format of assessment aims to evaluate knowledge using modern technology. Preparing for this type of examination might entail doing things a bit differently than what you usually do. As online assessments are completed on a computer, tablet or cellphone, which means you will need to be able to type/record the assessment. Types of online assessments you might encounter include:

- A case study submitted online through Blackboard / email
- A Blackboard quiz you need to complete as continuous assessment
- Class reflection activities submitted via email, WhatsApp, or on Blackboard
- Remote lab activities
- An essay you need to write as formative assessment
- An assignment that you submit through Turnitin
- A journal entry that you complete on Blackboard
- A class/semester test written online on Blackboard
- A research paper you need to submit through Turnitin

3. Check all the relevant information about your online exam well in advance.

You might have the question: “Where will I complete my online assessments?” The answer is, not all online assessments will be approached in exactly the same way. A basic checklist of what to expect and how to approach online assessments can be found below.

	You can expect:	You need to:
Where?	Assessments will be on Blackboard or Questionmark.	Ensure you have the necessary internet access. Refer to the previous edition of #UFSLearnOn, Check-In and Settle , for information on accessing zero-rated sites through Digital Life.
When	Assessments will only be available for a certain period of time on scheduled dates.	Check Blackboard to see when the assessment will take place.
Number of attempts?	Check beforehand how many attempts you have. If more than one attempt is available for a quiz, a second attempt is available should you experience issues with the first attempt.	Ensure you are ready and have everything needed before opening the assessment.
Open or closed book?	Since online assessments are often in uncontrolled environments, they can be an open book setting.	Still prepare your material as you would for a closed book setting. Leave markers in your textbook, in case you might need to quickly open your textbook. Never think that you can answer from your textbook without studying! Time limits will not allow. You still need to study as hard as you would have for a closed book assessment.
Can other students copy my work?	Questions in tests will be randomized (questions will appear in a different order for each student).	Focus on your own assessment. Your assessment will not look like the next person's. Remember, normal plagiarism and copying rules apply in an online environment. Should you be caught copying between each other, disciplinary action may/will be taken.

4. Make sure you have connectivity

With the zero-rated websites via the [Global Protect App](#) including Blackboard (learn.ufs.ac.za) and Questionmark (qm.ufs.ac.za), your connectivity to complete your online assessment should not be a struggle. However, the speed/time-out due to connection has nothing to do with the assessment platforms (Blackboard & Questionmark). The UFS cannot be held liable for loss of connection during your login. Systematically all measures are in place to ensure that the platforms perform optimally. Use your data wisely by not downloading content more than once, and prioritising academic resources.

5. Know the rules and regulations for online assessments

Similar to sit-down assessments, there are certain rules and regulations that go hand in hand with writing online assessments. The big difference between a sit-down exam and an online exam is that you are limited to an exam venue with a sit-down exam, but can write an online exam from anywhere. Regardless of where you decide to write the assessment, you will need to ensure that you have the following with you:

1. Your login details for access to Blackboard and Questionmark;
2. Textbooks (if allowed);
3. Calculation instruments (where applicable)

Similar to sit-down exams, you will have time constraints. Therefore, remember to save your answers as you go along (where applicable) and remember to click the 'submit' button once you are finished. Marking will still be done according to a memorandum, it will only be done on an online platform rather than in the "red pen" you are used to. Thus, keep an eye out for assessment feedback. [Click here](#) to access the UFS examination rules and regulations.

7. Ensure that you know how to complete the online assessment.

If possible, complete a practice assessment beforehand. Some faculties/departments have made available practice assessments available on the respective Blackboard/Questionmark platforms. Avoid last minute problems, make sure your device has all the correct hardware and software. If you know you will have an assessment on Questionmark, log into Questionmark and complete the practice test as many times as you need to make sure you know how the platform works before completing your actual assessment.

8. Make sure you are in a quiet environment with minimal distractions when completing your online assessment.

With the current Lockdown arrangements, for some of you it might be a bit cramped at home. Finishing an online assessment can seem daunting. Discussing your assessment dates with your family might help remind them to consider you while you are completing assessments. If possible, use ear plugs, to minimize noise and distractions.

