

Dear IOL student

RE: Planning for the Institute for Open Learning September Second Semester 2021 Examinations

Following the announcement by His Excellency, the President of the Republic of Namibia, Dr. Hage Geingob on 15 July 2021, regarding the regulations, as well as the AMENDED CIRCULAR: FORM ED:7/2021 with subject: Amendment to formal education circular 7 of 2021: School operations amid COVID-19 for the remainder of the 2021 school year, the Institute for Open Learning (IOL) is revising the planning for the August 2021 examinations.

The institution endeavors to accomplish the highest status of distance education by continuously developing online measures through which the institution's registered students can comfortably execute their tasks. IOL is thus excited about launching the September second semester examination.

When IOL explored the **planning** for the **second semester examinations**, the following **factors** were taken into consideration:

- The public gathering restrictions as per the regulations set out by the Government of the Republic of Namibia that is currently set at ten (10) persons per event.
- The winter school holidays that were further extended until 3 August 2021, meaning that learners will return to school for face-to-face learning on 4 August 2021 for the third semester. This resulted in a no school holiday period for IOL to carry out the second semester examinations.
- IOL's reluctance to consider offering offsite examinations as conducted in July 2020, as that compromised quality assurance requirements as set by the quality assurance authorities namely, the Namibia Qualifications Authority (NQA) and the National Council of Higher Education (NCHE).
- IOL's intention to still provide students who qualify for supplementary examinations the opportunity to do so in December 2021.
- The need for students who submitted Principal Permission Letters (PPL) for the second term's School Based Studies (SBS), that was postponed, to still complete their practical's and a third semester SBS before the schools close on 17 December 2021.

After careful consideration and deliberation of these factors, IOL has decided to cancel the face-to-face examinations that were scheduled for August 2021. Instead, providing students who qualified for the August examinations with the opportunity to write examinations offline. The offline examination is scheduled for **20 September to 4 October 2021**, and will consist of one session scheduled between 14:00 and 18:00, daily.

Procedures for the assessment and evaluation of the IOL second semester examinations

Due to the deviation from the initial examination plan, the institution has decided on the following assessment procedural guidelines:

- Once the July assignment results have been released, all students who qualify for the second semester September examinations will receive an SMS notification with the examination booking deadlines.
- Students will have to book for their examinations via the student portal. It will not be required from the students to select an examination venue as all examinations will be done in the comfort of your personally selected location and via the student portal.
- The **booking period** will be open from **2 September until 13 September 2021**.
- Only the subjects for which students qualify will be available for selection on the booking system, and students should only book for the subjects they wish to write.
- Students should ensure to save the booking and click submit once done and that they receive a confirmation e-mail or SMS once the booking process is completed. Should no confirmation email or sms been received, kindly contact the office immediately for assistance.
- Students risk forfeiting one examination credit per subject should they, after booking, fail to upload the examination answer paper, without a valid reason. Valid reasons are authenticated only by the submission of a medical or death certificate.
- The examination question paper will be available on the student portal on the date and time the specific subject is scheduled for on the examination time table and as per the booking made.
- **To access, download and upload the examination question paper** students will have to follow the **steps** outlined below:
 1. Log into the student portal with your username and password
 2. Click on 'My Studies'
 3. Select the course tree of the relevant course
 4. Click on 'Study Material'
 5. Open the 'September 2021 - Exam Question Papers' folder
 6. Download the specific examination question paper
 7. Agree to the terms and conditions
 8. Save the question paper on your local drive (**DO NOT CHANGE THE NAME OF THE DOCUMENT**)
 9. Type the answers in the spaces provided
 10. Upload the completed examination answer script before the set time has expired.
- Students should note that only the examination question papers scheduled for that specific time slot will be available and only if the student booked for that specific subject during the booking period.
- For a students' next subject's examination question paper to be available during the next examination session scheduled and booked, they will need to refresh the student portal page.
- Students can also make use of the search function at the top of the page to find the folder or specific question paper.

