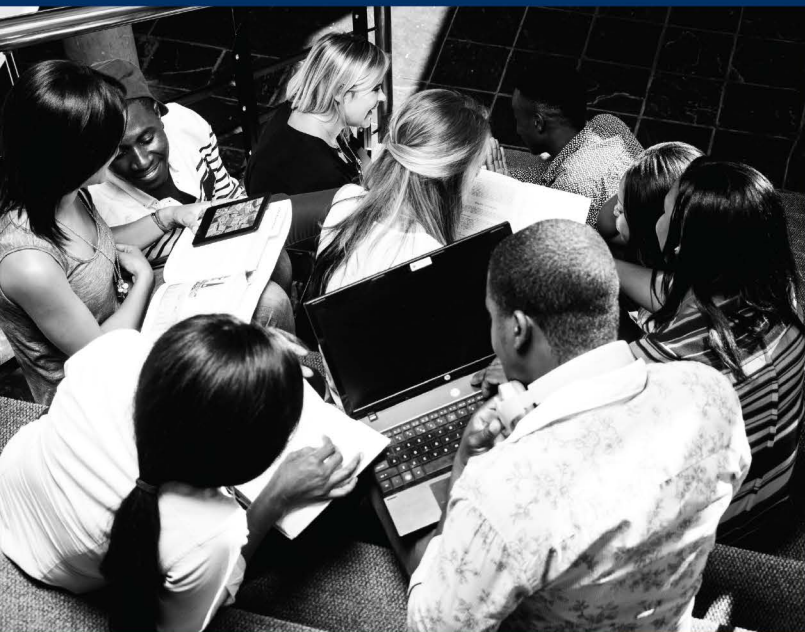


STUDENT

NEWS



Your all-in-one IOL e-newsletter. September 2021 | EDITION 02
Valuable information and hot topics will be covered in the newsletter on a monthly basis.



Alternative Measures to September Examinations

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.

VERY IMPORTANT

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

Examination Staff

Examination Manager:
Bronwin Basson
Examination Supervisor:
Leonard Thompson

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 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 you 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.



Tutor Assistance

No tutors will be available for assistance from **19 September to 04 October 2021**.

Contact details

IOL Call Center: 061 270 9100

WhatsApp: 085 715 4864

Email: IOL@tgh.na

Facebook Institute for Open Learning (@iolnam)

Website: www.IOL.na

Online Shop: www.IOL.na/shop

Examination Dates

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.

Examination booking period

The booking period is open from **2 September** until **15 September 2021**