9. Do not fear online assessments

It is understandable that you might feel uncomfortable, and even maybe afraid of being assessed online. The truth is, because students are assessed more often in this kind of environment, they often perform better, and are more engaged in their learning (CAE Computer Aided USA, 2020). Singh (2019) indicated that very often, students prefer being assessed online rather than with pen and paper, because of some benefits online assessments hold. These can include: students can get feedback faster, assessments can be completed anytime anywhere, students can have resources available, online assessments are often more fun and interactive, assessments are completed in a more comfortable environment than a classroom, online assessments often cater more for students with special needs, and feedback is given more often ([Singh, 2019](#))

Just as with anything new in life, the more prepared you are, the more likely you are to make a success of it. Knowing that you are well prepared, will leave you more confident when completing online assessments. On the other hand, if you do not prepare sufficiently, you will probably feel a lack of confidence and perhaps even some anxiety that you will not earn good marks. "Preparation is your best defense against test anxiety" (Kanar, 2014).

Try your best to stay calm. Remember that a healthy body keeps a healthy mind (Jooste, 2013). Make sure you look after yourself physically, and get enough rest in between study sessions. Make use of relaxation techniques such as the breathing exercise, or the progressive muscle relaxation technique to help you relax. Refer to the [#WellbeingWarriors](#) resources for more information on dealing with stress and uncertainty.

10. Be prepared for different types of online assessments

Essays as online assessments

You might get an essay as a formal assessment, which you need to submit online. When preparing your essay, make sure you identify what kind of essay it is, so that you can structure your content in the right manner and receive optimal marks. Here are the different types of essays you can encounter (#UFS TeachOn, 2020):

Application Essay	You need to include real-world scenarios outside of the classroom that are examples of course concepts discussed throughout all core content you covered. The lecturer wants to see that you can link theory with practice and integrate the content of different units.
Descriptive Essay	In this type of essay, you need to describe details of the subject. Give a detailed overview of the topic that shows how well you understand the topic.
Compare and Contrast Essay	Here you need to showcase what the differences and similarities of concepts are. Start your planning for the essay by making a table that compares the two concepts. You need to make sure you have a good understanding of each concept on their own before comparing them with one another.
Argumentative Essay	In an argumentative essay, you need to persuade the reader to take your viewpoint. Use facts and evidence to achieve this. You will have to integrate content from different units of the work to formulate a cohesive, evidence-based argument.

A few practical tips for completing assessments in a low-tech/distance environment (#UFSTeachOn):

- Always look out for the rubric of the assessment, and use it to guide your answers.
- Do not plagiarise or copy. It is easy to detect plagiarism through software such as Turnitin.
- Do not leave assessments to the last minute. You need to plan for the unforeseen, such as connectivity problems.
- Speak up if you are not able to deliver. Let your lecturer know if you are not able to perform/submit an assessment ahead of time, so that they are aware of your challenges, and can assist you with finding alternatives.
- Remember, quality does not necessarily mean quantity. Rather than trying to write too much, try to answer the question/instruction as thorough and concise as possible. Stick to the word limit provided.
- Look for example essays or structures when planning your assignments and essays. Use the same structure as provided when completing your assignment
- Make sure you know how many attempts you have, and how to submit your attempt.

Submitting Assignments as formal assessments

There are also different types of assignments that can be submitted for formal assessments. Here are some types of assignments (#UFSTeachOn, 2020):

Technical or Scientific report	You will need to present facts and evidence of an investigation of a specific issue, and make recommendations accordingly. Scientific reports provide information on research that was done by describing and analysing what was learned while a technical report in a business or other social sciences field may be written to help someone or some entity to make a decision.
Annotated bibliography	Instead of writing a full research paper, you can compile an annotated bibliography. This requires you to read the relevant sources, write a paragraph about each and evaluate its accuracy and usefulness in addressing the question.
Case-based assignment	Similar to a case study, you will be provided with a real-world example of an issue or concept covered in your module. You will be required to use all the details and information of the case study to link content in various units of your module. Look out for questions that are asked as part of the Case Study, and be specific in answering them in paragraphs.

