



IMPORTANT ANNOUNCEMENTS

TUTOR MARKED ASSIGNMENTS (TMA) ~JULY 2011 SEMESTER~

1. ONLINE ASSIGNMENT SUBMISSION (OAS) SYSTEM – UPDATES
2. SUBMISSION OF TMA IN **TURNITIN** FOR ORIGINALITY CHECKING
3. DECOUPLING OF TMA SUBMISSION DEADLINES FROM TUTORIAL DATES
4. TMA WEIGHTAGES FOR LEVEL 300 COURSES
5. JULY 2011 TMA SUBMISSION DEADLINES
6. SST PROJECT COURSE TMA SUBMISSION DEADLINES

Date: 25 July 2011

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.

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

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

At present, it is **COMPULSORY** for all Project Course Reports and Project Dissertations to be submitted to the Turnitin system before submission to the Online Assignment System separately.

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

Regional Office	Staff Name	Email / Telephone
Main Campus, Penang	Puan Farzanah Ali Hassan	farzanahah@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	Ms Nur Hayati Sawal	nurhayatisawal@wou.edu.my (07-5564 323)
Kuala Lumpur	Mr Shahryl Abdul Latiff	shahrylal@wou.edu.my (03-9281 7323)
Kuching, Sarawak	Ms Mary Liliana Chin	maryliliana@wou.edu.my (082-578 923)
Kota Bharu, Kelantan	Mr Wan Ahmad Rifaie Wan Mohd Hanafi	wanahmadrifaiemh@wou.edu.my (09-7487 323)

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 4 & 5 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) TMA WEIGHTAGES FOR LEVEL 300 COURSES

The number of TMAs for level 300 courses had been reduced to 2 rather than 3 TMAs. The overall TMA weightages for Level 300 courses have also been revised to 40% continuous assessment component (i.e. TMAs) and 60% for the final examination component.

5) JULY 2011 OAS TMA SUBMISSION DEADLINES Online Submission Cut-off Date and Time for Graduate Diplomas, Graduate Certificates, Undergraduate Programmes & Postgraduate Diplomas

For courses at 100 level

*course with the course code of 100 to 190, e.g. BBM 102/05

Submission of	Date	Time
TMA 1 (6 th week)	26 August 2011	before 2400 hrs
TMA 2 (10 th week)	23 September 2011	before 2400 hrs
TMA 3 (15 th week)	28 October 2011	before 2400 hrs

.For courses at 200

*course with the course code starting from 200, e.g. BBM 202/05

Submission of	Date	Time
TMA 1 (6 th week)	27 August 2011	1200 hrs
TMA 2 (10 th week)	24 September 2011	1200 hrs
TMA 3 (15 th week)	29 October 2011	1200 hrs

For courses at 300

*course with the course code starting from 300, e.g. BAC301/05

Submission of	Date	Time
TMA 1 (6 th week)	27 August 2011	1200 hrs
TMA 2 (15 th week)	29 October 2011	1200 hrs

For 10 credit hours courses *10 credit courses commencing in July 2011

Submission of	Date	Time
TMA 1 (6 th week)	27 August 2011	1200 hrs
TMA 2 (15 th week)	29 October 2011	1200 hrs

For 10 credit hours courses (in the following semester Jan 2012)

Submission of	Date	Time
TMA 3 (6 th week)	25 February 2012	1200 hrs
TMA 4 (15 th week)	28 April 2012	1200 hrs

For 10 credit hours courses *10 credit courses commenced in Jan 2011

Submission of	Date	Time
TMA 3 (6 th week)	27 August 2011	1200 hrs
TMA 4 (15 th week)	29 October 2011	1200 hrs

For EED304/05 **Teaching Practicum**

Submission of	Date	Time
TMA 1 (4 th week)	14 August 2011	before 2400 hrs
TMA 2 (8 th week)	11 September 2011	before 2400 hrs

Online Submission Cut-off Date and Time for CEMBA/PA Programmes

Submission of	Date	Time
TMA 1 (8 th week)	10 Sept 2011	1200 hrs
TMA 2 (15 th week)	29 Oct 2011	1200 hrs

CEMBA/PA Project Courses

Submission of	Date	Time
CEMBA/PA Project Courses TMA1 (Project Proposal) Week 4 th	13 Aug 2011	1200 hrs
CEMBA/PA Project Courses TMA2 (Initial Draft I) Week 8 th	10 Sept 2011	1200 hrs
CEMBA/PA Project Courses TMA3 (Initial Draft II) Week 15 th	29 Oct 2011	1200 hrs

Note: Students are reminded that **no extension** will be granted for the submission of the **last** TMA of the semester and they are as follows:-

Graduate Diplomas, Graduate Certificates, UNDERGRADUATE PROGRAMMES & POST GRADUATE DIPLOMAS

Level 100 & 200 courses = TMA 3 (last TMA of the semester)

Level 300 courses = TMA 2 (last TMA of the semester)

10 credit courses = TMA 4 (last TMA of the year long course)

POSTGRADUATE PROGRAMMES

CEMBA/PA = TMA 2 (last TMA of the semester)

CEMBA/PA Project Courses = TMA 3 (last TMA of the semester)

6) JULY 2011 SCHOOL OF SCIENCE & TECHNOLOGY'S (SST) PROJECT COURSE~ TMA SUBMISSION DEADLINES

The following School of Science and Technology's (SST) Project Courses TMA submission deadlines are as follows. These 5 SST Project course TMA submissions will be done **manually (in hard copies)**.

The courses are **TAI309/10 CIS Project, TEC309/10 EC Project, TSN309/10 CSN Project, TEL309/10 EL Project and TIC309/10 ICT Project**

Submission of	Date
TMA 1	10 September 2011
TMA 2	7 January 2012