



**FACULTY OF EDUCATION &
HUMAN SCIENCES**

**DISTANCE MODE ASSIGNMENT
LETTER**

New Curriculum

**Academic Year 2023
Semester (1)**

[Module Name]

[MODULE CODE]

***A MUST, TO READ THE ENTIRE
DOCUMENT***

Part-Time/Distance Assignment letter

1. ASSIGNMENT ADMINISTRATION

CORE CALENDAR FOR DISTANCE AND ONLINE COURSES – 2023 SEMESTER 1

MONTH	DATES	ACTIVITIES	Schools
February		Creation of Moodle courses for Distance and Online mode	
		eLearning training	
		Lectures for first Semester- Senior Students	
		Lectures for first semester- First Year Students	
February	14 February	Semester 1 Commences	
		eLearning training	
		Online Pedagogies course offering for UNAM Academics	
April	10-14 April	Compulsory Virtual Vacation School	All Schools
FIRST ASSESSMENT: 1st SEMESTER MODULES			
	18 April 2023	Due date: 01 st Assessment of 01 st Semester Modules Only	Faculty of Education and Human Sciences
	19-21 April 2023	Grace Period for assessment submission/ completion	
SECOND ASSESSMENT: 1st SEMESTER MODULES			
	8 May 2023	Due date: 02 nd Assessment of 01 st Semester Modules Only	Faculty of Education and Human Sciences
	9-11 May 2023	Grace Period for assessment submission/ completion	

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MAKE-UP/ COMPENSATORY ASSESSMENT 1 and 2: 1st SEMESTER MODULES		
31 May	Make-up assessment due date: Assessment 1 and 2 Semester 1 Modules – Only applicable if you score 1-39% . Take note that only one new assessment (test or assignment) is to be submitted per failed module	Faculty of Education and Human Sciences
7 June 2023	Lectures end for First Semester	All Schools
8 June 2023	CA Marks Due	
12 June 2023	Semester 1 First opportunity Examinations	
26 June 2023	Semester 1 Second opportunity Examinations	

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2023 Distance Mode Assignments

[Subject: Subject Code]

Dear Student,

Welcome to the University of Namibia. We are confident that your studies and hard work will be rewarded with success. We kindly advise that you obtain all the relevant information and booklets available for distance students from your Moodle platform (**including the 2023 Student Information Letter, Online Assignment Submission Guide and other documents**). These documents will provide guidance on how to approach your studies and will guide you through your study materials as well as providing useful administrative information in submitting assignments.

1. Study materials

Your study guide is essentially your “teacher/lecturer”. However, in addition, you are required to visit the library to consult prescribed books and recommended readings that are indicated in the study guide as well as browse the Internet in general. You are also responsible to purchase any prescribed textbooks required for your respective courses/modules. Furthermore, you are strongly advised to follow the guidelines in **the Online Assignment Submission Guide** available on Moodle.

2. Collaborative Learning

UNAM avails all your modules through Moodle, enabling you to interact with your fellow students online through forum discussions and chats. You can use the same platform to engage with your lecturers and tutors regarding academic support. Please take advantage of Moodle to avoid isolation and strengthen your interaction with colleagues, ask for help, and share/receive resources to aid your learning process. See below how to access forum discussions on Moodle:

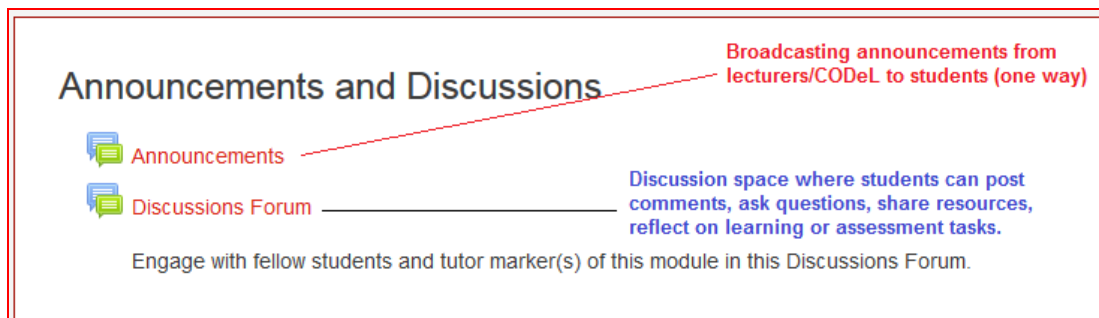


Figure 1: Forums in courses

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3. Submission of assignments

