Timed Take-Home Exams (2 or 3-hours duration): General Information Guide for Students

Undergraduate and Postgraduate Taught Programmes

Purpose of this Guide

The purpose of this Guide is to provide **General Information** about the **Timed Take-Home Exams** taking place in the December 2020 diet of examinations. **This Guide is specifically for students with <u>Timed</u> Take-Home Exams (2 or 3-hours in duration) in the School of Social Sciences and in the School of Mathematical and Computer Sciences.**

There is a separate **Technical Guide**, which provides practical information about how to access the exam paper on Vision (the University's Virtual Learning Environment – VLE) and how to submit your completed exam script. This Technical Guide applies to all exams, irrespective of duration.

This General Information Guide and all other Student Guides on take-home exams are available at: **https://www.hw.ac.uk/uk/students/studies/examinations.htm**

If you do not have exams with a specific 2 or 3-hour duration (ie you have 24-hour exams), you should refer to the general guide intended for all other students on taught programmes (foundation, undergraduate and postgraduate taught) across all campuses and modes of study.

This **TIMED Take-Home Exams: General Information Guide** provides information on:

1. Take-home exams at HWU: what they are, how long they last

2. How to prepare for take-home exams

3. During the exam

4. Avoiding academic misconduct in take-home exams

5. What to do if you are unable to complete your take-home exam

6. Uploading your completed script (**note: overview only; "how to" details in the Technical Guide**)

7. What happens after you've submitted your exam response

8. Further information and contact details

9. Top Tips and Checklist for Exams (from HWU's Student Success Advisors)

Timed Take-Home Exams: Key Information

A summary of take-home exams is provided below; more detail on each area is provided in the following pages.

Explaining Take-Home Exams
A take-home exam is an exam which you take remotely and alone in your own space (eg at home), by downloading the paper and uploading your answers via Vision, the University's VLE (a Technical Guide on how to do this is available).

The exam is taken under "open book" conditions, meaning that you have access to your notes, course material, and the internet to consult during the exam. Although you can use resources during exams and although the exams are not invigilated, there are still strict requirements for proper academic conduct and you are expected to act honestly and with integrity, without any cheating in any form.

Two and Three-Hour Exams (known as "Timed Take-Home Exams")
The exam will be **time-limited**, and the Exam Timetable lists those courses (by code and by title) which have exams of two or three hours duration: 2 such exams for C2* and 2 for C3* coded courses; 15 for F7* coded courses.

The release and close times for the exam on Vision includes 30 minutes additional time, allowing for downloading the exam paper and submitting your completed exam response. Therefore, you will have 2.5 hours or 3.5 hours in total between the release of the paper and the deadline for uploading your response. Submission times are specified at the end of this Guide.

For students who have been given additional time to complete the exam, as part of reasonable adjustments, this extra time has been added on to the overall exam time and notified to you (eg 2 hours 30 minutes). Additionally, you will have the standard 30 minutes between the release of the paper and deadline for upload. Therefore, you will have 3 hours for a 2-hour exam in which to complete and submit your paper.

You do not need to wait until the deadline to submit your exam script and can submit at any point during the time period. Please refer to the Technical Guide for instructions on submitting.

Exam Paper Release Times
Students will be taking exams across the world, in many different locations. However, the paper for each exam will be released at the same time globally: **09.00 UK; 13.00 Dubai; 17.00 Malaysia**.

Exam Timetable
Dates for exams being held in December 2020 are published in the Exam Timetable.

How to Prepare for Timed Take-Home Exams

Date of your exam
Make sure that you know the dates of all of your take-home exams **and the durations**. Dates for December 2020 are published in the Exam Timetable. The exams are listed alphabetically by Course Code (not date order).

Revising for your exam
You should prepare for a take-home exam by revising the course material, spending just as much time as you would for a conventional exam. In addition, you should prepare your notes, textbooks, handouts, website bookmarks etc. to make it easier to use them during the exam. Even with access to notes, you should still make sure that you know and understand the course content. Please remember that many of our eBooks have limits on the number of people who can access them at once; they are likely to be very popular at exam time.

Help and Support before your exam
The Student Success Advisors have produced a *Top Tips and Checklist* and can provide advice on all types of assessment. The Effective Learning Service Advisors can also help with revision through online appointments and webinars, their contact details are here. Tips and advice on revision can be found here. Student Wellbeing Services provide webinars and resources on managing exam and assessment anxiety; information can be found here (campus-specific). Your School can advise you on the format of take-home exams.

