In 2022/23, all examinations will be exclusively invigilated, in-person assessments held at a University approved exam venue or approved computer lab, and may be hand-written or conducted online, as either unseen or open book. All exams will be managed and scheduled by Registry and Academic Support (RAS). The Senate Committee for Interim Business and Effectiveness (SCIBE) approved this on 7 June 2022.

The pandemic terms of “Take Home Exams” and “Take Home Open Book Exams” have been discontinued with effect from 2022/23. This type of assessment is referred to as “Timed Online Coursework”, and is time-limited and completed online under open book conditions during the Exam and Assessment Diet. It is not invigilated. Students can choose where to complete their timed, online coursework. The term “Time Online Coursework” is being used to differentiate from, and avoid confusion with, the return to in-person, invigilated exams held in a location specified by the University.

### Examinations in 2022/23

The parameters for Examinations in 2022/23 have been approved by SCIBE as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination</td>
<td>There are two types, both of which are managed and scheduled by RAS:</td>
</tr>
<tr>
<td></td>
<td>a) Invigilated, Time limited [2 or 3 hours], In-person [at an Approved Exam Venue], Open or Closed Book, Hand-written response submitted to invigilator on completion;</td>
</tr>
<tr>
<td></td>
<td>b) Invigilated, Time limited [2 or 3 hours], In-person [at an Approved Computer Lab], Open or Closed Book, conducted and submitted online.</td>
</tr>
</tbody>
</table>

| Exam and Assessment Diet     | • September Semester: Weeks 13 and 14;                                                                                                           |
|                             | • January Semester: Weeks 13-16 (April break is not counted in number of weeks; from 2023/24, this will be Weeks 13 and 14, reflecting the approved changes to the structure of the academic year); |
|                             | • May Semester/Reassessment Diet: Week 13                                                                                                        |

Both types of examinations are held exclusively in Exam and Assessment Diets.

### Coursework in 2022/23

The parameters for Coursework in 2022/23 have been approved by SCIBE as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework</td>
<td>Definition as outlined in this University Policy on Assessment Types:</td>
</tr>
<tr>
<td></td>
<td>a) Undertaken and submitted throughout the Semester, including coursework scheduled for submission during the Exam and Assessment diet – this is the School’s responsibility;</td>
</tr>
<tr>
<td></td>
<td>b) Scheduled and completed online during the Exam and Assessment Diet – this is RAS’ responsibility. This type of coursework is: Not invigilated, Time limited [2 or 3 hours/24 or 48 hours], Online, Open Book, Response is submitted online on completion. Known for planning purposes as “Timed Online Coursework”. During the pandemic, this was known as “Take Home Exams or Take Home Open Book Exams”.</td>
</tr>
</tbody>
</table>

| Exam and Assessment Diet     | • September Semester: Weeks 13 and 14                                                                                                           |
|                             | • January Semester: Weeks 13-16 (April break is not counted in number of weeks; from 2023/24, this will be Weeks 13 and 14, reflecting the approved changes to the structure of the academic year) |
|                             | • May Semester/Reassessment Diet: Week 13                                                                                                        |

Category b) Coursework, i.e. Timed Online Coursework (previously known as Take-Home Exams or Take-Home Open Book Exams until the end of 2021/22) will be held in the above weeks.
**Timed, Online Coursework held during Exams and Assessment Diets in 2022/23**

On 13 July 2022, the LTAYG agreed a range of operational matters with regard to **Timed, Online Coursework** (formerly known as take-home open book exams during the pandemic) held during Exams and Assessment Diets in 2022/23.

Timed, Online Coursework, which will be scheduled by RAS, can be offered in one of two formats: 2- or 3 hours duration or 24- or 48-hour window. The information provided below differentiates between these two formats where appropriate.

### Key Principles

1. Timed, Online Coursework refers to a centrally timetabled (ie scheduled by RAS) assessment held in an Exams and Assessment Diet, which students take in a location of their choosing with access to Canvas, online materials, notes and revision material. It is not invigilated.

2. Timed, Online Coursework can be offered in one of two duration: 2- or 3 hours duration or 24- or 48-hour window. No other duration is permitted.

3. The format of Timed, Online Coursework will be either “download-complete-upload” or “Canvas-based digital”. Both types will be released through a dedicated Canvas course site. Guidance and advice will be provided in due course for staff and students.

