

Tutorial Letter 101/3/2018

Forensic Methods and Techniques FOR2602

Semesters 1 and 2

Department of Police Practice

IMPORTANT INFORMATION

This tutorial letter contains important information
about your module.

BARCODE

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Dear Student

1 INTRODUCTION

Welcome to the module Forensic Methods and Techniques: Module B (FOR2601). I trust that you will find studying this module exciting, rewarding and helpful in your profession. **This tutorial letter (Tutorial Letter 101) contains very important information about this module.** In this tutorial letter, this module is referred to by its code, FOR2602, and by its name, Forensic Methods and Techniques. Therefore, the code and the name refer to this module. Always double-check the code when you do the assignments, when you write the examination and when you correspond with the University. Students who are registered for this module can also download the following study material online.

This tutorial letter contains general and administrative information about the module. Please study this tutorial letter carefully. **All the tutorial letters, together with the study guide for this module, form part of your study material. I advise you to read all the study material immediately and carefully as soon as you receive it.**

Other tutorial letters that you may be expected to download online during the semester include, for example, feedback on the assignments and information on preparation for the examination. In short, tutorial letters always contain important and sometimes urgent information. Feel free to contact me about the **academic content** of Forensic Methods and Techniques: Module B.

2 PURPOSE AND OUTCOMES

2.1 Purpose

Forensic Methods and Techniques: Module B is one of the obligatory base modules for the B Degree in Forensic Science and Technology, especially for those people who are interested in the investigation of crime.

This module is a continuation of the foundation that was laid in Forensic Methods and Techniques: Module A. This module covers more advanced techniques and methods of crime investigation. It also deals with the application of these techniques and methods to crimes that require more in-depth investigation. Nonetheless, Forensic Methods and Techniques: Module B is directed at investigators and all police officials.

This module is relevant for all police officials, from uniformed members in the police service to investigators, because it deals with the practical skills they need to carry out crime investigations. These skills include dealing with a crime scene, exhibits and people at a crime scene. Regardless of the type of crime that is investigated, police officials and investigators have to be able to process the crime scene correctly and to deal with the people affected by the crime compassionately and efficiently. The principles dealt with in this module can also be applied effectively in other fields of investigation, such as corporate investigation.

2.2 Outcomes

After you have worked through this module, you will be able to do the following:

- Conduct advanced investigations by applying the relevant theories on investigative principles correctly.
- Apply investigative principles, methods and techniques in the process of collecting and processing evidence that will be used as evidence in a court of law.

- Collect information, utilise it in the investigation process and produce it as admissible evidence in a court of law.

The following knowledge is embedded in the module and will be assessed directly or indirectly through assessment of the specific outcomes in terms of the assessment criteria:

- Statements (for specific purposes such as search, arrest and seizure)
 - Admissions
 - Confessions
- Expert evidence
- Interrogation
- Informers and ulterior motives
- Follow-up investigations
 - Validate
 - Trace
 - Verify
 - Corroborate
- Testifying
 - How to prepare to testify
 - How to testify
- Reporting of criminal cases
- Reporting of cases to the SAPS

3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer

The lecturer for this module can only help you with the **academic content** of the study material. **Please do not direct any administrative enquiries** such as queries about previous question papers, assignment results, examination dates, examination guidelines, assignment due dates or study fees to the lecturer. Please have the necessary study material with you when you direct enquiries to the lecturer. The following lecturer for this module can be contacted during office hours:

Mr DQ Mabunda

Tel: 012 433 9467

Fax: 012 429 8166

E-mail: mabundq@unisa.ac.za

Address: Brooklyn House, office 00-064, 337 Veale Street, College of Law, Unisa, Brooklyn, Tshwane

3.2 Department

This module is administered by the Department of Police Practice in the School of Criminal Justice, College of Law. The department's telephone number is 012 433 9410/9443. The details of the chair of the department are as follows:

Dr BC Benson

Tel: 012 433 9410/9412

E-mail: bensobc@unisa.ac.za

Address: Brooklyn House, office 00-19, 337 Veale Street, Brooklyn

Please consult the brochure ***Study @ Unisa*** for information on how to contact the University.