Location and Setting
You will be responsible for creating your own exam conditions, choosing a set-up which suits you best. You should try to plan in advance to make sure that you have a quiet, comfortable place to take the exam. Tell your family/friends/flat mates that you have an exam so that you can take the exam uninterrupted. You might find it helpful to have your phone on silent, again so that you are not disturbed during the exam.

Make sure you have your course materials, notes and any other resources beside you. You might also want to have water and snacks. Once you have set up for your exam area, try out the practice exam area on Vision as this will let you find out if your set up is complete and comfortable, and whether any adjustments need to be made, rather than leaving this to the actual exam. You may also find headphones useful for blocking out external noise.

Key Information – H00 student ID
You will need to have your unique student identification number to hand - your H00 number – as this will be used in the file name for your uploaded response.

How to Prepare for Timed Take-Home Exams

Preparing for Timed Take-Home Exams

Technology
Make sure you have access to the technology you need to download the exam paper, complete your exam and upload your answer script, ie a computer/device with internet access and Chrome as your browser; and additionally, Word if your exam paper requires a typed response or a scanning app if you are hand-writing your exam. Make sure you can log into Vision (via the tile on the Student Portal). Use the practice area in Vision (*see below*) to try out your technology well in advance of the actual exam so that you can be sure everything is in place before the day of the exam.

Please refer to the Technical Guide for further information on technology and set-up.

Reasonable Adjustments
As part of reasonable adjustments measures, you should have been given additional time to complete your exam, as well as the standard 30 minutes allocated for release of the paper, and for you to download it and then upload your response. If you have other adjustments and you have not yet had arrangements made, please contact Disability@hw.ac.uk Please also refer to the 2020/21 Exam/Assessment Reasonable Adjustments FAQs.

Format of Exam
You should have key information from your School about the exam, for example: will you be expected to type your exam answers into a Word document or will you hand-write your exam answers and then photo upload your completed script? Your School will also tell you if other resources will be provided with the exam paper. The exam paper itself will include a series of questions (perhaps with a choice) for you to respond to.

Practice Area in Vision
There will be a practice area in Vision where you can take the time to find out how to download and upload and how to access the take-home exam area and see what it looks like. Here you can also practise uploading, both Word documents and photo uploads (if you will have to hand-write your exam answers).

Take care to practise uploading to the correct course exam area and to check all your practice files have been uploaded. In previous sessions, some students have mistakenly uploaded the wrong response, uploaded an incomplete response or uploaded the correct response but to the wrong course exam area.

The Technical Guide provides more information on the practice area.

The Exam Timetable lists dates when the Vision practice area will be available.

Completing your Timed Take-Home Exam

During the Exam

Accessing your exam paper
Your exam paper will be released via the exam site for your course on Vision at **0900 UK, 1300 Dubai, 1700 Malaysia.** The Exam Timetable lists dates of exams and the duration for each timed take-home exam.

The Technical Guide provides information on how to access the exam site and how to download the take-home exam paper for your course. There are contact details in this Guide and the Technical Guide in case you experience any problems downloading the paper.

As well as your exam paper, you will also have access to a set of instructions about the exam, which contain important information about the exam, including the format of your response. The exams instructions also provide critical information about academic integrity and avoiding academic misconduct (there is an Academic Misconduct section in this Guide). Additionally, your School might have provided on the exam Vision site resources which you can use during the exam.

Using resources during the exam
During your take-home exam, you can consult any notes you've made on the course, any course material, any previous assignments you have completed, any books or articles, and any internet resources. When using internet sources, it is important to think critically about the information you are using, eg the reliability of the author, and the validity of the claims being made. If you are accessing eBooks through the Library, many of them have limits on the number of people who can access them at once; they are likely to be very popular at exam time. Remember: you must complete the exam on your own, without contacting anyone else.

As with any assessment, plagiarism – passing other people's work off as your own – is strictly forbidden. The University's standard procedures for dealing with academic misconduct still apply to take-home exams.

For essay-based questions, you must reference material as you would for coursework (but you don't need to reference lecture/tutorial notes and accompanying slides etc). If in doubt about referencing you can find guides here and support here. Normal processes (eg Turnitin) will be used to check that submissions do not draw from published work in an inappropriate way. Guidance on plagiarism – and how the University responds to plagiarism - can be found here (*see also the section on Academic Misconduct in this Guide*).

For numerical-based questions, referencing is not applicable and therefore not required for completing your exam.

