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April 2024 Examinations Guidelines

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Institute for Open Learning (IOL)

April 2024 Examinations Guidelines



This letter serves to provide detailed information regarding the upcoming IOL April 2024 examination. Eligible students will have the opportunity to complete their examinations electronically, scheduled to take place from the 2nd to 20th April 2024. Sessions will be conducted on weekdays between 14:20 and 18:40, and on Saturdays from 08:20 to 12:10 and from 14:20 to 18:40. It is essential to note that there will be no tutoring support available for the duration of the examination.

1. Procedures for the Assessment and Evaluation of the IOL April 2024 Electronic Examinations

The following guidelines outline the assessment procedures applicable to all IOL students participating in the April 2024 examination:

1.1 All eligible students for the April 2024 examinations will receive an email notification containing the relevant subject(s) and examination booking deadlines.

1.2 Students must book their April 2024 examinations through the student portal. No selection of an examination venue is required, as examinations will be conducted remotely at personally chosen locations via the student portal.

1.3 The booking period will be open from the 15th to 25th March 2024.

1.4 Only subjects for which students qualify will be available for selection on the booking system. Students should only book for the subjects they intend to write.

1.5 After completing the booking process, students should receive a confirmation email. In case of non-receipt, it is important to contact the office promptly for assistance or rebook. Remember to save the booking and click submit.

1.6 The examination question paper will be accessible on the student portal at the scheduled date and time for each specific subject.

1.7 Refer to your examination timetable on the student portal for the available examination sessions based on your booking.

1.8 Steps to Access, Download, and Upload the Question Paper:

1.8.1 Log in to the student portal using your username and password.

1.8.2 Select the 'Examination' menu option from the top menu to access the Examination page.

1.8.3 Confirm your understanding and agreement to the terms and conditions.

1.8.4 Download the specific examination question paper.

1.8.5 Download the question paper anytime within the specified start and end times.

1.8.6 Save the question paper on your local drive without altering the document name. (DO NOT CHANGE THE NAME OF THE DOCUMENT)

1.8.7 Provide answers in the designated spaces.

1.8.8 Upload the completed examination answer script before the set time expires.

1.9 To reiterate please note that only examination question papers scheduled for the specific time slot and subjects booked during the booking period will be accessible.

1.10 To ensure availability of the next subject's examination question paper for the scheduled and booked session, refresh the student portal page.

1.11 After downloading the examination question paper, students will have between two and four hours to complete and upload the completed answer script, depending on the subject.

1.12 The allocated time for each specific question paper will be clearly indicated on the booking system, as well as on the personal timetable accessible through the student portal. Additionally, the examination question paper itself will also display the designated duration.

1.13 Upon accessing the examination through the student portal, the clock on the portal will commence counting down from the indicated time specified on the question paper. It is essential for students to diligently monitor the time while working on their question paper and ensure that the completed answer script is uploaded to the student portal within the allotted timeframe.

1.14 The examination duration varies based on the credits of the subject. For example, subjects with 10 or 12 credits typically have a two and a half-hour examination with 120 marks, while an 8-credit subject is two hours in duration and worth 100 marks. A subject with 14 credits has a three-hour time limit and is a 130 marks paper.

1.15 Students will receive an extra hour and 20 minutes for each examination question paper to accommodate downloading and uploading.

1.16 The specific examination question papers will be available for download ten minutes before 14:30 each day or at 08:30 and 14:30 on Saturday. This time frame allows ample opportunity for students to read, understand, and agree to the terms and conditions of the examination. The terms and conditions, including rules and regulations for the April 2024 Examination, can be found at the bottom of this information guideline and will also be accessible on the booking page.

1.17 Students must acknowledge, read, and agree to the terms and conditions before the examination. In case of any concerns or queries, students are advised to consult IOL through the available communication channels before proceeding with the booking.

1.18 The question paper becomes accessible once students confirm their understanding and agreement to the terms and conditions.

1.19 Students are required to type their answers in the designated spaces provided on the examination question paper.

1.20 Failure to upload the completed examination answer script within the allocated time will necessitate rewriting the subject during the next examination opportunity, resulting in the forfeiture of the examination credit.

1.21 Failure to upload the examination answer paper without a valid reason may result in forfeiture of one examination credit per subject. Valid reasons include submission of a medical or death certificate for authentication.

1.22 Students must ensure a quiet and suitable environment with a functioning computer and reliable internet connection, along with sufficient data, to complete the examination question papers. Please note that IOL will not entertain requests for special considerations due to external factors.