Frequently asked questions on online assessments

What should I do if the assessment keeps on giving error messages?

Be ready to take screenshots or photos as evidence of any issue(s) that may occur during your assessment session and report issues immediately. Report by emailing your lecturer and/or Teaching and Learning Manager (see directory for details).

What happens if the assessment time runs out before I can submit?

Similar to a sit-down examination where you will be told to put down your pen, the online assessment will automatically submit and close. To prevent any errors occurring, ensure that you save your progress as you go along (when applicable).

What if I accidentally submit my assessment before I am finished and there is still time left?

You will need to contact the [helpdesk](#) immediately to assist you or be ready to complete a written form as an alternative. On Questionmark, ensure you refer to the 'Help Document' available when you log onto Questionmark. Take note not to submit before answering all questions.

How will CUADS students be influenced?

Those students from the Centre for [Universal Access & Disability Support](#) (CUADS) who require special equipment for completing assessments, will continue to write at CUADS as they would have for sit-down examinations. Other CUADS students will need to contact the CUADS office (cuads@ufs.ac.za) to ensure that they are provided with the necessary resources.

Postgraduates **keep moving**

1 - 3 June 2020

Time: 16h30 - 18h30

The Postgraduate School will be presenting an 'Article Writing Webinar'. The workshop will be divided into three sessions, 2-2.5 hours long

Session 1 – For Novel writers–Why publish? Where do I even start?

Session 2 – Going more deeply into the article writing process

Session 3 – Common myths and how to trick them time to get inspired! How to make your research visible not only to academics but to the world.

Booking is essential because the link will be sent to the registered participants only. **To RSVP please copy and paste the link below into a browser address bar.** Please use chrome browser or fire fox for better connection.

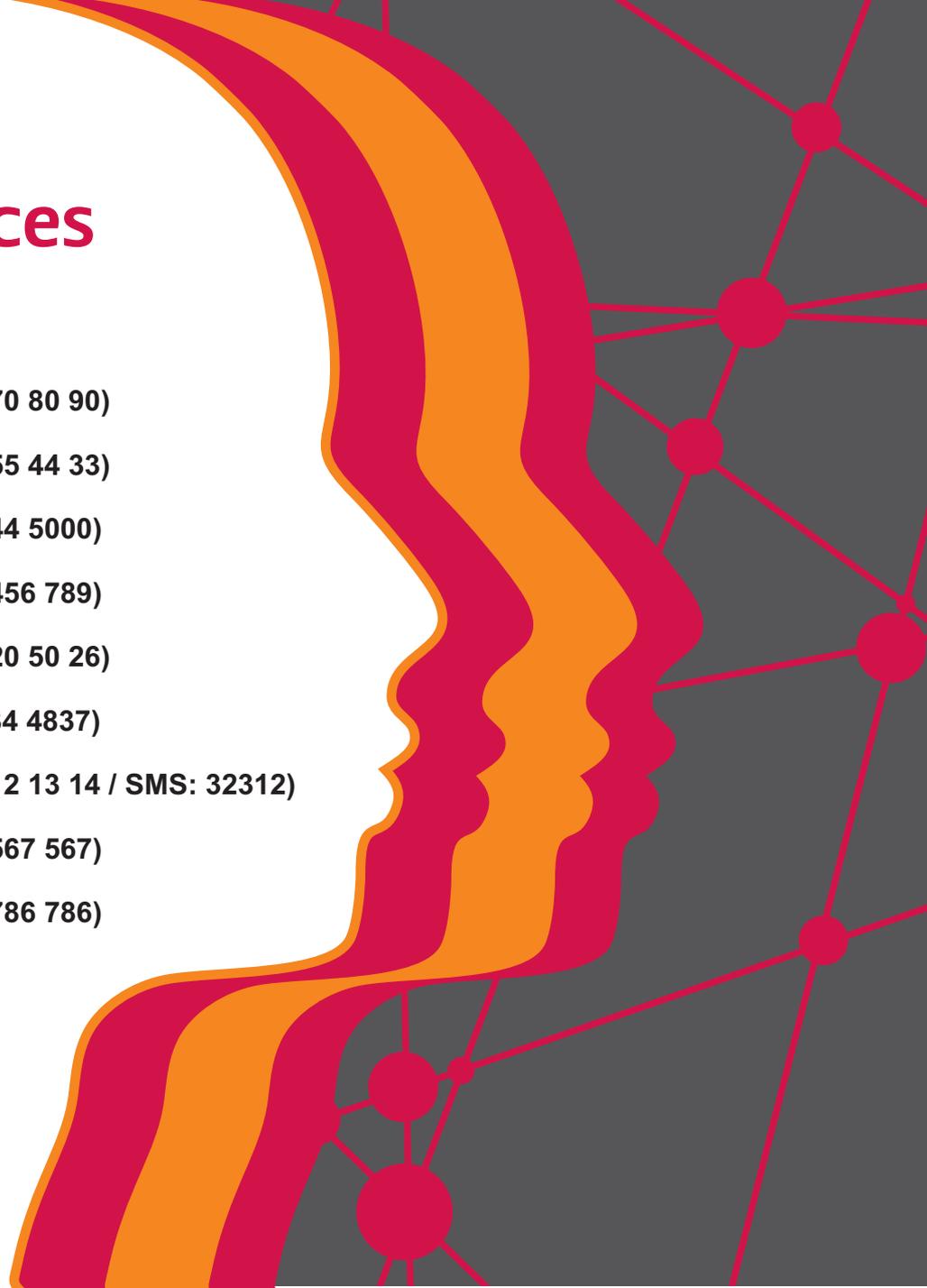
- RSVP link: <https://events.ufs.ac.za/e/ARTICLEWRITINGJUNE>
- If you can't access the link, please contact Tshepiso Molaba molabatp@ufs.ac.za
- Please use your UFS email when you RSVP