Completing your Timed Take-Home Exam

How long to spend on your exam

As your exam has a specific duration of 2 or 3 hours (and any extra time approved as part of reasonable adjustments), this gives you an indication of how long you are expected to take in planning and writing your response. On Vision, your exam will have a 2.5 hour or 3.5 hour duration between release and closure: this is to allow time for you to access the paper, download it and upload your response. **Submission times are specified at the end of this Guide. Submission times for students with reasonable adjustments will be additional to those shown in the list at the end of this Guide.**

For some exam papers (eg essay-based exams) a maximum word count will be specified, either for the whole exam or per question; this is to help you manage your time. The maximum word count, if there is one, will be stated on the exam paper. For numerical-type of exam papers, a word count would not be appropriate and so will not be specified on the exam paper.

You do not need to wait until the end of the allocated period to submit your exam script and can submit at any point during that time. However, you must submit before the exam closes on Vision. The exam will take you 2 or 3-hours to complete; an additional 30 minutes has been allocated on Vision, just in case you encounter any technical issues or you need to combine files. **Submission times are specified at the end of this Guide.** Please refer to the Technical Guide for instructions on submitting.

Typing or Hand-Writing Responses

For essay-type exams, you will be required to type your responses into a Word document. For most numeracy-based exams, you will be able to hand-write your answers and then you will upload a combined file of photos/scans of your responses to each question. If you are hand-writing, please make sure that your responses are clear, legible and, once photographed or scanned, that there are no missing or partially visible responses.

Factual Error on Exam Paper

If you think that there is a factual error in the exam paper, it will not be possible to query this during the exam. Therefore, you should state what you consider the error to be at the start of your answer for that question. You should then try to complete the paper as best you can. Finally, please highlight the potential error in the "Add Comments" box in the upload assignment area of your take-home exam paper before submitting your response.

Academic Misconduct

How to avoid academic misconduct

Expected conduct in a timed take-home exam: integrity and honesty
Unlike a traditional unseen exam, a take-home exam is not invigilated: there is no one from HWU watching over all students. However, it is absolutely essential that you practise proper academic and professional conduct, and you act with integrity and honestly – qualities which we value highly at HWU, as do your future employers. You must be alone when you take the exam, complete it on your own and not consult with anyone once you have downloaded the exam paper. The University has a Policy on Academic Integrity in Assessment.

Completing your exam on your own
In taking the exam, you are allowed to consult any notes you've made on the course, any course material, any previous assignments you have completed, any books or articles as well as the internet. If you are completing an essay-type of exam, you must reference material as you would for coursework. You do not need to reference lecture/tutorial notes and slides etc provided as part of your course. If in doubt about referencing you can find guides here. Referencing is not required for numeracy-based questions.

The exam response must be your own work, undertaken entirely on your own and without collusion, ie:
- without assistance from other people (including paying or deliberately engaging someone else - or an online service ("essay mill") - to do some or all of your exam, ie "contract cheating"; the University has a student guide on contract cheating);
- without collaborating or discussing with anyone else (including on social media and messaging services);
- without discussing or sharing answers (including on social media and on messaging services);
- without posting or providing your own solutions or responses: even if you have done all the work on your own, if you share all or part of it, it will be treated as collusion, ie academic misconduct.

Normal processes (eg Turnitin) will be used to check that submissions do not draw from other people's work in an inappropriate way. You may be asked to participate in a live call to answer questions on your script at some time after the exam, but before the date scheduled for release of results.

If staff think that you have collaborated with other students or you have copied from another's work or you have asked or paid for someone else to help you complete the exam, this will be treated seriously as academic misconduct and will be taken forward as a potential disciplinary matter through Disciplinary Procedures.

Recent academic misconduct cases have led to exam/assessment results being voided (this stays on your HWU record) and expulsion (for the most severe cases). The University's response to evidence of plagiarism can be found here and to evidence of academic misconduct can be found here.

If you have been approached by someone about, or you know of someone engaged in, an act of potential academic misconduct, please contact in confidence the University Student Conduct Office (conduct@hw.ac.uk) or the Student Advice Hub advice.hub@hw.ac.uk

If you are unable to take one or more exams

Applying for Mitigating Circumstances
The ongoing impact of COVID-19 will be taken into account for all students by Boards of Examiners in reaching their decisions and you do not need to apply for individual Mitigating Circumstances due to the current disruption. Additionally, these exams have been designed specifically to be undertaken remotely as part of Responsive Blended Learning (RBL).

If, however, you have any reason to think that your ability to undertake the exam will be affected by other factors outside your control (eg your own ill-health), you can apply for individual Mitigating Circumstances (MC) online through Student Self-Service. Please refer to the MC Guide to Online Applications, Procedure and Form.

