

INSTRUCTIONS TO STUDENTS FOR THE MOCK REGISTRATION ACTIVITY IN PREPARATION FOR THE TAKE HOME ASSESSMENT

Dear Student

The Management and Staff of REGENT Business School (RBS) hope that you are well and safe during the current COVID 19 pandemic that we are facing both nationally and globally.

In response to the current crisis brought on by COVID-19, REGENT Business School has designed an approach that guides the conduct of assessments in the current circumstances. This necessitated an adjustment to the traditional venue-based system. The key change is the use of a “take-home examination” instead of the more usual invigilated examination. This form of an assessment is essentially positioned in the open-book assessment philosophy.

In an effort to ensure that you and the system are ready for the demands of the take-home assessment, RBS has put together a mock registration activity for all students. This mock registration activity is not module or subject related. The intention is to help familiarise you with the processes of what is to be expected during the take home assessment. During this process RBS will offer maximum support to all students via: LiveChat, email and the myregent student portal.

The Mock Registration activity will take place as follows:

Date: 11 June 2020, (Thursday)

Time: 10h00 – 12h00 (South African Standard Time)

- This activity is scheduled to open at 10h00 and close at 12h00.
- During this period, you will be required to log into the myregent student portal, confirm and verify your details, download the registration document, complete the document and upload the completed registration document.
- This activity will take you a maximum of about 10 - 15 minutes.

Steps to completing the Mock Registration process

- Log on to the myregent Student Portal
- Click on the **Assessment** tab, then click on **‘Take home’ Assessment**
One module from your schedule is identified as a mock for the registration session
- When the registration activity module is displayed, click on **‘Start’**,
- A verification / confirmation screen will appear, complete and **submit**
- Read and **tick** the acknowledgement box
- The Download Question and Answer Booklet button will be **enabled**
- Click on **‘Download Question and Answer Booklet’** button and **save** the document
- You may work **off-line** when completing the activity
- Students are reminded to **SAVE** their work as they go along
- Students are required to **convert** the completed Microsoft Word version of the mock registration activity to a **PDF format** and submit the completed response as a **PDF document only**
- Log back on to the myregent Student Portal, **click** on the Assessment tab, then click on **‘Take home’ Assessment**, on the assessment schedule screen, click on the **‘Resume’** button
- Click on **‘choose file’**, attach your saved PDF document.
- Click on **‘Upload completed Question and Answer Booklet’**.
- You will receive an acknowledgement of submission

This concludes the assessment registration, which will enable students to complete the take-home assessment.

NOTE: Although the Mock Registration is not compulsory, and all eligible students are entitled to sit for the final assessment, registering for the assessment allows each student to undertake a “mock” with regard to downloading, completing and uploading the assessment.

REGENT Business School wishes you well during the assessment period

FREQUENTLY ASKED QUESTIONS (FAQ'S)

1. Is the Assessment Registration activity compulsory?

No, it is not compulsory. It is merely a preparation activity for the formal take home assessment. It allows each student to undertake a “mock” with regard to downloading, completing and uploading the assessment.

2. Can I still undertake the final take home assessment, if I do not attempt the registration assessment activity?

Yes, all eligible students are entitled to sit for the final take home assessment.

3. When will I receive my timetable for the take home assessment?

All personalised assessment timetables have been released. The onus rests upon the student to ensure the modules reflecting on the timetable are as per the registration.

Note the date and times carefully. Please refer any queries to studentsupport@regent.ac.za.

4. What do I do if I have a clash on my personalised timetable?

Students must apply to write one module in the Aegrotat session via the myregent student portal or contact studentsupport@regent.ac.za

5. Where will I get guidelines for this examination?

There are webinars available to provide guidelines on how to approach a take-home assessment. The webinars are loaded on the myregent student portal.

Please note that since this is an open book examination, there will be no content scope for the examination.

6. Can I use my module guides and other resources?

How do I reference my answers?

An open-book assessment refers to an assessment whereby the student can use study material, the internet (where appropriate), or other resources while attempting the assessment. Where required, apply the Harvard referencing method.

All module guides are loaded in the student portal for ease of access.

7. Do I need to be online to complete the registration and the take home assessment activity's?

Yes, you require access to the internet to perform the upload and download of the assessment. However, you are not required to be online for the full duration of the assessment.

***REGENT Business School's student portal has been zero-rated by both MTN and Cell C.
This means that MTN and Cell C users will be able to access the portal at no charge.***