

# Submission deadlines for Assessments in QuestUP

This document outlines the timelines and contact details for assessments conducted via QuestUP in the university's computer-based testing laboratories. Timely and accurate preparation of assessments is critical to maintaining the smooth operation of the assessment process and upholding academic integrity. Adhering to the timelines helps ensure a seamless process that benefits staff and students. This document should be read with the [Computer-Based Testing Roles and Responsibilities \(S4703/22\)](#) document.

## Computer laboratory booking

User	Activity	Timelines
All Academic Departments	Computer laboratory bookings	At least <b>1 month</b> in advance
	Cancellation of computer laboratory bookings	At the latest <b>2 working days</b> before the scheduled booking

## Create QuestUP assessments

Type of user	Activity					
	Create & quality assure questions	Add questions*	Set Assessment	Schedule assessment	Inform Lab test is ready	Submit to Education Innovation (EI)
El dependent Academic		Education Innovation				At least <b>7 working days</b> before the date of the assessment
Semi-autonomous Academic			Education Innovation			At least <b>4 working days</b> before the date of the assessment
Autonomous Academic					Education Innovation	At least <b>2 working days</b> before the date of the assessment

### \*Format for questions submission to EI

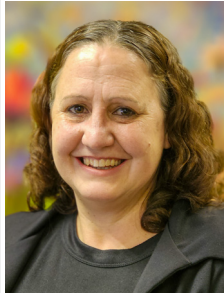
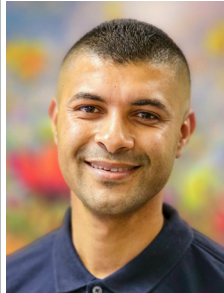
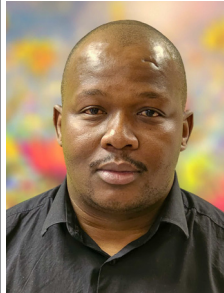



1. Finalised questions – i.e. **moderated and language edited**
2. Submit questions in the **correct Excel format**. This document must be password-protected and the password must be communicated to EI in a separate email/via a telephone call.
3. Hotspot - & Drag-and-drop questions should be submitted in a **password-protected MS Word** document. The password should be communicated in a separate email/via a telephone call.

## Contact details

### Computer laboratory bookings

Campus	Book a laboratory	View laboratory schedule
Groenkloof & Hatfield	UP Portal: Online Venue Booking System – Make a booking	UP Portal: Online Venue Booking System – My bookings
Onderstepoort	<b>Email:</b> <a href="mailto:oplabs@up.ac.za">oplabs@up.ac.za</a>	OP Faculty Calendar 20XX, or go to the <a href="#">Online Venue Booking System</a>
Prinshof	<b>Email:</b> <a href="mailto:prinshofcbt@up.ac.za">prinshofcbt@up.ac.za</a>	<a href="#">Prinshof Blue</a> <a href="#">Prinshof Green</a>

### EI Computer-based testing team

Groenkloof & Hatfield	Onderstepoort			Prinshof	
					
<b>Gaby Pretorius</b> <a href="mailto:gaby.pretorius@up.ac.za">gaby.pretorius@up.ac.za</a> 012 420 4301 Weekdays 7:30–16:00	<b>Mark Sias</b> <a href="mailto:mark.sias@up.ac.za">mark.sias@up.ac.za</a> 012 529 8409 Weekdays 7:30–16:00	<b>Velly Nkosi</b> <a href="mailto:velly.nkosi@up.ac.za">velly.nkosi@up.ac.za</a> 012 529 8323 Weekdays 7:30–16:00	<b>Nomathemba Ngcobo</b> <a href="mailto:nomathemba.ngcobo@up.ac.za">nomathemba.ngcobo@up.ac.za</a> 012 356 3076 Weekdays 7:30–16:00	<b>Yolanda Kweyama</b> <a href="mailto:yolanda.kweyama@up.ac.za">yolanda.kweyama@up.ac.za</a> 012 356 3075 Weekdays 7:30–16:00	<b>Gretchen Jacobs</b> <a href="mailto:gretchen.jacobs@up.ac.za">gretchen.jacobs@up.ac.za</a> 012 356 3074 Weekdays 7:30–16:00