



## **BOU END OF SEMESTER 1 ASSESSMENT, NOVEMBER 20**

### **1.0 Introduction**

BOU would like to inform all tertiary students that due to COVID -19 challenges and related preventive protocols, they will sit an alternative summative assessment instead of the normal venue-based examinations. The format of these assessments will be elaborated and shared by each school. Timetables and other requirements, expectations, conduct and instructions will be posted on the BOU student Portal by end of week beginning **1<sup>st</sup> November 2020**. These alternative summative assessments will be uploaded on the BOU student portal for you to access and write as timetabled.

Any student who fails to write the summative assessments as scheduled on the timetable will be expected to request for special assessments to be written at a later date. The request must be done by completing the Special or Extenuating Circumstances Form (SorEC) and sending it your Regional Campus Assessment Officer. Students who encounter any challenges during the assessments and fail to submit their work must report these incidents by completing the Incident Form and submit immediately to the Assessment Officer.

Each School would like students to note the following:

## **2.0 SCHOOL OF BUSINESS & MANAGEMENT STUDIES**

### **2.1 Certificate Programmes (SSBM, CDM)**

Students are informed that they will write Structured Timed Assessments downloadable and submitted on the Student Portal over a period of 8 hours on the day scheduled for each Course. This assessment replaces the normal sessional examination. The timetable will be shared on the Portal.

### **2.2 All Diploma Programmes (DBM, DHRM)**

Students are informed that they will write Structured Timed Assessments, downloadable and submitted on the Student Portal over a period of 8 hours on the day scheduled for each Course. This assessment replaces the normal sessional examination. The Timetable will be shared on the portal.

### **2.3 All Degree Programmes (BCOM-HR&IR, BBE, BBA-LCM)**

Students are informed that they will write Structured Timed Assessments, downloadable and submitted on the Student Portal over a period of 8 hours on the day scheduled for each Course. This assessment replaces the end of Semester normal sessional examination. The Timetable has been posted on the portal.

### **2.4 Master's Degree (CEMBA)**

Students are informed that they will write Structured Timed Assessments, downloadable and submitted on the Student Portal over a period of 8 hours on the day scheduled for each Course. This assessment replaces the normal sessional examination. The Timetable has been posted on the portal.

### **2.5 Details for all Structured Timed Assignments.**

- a. Each STA shall be administered and finalised within an 8-hour period, i.e. from 0800hrs to 1600hrs
- b. A timetable has been posted on the student portal, detailing when each STA will be available for download.
- c. All STAs will be done through our online MOODLE platform
- d. 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 10

minutes 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)

- e. All students are to ensure that they have access to their individual Moodle accounts on the University platform.
- f. The assignment needs to be preferably typed, in the following format: Font, Times New Roman, size 12 point, spacing 1.5, justified. Page numbers should be included.
- g. As the STA will not be invigilated and will be written remotely, you are required to comply with all assignment-related 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 engaging in any such activity.

The University reserves the right to submit your work to an electronic programme 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 a failing grade on a particular assignment or a failing grade for a course or exclusion from the Certificate/Diploma/Degree programme. In addition, one may also be subjected to disciplinary proceedings by the University since the University views acts of copyright infringement and plagiarism as serious offences.

### **3.0 SCHOOL OF EDUCATION**

#### **3.1 All DIECD & DIECDM**

Students are informed that they will write Structured Timed assessment, downloadable and submitted on the Student Portal over a period of 14 hours 55 minutes (0800 to 2355) on the day scheduled for each course. This assessment replaces the normal sessional examinations. Please refer to the Examinations Time table.

#### **3.2 All Bachelor of Education Degree**

Students (Primary, Special & Inclusive Education, Early Childhood Education) will write Timed Online Papers. The timetable and

instructions for these will be shared on the portal (**assessment commences on the 9<sup>th</sup> November 2020 for all Courses**).

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, then that will also mark the end of your ONE ATTEMPT to complete the Examination. However, the exam will be open from 8.00am until 12 Midnight for each course.

This examination will not be invigilated and will be written remotely. You are however, required to comply with all Examination 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 engaging in any such activity. In this respect, the University reserves the right to submit your work to 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 a failing grade on a particular assignment or a failing grade for a course or exclusion from the programme. In addition, one may also be subjected to disciplinary proceedings by the University since the University views academic dishonesty as a serious offence.

**3.3 Masters students (MEDEL)** are reminded to continue doing their proposals, projects and dissertations and submit them as per schedules shared on the portal.

**3.4 PGCQAE** students are informed that they will complete and submit Quizzes that have been uploaded on the student Portal. The Quizzes are now open in the portal and will close on the **29th of November, 2020** for grading. Once a student opens the quiz, they have 45 minutes to complete it.

#### **4.0 SCHOOL OF SOCIAL SCIENCES:**

**4.1 All CBWCY** students will not sit the summative assessments. Instead, the students will submit the assignments as communicated in the Delivery Schedule for CBWCY.

## 4.2 Master's Degree students (CEMPA)

The assessment will be done through the Structured Timed Assessments (STAs). Each STA will be available from 08:00am to 16:00pm (8 hours) in line with the timetable shared. The STAs will be administered in the following way:

- a. Go to the student Portal to access the timetable for each of the courses you are due to write. Following our recent communication, some of you might have already done so effective Monday of the 18th May 2020.
- b. Go to the Moodle platform to download the questions
- c. Work on each of the modules/assignments as timetabled, to finish and upload the answer book before 1600hrs or by 1600hrs. The portal will close immediately after 1600hrs and you will not be able to submit after the portal has closed.

Please note that although this work will not be invigilated, you are expected to observe all the rules and regulations that govern your assessment.

**All students with Research Components are reminded to continue doing their proposals, projects and dissertations.**

### NOTE

**Detailed requirements, expectations, and conduct of these alternative assessments will be placed on the portal for students to follow. Alternative Assessment Papers commence on the 9<sup>th</sup> November 2020. Use the timetable provided on the portal to check when your course is scheduled.**

We wish you all the best.

Thank you

**BOU Student Services Division**