

IMPORTANT ANNOUNCEMENTS

TUTOR MARKED ASSIGNMENTS (TMA) ~SEPT 2017 SEMESTER~

1. ONLINE ASSIGNMENT SUBMISSION (OAS) SYSTEM – UPDATES
2. SUBMISSION OF TUTOR MARKED ASSIGNMENT (TMA) IN TURNITIN FOR ORIGINALITY CHECKING
3. DECOUPLING OF TMA SUBMISSION DEADLINES FROM TUTORIAL DATES
4. TMA WEIGHTAGES FOR LEVEL 300 COURSES
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1) ONLINE ASSIGNMENT SUBMISSION (OAS)

The OAS system is provided to facilitate the submission of TMA and the return of marked TMA to students in an efficient manner. It removes the hassle of travel by both tutors and students whilst eliminating the need for printing. The audit trail and tracking of TMAs are also made more efficient.

As such, please note that TMA for **ALL** WOU courses will only be accepted via the Online Assignment Submission System (OAS). Hardcopies / Manual TMA submissions will **not** be accepted. You are required to attach your Turnitin Originality Report with your TMA and submit both documents electronically in one zipped folder.

Likewise, applications for TMA Extension will also be fully online.

The online TMA submission and application for TMA extension are both available at the OAS which can be accessed via <https://assignment.wou.edu.my>

TMA Extension Application Module at OAS

Students who wish to apply for TMA extension must provide valid reasons together with (scanned) supporting documents and submit the application electronically through the Online Assignment System (OAS).

TMA Re-submission Application Module at OAS

Students who wish to apply for TMA re-submission must provide valid reasons and submit the application electronically through the Online Assignment System (OAS). Manual request for TMA re-submission will **no longer** be accepted. Students may only apply for TMA re-submission **only once**. The approvals for TMA re-submissions by your Course Coordinators are on a **case by case basis**.

Students who apply for TMA re-submissions are advised to check the On-Line Assignment Submission (OAS) system regularly for your Course Coordinator's approval. **Upon approval you are allowed only the next 2 days to re-submit your TMA into the OAS.**

Students who have any problems in submitting TMAs or applying for extension on-line are requested to contact the nearest Regional Office for advice and assistance.

2) SUBMISSION OF TUTOR MARKED ASSIGNMENT (TMA) IN TURNITIN FOR ORIGINALITY CHECKING

[*mandatory for Undergraduate & Postgraduate Project Courses, Project Dissertations & BBM521/03 Research Method course*]

Turnitin (<http://www.turnitin.com>) is a web-based service that allows user to find and highlight matching or unoriginal text in a written assignment. It allows students to submit their draft written assignments to the service for checking. At the end of the scanning process, Turnitin then generates an Originality Report online which students can refer to. The Originality Report summarizes and highlights all matching text found in the submitted assignment.

Students, in particular, are **urged** to make full use of this special facility. This implies that they should voluntarily submit their draft assignment papers to Turnitin for originality checking before they finally submit the papers to their respective Tutors for grading. As a rule of thumb, a Similarity Index of 30% and above may justify a need to review the writing although in some technical or special courses, this percentage may be common due to many acceptable reasons. Students are **strongly advised** to perform their own checks using Turnitin system before submitting their assignments

Students are not required to download and attach their Turnitin Originality Reports to the Online Assignment System unless requested to do so by your Course Coordinator/Tutor.

At present, it is **COMPULSORY** for all Project Course Reports, Project Dissertations and BBM521/03 Research Method course to be submitted to the Turnitin system before submission to the Online Assignment System separately. Please note that Turnitin submission is **NOT** the same as Online Assignment System submission.

For further assistance on Turnitin, you can contact the following staff:

Regional Center	Staff Name	Email / Telephone
Main Campus, Penang	Puan Norhasni Abdul Aziz	norhasniabaziz@wou.edu.my (04-2180 169)
	Ms Ooi Siew Lee	slooi@wou.edu.my (04-2180 167)
	Ms Chew Bee Leng	blchew@wou.edu.my (04-2180 180)
		library@wou.edu.my (General) (04-2180 159)
Ipoh, Perak	Ms Zakiah Hanum Abdul Hamid	zakiahhanumah@wou.edu.my (05-2436 323)
Johor Bahru, Johor	Mr Efhan Mohd Jemi	efhanbmj@wou.edu.my (07-5564 323)
Kuala Lumpur	Mr Sharyl Abd Latiff	shahrylal@wou.edu.my (03-9281 7323)
Kuching, Sarawak	Ms Mary Liliana Chin	maryliliana@wou.edu.my (082-578 923)

3) DECOUPLING OF TMA SUBMISSION DEADLINES

The TMA submission due dates, will **no** longer coincide with any specific Tutorial dates as in previous semesters. Thus the TMA submission deadlines will be fixed on a certain date in the On-Line Assignment Submission (OAS) system – please refer to these deadlines on pages 6-7 for your TMA submissions.

Further note that these TMA submission dates will remain unchanged although some tutorials in certain Regional Offices may be postponed due to public or state holidays etc.

4) NUMBER OF TMAS & TMA WEIGHTAGES

There are only 2 TMAs for all Undergraduate Programmes (*except for LHL331/05 Creative Writing which has 3 TMAs*).

The overall TMA weightages for all Undergraduate & Post Graduate Diploma shall be 50% for its continuous assessment component (i.e. TMAs) and 50% for the final examination component.

As of July 2016 onwards the continuous and final assessment weightages for Postgraduate courses from the School of Business and Administration are to be revised to 50% TMA and 50% Exams (and for some specific courses 60% TMA and 40% Exams) instead of the current 40% TMA and 60% Exams. This change does NOT apply to other Postgraduate Programmes Programmes (*i.e. specialist courses in MBACM, MBAMPM, MED etc*).

For actual ratio of the continuous assessment (i.e. TMAs) to final examination component, please refer to the respective course outlines.

5) Sept 2017 OAS TMA SUBMISSION DEADLINES

Online Submission Cut-off Date and Time for ALL courses:

Submission of	Date	Time	TMA Released Deadlines
TMA 1 Saturday (15 th Week)	21 Oct 2017	2400 hrs	28 Oct 2017
TMA 2 Saturday (17 th Week)	4 Nov 2017	2400hrs	11 Nov 2017

Note: TMA 1 Extension maximum 7 days by Tutors only. No Extension for TMA 2.