- Once students have downloaded the examination question paper, they will have **between two and four hours** to complete and upload the completed question paper, depending on the subject written.
- The allotted time for the specific question paper will be indicated on the booking system, on the personal timetable which will be available on the student portal once the booking period has closed and on the examination question paper.
- As soon as students have downloaded the specific examination question paper, the clock on the student portal will start counting down the time for the duration indicated on the question paper. Students should keep track of the time while completing their question paper and will have to upload their completed answer script on the student portal before the time runs out.
- The duration of the examination depends on the credits of the subject students are writing, to ensure valid assessment results. In other words, for 10 or 12 credits subjects the examination is typically a two and a half-hour examination of 120 marks. While an 8 credit subject paper is two hours in duration and is worth 100 marks. Whereas subjects with 14 credits have a three-hour examination time limit and a 130 marks paper. Students will however receive an hour and 20 minutes extra for every examination question paper for the September examinations to accommodate for amongst others, the downloading and uploading of the question papers.
- IOL will open the system for students to download the specific question papers 10 minutes before 14:00 daily to allow students enough time to **read and understand and agree to the terms and conditions of the examination**. The terms and conditions are available at the bottom of this information letter and will also be pronounced on the booking page which includes the outlines, rules, and regulations for the September 2021 examinations.
- The terms and conditions are pronounced before the examination to ensure students understand the terms and conditions before they do the booking and that they agree and adhere to the terms and conditions at all times. Should there be any concerns with the terms and conditions students are advised not to proceed with booking and first consult IOL via the various communication channels.
- As soon as students agree to the terms and conditions when writing the booked and scheduled examination, the question paper will be available and students will be required to **type their answers in the spaces provided** on the examination question paper.
- Should students for any reason fail to upload their completed examination answer script before the due time, they will be required to re-write the examination during the next academic year for that subject, and will forfeit the examination credit.
- No tutors will be available for assistance from 19 September to 04 October 2021. Ensure that all examination related question are handled before the examination commence.
- **Students will have to personally ensure that they have a quiet and conducive environment with a functioning computer and adequate internet connection with sufficient data to complete their examination question papers as there will be no deliberations between the student and IOL for special consideration on external matters.**

Tips to ease your September examinations:

1. Ensure that you have access to your student portal prior to the examination. Contact IOL well in advance should you have portal password issues.
2. Select a quiet place to write your examinations. Alert the people around you that you are writing examinations, switch off your cellphone, social media, notifications, television, etc.
3. Prepare your work station at least 30 minutes before you start to ensure that once the system opens you are ready to start immediately.
4. To adequately prepare your examination work station before officially starting the examination, gather all the tools you will need while writing the examination, such as scribble paper, pens, pencil, calculator, and water.
5. Before the official starting time, check that your computer or the device that you are using is in working condition and that your network coverage and Wi-Fi connection is reliable.
6. If you are using pre-paid data ensure that you are topped up with sufficient data. IOL will not be responsible for, or reverse exam credit, if your internet service or power is interrupted. Do not book if you feel that your internet or power or any other factor is not reliable.
7. Read and understand the examination instructions. Ensure that you know the exact date and time for each subject booked. Familiarise yourself with the duration of the question paper and thoroughly read through ALL the instructions.
8. Practice good time management. Do not waste time answering questions you may find challenging, and rather move on to the next question and go back to the challenging questions if time permits.
9. Take a deep breath - once you have logged in, take a moment to relax and focus.

As mentioned above, all students will have to agree to the below terms and conditions which include the outline, rules and regulations for the IOL September second semester 2021 examinations, and all students are to adhere to the terms and conditions at all times.

IOL September 2021 Second Semester Examination Terms and Conditions

Ethics and integrity

- All examination ethical rules and regulations for face-to-face examination apply to the September examinations.
- Time management:
 1. The system will make question papers available at the starting time, and the system will close when it reaches the end of the time allowed to complete the question paper.
 2. All answer scripts, whether completed or not, should be uploaded by the student prior to the time expiration.
 3. There will be no discussions between the student and IOL for special consideration on external matters such as:
 - Surrounding interferences
 - Internet interferences
 - Personal computer or devices not functioning
 - Portal access issues (passwords etc.)
 - Completion time depleted and question paper not submitted



Academic honesty and integrity and academic misconduct

Academic honesty means demonstrating and upholding the highest integrity by not creating an unfair academic advantage for yourself or an unfair academic advantage or disadvantage for anyone else. In short, it means doing your own work, not cheating, and not presenting the work of others as your own.

Academic dishonesty includes, but is not limited to:

- Copying from another student or collaborating with another student and then submitting the examination as your own work.
- Allowing someone else to write the examination and submitting it under your name.
- Copying from published and unpublished articles, web pages etc., rewriting someone's work or using the ideas, words or work of someone else as if it is your own work.
- Receiving any outside assistance in any shape or form during the examination.
- All forms of academic dishonesty are viewed as misconduct under the institution's rules and regulations, and any irregularities will be evaluated by the Disciplinary Committee which may result in a student being suspended for one (1) year.

We thank each and every student for their commitment, understanding and support during these evolving times.

For enquiries or advice please contact our office on any of the platforms below.

Email: iol@tgh.na
Call Centre: 061 270 9100
WhatsApp: 085 715 4864