Alternative mental health resources

telephonic online

Adcock Ingram Depression and Anxiety Line	(0800 70 80 90)
ADHD Helpline	(0800 55 44 33)
Befrienders Bloemfontein 24hr Helpline	(051 444 5000)
Cipla 24hr Mental Health Helpline	(0800 456 789)
Pharmadynamics Police & Trauma Line	(0800 20 50 26)
SADAG Mental Health Line	(011 234 4837)
Substance Abuse 24hr Line	(0800 12 13 14 / SMS: 32312)
Suicide Crisis Line	(0800 567 567)
Gift of the Givers COVID-19 Counselling	(0800 786 786)

www.mobieg.co.za (online chat, articles and app)
www.helpguide.org (online resources)



Trying to access **online library resources/textbooks** while off campus?

1. Visit the library webpage: <https://www.ufs.ac.za/library>
2. Contact your faculty librarian:

Faculty	Librarian	Email address
Economic & Management Sciences	Mr Molatoli Sephoko	MolatoliAufs.ac.za
Education	Mrs Ronet Vrey	Ronetufs.ac.za
Health Sciences	Mrs Annah Mophosho	MophoshoAMAufs.ac.za
	Mrs Elma van der Merwe	ElmaAufs.ac.za
	Mrs Annamarie du Preez	annamariAufs.ac.za
The Humanities	Mr Lee Goliath	GoliathLKAufs.ac.za
	Mr Sihle Blose	BloseSDAufs.ac.za
Law	Mr Zinakile Sotu	SotuWAufs.ac.za
Natural & Agricultural Sciences	Mrs Gadibolae Moshotloa	MoshotloaGLAufs.ac.za
	Ms Kegomodicwe Phuthi	PhuthiKEAufs.ac.za
Theology and Religion	Ms Senovia Welman	Senoviaaufs.ac.za