4. The University’s Late Submission of Coursework Policy does not apply to timed, online coursework, as this type of assessment is specifically exempt from the “30%/5 working days” concession (see separate Summary Paper on Submission of Coursework for policy on dealing with late submission of coursework and exemptions from the institutional policy). As a consequence, assessments submitted after the allocated duration will be regarded as late and will not be marked, receiving 0 F (unless there are valid MCs which have been approved).

### Timed, Online Coursework of 2- or 3- Hours in Duration

1. Timed, online coursework of 2- or 3-hours in duration will be aligned to two time zones (Edinburgh and Malaysia). Dubai may use either time zone.

2. The standard approach is 2 hours duration for a 15-credit course or 3 hours for a 30-credit or larger course. Exceptions to these standard durations may be considered for courses with non-standard credit-ratings or if a case is accepted for pedagogical reasons. However, there will be no duration greater than 3 hours. As per the University Regulations, requests for different durations should be made to the Global Academic Registrar.

3. An additional one hour will be added on to the specified duration of the timed, online coursework to allow for login/download/upload, recognising that students can choose their own venue for such assignments where there might be an issue of slow broadband/ Wi-Fi.

4. For students with a learning profile and who have been allocated extra time, this extra time allocation will apply only to the 2 hour or 3-hour duration, not the +1 hour.

5. No additional grace periods will be included (the temporary 15-minute grace period introduced for time-limited take home exams in January-August 2022 has been discontinued).

6. A separate (ie different) assignment will normally be required for each timezone if the School is concerned about collusion or other forms of academic misconduct. This requirement applies to all courses in all years, including qualifying years. If an identical assignment is preferred, then identical start times will be used across all locations and will be 09.00 UK time and 17.00 Malaysia (16.00 BST).

7. Assessments submitted after the specified duration plus 1 hour time period has lapsed will be regarded as late and will not be marked, receiving 0 F (unless there are valid MCs which have been approved).

### Timed, Online Coursework with a 24- or 48-hour Window for Completion

8. The other permissible option for timed, online coursework held during the Exams and Assessment Diet is the 24- or 48-hour for completion format. The assignment should not require students to spend that entire time on the task; rather, the 24- or 48-hours represents the window of time within which students can choose when to complete and submit their assignment. The task should be of a manageable duration (eg requiring 3 or 4 hours for 24-hour window task) commensurate with the weighting. In designing such assignments, consideration should be given to...
student wellbeing and to the likelihood of students having other assessments due for completion in the same time period (such as in-person, invigilated exams).

9) A single assignment should be prepared for each mode and location, so that the task is the same globally. There will be a single release time for all 24- or 48-hour online coursework, which will be: (a) BST: 0900 in the UK; 1200 in Dubai; 1600 in Malaysia; (b) 0900 in the UK; 1300 in Dubai; 1700 in Malaysia.

10) There is no +1 hour for download and upload added to 24- or 48-hour timed, online coursework. Since the assignment must not require the full time period to complete, there will be sufficient time within the 24- or 48-hour window for download and upload and for dealing with any short-term technical issues (e.g., slow broadband). There will be no need to add extra time for students with learning profiles.

11) Assessments submitted after the 24- or 48-hour window has closed will be regarded as late and will not be marked, receiving 0 F (unless there are valid MCs which have been approved).

### Examinations held during Exams and Assessment Diets in 2022/23

On 13 July 2022, the LTAYG agreed a range of operational matters with regard to Examinations held during Exams and Assessment Diets in 2022/23. Further information will be added to this section prior to the December 2022 diet of exams once additional operational matters have been finalised.

#### Key Principles

1) The terms “Exams” and “Examinations” refer to a centrally timetabled (i.e., scheduled by RAS) assessment held in an Exams and Assessment Diet, which takes place in-person and in a University-approved venue or computer lab and is invigilated.

2) Exams can be either hand-written, with the completed script handed in to the invigilator at the end of the allocated time period, or completed online, with an automatic cut-off in place to close the assignment at the end of the specified time.

3) Exams can be unseen/closed book or open book, with access to material/resources (this might be a prescribed set of materials/resources or left to the discretion of each student to put together their own set).

4) The format of Timed, Online Coursework will be either “download-complete-upload” or “Canvas-based digital”. Both types will be released through a dedicated Canvas course site. Guidance and advice will be provided in due course for staff and students.