Emergency or illness on the exam day
If your circumstances change and you are too unwell or otherwise unable to sit your exam on the day, please contact the exam support service immediately (Contact details are in this Guide). Please have details of the course code/title and your H00 ID number to hand. You will need to apply for Mitigating Circumstances.

Technology Issues
Please check all your technology (equipment and access) well before your exam: the exam practice area in Vision enables you to do that. If you know in advance that you will experience technology difficulties in completing your exam, including lack of suitable equipment, please contact scholarships@hw.ac.uk Details of the laptop loan scheme can be found here.

If you experience technology issues on the day which affect your ability to download the paper or to complete or submit your response, then immediately contact the exam support service. Make sure you have the course code/title and your H00 ID number to hand. Contact details are provided in this Guide. Additionally, you should write, at the end of your exam response, one or two sentences explaining the impact of the disruption. You will need to apply for Mitigating Circumstances if technology issues have delayed (beyond the allocated 30 minutes) or prevented you from uploading your response.

Missed your exam
The allocated time period for your timed take-home exam will give you enough time to download the paper and complete and submit your response even if it takes a few minutes after the release time to access the paper. However, if you have missed the exam entirely (ie you haven't accessed the exam paper within specified time period) and don't realise this until after the end of the allocated time, you will need to contact the exam support service. Make sure you have the course code/title and your H00 ID number to hand. Contact details are provided in this Guide.

Uploading your exam response

When to upload your completed response
The opening times for each timed exam on Vision include an extra 30 minutes on top of the exam duration; this is to allow time for you to prepare and upload your response. Please do not wait until the end of the open period to submit your exam response, just in case you experience any technical issues. You can submit a number of times. For example, if you realise that you have missed something out or forgotten to include one of the photos of your hand-written script. **Submission times are listed at the end of this Guide.**

How to upload your completed response
Please refer to the Technical Guide for instructions on uploading your exam response and naming your file. There are different sets of instructions depending on whether you are required to submit via Blackboard Assignment or via Turnitin. Please remember to keep a copy of your submitted exam script for yourself and a copy of your submission confirmation number/digital receipt.

Confirmation of your own work
By submitting your exam script, you confirm that this work is your own and is expressed in your own words. You confirm that any use made within it of the works of other authors in any form are properly acknowledged and referenced. If appropriate to the type of exam, you confirm that a list of the references employed is included. Please note that referencing is not required for numeracy-based questions. You are also confirming that you have completed the exam entirely on your own and have not collaborated with anyone else, ie you have acted with integrity and honesty.

A final check after you have submitted your response
Check that you have uploaded to the correct course exam area and that you have uploaded your complete response (especially important if you have taken photos/scans of hand-written answers). Once you have uploaded your response, it would be worthwhile to go back in to check that it's the correct one, it's in the correct course area and it's complete. Otherwise, it will be treated as a non-submission.

Submitting after the deadline
Late submissions due to problems with technology (eg internet access) or other legitimate mitigating circumstances (eg illness) will not be penalised. _See section on mitigating circumstances_. Please contact the exam support service immediately if you are experiencing IT problems likely to result in late submission.

Late submissions not due to problems with technology or accepted mitigating circumstances will be treated as non-submissions, and no marks will be awarded. If you think that you will have difficulty submitting your completed script on time, you should contact the exam support service.

After you upload your exam response

Uploading the wrong attachment or incomplete file
It is essential that you check, after submission, that you have uploaded the correct exam response to the correct area and that the file contains your full answer. There is enough time in the exam open period for you to go back into Vision to check on your uploaded response and to replace any files. If you realise, after the exam has closed on Vision, that you have uploaded the wrong file, or uploaded the correct file to the wrong area or have missed out photos/scans, please contact the exam support service immediately.

It is critically important that you **<u>do not alter</u>** any aspect of your response if you have identified an error, as the "last modified time" will be checked to ensure that the file was finalised within the allocated period.

Marking of take-home exams
The exam will be marked according to the marking scheme prepared in advance and approved by the course's External Examiners. After marking, course results are considered by Assessment Boards.

Feedback on exams
The University has Guidance on Feedback on Exams Performance, which includes feedback on take-home exams. The guidance sets out the different ways in which feedback on take-home exams can be provided. Further information on the feedback specific to your course will be available from your School.

Results of exams
Your results will be available in January 2021, and your School will be able to let you know when these will be available. You can access your results by logging into the Student Self Service (SSS).

You will be asked to enter a User ID and PIN. If you do not know your User ID you will find guidance on the Log in page. If you have forgotten your PIN, you can reset it by entering your User ID and email address.

When you have successfully logged into the SSS select 'Student Services' from the main menu. Choose the 'Student and Financial Aid' page and click 'Online Results'.