3.3 University

If you need to contact the university about matters that are not related to the content of this module, consult the publication *Study @ Unisa*, which contains information on how to contact the university, for example, to whom you should write about different queries, important telephone and fax numbers, addresses and the times when certain facilities are open.

4 RESOURCES

4.1 Prescribed books

There are no prescribed books for this module. The study material for this module comprises the study guide for FOR2602 (Forensic Methods and Techniques: Module B) and tutorial letters that will be made available online during the semester. Assignment and examination questions are based on the study guide only. **You do not have to buy any books.**

4.2 Recommended books

You are not limited to reading the study guide only. You can borrow books from the Unisa library to broaden your knowledge. Make sure you use the correct referencing technique when you refer to sources.

4.3 Electronic reserves (e-reserves)

There are no e-reserves for this module.

4.4 Library services and resources information

For brief information, go to www.unisa.ac.za/brochures/studies.

For detailed information, go to the Unisa website at <http://www.unisa.ac.za/> and click on “Library”.

For information on research support and services of personal librarians, go to <http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102>.

The Library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding , obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills
- how to contact the library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

5 STUDENT SUPPORT SERVICES

For information about student support systems, please consult *Study @ Unisa*, which is available online.

Unisa students have free access to computers and the internet at designated centres.

Unisa entered into partnerships with establishments (referred to as telecentres) in various locations across South Africa to provide its students with free access to computers and the internet. This access enables students to conduct the following academic activities: registration, online submission of assignments and participation in e-tutoring activities and signature courses. Please note that any other activities such as printing and photocopying are for students' own account. For information on a telecentre near you, please visit www.unisa.ac.za/telecentres.

5.1 Study groups

I advise you to join or to form a study group and to have contact with fellow students. The addresses of other students in your area can be obtained from the Department of Undergraduate Student Affairs.

5.2 myUnisa

To go to the myUnisa website, start at the main Unisa website, <http://www.unisa.ac.za>, and then click on the “**myUnisa**” button on the screen. This will take you to the myUnisa website. You can also visit the site directly by typing in <http://myunisa.ac.za>. Students must be registered on myUnisa to submit assignments, to gain access to the library functions and various learning resources, to download study material, to communicate with their lecturers, e-tutors and fellow students about their studies and the challenges they encounter and to participate in online discussion forums. MyUnisa provides students with additional opportunities to take part in activities and discussions of relevance to their module topics, assignments, marks and examinations. Please consult the *Study @ Unisa* brochure for more information on myUnisa.

5.3 Tutorial support (e-tutoring)

There are no discussion classes for this module, but e-tutors may offer tutorials on online discussion forums.

E-tutors fulfil a facilitative role, which entails encouraging dialogue between tutors and students, and between students and the academic and administrative structures of Unisa.

A tutorial is an organised session where students and tutors log on to myUnisa on a scheduled date and time to discuss course material. E-tutoring forms part of Unisa's open distance learning (ODL) model that is aimed at helping students understand the material that is taught, thereby enabling them to develop independent learning skills. This support is available to all students who are registered for this module. Thus, the onus lies with students to visit the module's webpage regularly. Tutorials will take place during the 15-week period and will make provision for examination preparation.

5.3.1 Discussion forums

Discussion forums allow students to interact regularly with lecturers, e-tutors and other students (through intergroup discussions) and are, therefore, a crucial instrument of tutorial support. One of the most important functions of these forums is that they enable the exchange of information

about module topics in cases where students are required to complete a task (activity) online. Discussion forums are reviewed to ensure that they support and contribute to tuition. Students need to make sure that they give inputs and do the activities. Students who are registered for FOR2602 and who are serious about their studies are urged to participate in the discussion forums (in particular those that are about specific topics or problematic areas). Another purpose of discussion forums is to provide students with a framework within which they can focus on important aspects in line with the module outcomes.

6 STUDY PLAN

Although the University provides a number of support services (such as academic skills development, counselling and student wellness), it is your responsibility to plan your studies. Thus, you have to work through your study material diligently and in a constructive way if you want to be a successful student. If you work full time or even part time, your chances of success at Unisa will be far greater if you plan your studies, commit yourself to working through your study material and make a point of interacting with the University whenever you need support.

