Online Assignment Submission Q&A for Students

1. **Q: Is it compulsory to submit online?**

    A: Yes, it is compulsory to submit your assignments online unless there is an indication for compulsory offline submission for a certain course.

2. **Q: Should I fill up the e-"T-MA" Form in OAS system if I submit my TMA offline?**

    A: No. After you have submitted your TMA to the RO, the RO staff will update your OAS system and you can keep track of your assignment status in the system.

3. **Q: Will a tutor get notification by email when a student submits an assignment to him/her?**

    A: Yes.

4. **Q: After successfully submitted the assignment, what should I do?**

    A: You can click on the assignment link to retrieve and verify the submitted copy is fully uploaded and is the correct version. If you found any error, resubmit via OAS system.

5. **Q: Will the students receive a notification by email when submit their TMAs?**

    A: Yes.

6. **Q: Is there a specific naming convention of the filename when a student submits an online assignment?**

    A: Yes. Use this naming convention:

    <class code>_<student ID>_TMA<no>

    For example: 4QTQ1_ 041080036_TMA1

7. **Q: What is the correct format for the cover page of an assignment?**

    A: Depends on the Course Coordinator. Students are advised to indicate their name, student ID, class code and assignment number on the front page of their assignment.

8. **Q: How long is a student's file kept in the system?**

    A: Students are able to download any marked file for the duration of the semester. At the end of each semester, all the files will be archived

by the system.

9. **Q: What is the file size limit for each file uploaded?**

   A: Currently, the file size limit is set at **8MB**.

10. **Q: What happens when a file is not compatible to be opened by another party due to a different version of Microsoft Office being used?**

    A: Please visit the following URL site for full details on how to download and install the relevant software to meet your needs. The Compatibility Pack has a file size of 27.53 MB.

    http://office.microsoft.com/en-us/products/HA101686761033.aspx

11. **Q: Is there a checklist for students to complete before they submit their assignment file?**

    A: Yes, just follow the procedure using the drop down box and radio buttons to complete your submission protocols.

12. **Q: Where can students view their assignment status and result?**

    A: Please visit the following URL for assignment results and status: https://assignment.wou.edu.my/onlineResult.asp

13. **Q: Can I apply for resubmission after closing date?**

    A: Yes you may, but with condition that you have a strong supported reason and before your tutor has finished marking your assignment.

14. **Q: If I have submitted a late submission (with permission), how do I know when the result is released?**

    A: Check your OAS system status frequently.