NWU®

UNIT FOR OPEN DISTANCE LEARNING

GUIDELINES TO STUDENTS ON SUBMITTING ASSIGNMENTS AND COVID ASSESSMENTS 2022

2022 SUBMISSION DATES:

	First Semester	Second Semester
Assignment Submission Date	9 April 2022	1 October 2022
Covid-Assessment Submission / Portfolios Date	4 June 2022	5 November 2022

Before submitting an assignment or a Covid-assessment, please familiarise yourself with the following instructions:

REGISTRATION:

1. Make sure that you are **REGISTERED** for the module that you wish to submit.
2. Modules that are registered in the **FIRST** semester, should be submitted in the **FIRST** semester and modules that are registered in the **SECOND** semester, should be submitted in the **SECOND** semester.
3. The semester in which you are registered for is indicated on your proof of registration.
4. A proof of registration can be accessed on the NWU 360 student portal service: http://diyservices.nwu.ac.za/student-360-service or from the UODL registration office (contact Distance.Potch@nwu.ac.za).

COVER PAGE:

1. All assignments should be accompanied by the **official NWU Assignment Cover page.**
2. All COVID-Assessments should be accompanied by the official **NWU Covid-Assessment Cover Page** that is provided by the lecturer in each module.
3. The cover page for ASSIGNMENTS can ONLY be used for ASSIGNMENTS and the cover page for COVID-ASSESSMENTS can ONLY be used for COVID-ASSESSMENTS.
4. All submissions will be strictly processed according to the information that is provided by the student on the cover page.
5. Please make sure that the content of your submission perfectly corresponds with the information provided on the cover page (i.e. student number, module code, etc).

UNDERTAKING

By signing the undertaking on the cover page, you confirm that all information provided on the cover page is correct and that it corresponds with the content of your assignment. You acknowledge that inaccurate information could cause a delay in the processing of your assignment, could lead to penalisation of marks and could cause release of results to be delayed.