You will find information on planning your studies in *Study @ Unisa* on the information page.

Part of being a successful student is finding your own way of working. Nonetheless, there are basic steps and processes that you should follow and the tips provided in *Study @ Unisa* will help you in this regard.

7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

None

8 ASSESSMENT

8.1 Assessment criteria

Assessment criteria are explained elsewhere in the tutorial letter.

8.2 Assessment plan

Although students may work together on certain learning units and activities, each student must write and submit his or her own individual assignment. In other words, each student must submit his or her own work. Students are not allowed to submit identical assignments on the basis that they worked together, as this will amount to plagiarism; none of these assignments will be marked. Furthermore, the students involved may be penalised or subjected to the University's disciplinary proceedings.

Plagiarism

If you copy your assignment answers verbatim (word for word) from the study guide or another source, you will be awarded 0% because it is an act of plagiarism. Plagiarism is the act of taking the words, ideas and thoughts of somebody else and passing them off as your own. It is a form of theft that involves a number of dishonest academic activities.

The *Disciplinary code for students* (2004) is available to all students on myUnisa on the University's website. You are advised to read the disciplinary code, especially sections 2.1.13 and 2.1.14 (2004:3–4), and the University's ***Policy on copyright infringement and plagiarism***.

8.3 Assignment numbers

8.3.1 General assignment numbers

There are two **compulsory assignments** in each semester. **Assignment 01 consists of multiple-choice questions and Assignment 02 is a written assignment.** It is important that you complete these assignments before the due dates to ensure you have enough time to prepare for the examination. Those students who register during the first semester should only do Assignments 01 and 02 for the first semester. The second semester students should only complete Assignments 01 and 02 for the second semester. Each and every assignment has a due date for submission. **Do not wait until the very last day to submit your work**, as you might not get your marked script back in time (i.e. before the examination) to see where you made mistakes. Do Assignment 02 as soon as you have completed Assignment 01.

8.3.2 Unique assignment numbers

It is important that you submit your assignments in good time to make sure you receive the marked script (Assignment 02) before the examination so that you can see where you made mistakes. Before you submit an assignment, check and confirm the **unique number** allocated for that assignment. The unique numbers of the first and second semester assignments are indicted in 8.4 below.

8.4 Due dates for assignments

Semester 1

Assignment no	Due date	Unique no
01	2018-03-02	795441
02	2018-04-06	671397

Semester 2

Assignment no:	Due date	Unique no:
01	2018-07-27	892985
02	2018-08-31	844427

8.5 Submission of assignments

Assignments 01 and 02 are compulsory and will count towards your year mark. There **is only one multiple-choice assignment for each semester and it must be completed on a mark-reading sheet.**

Make sure that you submit a complete assignment, that is, you have to ensure that each assignment is complete before you send it so that you do not discover afterwards that you submitted only half an assignment. If an incomplete assignment has reached Unisa, it will be nearly impossible for the administrative staff to combine two separate parts of the assignment at a later stage. Therefore, you will only be able to receive half the marks for that assignment.

NB: An on-screen marking tool is used to mark all assignments submitted electronically. Therefore, it is important that you convert your completed written assignment to PDF before you submit it.

Submission of assignments via myUnisa (electronically):

- Go to myUnisa.
- Log in with your student number and password.
- Select the module.
- Click on “**Assignments**” in the menu on the left-hand side of the screen.
- Click on the assignment number of the assignment you want to submit.
- Follow the instructions.

Submission of assignments by mail:

The Registrar
PO Box 392
Unisa
0003

Enquiries about assignments (e.g. queries about whether or not the University has received your assignment or about the date on which an assignment was returned to you) must be directed to **Unisa’s Assignment Section**. You have to write the section’s address in full, otherwise your marked assignment may not reach you.

Commentary on assignments (feedback)

Commentary on the assignments will be provided in a follow-up tutorial letter, which will be made available online for all students registered for FOR2602 and not only those students who submitted the assignments. **The feedback for Assignments 01 and 02 will be included in one tutorial letter.** Please check your answers as soon as Tutorial Letter 201 is available online on myUnisa. The assignments and the feedback on the assignments constitute an important part of your learning and should help you to be better prepared for the examination.

