



Extended Assignment Guidelines for Students

What is an Extended Assignment?

1. A type of assessment a student completes outside of the formal T&L set up.
2. The Extended Assignment will be conducted in an open-book assessment format.
3. Students can refer to online resources, learning materials, the textbook and other reading materials to answer the questions posed in the assessment.
4. The Extended Assignment is an individual based assignment to test a student's ability on the attainment of the Course Learning Outcome.
5. Plagiarism (copying / cheating) is not permitted, and if caught, students will be given an F grade for the Extended Assignment and will be subject to the Academic Disciplinary Committee.
6. Students must declare that the submitted Extended Assignment is their own original work.
7. The schedule for the Extended Assignment will be provided by the Registry and Examination Unit, through the Final Exam Website and e-mail.

How the Extended Assignment is conducted

1. The Extended Assignment questions will address the learning outcomes of the course.
2. The Extended Assignment questions will be developed in a way that requires students to apply and make use of the information from online resources, the textbook, learning materials and other relevant references, where necessary, with appropriate citations and evidences.
3. The Extended Assignment must be submitted within 24 hours using the ULearn assignment component which will be open from 9 am to 8.59 am the next day.
4. Students will be considered as absent, if they fail to submit the assessment before or on the prescribed time.
5. Student will receive a reminder on ULearn on the remaining time to complete the Extended Assignments.
6. Only one file per Extended Assignment is allowed to be uploaded.
7. Student must tick the accept box when receiving the Extended Assignment on ULearn.
8. All Extended Assignments must be submitted in .pdf format, with student ID and Course Code as the file name (e.g. 123456_MEB2013.pdf) using ULearn ONLY. Maximum file size is 50 MB per submission.
9. All Extended Assignments must be submitted together with the declaration form of original work.
10. Students can directly communicate with ITMS for accessibility issues on ULearn.
11. It is recommended for student to submit the Extended Assignment early, to avoid last minute submission and to prevent problems with submission of Extended Assignments through ULearn.
12. Student will receive a notification upon the submission of the Extended Assignment.

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Assistance

1. Students may contact the following numbers if they encounter problems related to ULearn:
 - a. Nurhannan Binti Mohd Yusof : +6053688807
 - b. Ahmad Rasky Binti Asorudin: +6053688480
 - c. M Firdaus Bin M Nasir: +6053688859
 - d. Hamidah Binti Nasaruddin: +6053688827
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ULearn support email : ulearn.support@utp.edu.my