

# STUDENT EXAM GUIDES



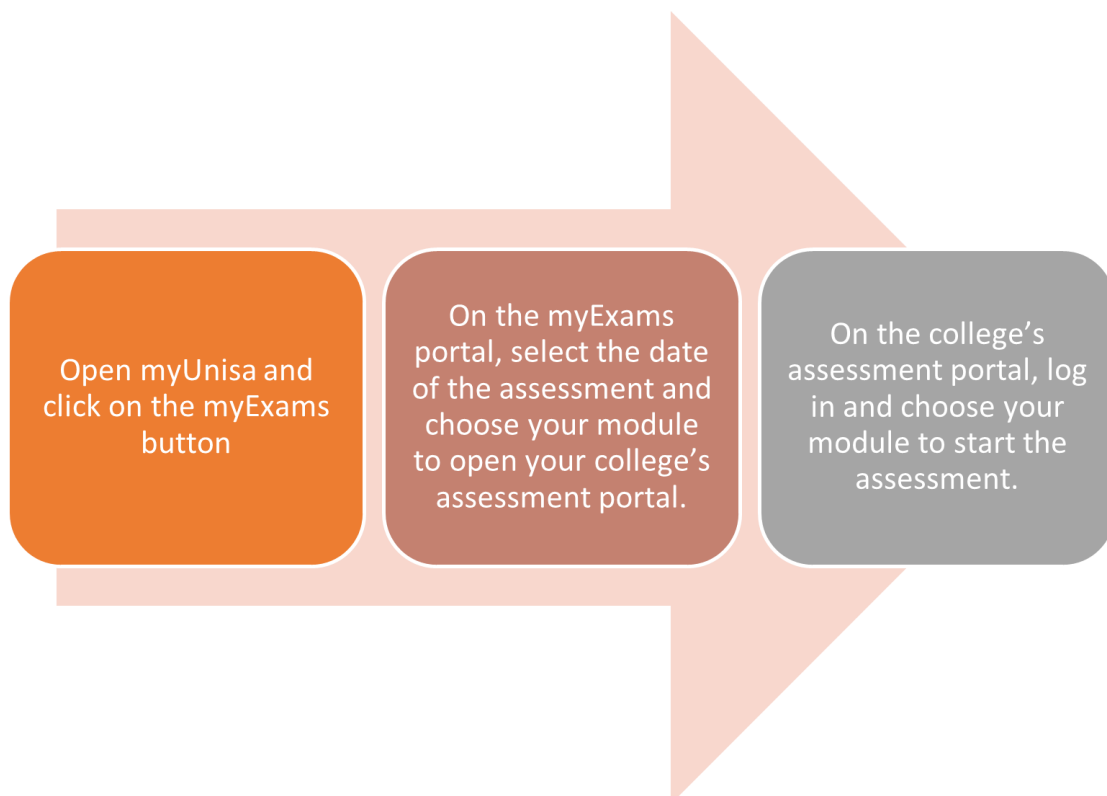
## **STUDENT EXAM GUIDE 01:**

HOW TO NAVIGATE THE MYEXAMS PORTAL AND ACCESS YOUR MODULES EXAM?

In this section, we will cover what the myExams portal is and how to access your college's exam portal.

Examinations are conducted on college-specific exam portals and are accessed from the myExams portal and not the myModules portal. For this reason, you should know how to access the myExams portal and how to navigate from the myExams portal to your exam on your college's exam portal.

The below diagram provides an overview of the steps to follow to access your modules assessment:



*Note:*

*The myExams portal list the exams to be conducted for the upcoming five (5) days, so your module will only be listed if it falls within the five (5) days.*

*You will need to use your browser and not the Unisa myModules app to access the myExams portal.*

## Steps to access the myExams portal:

1. Open myUnisa at <https://www.unisa.ac.za>
2. On the myUnisa page, click on the **myExams** button in the bottom right **Important links** box as per the image below.