It is very important to complete and submit a clean, clear and well-argued assignment for marking. Make sure that you have understood the questions in order to answer them correctly. It is your responsibility to make sure that every page of the completed assignment is correctly numbered before submitting your assignment.

ALL assignments are submitted through the Moodle Learning Management System. This is an online platform where you will access all your modules and related information such as course outlines, course notes and other learning materials that your lecturer/tutor may choose to share with you. Moodle is accessible here: <http://elearning.unam.edu.na>. You should complete and submit all assignments on or before the given due date in the assignment letter if you wish to obtain your CA marks and qualify for examinations. UNAM always updates its assignment covers on an annual and semester basis. Please ensure that you have used the latest assignment cover. The latest assignment cover is availed on each course on Moodle.

A user guide is available on how to submit your assignment in each module on the Distance Education Common Space and you can access it on the Online Support system. Pay close attention to the following key points listed at the beginning of the guide on:

3.1 How you would know when you have successfully submitted your assignment: that is when the submission status shows "Submitted for grading"

Assignment	
Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 5 December 2017, 12:00 AM
Time remaining	6 days 12 hours
Last modified	Tuesday, 28 November 2017, 11:36 AM
File submissions	200130617 - GB Kooper - CMP3700 - Assignment 1.docx
Submission comments	Comments (0)
Edit submission	
Make changes to your submission	

Figure 2: Assignment submission status

MAKE SURE THE SYSTEM GIVES YOU A CONFIRMATION OF SUBMISSION by the submission status shown as "Submitted for grading" when done. If that status is NOT displayed when done, IT DOES NOT COUNT AS A SUBMISSION.

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3.2 Errors to avoid when submitting your assignment (committing these errors may result in you failing to submit your assignments and therefore potentially failing your course)

- a. You are submitting on the correct **Module/Course**
- b. You have selected and uploaded the correct Assignment **document** from your computer
- c. You are submitting the correct Assignment **number** for the respective activity (*i.e. Assignment 1, 2, etc.*)

3.3 How to check the assessment feedback when your assignment has been graded.

4. Due Dates

All assignment due dates for 2023 are published on second page of this assignment letter. With the shift from manual to online assignment submission, **due dates are automated and non-negotiable**. This means that you would be required to submit your assignments **ON** or **BEFORE** the due date set on your assignment (before 11h55 PM). After the date has passed (*i.e. 12h00AM* of the next day) the **assignment submission will be disabled, and you would no longer be able to submit your assignment**. Please note that assignment submissions will be open long before the due dates.

Please note that your assignment due dates are on page 2 & 3 of this Tutorial Letter. Use this assignment due dates to set up your calendar tool on your mobile phone or computer to set reminders for yourself and manage your time. Another way to keep pace with due dates, is by regularly visiting your Timeline of each of your courses on Moodle on the Course Overview. Also download the Moodle mobile app to access Moodle on your mobile phone or tablet and have access to notifications about due dates at your fingertips from [Google Play Store](#) for Android or [Apple App Store](#) for IOS.

5. Submission of Assignments

Due to challenges with Internet connectivity and speed, large files may take too long to upload, which is a big risk if you wait until the last minute to submit your assignments. You are therefore strongly advised **NOT** to wait until the final hours of the due dates to submit your assignments to avoid disappointments. You are also advised to ensure that you are in an area with good Internet connectivity when submitting your assignments. Timely submission of all assignments on or before the given due date is crucial for the timely grading and processing of your CA marks and determining admission to exams.

