Notification to Students

Botswana Open University

INFORMATION ON BOU SEMESTER 2 SPECIAL SUMMATIVE ASSESSMENTS – 17th -28th AUGUST 2020

BOU would like to inform all Tertiary students that the Special Summative Assessments will be held on **17th – 28 August 2020.** The Timetable and related expectations have been posted on the BOU Student Portal. These alternative summative assessments will be uploaded on the BOU Student Portal for students to access and write as timetabled. Note that specific notifications from each School will be uploaded for students to prepare for the assessment as required. Each School would like students to note the following:

1.0 SCHOOL OF SOCIAL SCIENCES

1.1 All CBWCY students will be given a Case study to analyse as per instructions elaborated on the paper. The Case study will be sent to the CBWCY group by **17th August 2020** and submitted back on **23rd August 2020**. Contact your Course Mentor, Tutor Coordinator and Lecturer should you need further guidance on the Case study.

1.2 Post Graduate students (CEMPA) are informed that they will write Structured Timed assessment downloadable and submitted on the e-Learning Portal over a period of 8 hours on the day scheduled for each Course.

2.0 SCHOOL OF EDUCATION

2.1 All **DIECDM** students are informed that they are required to submit an assignment for each Course. These assignments have been posted on the portal for students to download and submit their completed assignments through the portal observing the due dates as provided. Assignments should be submitted on or before the due date provided in order for the Tutors to mark on time.

2.2 **All Bachelor of Education Degree** students (Primary, Special & Inclusive Education, and Early Childhood Development) will write Timed Online Papers. The timetable for these and instructions will be shared on the portal **(Assessments commence on the 17th August 2020 for all Courses)**

2.2.1 The Assessment will be done through the portal giving you only ONE ATTEMPT to complete the assessment. It is"TIMED", which means that when the allocated time elapses, that will also mark the end of your ONE ATTEMPT to complete the Assessment. However, the assessment will be open from 8.00 am until 12 Midnight for each course.

2.2.2 The assessment timetable that has been posted on the portal details the date of each course assessment. Please familiarize yourself with the dates and carefully note them.

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3.0 SCHOOL OF BUSINESS AND MANAGEMENT STUDIES

All modules in the School will be assessed by Structured Timed Assignments (STAs), the details of which are as indicated below

1.1 Each STA shall be administered and finalised within an 8-hour period, i.e. from 0800hrs to 1600hrs

1.2 A timetable has been posted on the student portal detailing when each STA will be available for download. Check your timetable on the e-Learning Portal week beginning 17th August 2020.

1.3 All STAs will be done through our online MOODLE platform

1.4 Students will be required to download their STA, answer it remotely and then upload the answer script before the stipulated portal closing time (1600hrs). The use of such a method minimises each student's internet access time to less than 10minutes for each STA (assuming 5 minutes to access the portal and download the STA and another 5 minutes to do the same while uploading it)

1.5 All students are to ensure that they have access to their individual Moodle accounts on our platform.

1.6 There must be a cover page bearing your details; **full names, student number, name of regional campus, programme of study, name of course and code**, **date and time submitted.**

1.7 The assignment should be typed, in the following format: Font size 12 point, spacing 1.5, justified. Page numbers should be included.

4.0 Academic Integrity

All students should note that these assessments will not be invigilated and will be written remotely. However, students are required to comply with all assessment rules and procedures. You should make sure that you write and submit your own individual work. In other words, students are not to engage in any form of academic dishonesty including, but not limited to plagiarism, alteration of records, substitution of another's work representing it as the student's own, and knowingly assisting another student. In this regard, the University reserves the right to submit your work to an electronic software to check whether the answers submitted have been copied from internet sources and/or from other students.

Depending on the nature of the occurrence, violation of academic and/or professional integrity shall result in the University imposing academic and, or administrative sanctions as guided by the Academic Integrity Policy.

Thank you and Good Luck