After your response has been submitted

Contact details and further information

Contact details

Trending FAQs on Student Portal
If you have any problems accessing Vision or the take-home exam area, take a look at the 'Trending FAQs' on the Student Portal as the most common queries will be posted there and will allow instant access to help.

AskHWU tile on Student Portal
If you have any further questions, you can log a query via the AskHWU tile on the Student Portal. AskHWU can be used by all taught students, irrespective of their mode or location of study, ensuring that queries are dealt directly by the relevant team. AskHWU can also be used to log any on-the-day exam queries or problems.

Contacting Exams Support Service
If you have any further questions, you may also contact our dedicated exams support services. The phone number is (+44) 0131 451 8899 (UK campuses); +971 52 205 7232 (Dubai Campus); +603-8894 3852 / 3617 (Malaysia Campus). The exams support services will also respond to any any on-the-day exam queries or problems.

Please use the above contacts, rather than anyone in your School, so that your query can be resolved promptly.

My take-home exams notes

Take home exams checklist

Use this handy checklist to make sure you are fully prepared for your online assessments

- ◯ Look at the exam timetable and find your courses. (If your course is not listed then there is no exam)
- ◯ Check the dates and times for your examinations.
- ◯ Collect all the necessary equipment and material you will need in order to sit your exam (computer/tablet, calculator, class notes, lecture notes, etc.)
- ◯ Have you planned arrangements for your exam? (empty and quiet place, good internet connection, etc..)
- ◯ Make sure to read the **examination guides**

My take home exams

Date	Course

Take home exams tips and advice

Before your take home exam

- Check the exam timetable regularly as dates and times can change
- Schedule breaks during your study time for physical activity and to eat and drink.
- Read the student guide to take home exams
- Find a quiet, comfortable space to take your assessment in with a solid internet connection (Wired connection or a strong Wi-Fi connection)
- Tell your family/friends/roommates about your exam schedule so you can take the exam uninterrupted.
- Talk to an Effective Learning Advisor if you would like tips and advice on studying and revising
- Speak to a Student Success Advisor for tips and advice from a recent Heriot-Watt graduate
- Complete the take home exams checklist on the other side
- If you have any questions, contact your personal tutor

During your take home exam

- Read the question carefully!
- Choose your questions and write an answer/essay plan before starting the question, this gives you a structure to follow
- Keep your phone on silent and away from you if possible
- Answer your chosen questions with greater detail and depth than a conventional exam as marking will reflect that you have access to your course material and will have more time to take the exam
- If you become stuck, move onto the next question and return to it later
- Make sure you answer the question that is being asked
- Stay hydrated – It is important to drink water while sitting your exam!
- If you feel anxious, pause for a moment and breathe
- Leave time at the end to check over your answers and to upload your response

DECEMBER 2020 TAKE HOME TIMED EXAMS

Exam	Course Title and Time	UK Release and Submission Time	Dubai Release and Submission Time	Malaysia Release and Submission Time
	Additional time to that shown may have been been allocated to some students as part of reasonable	09:00 UK Release time for all ex	13:00 Dubai release time for all exa	17:00 Malaysia release time for all exam papers i
C21AO	Economics **TIMED EXAM 120 MINUTES**	11:30 submission	15:30 submission	19:30 submission
C27IE	Introductory Economics **TIMED EXAM 120 MINUTES**	11:30 submission	15:30 submission	19:30 submission
C31FF	Finance and Financial Reporting **TIMED EXAM 120 MINUTES**	11:30 submission	15:30 submission	19:30 submission
C31FM	Financial Markets **TIMED EXAM 120 MINUTES**	11:30 submission	15:30 submission	19:30 submission
F70CF	ContinuousTime Finance **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F70LA	Life Insurance Mathematics A **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F71AB	Financial Mathematics **TIMED EXAM 180 MINS**	12:30 submission	16:30 submission	20:30 submission
F71AF	Life Insurance Mathematics 1 **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F71CA	Actuarial Risk Management 1 **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F71DV	Derivatives Markets and Pricing **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F71PC	Pensions A **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F71QR	Quantitative Risk Analysis **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F71SM	Statistical Methods **TIMED EXAM 180 MINS**	12:30 submission	16:30 submission	20:30 submission
F71ST	Statistical Inference **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F71SZ	Stochastic Modelling **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F78PA	Probability and Statistics A **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F79MA	Statistical Models A **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F79PA	Portfolio Theory and Asset Models **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission
F79SP	Stochastic Processes **TIMED EXAM 120 MINS**	11:30 submission	15:30 submission	19:30 submission