Take note that **assignments should never be submitted directly by email or hard copy to individual tutors or any other staff members of the University of Namibia.**

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6. Academic Support

One every Moodle course there is an embedded Academic Support section with materials to assist you with your writing process (see Figure 3 below). Go through the videos in order to enhance your writing process and submit better quality assignments.

Academic Support

Assisting Resources

Make use of resources guiding you on the University's Policy on Plagiarism and on referencing and citation.

 **Academic Writing Support** 

Short video tutorials on academic writing to use in preparation for and as reference when preparing your assignments, essays, reports or theses. These videos are best watched on a PC.

Figure 3: Academic Support tutorials

7. Grace Period

A *grace period* refers to three (3) additional days added after your assignment due date. The purpose of this grace period is to provide each student with time to verify and or to make amendments to assignments already submitted. These changes may include correcting errors like submitting a file to a wrong module or on a wrong assignment; submitting a wrong file; losing internet connectivity, etc. An example would be that a student attempting to submit an assignment and they lose internet connection would still be able to try again the day after at a different place or when the connection has been restored.

8. Plagiarism Control

It has been observed that some students copy information from the Internet and paste into their assignments without acknowledging the sources of the information. This is called plagiarism. A copy of the Policy on Academic Integrity has been provided to you on every course on Moodle. Please note that plagiarism which includes copying and pasting information from the Internet would not be tolerated, shall result in your assignments declared null and void and graded as a "0". All assignments submitted through Moodle would be checked for plagiarism using plagiarism detection software. You are therefore strongly urged to acknowledge EVERY source that you use for your assignment by using the appropriate citations and references following the referencing style prescribed by your lecturers (APA Referencing guides are available freely online). Find one here: <http://www.uofa.edu/docs/apa-documentation.pdf>

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Any assignment found with high similarity scores or with evidence of clear attempts to cheat such as submitting an assignment that is not your own would result in a zero (0) grade.

9. Vacation schools

Attending vacation school is COMPULSORY and the vacation school timetable will be made available through the UNAM Moodle

10. My UNAM Portal and Moodle

We recommend that you regularly (at least twice a week) access your “My UNAM Portal” (<http://my.unam.edu.na>) for your registration status and information, and Moodle (<https://elearning.unam.edu.na>) for your learning and assessment information.

Also visit the Distance Education Common Space on Moodle where you can find all necessary information and user manuals related to your distance mode studies and also engage with other students studying on distance mode. See additional information under Section 11 below.

11. Online Support (Ticketing) System

An online support system is provided where you can report some of the issues that you may experience regarding your studies. This system is easily accessible from the Moodle LMS system.

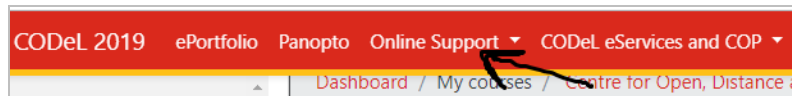


Figure 4: Online ticketing system

You can also make use of the Online Support (Ticketing System) for queries to be responded to by the responsible person within 48 hours. We recommend you use this system for Help Topics or issues listed on the system rather than email or telephone calls.

12. Online information, Tutorials and Distance Education Common Space

Information and Tutorials are provided in each course on the Moodle Learning Management System which you should first familiarise yourself once you first access your courses.

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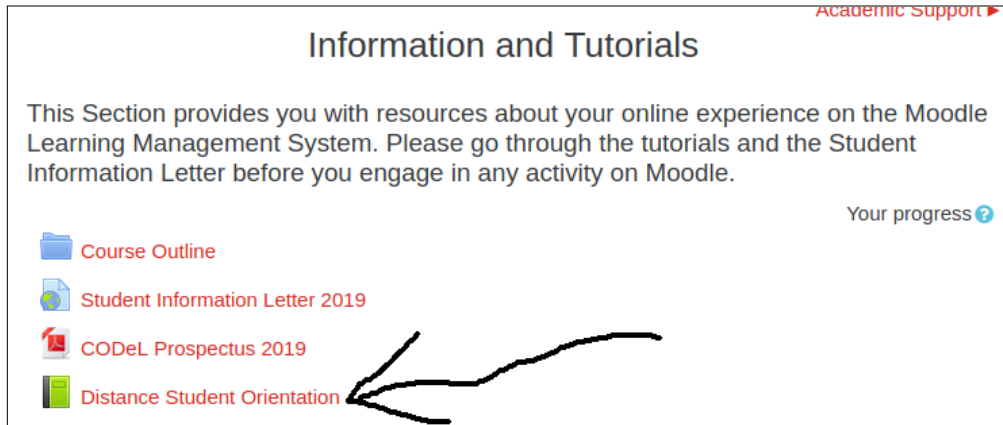


