



FREQUENTLY ASKED QUESTIONS ON TAKE-HOME EXAMS

1. I do not remember my login credentials. Can I get another set (email and password)?

Yes, you can have the login password for account reset. Please email the University ICT Services (UIS) on helpdesk@ucu.ac.ug , call +256794770816 or WhatsApp +256794770816

2. I have not yet completed my tuition balance. Will I be allowed to sit the examinations?

All students shall be able to access, attempt and return/submit the answer sheets. ONLY students who have completed their tuition balance shall be given access to their results through the provided channels.

3. Can I access e-learning using my mobile phone?

Yes, you can access eLearning on your mobile phone by entering the URL elearning@ucu.ac.ug or by downloading the moodle mobile application from the Google play or Apple stores.

4. I can't access my course, what should I do?

Please email eLearning on elearning@ucu.ac.ug, call +256312350896 or 256 795770530

5. Is my work safe on the eLearning platform?

Yes, your work is secure on the eLearning platform because:

- i. The system Keeps a record of your submission.
- ii. Your exam cannot be deleted.
- iii. The lecturer will have quick and 24/7 access to your work.

6. How can we be guided on downloading the exam paper and uploading the answer sheets?

The YouTube video link below is a step by step guide:

<https://www.youtube.com/watch?v=E5vjLminKV8&feature=youtu.be>

7. How do I access the examination questions? Do I need a password?

For the eLearning platform, yes you do need a password. Also, an enrolment key shall be provided. However, your class representatives will be emailed a complete set of examination question papers for your course and year.

8. How much time do I have to submit the responses or answers? Does it have to be handed in on the same day I receive it?

No, you do not have to submit the exam answers on the day you receive them. All exams shall be provided to the students on Wednesday September 15th 2020 00:00 hours and the deadline for submission will be October 15th 2020 23:59 hours. You are encouraged to **submit your answer PDF documents** as you complete them so as to avoid inconveniences.

9. Is it possible to send the answer documents to the lecturer on WhatsApp or Her/his email?

No, it is not acceptable. Students are discouraged from sending exam answers to the lecturers. We discourage you from doing so as this is not an officially accepted way of

handing in your answer sheets. All exam answers should be submitted via the e-learning platform, or via your respective faculty exam email that is provided on your exam front page. Please note that each faculty has a different email address.

10. Is it possible for me to change an uploaded document?

Yes, however it is ONLY possible on the e-learning platform. The last document you uploaded will be the one stored by the system. Remember to upload your final copy of the exam answer sheet before the deadline. Responses sent on email cannot be reversed or retrieved once already received.

11. Will the exam be marked differently from a standard exam?

Your faculty will mark the examination script based on guidelines provided by Academics Central Office for the marking of Take-Home Examinations.

12. How do I hand in large files?

Please note, the file size beyond 100MB shall not be uploaded.

13. How can I make sure that my exam paper has been submitted correctly?

You will get feedback immediately on the eLearning platform about successful submission

14. Where and when can I see my grade?

The university shall as usual release exam results to your respective faculty after vetting and approval by Senate. Results shall be shared using the University's MIS system. This means that you shall be able to access your results through the alpha MIS app on your phone or tablet. Please do not travel to the University to check for your results.

15. Can I see my exam paper after I have submitted it?

If you have submitted your exam answer sheet through the e-learning platform, you shall be able to see your responses. However, responses/answer sheets sent via email cannot be retrieved but will remain in your sent items mailbox in your personal email.

16. What constitutes examination malpractice and what are the consequences?

Having similar answers, using other authors information without reference, copying part or whole articles from websites etc will be considered plagiarism/cheating. If you are in any doubt at all, we strongly urge you to ask your lecturer, your supervisor or your examiner.

It is your responsibility to stay informed about the traditions within your subject field and the code of ethics. Violating these rules is punishable and may be so severe that it must be treated as exam malpractice.

The consequences of exam malpractice are specified in the student's academic code of conduct provided to you at the start of your course at UCU. If investigations are carried out and one found guilty of exam malpractice, such a student or staff will be subject to the university disciplinary procedures as prescribed in the code of conduct.

17. Do I have to make my own front page?

Yes, use the template that is shown on the exam question paper.

18. Will there be a maximum word count for my exam script?

For some exam papers (e.g. essay-based exams) a maximum word count will be specified, either for the whole exam or a question. The maximum word or page count, if there is one, will be stated on the exam paper.

19. What is the ideal environment for writing my exam?

You should find a quiet environment where you will not be disturbed.

20. How should I prepare for the exam?

You should prepare for the exam by revising the course material. In addition, you may want to prepare your notes, textbooks, handouts, website bookmarks etc.

21. Can I consult the internet when taking the exam?

Yes, you can consult relevant internet sources/material provided you attribute the source.

22. Will the Take Home Exam paper look different from the normal exam papers?

Yes. While traditional exams are set based on the assumption that they are taken in a controlled setting(s), the exams are tailored to fit the guidelines for what a standard Take Home Exam requires. Students are expected to apply knowledge, be creative, synthesize and evaluate concepts and issues from different domains of study.

23. What happens if I submit my completed exam script after the deadline?

There shall be no provisions for late submission after one month (15th October, 12.00 a.m.)

24. Will I get feedback on my exam sheet?

The University's policy on feedback on exams applies also to Take Home Exams. There is no individual feedback, but general feedback is provided after results are passed at the Senate.

25. The submission button is inactive, what should I do?

Please contact the eLearning manager on elearning@ucu.ac.ug, call +256312350896 /+256 795770530.

26. If I do not have data, will I be able to access the examinations?

Students are expected to load data bundles to attempt the examinations. The University shall not provide data bundles.