The screenshot displays the myUnisa website interface. At the top left is the myUNISA logo with the text 'university of south africa'. To the right are input fields for 'User Name:' and 'Password:', followed by a 'Login' button. Below these are links for 'Claim UNISA Login', 'Forgotten Student Number', and 'Forgotten UNISA Password'. A navigation bar contains links for 'Registration', 'Student Support & Regions', 'Assignments & Examinations', 'Student Affairs & SRC', 'News & Events', 'Library', and 'Enquiries'. The main content area features a 'Unisa Ethics Hotline' banner with the number 0800 005 311 and a quote: 'All information that is reported is treated with the utmost confidentiality and the anonymity of callers will always be protected.' To the right is a 'THE IMPACT RANKINGS 2022 TOP 600' banner with the text 'Unisa's increased SDG impact confirmed by authoritative international ranking' and a 'More stories' link. Below the banners are four service buttons: 'Registration', 'Learner Support & Regions', 'Assignments & Exams', and 'Student affairs & SRC'. Further down are 'myLife email' and 'Unisa Radio' buttons. The 'Notices' section contains a list of updates, including postponed graduation ceremonies and NSFAS disbursement. The 'Events' section lists two events: 'The Directorate: Counselling and Career Development is inviting you to register for the Virtual Grad Expo that will take place online on 11 and 12 May 11 - 12 May 2022' and 'AGSA Graduate Programme Presentation 20 April 2022'. A 'VIEW ALL' button is located below the events. The 'Important links' section on the right lists various services, with 'myExams' highlighted by a red box and a red arrow pointing to it. Other links include Exam Results, Payment methods and banking details, Books, Student policies and rules, Graduation, Jobs and scholarships, and Bursaries and loans.

3. On the myExams portal click on the **date** your assessment is scheduled as per your exam timetable (see the image below). This will reveal the links to the modules scheduled for the date selected.

The screenshot shows the UNISA myExams portal interface. The header includes the UNISA logo and the text 'UNISA University of South Africa'. The main navigation menu on the left contains 'Exam Timetable', 'Essential Tips', 'Exam Contact Details', and 'Help'. The main content area is titled 'EXAM TIMETABLE' and 'Timetable for May/June 2022 Examinations'. It features a 'Link' button and a 'Help' button. A grey box contains instructions: 'Navigate to your Exam: Find below the dates listed on the timetable for the next five examination days. Click on a date to view a list of module codes. Click on the module code to access the examination platform. Login with your student number and myUnisa password.' Below this, it says 'Click on a date to view the timetable schedule for that day' and 'Today's Date is 2022-05-02'. A list of dates is shown: 2022-05-02, 2022-05-03, 2022-05-04, 2022-05-05, and 2022-05-06. The date 2022-05-05 is highlighted with a red box and a red arrow. Below the dates, it says 'You are viewing the schedule for 2022-05-05'. A table lists the exam modules: NAU4862 Exam May 2022, NMA4861 Exam May 2022, NMA4862 Exam May 2022, and ZMA4862 Exam May 2022. A back arrow is visible at the bottom left.

4. You can now click on your **module** and this will open the modules assessment page on your college's portal as per the image below.

The screenshot shows the UNISA Exam Timetable page. The header includes the UNISA logo and the text 'EXAM TIMETABLE'. A navigation menu on the left contains 'Exam Timetable', 'Essential Tips', 'Exam Contact Details', and 'Help'. The main content area is titled 'Timetable for May/Jun 2022 Examinations' and includes a 'Link' and 'Help' button. A grey box provides instructions: 'Navigate to your Exam: Find below the dates listed on the timetable for the next five examination days. Click on a date to view a list of module codes. Click on the module code to access the examination platform. Login with your student number and myUnisa password.' Below this, it says 'Click on a date to view the timetable schedule for that day' and lists dates from 2022-05-02 to 2022-05-06. The current date is 2022-05-02. The page indicates 'You are viewing the schedule for 2022-05-05' and displays a list of module codes: NAU4862 Exam May 2022, NMA4861 Exam May 2022, NMA4862 Exam May 2022, and ZMA4862 Exam May 2022. A red box highlights the first three module codes, and a red arrow points to the second one.

5. Clicking on your module will open your college's exam portal.

6. Type in your **myUnisa username** and **password** and click on the **Login** button as per the image below.

**UNISA** university of south africa

## Login

Username: 12345678

Password: .....

