



Technical Instructions for Completing Assignments

Updated: March 2019

Assignments allow students to assess their progress, while the feedback examiners provide in the marking of submissions, enables each student to ascertain where they may need to focus or spend more time on before writing their examinations.

You must follow this updated guideline, **“Instructions for Completing and Submitting your Assignment”** and **“Technical Instructions for Completing Assignments”**.

The instructions for completing and submitting assignments and the technical instructions are available on the [eLearn](http://elearn.immgsm.ac.za/) platform <http://elearn.immgsm.ac.za/> as well as in the Yearbook.

1. Important information

- The IMM Graduate School reserves the right to alter the format of its assignment question papers at any time.
- Refer to each Module's individual mode of submission instruction on [eLearn](#).
- Students may work together but **may not** submit similar or identical assignments. Students must be able to prove that they worked **independently in compiling the submission**.
- No assignment may be sent to members of faculty or any other member of staff for checking prior to the assignment submission date.
- No extensions for assignment submission will be granted after the published due date, except in exceptional circumstances.
- It is the student's responsibility to ensure that the IMM Graduate School has received their assignment/s on or before the specified assignment due date. Faxed or emailed assignments will NOT be accepted.
- Students must ensure they have submitted the correct module assignment(s) for each semester, as well as ensure that the assignment question paper which they are working from is the correctly dated assignment, and not an assignment from a previous semester or assignment 2 instead of assignment 1 where applicable. No incorrectly submitted assignment will be marked.
- **Late submission penalties as follows:**
 - Modules with 2 assignments and an examination – less 5 marks per late assignment
 - Modules with 1 assignment and an examination and modules with 1 assignment / report only (thus no examination) – less 10 marks per late assignment
- If an assignment is submitted and the student has not registered, a marking fee per module will be charged.
- Assignment results cannot, under any circumstances, be carried over from one semester to another.

You must follow this updated guideline and the **“Instructions for Completing and Submitting your Assignment”** with reference to the following aspects:

- Retrieving the assignment question paper
- Assignment completion tips
- Formatting requirements
- IMM Graduate School’s Guideline to Harvard Referencing
- Presentation marks
- Plagiarism Policy
- Check your work (submit on eLearn to view Turnitin similarity report)
- Assignment results

2. eLearn Activity / eLearn Upload

There are two types of assignment submissions. Check in your module on eLearn to ensure you follow the correct procedure as it may differ from module to module:

a. eLearn Activity – Completed and submitted as an activity on eLearn.

- The assignment activity will be open for 48 hours. Ensure you log onto eLearn and complete your assignment activity within the allocated 48 hours.
- Tip to complete the activity:
 - Be prepared.
 - Download the PDF version of your assignment. Complete the multiple choice questions / true or false questions, etc. in a hard copy format before you attempt to answer these question in the eLearn activity (this will assist you in preparing adequately for the completion of the eLearn activity).
 - Complete your long answers (paragraph / essay type questions) beforehand in MS Word so that you can just “cut and paste” your typed answer into the space provided for each question in the eLearn activity.

- Note: All the questions need to be answered and submitted together via the eLearn activity. No answers may be submitted separately., they will not be marked.
- Any attempts after the submission deadline will carry a late penalty.
- Ensure you complete your final attempt before 15:00 on the Submission deadline to avoid a late penalty. No attempts will be accepted after 17:00 on the day after the submission deadline.
- A cover sheet is not required for this activity.
- You have **three** attempts to complete the eLearn Activity. The last attempt will be marked.

b. Learn Upload – Completed offline and submitted by uploading on eLearn

- Please refer to your specific module on eLearn to find the submission deadline.
- Adhere to the format indicated in the Instructions for assignments document.
- Save your Word document as a PDF. E.g. D12345_ABM401H. Do not scan the assignment as eLearn will reject scanned documents.
- Complete the Cover Sheet (editable PDF) and include in your final document.
- Any attempts after the submission deadline will carry a late submission penalty.
- Ensure you upload and submit before 15:00 on the submission deadline date to avoid a late submission penalty. No submissions will be accepted after 17:00 on the day after the submission deadline.
- For more detailed instructions, click on the “Upload a completed Assignment online (eLearn) How to Guide”