Online/take-home exam factsheet

What will the exam be like?

- You will have a minimum of 24 hours for completion (although it may be less, if the exam is set by external professional bodies)
- Why the extended time?
  - some students are now living in a different time zone to the UK
  - students will have different levels of access to learning resources (internet access, PC/laptops, books, notes)
  - some may be working in a different learning environment at home
- You have 24 or more hours to do it, but you can’t and shouldn’t work for all that time
- Take-home exams sound easier, but you will be asked different kinds of questions
- In these, you will get many fewer marks for recall, but much more for demonstrating understanding & applying knowledge
- For example:
  - applying your learning to real-world examples
  - Explaining things from a specified perspective
  - Reflecting on your learning, and discussing where to take learning in future
- Generally, critical thinking will be much more important to get a decent mark
- You will need to give well-structured and well-presented ideas and ways of solving a problem
- You will be expected to produce something more polished than in a normal exam (in normal exams allowances are made for the quality of an answer due to time pressure)

How should I prepare?

- You will need to study and revise – there won’t be enough time to find the specific information for all the questions, revise it, understand it, and then apply it to answer the question
- Therefore, you need to be familiar with the contents of the course before you start the exam, and where to find it
- Study in same room as 'take' the exam - easier to recall information quickly
- Needs to be free from distractions, tell people you are going to be doing exam so can’t be disturbed
- Get your materials together beforehand, but not too much - just what you’ll need for the exam
- Clearly identify the information you are likely to need (use bookmarks, post-it notes)
- Get some food ready so you don’t spend a lot of time cooking
- If you can do it, get used to lower caffeine & sugar intake. Give yourself the best chance possible to produce your best work
- Establish the rules of the exam before you start. For example:
  - Date & time can start, date and time of deadline
  - Topic areas that will be addressed
  - Type of answers (short answer, essays, multiple choice …)
  - Length of answers
  - Suggested time to complete the exam
  - Do you have to reference sources?

What should I do during the exam period?

- Create a schedule for the time, like you would in a normal exam
• Include time spent not studying. That can be time invested to get better performance later
• For example:
  • Take breaks, short and often.
  • Make sure you get decent sleep. Switch off screens one hour before you go to bed
  • For longer exams, include getting some exercise
  • always eat breakfast, lunch and dinner
• Are you a morning person? Evening? 'Take' the exam when you're brightest, not after lunch
  when you're half asleep
• Don’t over-answer. Quantity does not mean quality!

What should I do after the exam?

• If it’s a new type of assessment, it’s important to learn from your experience, to improve your
  performance next time
• When you get the mark, think about what happened.
  • What did you do that went well and worked?
  • What did you do that lost you marks?
  • What could you have done to make the experience easier and less stressful?