Note: The terms and conditions, rules, and regulations outlined herein are intended to ensure students' understanding and compliance throughout the examination process.

2. Tips for Facilitating Your April 2024 Examinations

2.1 Ensure that you can access your student portal well in advance of the examination. If you encounter any issues with your portal password, promptly contact IOL for assistance.

2.2 Choose a quiet and distraction-free location for writing your examinations. Notify those around you about your exam schedule and turn off any potential distractions such as cell phones, social media notifications, and television.

2.3 Allocate at least 30 minutes to set up your work station before the official start time. Organise all the necessary tools you will require during the examination, including scribble paper, pens, pencils, calculators, and water.

2.4 Before the designated start time, verify that your computer or device is functioning correctly, and ensure the reliability of your network coverage and Wi-Fi connection.

2.5 If you are using prepaid data, make certain that you have sufficient data for the examination. Please note that IOL cannot be held responsible for any interruption in your internet service or power. It is important not to book if you have doubts about the reliability of your internet, power, or any other related factor.

2.6 Thoroughly read and comprehend the examination's terms and conditions. Take note of the specific dates and times for each subject you have booked. Familiarise yourself with the duration of each question paper and carefully review all instructions provided.

2.7 Practice effective time management during the examination. If you encounter challenging questions, do not spend excessive time on them. Instead, move on to the next question and return to the challenging ones if time permits.

2.8 Upon logging in, take a moment to relax and compose yourself before beginning the examination.

2.9 Lastly, please be aware that the system will consider your last upload as the final submission.

As mentioned previously, all students are required to agree to the provided terms and conditions, which encompass the outline, rules, and regulations for the IOL April 2024 Examinations. It is imperative that students adhere to these terms and conditions at all times.

3. IOL April 2024 Examination Terms and Conditions

The following terms and conditions apply to all IOL students participating in the April 2024 Examination:

3.1 Ethics and Integrity:

All ethical rules and regulations pertaining to face-to-face examinations also apply to the IOL April 2024 Examination. Students are encouraged to familiarise themselves with the IOL examination rules and regulations.

3.2 Time Management:

3.2.1 The allocated examination time corresponds to the scheduled booking system. Additional time is provided as per the guidelines for downloading and uploading the examination question paper.

3.2.2 Question papers will be available at the designated start time, and the system will automatically log out once the examination time is complete.

3.2.3 All answer scripts, whether completed or not, must be uploaded by the student before the scheduled examination time expires.

3.2.4 During the examination, IOL cannot address external matters, including:

- Interferences in the surrounding environment
- Internet disruptions
- Malfunctioning of personal computers or devices
- Portal access issues (e.g., passwords)
- Depletion of completion time without submission
- Uploaded unanswered examination scripts

3.3 Academic Honesty and Integrity:

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.

3.4 Academic dishonesty includes, but is not limited to:

3.4.1 Copying from or collaborating with another student and submitting their work as one's own.

3.4.2 Allowing someone else to write the examination and submitting it under one's own name.

3.4.3 Plagiarising (copying from your IOL study guide or published and unpublished articles, web pages etc.) or presenting someone else's work, ideas, or words as one's own.

3.4.4 Receiving outside assistance in any form during the examination.

All forms of academic dishonesty are considered misconduct and will be evaluated by the Disciplinary Committee, which may result in a one-year suspension from IOL.

IOL reserves the right to review examination scripts for plagiarism using recognised platforms.

4. Actions for Non-Compliance:

Students who fail to comply with IOL rules, regulations, and guidelines may face one or more of the following sanctions:

4.1 Disciplinary admonition and warning by the Registrar

4.2 Academic penalty on the examination imposed by the Registrar

4.3 Mark deduction or a failing grade for the subject

4.4 Suspension from IOL for one academic year

4.5 Expulsion from IOL

Please note that IOL will conduct a plagiarism check before submitting examination scripts for marking and moderation. In cases of academic dishonesty, including plagiarism or copying, the specific answer script will not be marked. A letter will be sent to all students found guilty of academic dishonesty after the examination, outlining the consequences as described above.

We extend our gratitude to every student for their dedication, comprehension, and support. We would like to extend our best wishes to all of you for your upcoming April examination.

If you have any inquiries or require guidance, please do not hesitate to reach out to our office using any of the contact methods provided below.

Email: exam@iol.na

Call Centre: 061 270 9100

WhatsApp: 085 715 4864