Support Services

BLOEMFONTEIN CAMPUS

Faculty	A_STEP	Student Counselling and Development	Advising	Student Affairs	Blackboard	ICT password
Economic and Management Sciences: Ms Lizette Pretorius LPretorius@ufs.ac.za	Economic and Management Sciences: Sivuyile Nzimeni NzimeniS@ufs.ac.za	Bloemfontein Campus T: +27 51 401 2853 scd@ufs.ac.za	Advising@ufs.ac.za	Student Affairs contact studentaffairs@ufs.ac.za Social Worker T:+27 51 401 9117 24-hour Emergency Number T: +27 73 182 3048	Blackboard enquiries: T: +27 51 401 9452 ehelpdesk@ufs.ac.za Monday - Friday (07:45 - 21:00) Saturday, Sunday, university holidays, and public holidays (09:00 - 18:00)	Password enquiries (including Blackboard password): T: +27 51 401 3994 studentdesk@ufs.ac.za Operating times Mon – Sun: 07:45-18:00
The Humanities: HUM advising humanities@ufs.ac.za	The Humanities: Cebelihle Sokhela SokhelaCH@ufs.ac.za					
Education: Thandi Buso BusoNH@ufs.ac.za	Education: Zaynab Mobara MobaraZ@ufs.ac.za					
Law: William Awusi AwusiWK@ufs.ac.za	Law: Dineo Khoase KhoaseDA@ufs.ac.za					
Theology and Religion: Ingrid Mostert MostertIE@ufs.ac.za	Theology and Religion: Rolien van der Merwe VandermerweCF@ufs.ac.za					
Natural and Agricultural Sciences: Velaphi Makgwahla MakgwahlaMVT@ufs.ac.za	Natural and Agricultural Sciences: Lubabalo Saba SabaL@ufs.ac.za					
Health Sciences: Lydia Du Toit StudentAdminFHS@ufs.ac.za	Health Sciences: Rolien van der Merwe VandermerweCF@ufs.ac.za					

