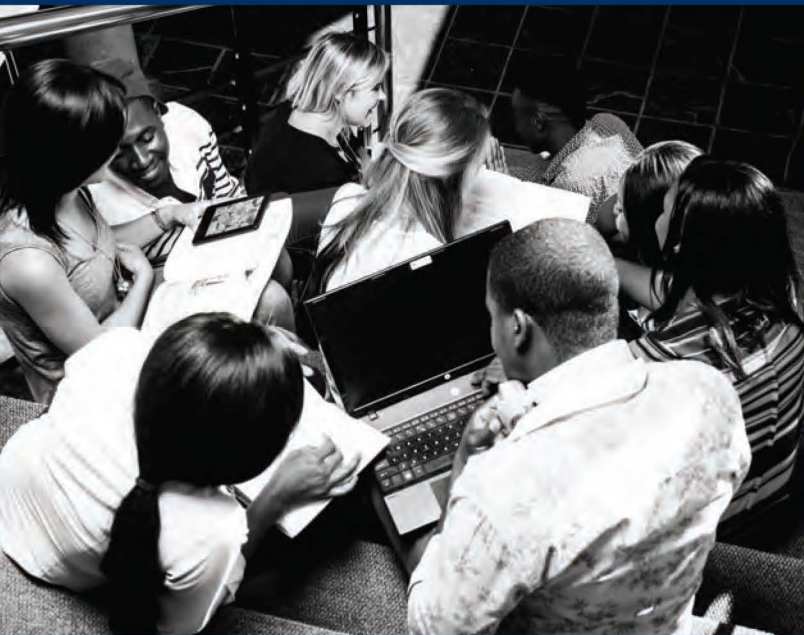


STUDENT

NEWS



Your all-in-one IOL e-newsletter. April 2022 | EDITION 06
Valuable information and hot topics will be covered in the newsletter on a monthly basis.



Examination Guidelines

Examination Dates

The electronic April 2022 examination is scheduled for 11 to 29 April 2022, and will consist of one session scheduled between 14:00 and 18:00, daily.

VERY IMPORTANT

During the scheduled examination time, IOL shall not entertain any discussions with the student 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
- Unanswered examination scripts uploaded

PLAGIARISM

Please note that IOL will do a plagiarism check before sending your examination scripts for marking and moderation. Should any form of academic dishonesty including plagiarism or copying be detected the specific answer script will not be sent for marking and the student will receive an SMS informing the student that the script will not be marked. All students found guilty of academic dishonesty during this process will receive a letter after the examination to outline the action that will be taken.



Examination Staff

Examination Manager:
Bronwin Basson



STEPS ON HOW TO ACCESS, DOWNLOAD AND UPLOAD THE EXAMINATION QUESTION PAPER:

1. Log into the student portal with your username and password.
2. Select the 'Examination' menu option from the top menu to load the Examination page.
3. Confirm that you have Read and Understood and thus agree to the terms and conditions.
4. Download the specific examination question paper.
5. You can download your question paper at any time between the start and end time.
6. Save the question paper on your local drive (DO NOT CHANGE THE NAME OF THE DOCUMENT).
7. Type the answers in the spaces provided.
8. Upload the completed examination answer script before the set time has expired.
9. YOU CAN UPLOAD AS MANY TIMES AS YOU WANT, HOWEVER THE SYSTEM WILL ACCEPT THE LAST UPLOAD AS YOUR FINAL SUBMISSION.

WHAT TO DO IN THE EVENT OF A POWER FAILURE DURING THE EXAMINATION

- Submit the examination Power Failure form (only for power failure during an examination session)
- This form must be submitted within five (5) working days from the power failure to your nearest IOL office or via email : exams@tgh.na
- The following supporting documents should be attached:
 - An official letter/flyer from the Town Council or electricity provider (NAMPOWER etc), clearly outlining:
 - The date of the power failure
 - Time of the power failure (from when to when)
 - A sworn declaration from the student made at the Police station, stating/declaring the place where you wrote the examination.

Tutor Assistance
No tutors will be available for assistance from 10 to 29 April 2022

Contact details

Student Counselor : 061 270 9186

WhatsApp: 085 715 4864

Email: IOL@tgh.na

Facebook Institute for Open Learning (@iolnam)

Website: www.iol.na

Online Shop: www.iol.na/shop