The assignment cover

Always use the code that appears in the tutorial letters. If it is not filled in correctly, your assignment cannot be assessed. The number allocated to the assignment in Tutorial Letter FOR2602/101/3/2018 must be filled in on the assignment cover. This is very important.

The paragraph-type question

This type of question can count between 2, 3 and 14 marks. Your answer to a paragraph-type question that is worth 14 marks must not exceed 420 words. If you exceed this limit, the assessor or marker will award marks for the first 420 words only. Answer the question in your own words using key words found in the study material.

You have to include references and quotations in this type of answer. (You also have to give a detailed list of references at the end of the assignment.) Do not use headings in a paragraph. A paragraph forms a unit. Present your statements and supporting arguments in a logical sequence.

The essay-type question

This type of question counts 15 marks or more. Your answer to an essay-type question that is worth 15 to 25 marks must not exceed 750 words. If you exceed this limit, the assessor will award a mark based on the first 750 words only. For detailed information and requirements concerning assignments, see the publication *Study @ Unisa*, which is available on Unisa's website.

When you write an essay-type assignment, please adhere to the following guidelines:

- Analyse the question.
- Identify what is being asked and then write your answer.

Analyse the question systematically on the basis of the following questions:

- What is the topic (theme)?
- What issues are involved?

Summarise sections from the source material in your own words. Make a note of references – if you do this later, it wastes time. You must always acknowledge the sources of your information.

Now start writing, using the following format as a guideline:

- Use your own words and do not be bound by the vocabulary in the sources.
- Interpret what you have read and explain it in your own words.
- Combine material from different sources meaningfully.
- Present a coherent and cohesive discussion
- Use examples from your work experience.
- Make sure you understand the concepts.
- It is essential to familiarise yourself with the meaning of certain concepts in the question (e.g. define, list, discuss, describe, identify and explain).

Refer to General Tutorial Letter SCHJALL/301/4/2018 for further guidelines on how to approach essay-type questions. It is important to note the marks allocated to each question, as it will give you an indication of how much detail to include in your answers. The more marks are allocated to a question the more information is required to earn those marks. A 20-mark question cannot be answered satisfactorily in half a page. Similarly, a five-mark question does not justify a three-page answer.

When you do the assignments, you have the advantage of having notes, textbooks and other sources of information at your disposal. Therefore, your answers to assignment questions should be far more detailed than your answers to questions in the exam paper. To earn marks, you have to be factual and explicit. Do not make vague statements in the belief that your lecturer knows the subject and will assume you know facts that you have not stated.

Be logical and stick to relevant facts; make sure the facts you state are relevant to the question. Your ultimate task is to communicate the following to your lecturer or assessor: (1) that you have insight into the situation presented by the question, (2) that you understand the issues it raises and (3) that you know and can explain the action to be taken or the procedure to be followed to deal with the matter or the situation satisfactorily. Write clearly and neatly. If you write an assignment by hand, your handwriting must be neat and legible. Pay attention to your sentence construction in answering the activities.

8.6 The assignments

SEMESTER 1

Students registered for semester 1 must complete the following two assignments:

Assignment 01: Multiple-choice questions (unique no: 604887)

The following is **true** or **false**. (A or 1 = True, while B or 2 = False): Choose one.

- 1) Normally, investigators fall into the category of expert witnesses.
A. True
B. False

- 2) A search for the truth is the ultimate goal in any investigation.
A. True
B. False

- 3) A person who is arrested by either the police or a private person for having committed an offence is considered a suspect.
A. True
B. False

- 4) Preparation and rapport building forms part of the interrogation process.
A. True
B. False

- 5) There is only one kinesic behavioural, that proves that a person is being truthful or deceptive.
A. True
B. False

- 6) An informer is described as a person who provides confidential information to an investigator.
A. True
B. False

- 7) In the majority of instances, cases are lost in the legal system because investigators, especially police detectives, fail to conduct a thorough investigation.
A. True
B. False

