

Counselling Courses Quizzes Instructions

-Module Quizzes & Exam

Quizzes (tests) are an important part of your learning experience, and together with the exam, an opportunity for you to demonstrate that you have acquired enough knowledge in the modules/course. Together it counts towards 25% of your final grade.

It is NOT about “better grades” – it is about your e-learning experience! Yes, grades matter to you I know, but to me, it matters more to us that you must have acquired the knowledge and skills to become an efficient, ethical & competent Christian Counsellor. E-learning heavily leans on **self-responsibility and self-monitoring** – requiring a high level of self-regulation and self-discipline. In a sense, you are responsible for your own work, your own progress and “grade” and therefore responsible for your own growth and development. No, you don’t choose a “grade” for yourself, but because e-learning is asynchronous, tests and exams are not monitored (it’s only you in front of your computer – no invigilator), it does require an **ethical commitment** – something that should be obvious and understood in a Christian counsellors training program – you would think!



Please consider the following important aspects:

1. Required

Completing the bi-weekly quizzes is a course requirement and a subminimum of 40% required. Quizzes are important, they not only prepare you for the exam, but they give immediate feedback on your knowledge and learning. With the exam, the quizzes make up 25% of your final grade.

2. Not an “Open Book” test

The quizzes are NOT “open book” tests. When taking the quiz/exam, you are not to consult or refer to textbooks, notes or lectures. We emphasize that the student-counsellor must adequately prepare and study before taking the quiz/exam. To prepare for the module quiz you must review and study the module coursework - listen/view all the module lectures, review your notes, and review the required reading. For the exam you must review all the coursework!

3. Must be taken and completed in one sitting in the allotted time

Student-Counsellors must take the quiz in one sitting within the allotted time limit – uninterrupted – providing proof of their acquired knowledge of the course/module material. You will run into technical problems when you take too much time – the quiz will time-out, and the grade will not be correctly captured. The time starts counting down the moment you open the quiz slide show.

4. Only one attempt – (“one bite at the apple”)

You are only allowed one attempt at taking the quiz. Please note that once you open the quiz slide show, you must complete the quiz. Opening the slide-show quiz will be captured as your allocated attempt – please take note of the warning on the “One Bite at the Apple” page. Do not open the quiz slide show if you are not ready to take the quiz. The grade received at your first attempt will be recorded – take a screen shot of the result slide (just in case it disappears in cyber space). The Quizzes cannot be reviewed or repeated! To prepare for the exam, you must review and study all the coursework.

5. Glitches with individual Questions

You might occasionally encounter problems with individual questions – the computer not grading the question correctly or the question itself may be incorrect (we do make typing errors), or the slide formatting wrong. When this happens, please take a screen shot of the slide and e-mail it to the lecturer. We are continually trying to eliminate, update, correct, and improve these questions (remember to include the term, course, and quiz numbers)

6. Technology Issues

This is an online course and technology sometimes fails us. When this happens, do not panic. We will deal with it as best as possible and with as little stress to our students as we can. Please ensure that you have an adequate and stable internet connection, and that your computer/laptop/tablet is relatively new and that the updates are done regularly.

If you need technical assistance – please use the “Get Help” on Canvas and submit your enquiry or issue to them.

7. Internet Intermittent or Drops

Some students from time to time experience a loss of internet connection while taking the quiz or exam. Although this very seldom happens, it can happen. Please take the following steps:

- *Email the lecturer and let me know that it has happened and include a screenshot if possible.*
- *Please always take a screen-shot of the result slide (sometimes students only notice that the internet disconnected during the test when they notice that the “wrong” grade has been captured – the program will capture the score at the point where the internet lost connectivity).*
- *If you did complete the quiz and the wrong score has been captured, email the lecturer with the screenshot of the correct grade.*
- *At present Canvas does not allow us to “unlock” the quizzes and allow the students to retake the quiz. At the discretion of the lecturer, you will be excused from that quiz and your grade will not be affected.*

8. Biweekly “Due Dates”

Biweekly due dates are strictly enforced, but you will have a two-week “grace” period until the cut-off date to submit the quiz. We recognize that part-time students need some flexibility - we therefore accommodate you by leaving the quiz open for two-weeks grace period after the due date, but late-submissions will be penalized with a deduction of 1% per day. If you do not complete the quiz by the cut-off date, you will not be able to take the quiz and will be in jeopardy to not complete the course. It is therefore imperative that you complete the coursework for every module in the allotted two-weeks.

9. Take Note of SATS Course Exam Late Policy:

Exam can be taken from 22nd to the 27th of the last month of the term (Due Date is the 27th). The Cut-Off Date is the last day of the term and is non-negotiable. According to SATS policy a **-10% penalty per day** for late submission is applicable. The lowest adjusted grade that will be awarded is 40%. One-week extensions will only be considered for applicable legitimate reasons (e.g. medical note, etc.)

Greetings

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