Figure 5: Info-Tutorials on Moodle

Indicated in Figure 4 above, the Distance Student Orientation provides video tutorials on various activities you would perform such as submitting your assignments, converting your documents into pdf format, changing your email address, how to check your results when assignments have been graded and so on.

Updates and information with regard to your studies and related events would be shared in the Distance Education Common Space which you can access from any course as shown in screenshot below. All students studying on distance mode are linked this the space where you can collaborate or discuss general issues.

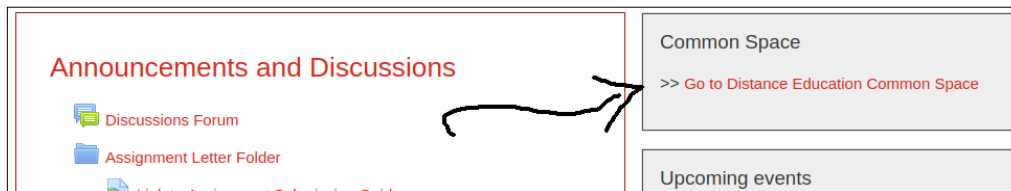


Figure 6: Distance Education Common Space

You will also find the Student Information Letter, your Vacation School Timetable and User Guides in the Distance Education Common Space.

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13. Staff Contact Information

If you study conscientiously, your efforts will be rewarded. Should you need any assistance or clarification on the module contents, you can reach the relevant staff members at the contact details as given below:

Tutor/ Lecturer/Setter			
Student Support Coordinator: Assignment due dates Availability of assignments & tests Unmarked assignments & tests Vacation schools	Ms. Janey Joseph	061 206 7222	jjoseph@unam.na
Faculty & Assistant Faculty Officers: Admissions Registration, Appeals Additions Cancellations Graduation	(PM -Windhoek) Ms. N Hauwanga(PO - Lower Primary) Ms. F Kalwenya (PO – Upper Primary) Ms. A Nelumbu (SP) Ms. S Shapumba (HP) Mr. I Mundumbu (RP) Ms. R Chata (KP) Ms A Felix	061 206 3978 065 232 3046 065 232 3040 063 220 2039 064 502 6508 066 268 6078 066 262 6071 065- 2323042	nhauwanga@unam.na fkalwenya@unam.na anelumbu@unam.na sshapumba@unam.na imundumbu@unam.na nchata@unam.na afelix@unam.na
Examination Officer For examination related queries and exam, marks and timetable	Mr. P Ambata (Oshakati) Ms. E Hasheela (Windhoek) Ms. E Mwilima (Windhoek) Mr. T Roos (Southern)	065 223 2263 061 206 3087 061 206 7272 063 220 2017	pambata@unam.na ehasheela@unam.na emwilima@unam.edu.na mishitile@unam.na troos@unam.na

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	Ms. P. Ndjamba (Rundu) (Katima)	066 268 6072 066 262 6083	pndjamba@unam.na
	Mr M Kangootuie (Sam Nujoma)	064-502610	mkangootui@unam.na
MOODLE QUERIES: Linking modules to moodle, assist with submitting assignment and technical problems.	CILT Team	061 206 3359 061 206 3381	https://elearning.unam.edu.na/support/

NOTE: For additional information consult the Prospectus and UNAM General Information and Regulations Prospectus.

ASSIGNMENT QUESTIONS/DELIVERABLES