



Dear IMM Student

In this email, we will outline the submission method to be followed to complete a successful final assessment. You will also be able to follow a practice submission simulation, available on your eLearn portal, this will be discussed further down.

1. Final Assessment dates and times

- Please ensure you have downloaded your 'Examination Confirmation Letter' (ECL) from your student portal. This is your personalised examination timetable, and reflects all the final, updated exam dates and start times.
- Please ignore the reference made to the examination venue on your ECL, as an exam venue is not applicable for the May examination session.

2. Final assessment question paper

Your final assessment question paper will be available at the start of the examination session:

- 08h00 for morning sessions
- 14h00 for the afternoon sessions

To access the question paper:

1. Login to eLearn - <https://learn2020.imm.ac.za/>
2. Select your module;
3. Select 'Final Assessment';
4. Scroll down, and select 'Final Assessment Question Paper'
5. Start your open book examination

3. Uploading your completed final assessment

All Final Assessments must be uploaded in two steps on eLearn (as per Assignment 1, semester 1-2020)

STEP 1: Upload the Final Assessment (file saved as PDF, not scanned) to 'Check my Work for Similarity (Turnitin)' and download the similarity report.

Please note the following for financial modules: -

- A handwritten scanned document will only be accepted for financial modules where it is difficult to include equations.
- A similarity report through Turnitin is NOT required.

- Note: Take a photo of each page using a scanning application, save as one PDF file and submit online.
- You may also use the MoodleApp on your smartphone to upload the Final Assessment.

STEP 2: Upload similarity report for grading in 'Upload FINAL ASSESSMENT activity' (if required).

4. Final Assessment Practice – Submission Simulation

A final assessment submission simulation has been made available under 'Final Assessment Practice' on eLearn. Please attempt a practice submission, as many times as you would like, to ensure you are familiar with the final assessment submission steps. To access the Final Assessment Practice:

- Login to your eLearn portal;
- Select 'My Modules';
- Select 'Final Assessment Practice';
- Follow the submission instructions and complete a submission;

Please DO NOT upload your final assessment document which you intend to submit for grading when using the final assessment practice simulator. You may submit any other document, even the question paper, but NOT your final assessment document. We STRONGLY recommend that you practice the upload process a few times before the final assessment date.

5. Guides available for download from eLearn

- How to upload an assignment/project on eLearn
- How to prepare and write an open book exam (My Academic Support)
- Final Assessment Planning (My Academic Support)

We wish you the very best of luck with your final assessment preparation.

Kind Regards,

The IMM Graduate School Student Support Team

For student support contact: helpme@immgsm.ac.za