- 8) The ability to deliver quality testimony at a hearing is an important skill for an investigator.
- A. False
B. True
- 9) In most of the cases, the private investigator works independently of the police, but gathers information in exactly the same way
- A. True
B. False
- 10) CAS is a system used by the police to store information gathered during an investigation.
- A. True
B. False
- 11) Crime scene investigation and gathering of evidence forms part of the crime investigation process.
- A. True
B. False
- 12) To conduct a follow-up investigation successfully, you need to be creative, resourceful and tenacious.
- A. True
B. False
- 13) There are distinct differences in the approach you take when interviewing witnesses, as opposed to interrogating suspects.
- A. True
B. False
- 14) Section 35(5) of the Constitution of the Republic of South Africa, 1996, provides the right to equality only people.
1. True
2. False
- 15) Private Citizens also have the power to effect a citizen's arrest in certain limited circumstances.
- A. True
B. False
- 12

- 16) A suspect has a right to be informed of his/her constitutional rights when arrested.
- A. True
B. False
- 17) Polygraph testing is a truth verification tool that determines the innocence of guilt of a suspect
- A. True
B. False
- 18) A confession a written or oral statement acknowledging guilt made by a person who is accused of/or is charged with an offence.
- A. True
B. False
- 19) A good statement must be accurate, complete, concise, objective, comprehensive and truthful.
- A. True
B. False
- 20) Section 212 or 213 statement is merely a supplement to providing evidence *viva voce*.
- A. True
B. False
- 21) A warning statement is, legally speaking, an informal admission, that is, an admission made outside of a court of law.
- A. True
B. False
- 22) A warrant is a document issued by a judge, magistrate or justice of peace.
- A. True
B. False
- 23) In terms of section 20 of the Criminal Procedure Act, anything concerned, or believed to be concerned in the commission of an offence can be seized.
- A. True
B. False

24) The purpose of seizure is to bring the articles before court as exhibits in a case.

- A. True
- B. False

25) It is advisable to record the search and seizure operation.

- A. True
- B. False

TOTAL: [50]

Assignment 02 (unique no: 604879)

Question 1

List requirements of an expert report. (10)

Question 2

Discuss objectives of an interrogation. (10)

Question 3

Discuss different types of informers and their motives. (10)

Question 4

Discuss types of evidence in court or at a hearing. (6)

Question 5

Name two (2) types of questions to be asked when investigating a possible suspect. (4)

Question 6

Discuss a person's constitutional rights in terms of the Constitution of South Africa of 1996. (10)

Question 7

Discuss the types of statements (15)

Question 8

Describe an affidavit. (3)

Question 9

Discuss the requirements of a good statement (12)

Question 10

Discuss the format (structure) of a statement. (20)

TOTAL: [100]

END OF SEMESTER 1 ASSIGNMENTS

SEMESTER 2

Students registered for this semester must complete the following two assignments.

Assignment 01: True or false questions (unique no: 854134)

- 1) In a criminal case, the standard of proof is met on a balance of probabilities.
 - (a) True
 - (b) False
- 2) Documentary evidence includes documents and audio recordings. .
 - (a) False
 - (b) True
- 3) An expert report is compiled specifically for people who are not experts in specific fields.
 - (a) True
 - (b) False
- 4) Interrogation, together with interviewing, constitutes one of the main investigative techniques used internationally.
 - (a) True
 - (b) False
- 5) Interviewing can be described as a session of formal questioning of a person.
 - (a) True
 - (b) False
- 6) Kinesics is defined as a truth verification tool that measures predictable changes in a person's body associated with the stress of deception.
 - (a) True
 - (b) False
- 7) Reading of rights is one of the interrogation process.
 - (a) True
 - (b) False
- 8) Polygraph testing is the study of the way in which certain gestures and movements of the body serve as nonverbal communication.
 - (a) True
 - (b) False