Support Services

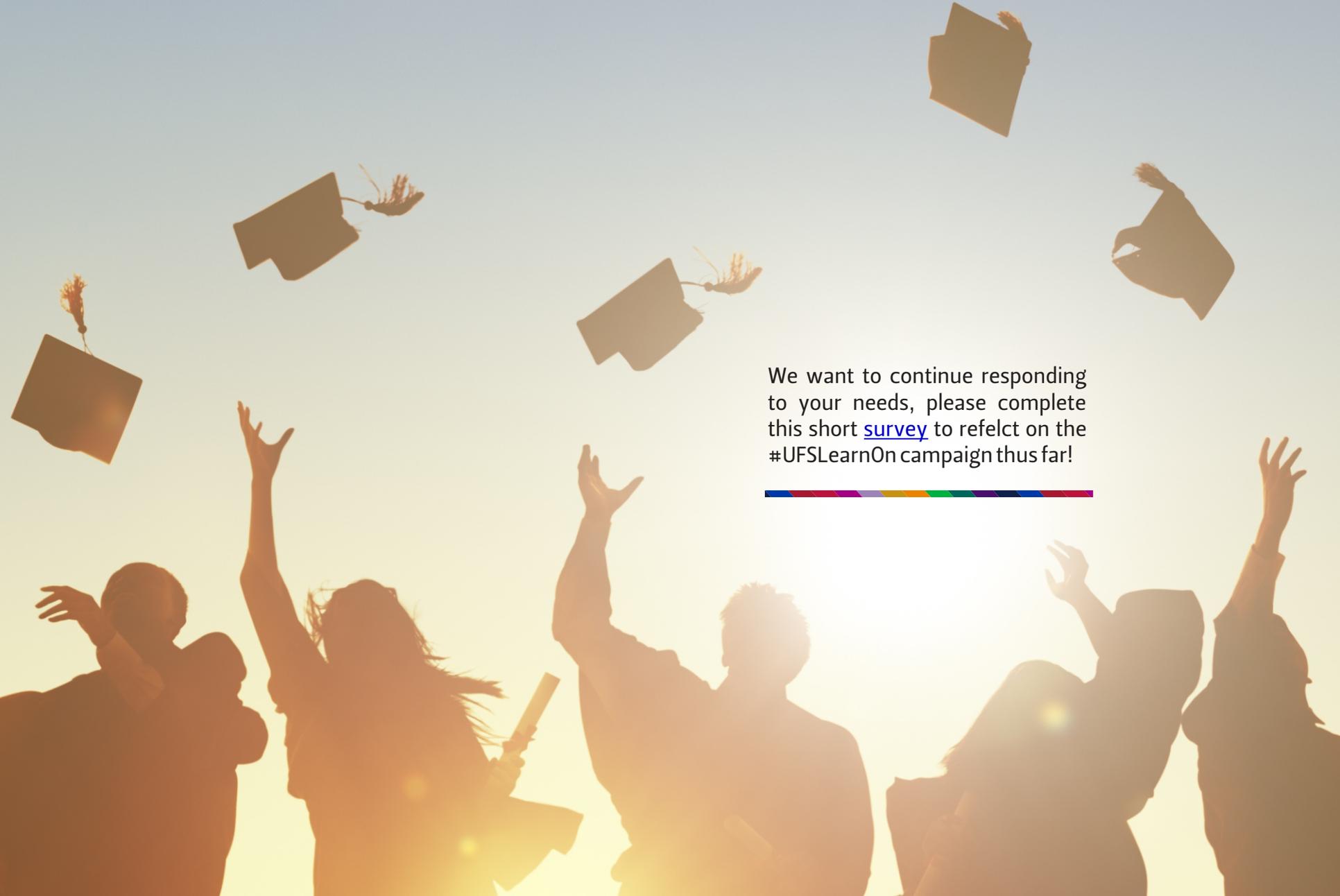
QWAQWA CAMPUS

Faculty	A_STEP	Student Counselling and Development	Advising	Student Affairs	Blackboard	ICT password
Education: Ms Tshidi Mosea MoseaTM@ufs.ac.za The Humanities: MagaizaG@ufs.ac.za Natural and Agricultural Sciences: Ms Maria Mohono MohonoDM@ufs.ca.za Prof Aliza Le Roux LeRouxA3@ufs.ac.za Economic and Management Sciences: Ms Jabulile Zim ZimJN@ufs.ac.za	Economic and Management Sciences & Natural and Agricultural Sciences: Dinkeng Motaung MotaungDN@ufs.ac.za The Humanities and Education: Letsela Motaung MotaungLP@ufs.ac.za	QwaQwa Campus T: +27 58 718 5032 scdqg@ufs.ac.za	Advisingqq@ufs.ac.za	Kovsie support services: Ms Nicole Morris MorrisN1@ufs.ac.za	Ms Matlali Mthembu MthembuMLC@ufs.ac.za ehelpdesk@ufs.ac.za	Mr Teboho Leeu LeeuT@ufs.ac.za

SOUTH CAMPUS

Faculty	Tutorials	Student Counselling and Development	Advising	Student Affairs	Blackboard	ICT password
Economic and Management Sciences: Mr Lerato Sekonyela SekonyelaLE@ufs.ac.za Natural and Agricultural Sciences: Ms Elzmarie Oosthuizen OosthuizenME@ufs.ac.za		South Campus: T: +27 51 505 1298 T: +27 51 505 1430 scdsouth@ufs.ac.za	Mr Chwaro Shuping ShupingCN@ufs.ac.za (Sub-regions) MosiahLP@ufs.ac.za	Kovsie support services: Mr Vhugala Nthakheni NthakheniV@ufs.ac.za	Blackboard enquiries: T: +27 51 401 9452 ehelpdesk@ufs.ac.za Monday - Friday (07:45 - 21:00) Saturday, Sunday, university holidays, and public holidays	

Bloemfontein Campus Library	For assistance in finding resources for your assignments or research. You can contact your faculty librarian: Visit the Library website https://www.ufs.ac.za/library Under the resources tabs, you will be able to access electronic resources by clicking https://ufs.libguides.com/eresources
QwaQwa Campus Library	For assistance in finding resources for your assignments or research at Qwaqwa Campus contact: Ms Zuki Ketiwe ketiweZ@ufs.ac.za or Ms Kenosi Maholela maholelak@ufs.ac.za
South Campus Library	For assistance in finding resources for your assignments or research at South Campus contact: Ms Lianda Coetzer Lianda@ufs.ac.za



We want to continue responding to your needs, please complete this short [survey](#) to reflect on the #UFSLearnOn campaign thus far!

