



**URGENT NOTIFICATION TO BOU TERTIARY STUDENTS REGARDING  
SUBMISSION OF SUMMATIVE AND FORMATIVE ASSESSMENT  
ITEMS ON THE PORTAL.**

**All Tertiary students are informed to strictly observe the following as they submit/upload their assessment on the portal:**

1. Make sure that each submission has a completed cover page (attached to this notification and on the portal) with all your personal details filled in as required.
2. Submit/upload your work at your Regional Campus Course Shell ONLY. The University shall not be liable for any lost scripts due to submission on the wrong shell.
3. Each shell is clearly marked with the Course and Tutor name. Please read before you submit.
4. Submit all your assessment items on or before the due date on the Course Delivery Schedule without fail.
5. Resubmission shall not be allowed.
6. All students are reminded to observe all Academic Integrity regulations as stipulated on the Academic Integrity Policy.
7. All assessment work should be submitted in Microsoft word (97 – 2004) format.
8. DO NOT submit your work in pdf format
9. Make sure your document is accessible and readable
10. The University shall NOT be held accountable for any file that cannot be opened.