- 9) Human beings react to anxiety-filled situations with behaviours such as anger, depression, denial and bargaining.
- (a) True
(b) False
- 10) An informer is described as a person who provides confidential information in order to benefit and be respected in the community
- (a) True
(b) False
- 11) The primary purpose of using witnesses is to present the facts in relation to an event about which they have first-hand knowledge.
- (a) True
(b) False
- 12) Effective note keeping often means the difference between the acceptance/rejection of testimony.
- (a) True
(b) False
- 13) In the Republic of South Africa, the South African Police Service (SAPS) is the only law enforcement agency that is mandated to carry out criminal investigations.
- (a) True
(b) False
- 14) An investigation report should be completed for each investigation conducted.
- (a) True
(b) False
- 15) The validation of information refers specifically to the development, substantiation and corroboration of existing information with supportive evidence.
- (a) True
(b) False
- 16) In terms of section 35(5) of the Constitution of the Republic of South Africa, 1996, right to equality is the only right that must be respected.
- (a) True
(b) False
- 17) A polygraph test must used on all arrested suspects to prove their guilt or innocence.
- (a) True
(b) False

- 18) Perjury is the wilful act of swearing a false oath or affirmation to tell the truth, whether spoken or in writing, concerning matters material to a judicial proceeding.
- (a) True
(b) False
- 19) A deponent is someone who wilfully gives false testimony by affidavit or deposition.
- (a) True
(b) False
- 20) The purpose of an oath is to make the speaker responsible for speaking the truth.
- (a) True
(b) False
- 21) A security official performs his/her duties in terms of the South African Police Act (Act 68 of 1995).
- (a) True
(b) False
- 22) A statement can be defined as a communication (either oral or written) setting forth particulars or facts.
- (a) True
(b) False
- 23) Admission is a voluntary acknowledgement of the truth.
- (a) True
(b) False
- 24) A warrant is a document issued by a judge, magistrate or justice of peace.
- (a) True
(b) False
- 25) The purpose of warrant is to arrest a person and bring such a person before the court as soon as possible.
- (a) True
(b) False

TOTAL: [50]

Assignment 02 (unique no: 887165)

Question 1

Discuss the crime interrogation process. (10)

Question 2

List five (5) categories of informers and their motives. (10)

Question 3

Discuss the crime investigation process. (10)

Question 4

Discuss the requirements of a good statement. (10)

Question 5

Discuss the rights of a suspect during investigative interviewing. (20)

Question 6

Discuss and evaluate physical nonverbal behavioural signs of deception. (20)

Question 7

Discuss practical considerations during search and seizure. (10)

Question 8

Name four types of statements. (8)

Question 9

Define the term "Affidavit". (1)

Question 10

Describe polygraph testing. (1)

TOTAL: [100]

8.7 Other assessment methods

Students registered for FOR2602 (first semester) can log on to myUnisa to retrieve Tutorial Letter 201, which contains feedback on Assignment 01 and Assignment 02, before the examination. Please note that Tutorial Letter 201 forms part of the study material for the first semester (the same applies to students registered for the second semester). Tutorial Letter 201 includes self-study questions. These questions are very important, because their purpose is to help you to prepare for the examination.

NB: Do not submit the answers of the self-study activities to Unisa.

8.8 The examination

Admission to the examination

Students who submit both compulsory assignments In time (on or before the closing date) automatically get admission to the examination. **Assignments 01 and 02** will be taken into account in calculating your final semester mark. Your semester mark will count 20% of your final mark.

How does this work in practice?

- Your semester mark will count 20% (first assignment 10%, second assignment 10%) of your final mark.
- Your exam mark will count 80% of your final mark.
- Thus, your final mark for the module will be calculated in the following way:
 $20\% \text{ (semester mark)} + 80\% \text{ (exam mark)} = 100\% \text{ (final mark)}.$

TAKE NOTE: If the University grants you permission to write the supplementary examination, your semester mark **will not** count towards your final mark. In other words, your examination mark will count 100% of your final mark and you will have to achieve a mark of at least 50% in the supplementary examination to pass this module.

This arrangement does not affect students who write the aegrotat (sick) examination. Students who are unable to write the examination because of health reasons will be in the same position as any other student. This category of students should submit a medical certificate to prove that they were ill. Therefore, their semester mark will count 20% of their final mark.

9 FREQUENTLY ASKED QUESTIONS

Please refer to the *Study @ Unisa* brochure, which contains an A–Z guide on the most relevant study information.

10 SOURCES CONSULTED

See myUnisa.

11 IN CLOSING

I wish you all the best with your studies.

12 ADDENDUM

N/a