In 2020/21, all examinations are being run as Take-Home Exams (unless there are specific requirements from PSRBs or accreditation authorities), as approved by the Senate Committee for Interim Business and Effectiveness (SCIBE) on 28 October 2020.

**Take-Home Exams in 2020/21: Policy Approved by SCIBE**

The parameters for Take-Home Exams in 2020/21 have already been approved by SCIBE as follows:

- A take-home exam is an exam taken remotely and alone by students in their own space (eg at home), by downloading the paper and uploading answers via Vision, the University’s VLE;
- Each exam is taken under “open book” conditions, meaning that students have access to notes, course material, and the internet to consult during the exam;
- The majority of take-home exams are open for 24-hours (although the exam will require the normal 2 or 3 hours of effort) between the exam paper being made available via Vision, and the deadline for submitting a completed exam script;
- A small number of exams will have a much shorter time period, eg 2 hours to complete the answer and then 30 minutes for uploading; these are known as *Timed* Take-Home Exams;
- Take-home exams contribute to the final mark/grade for a course and are held in the scheduled diet of examinations and are timetabled centrally by Registry and Academic Support.

**Take-Home Exams in 2020/21: Additional Parameters Approved by L+T COVID Groups**

In addition to the policy approved by SCIBE, further parameters for take-home exams were approved by the Learning and Teaching Academic Year 2020/21 Group (LTAYG) at its meetings since September 2020 and by its predecessors, the L+T COVID Contingency Group and the L+T COVID Task and Finish Group.

**Exam Paper Release Times**
- The paper for each exam will be released at the same time globally: timings *after end of BST*: 09.00 UK; 13.00 Dubai; 17.00 Malaysia. Timings *during BST*: 09.00 UK; 12.00 Dubai; 16.00 Malaysia;
- Any changes to these release time, eg for PSRB timed exams, will require approval by the Academic Registrar.

**Duration and Effort Hours**
- All take-home exams should be designed around the requirement of 2 or 3 hours of effort, as per the University’s existing Regulations (a take-home exam requiring a longer period of effort will require approval by the Academic Registrar, as per Regulation 9);
- The 24-hour period provides sufficient time for students to access the paper, plan responses, write answers, and submit completed scripts, and allows for any technical difficulties to be resolved. Additionally, it recognises that many students might not be taking the exam in an environment where they can focus uninterrupted for 2-3 hours.
- Any take-home exams which are timed (ie less than 24-hours) will require approval by the Academic Registrar.

**Use of Vision**
- All exam papers will be released and submitted via Vision, the University’s VLE. Turnitin or Blackboard Assignment may be used for the submission process, as determined by each School; no other methods of submission are permitted (other than by email attachment in event of technical difficulties).

**Results**
- There is no University single release date for results of take-home exams in January 2021. The dates for release of results for graduating and continuing students in June-August 2021 will be published in due course;
- All results will be accessible via [Student Self-Service](mailto:).
Take-Home Exams in 2020/21: Advice and Guidance

Designing Take-Home Exams
- The Learning and Teaching Academy has produced a range of resources on designing Take-Home Exams, including adapting traditional exams to the take-home format;
- The guides include advice on what to think about when designing a take-home exam, such as assessing deeper knowledge and more complex skills; limiting the possibility of academic misconduct; providing access to supplementary material; software requirements; referencing; word counts;
- Examples used at HWU are provided to illustrate a range of different approaches;
- Tips on getting feedback on draft exam papers are provided.

Supporting Students in Preparing for Take-Home Exams
- The LTA Guide to Creating a Take-Home Exam highlights the need to clarify with students expectations of take-home exams and how they will be marked;
- The Take-Home Exam Guides provide comprehensive information for staff and students on preparing for take-home exams, including the need to revise just as for a conventional exam and how to arrange a suitable set-up for taking the exam (location and technology);
- There are references in the Take-Home Exam Guides to a range of support services and resources, such as Student Success Advisors, Effective Learning Service Advisors and Student Wellbeing Services;
- Students should be notified of the format of the exam, such a typed-up response, hand-written with photo/scan upload;
- Students are advised to practise proper academic and professional conduct, and act with integrity and honestly. Advice and guidance on types of academic misconduct, how to avoid it and penalties are contained in the Take-Home Exam Guides;
- All student communications will be issued around take-home exams, featuring key information such as: timetable; availability of Vision practice area; avoiding academic misconduct.

Individual Student Circumstances
- Advice and guidance is provided in the Take-Home Exam Guides on managing individual student circumstances such as: reasonable adjustments; mitigating circumstances in advance of, or during, the exam; dealing with technical difficulties impacting on the ability to undertake, complete or upload the exam.

Feedback on Take-Home Exams
- The University has Guidance on Feedback on Exams Performance, which includes feedback on take-home exams. The LTA has a range of Watt Works Quick Guides on Feedback on Assessment.