**LOGIN**

[Forgot your password?](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

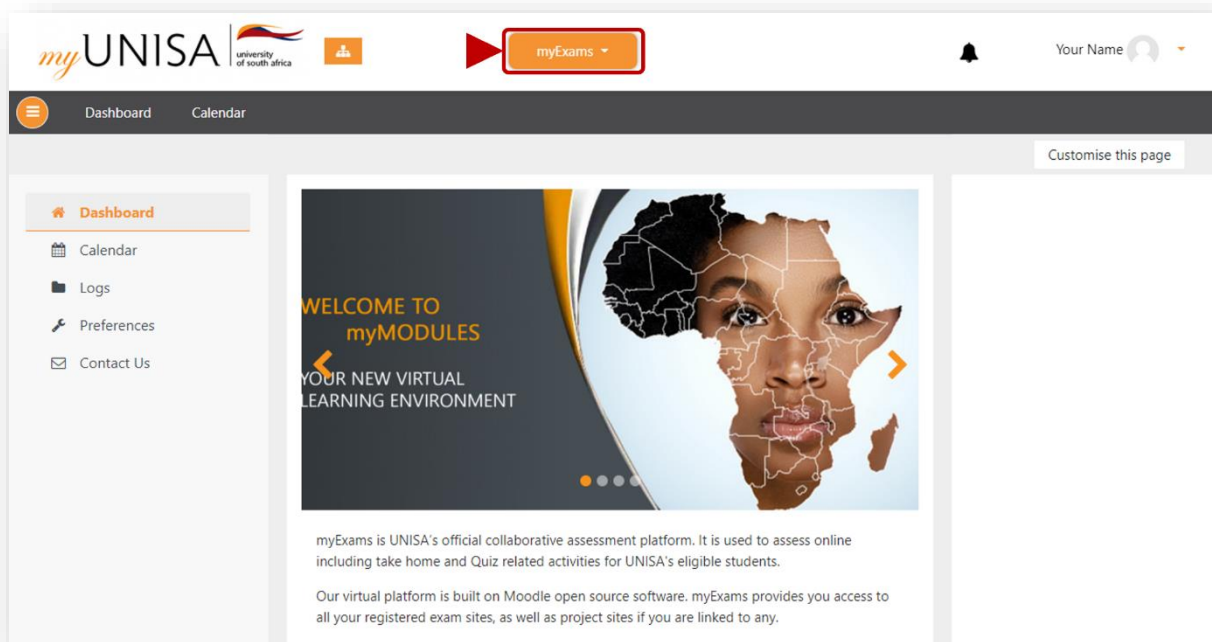
If you are logging in on a public terminal please remember to log out when you have finished and close your browser.

### Students

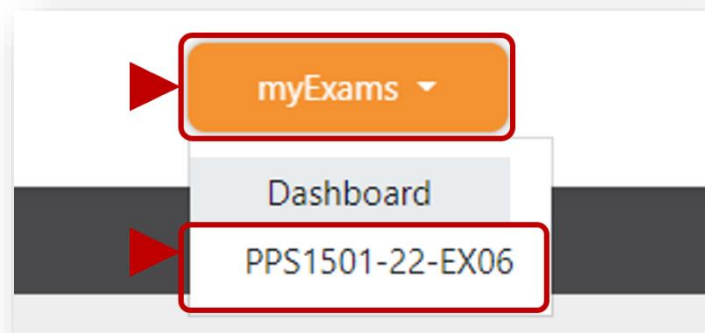
To use myUnisa and access the Unisa Library's services you need an active myUnisa password. Go to [my.unisa.ac.za](http://my.unisa.ac.za) to claim your myUnisa password.

If you forgot your myUnisa password you can use the **Forgotten Unisa password** link. Click [here](#).

7. You will then be directed to the **Dashboard** of your college's exam portal.



8. Click on the **myExams** button in the header and select the **module** for which you need to complete the exam.



9. On the modules exam page select the MCQ (Quiz) or Take Home (Assignment) assessment.

myUNISA university of south africa

myExams

Your Name

Dashboard Calendar

Dashboard / My courses / PPS1501-22-EX06

PPS1501-22-EX06

Participants

Dashboard

Calendar

Welcome Message

Announcements

Additional Resources

PPS1501-Exam May/June 2022

Logs

Preferences

### Welcome Message

Welcome to the myUnisa Learning Management System.

This website is dedicated to supporting your learning for this module. If you make a regular habit of visiting your Module site, you can take full advantage of these features:

1. Go to Official Study Material and you should find files such as tutorial letters and study guides, if available. For fully online modules, please visit Learning Units for study materials. Any other documents provided by your lecturer will be available in the Additional Resources tool.
2. The discussions tools will allow you to talk with your fellow students about this course. The lecturers may include other Topics and Forums for you.
3. Go to the Schedule to view your official assignment and examination dates.

Other things you might find in your module webpage:

Your lecturer may use the Announcements tool to inform you about special meetings, local conferences, or important course-related issues. When they put an Announcement, you may also receive an email reminding you to check the website.

We hope that you will take full advantage of these additional features to make your studies more exciting and successful.

The myUnisa Team

### Course Progress

1 Forum 1 Folder 1 Quiz

### Calendar

May 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Activities

Announcements

Additional Resources

PPS1501-Exam May/June 2022  
May\_June 2022 online examination rules

10. You can now review the assessment information and start.

## PPS1501-Exam May/June 2022

May\_June 2022 online examination rules

Attempts allowed: 2

The quiz will not be available until Monday, 23 May 2022, 8:00 AM

This quiz will close on Monday, 23 May 2022, 11:00 AM.

**To continue with this quiz attempt you must open your webcam, and it will take some of your pictures randomly during the quiz.**

Grading method: Highest grade

Start the quiz