



**SPECIAL NOTICE ON JANUARY 2020 END OF TRIMESTER EXAMINATIONS**

**OPEN BOOK EXAMINATIONS**

**1.0 Completion of MCQ Examinations**

All Open University students are to note that the Multiple-Choice Examinations (MCQs) have officially ended. The technical challenges we faced only affected four (3) courses. The schedule for retake of those courses are as follows:

**Tuesday 28<sup>th</sup> April, 2020.**

1. OSH Legislation
2. Financial Management 1
3. Discrete mathematics
4. Public Sector Accounting
5. Software Engineering
6. Mathematics for Management
7. Principles of Macroeconomics

**Wednesday 29<sup>th</sup> April, 2020.**

1. Strategic Information System
2. Environmental Management
3. Food Safety and Health

## 2.0 Registration Status

All OU students are to log into [www.lemsas.net](http://www.lemsas.net) and check whether all the courses they registered for this trimester are showing especially your Open Book courses. This should be done immediately. Contact **Daniel Agbeko** if you don't find any of your courses.

## 3.0 Accessing the Open Book Questions

All students who have been financially cleared can access their Open Book Questions. Note that questions will be accessible from 6am every morning for the courses to be written as per your time table.

### 3.1 Steps to Access the Questions

1. Visit [www.lemsas.net](http://www.lemsas.net)
2. Click on MyEdu on the dashboard
3. Click on the tab **Assignment & Examination**
4. Click on **Mid Semester Exams**
5. You will see your registered courses
6. Click on your course for details
7. Click on Mid Semester title to open the examination form
8. Click **download icon** to download the examination questions
9. After answering, come back to the same portal and click on COMPLETED EXAMINATION to upload your examination document
10. When submitted successfully, 'My Completed Examination Status' will change to **Submitted**

**Note: A pictorial display of the process has already been shared.**

## 4.0 Duration of Open Book Examinations

All Open Book Examination Answers are to be submitted within 24 hours. Therefore, students have from 6am of the day the exam is opened to 6am the following morning. Due to the compulsory requirement of doing plagiarism test and ensuring that you don't get a similarity index of not more than 20%, the university has added 7 more hours for students to rework on their work to meet the plagiarism requirement. Therefore, the submission time for each course has been extended to 12noon.

## 5.0 Plagiarism Tests

All answers must pass a plagiarism test before they can be graded. Students are to submit a plagiarism report with the answers. Any answer without an accompanying plagiarism report will not be graded. Note that if your plagiarism report shows a similarity index of

more than 20%, your work will be rejected. This means that you are not to copy more than 20% of your answers from other sources. Students are entreated to answer the questions themselves and avoid copying.

If you are having challenges doing a plagiarism test or getting a software to do it, contact **0245397205**.

## **6.0 Submission of Examination Answers**

As stated earlier, students are to submit their answers latest 12noon of the next day. All answers must be submitted to the same portal from which they were downloaded. No submissions will be accepted through email or any other modes. The system will shut down at 12noon.

- **Save the work with your ID Number and Course Code**
- **Put the work file containing your answers and the plagiarism report on one folder and zip it.**
- **Name the zipped file with your ID Number and Course Code**

## **7.0 Financial Clearance**

Only students cleared financially can access their questions on the system. Students can access all the necessary information on the system but not the exams. With immediate effect, all students have been blocked from accessing the examination session of the system. Cleared students will be given access. All students owing are to pay their fees and get access.

## **7.0 CONTACTS**

For further enquires, contact:

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- [evans@ait.edu.gh](mailto:evans@ait.edu.gh) 0577668814
- [alexander@ait.edu.gh](mailto:alexander@ait.edu.gh) 0240552284
- [agbeko@ait.edu.gh](mailto:agbeko@ait.edu.gh) 0243157115

If you are still not satisfied after receiving assistance from the contacts above, you can appeal to [osei-boaye@ait.edu.gh](mailto:osei-boaye@ait.edu.gh) 0577668801