

## Student Guide: Higher Certificate on Social Auxiliary Work (SAW) and Bachelor of Social Work (BSW) Online screening and assessment test

### 1. On which dates are the Online screening and assessment test accessible?

Access to the assessment on the Unisa Open Learning portal will ONLY be available between **04 – 13 December 2024**, any **day** and **time** of the week. Please log in already to check that you have access to the platform.

### 2. How do I login?

You will be permitted to access the online screening and assessment test on the Unisa Open Learning portal using the following link : <https://mooc.unisa.ac.za>. You will use your student number as **login** and your birth date in the format YYYYMMDD as **password**. Please remember to log in using only these details. Also take careful note of the password format.

You will need to change your password on your **first log in**. Please re-enter your current password (YYYYMMDD) and then enter a new password in the areas provided.

**Note:** The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

### 3. How many attempts do I get?

You will receive **only one** attempt for this assessment.

### 4. How much time do I have to complete the online screening and assessment test?

You are only permitted to complete the screening assessment once. Please note that it is a 2-hour, fully online timed assessment consisting of multiple-choice questions. You must complete the assessment in one session. The system will close after the allowed submission time has lapsed.

### 5. What must I do on the day of writing my online screening and admission test?

4.1 Logon to <https://mooc.unisa.ac.za> with your student number, and password (i.e., date of birth) in the format YYYYMMDD. Remember point number 2 above.



4.2 To begin, read the detailed instructions on the home page, then click on Assessment. The page will open then click on **Attempt Quiz**.

Attempt quiz

4.3. Read through the questions presented on the page and select your answer from the provided options.

4.3 You should complete all the questions, without leaving the site. A timer on the Online Assessment tool will assist you to keep track of your progress. Click **Next** to load the next page of questions.

Next page

**Note:** you cannot go back to the previous questions once you have clicked on Next Page.

**Note:** for any reason if your browser is closed, log back into the site and click again on your assessment. Click on Continue your attempt. Your timer will continue to count down so do this quickly

Continue your attempt

4.4 At the end of the Assessment, click on "Finish Attempt". Review the summary report then click on "**Submit All and Finish Attempt**". The Assessment test will stop when your timer runs out or if the test session is finished, even if you have not reached the last question. If you do experience a technical interruption. **DO NOT** just close the page. If you logged out properly, you could login again, navigate back to your assessment test and resume where you last stopped, if time allows.

Cancel

Submit all and finish

**Note:** once the time runs out the assessment will automatically be submitted.

6. If I need clarity on something related to taking the online screening and assessment test – where can I send such an enquiry?

You may send your enquiries to [bsw@mylife.unisa.ac.za](mailto:bsw@mylife.unisa.ac.za) (Bachelor of Social Work - BSW) and [hcsaw@mylife.unisa.ac.za](mailto:hcsaw@mylife.unisa.ac.za) (Higher Certificate in Social Auxiliary Work – SAW)

7. When will I get the outcome of the assessment?



Successful applicants will be sent offers by the *Application and Registration office* to accept once all processes are complete.

8. I want to submit my application and registration documents (such as testimonial and police clearance certificate)

Please send documents to [artes@unisa.ac.za](mailto:artes@unisa.ac.za).

For additional information regarding BSW and HCSAW qualifications, please follow the link below.

<https://www.unisa.ac.za/sites/corporate/default/Colleges/Human-Sciences/Schools,-departments,-centres,-institutes-&-units/School-of-Social-Sciences/Department-of-Social-Work/Frequently-Asked-Questions>