#### Timing and Duration of Exams

4) The standard approach for both types of exams (hand-written or completed online) is 2 hours’ duration for a 15-credit course or 3 hours for a 30-credit or larger course. Exceptions to these standard durations may be considered for courses with non-standard credit-ratings or if a case is accepted for pedagogical reasons. However, there will be no duration greater than 3 hours. As per the University Regulations, requests for different durations of exams should be made to the Global Academic Registrar.

5) For students with a learning profile, arrangements will be made in conjunction with the Disability Service for additional time and/or specific venues. Student-related information on Exams (and Coursework) Adjustments is available on the Disability Service’s webpages.

6) Following a temporary suspension during the pandemic, the University’s Policies and Procedures for Examinations in Different Timezones will be re-introduced from 2022/23. As a consequence, exams will be aligned to one of two time zones (Edinburgh/Dubai and Malaysia). For scheduling reasons (such as limited venue capacity), some Dubai exams may be aligned to the Malaysia time zones; in such circumstances, RAS and the relevant Schools will collectively agree on which timezone will be used.

7) A separate exam paper will normally be required for each timezone in order to mitigate risks related to academic misconduct. This requirement applies to all courses in all years, including qualifying years. If an identical exam paper is to be used, then there must be an identical start time for the exam across all locations will be 09.00 UK time and 17.00 Malaysia (16.00 BST).
Designing Timed, Online Coursework and Exams

- The Learning and Teaching Academy provides a wide range of support for Schools in planning for and designing assessment. Teaching teams refreshing course and assessment design are encouraged to make use of these resources:
  - Course and Assessment Design Top Tips
  - Assessment and Feedback FAQs and Resources
- Additionally, there is a suite of Watt Works Quick Guides on Assessment and Feedback. Further support and guidance are available from the LTA: LTAcademy@hw.ac.uk

Supporting Students in Preparing for Timed, Online Coursework and Exams

- There is a need to clarify with students the expectations around both timed, online coursework and exams, including how they will be marked and how they are different from each other. It will also be important to clarify student expectations around the different types of assessments which they might have to complete in the Exams and Assessment Diet, particularly if students have to undertake a combination of timed, online coursework (2- or 3-hour or 24- or 48- hour window) and in-person, invigilated exams. The LTA has produced a Watt Works Quick Guide on Student Expectations on Assessment.
  - The Student Exams and Assessment Website provide comprehensive information for staff and students on examinations;
  - The Skills Hub provides extensive assessment-related advice for students, including on how to deal with some specific challenges of timed, online coursework and in-person exams;
  - There are references in the Student Guides on the Exams and Assessment Website to a range of support services and resources, such as Student Success Advisors, Effective Learning Service Advisors and Student Wellbeing Services;
  - Format of Exams: Students should be notified of the format of their exam, ie whether it will be a hand-written response in a University-approved venue or will be completed online in a PC lab, and whether or not the exam will be unseen or open book (and, regarding the latter, what resources students can bring in).
  - Format of Timed, Online Coursework: students should be notified of the format of the timed, online coursework, such a typed-up response, hand-written with photo/scan upload and whether it is download/upload or Canvas-based.

Academic Integrity

- Academic Integrity in Exams: as both hand-written exams and those exams completed online in a PC lab are invigilated, there is more scope for managing risks to academic misconduct than those associated with the former take home exams. However, there are still risks associated with academic misconduct and students do need to be informed of institutional expectations for academic integrity in exams;
- Academic Integrity in Timed, Online Coursework: the former take home exams resulted a significant number of reported instances of academic misconduct, and the risks are higher with this form of assessment than with in-person exams. Students need, therefore, to be even more aware of, and practised in, proper academic conduct in timed, online coursework;
- Students are advised to practise proper academic and professional conduct, and act with integrity and honestly. A summary of advice and guidance on types of academic misconduct, how to avoid it and penalties are contained in the Student Guides on the Exams and Assessment Website;
- The Academic Integrity Working Group (of the Learning and Teaching Academic Year Group) has undertaken a major review and revision of previous academic integrity information, providing a suite of resources for staff and for students:
  - Academic rigour in assessed work policy
  - Avoiding academic misconduct in timed, online coursework: student guide
  - Contract cheating: a guide for students
  - Course statement on contract cheating
  - Guidance on academic integrity
  - SoSS guidance for staff on detecting and reporting academic misconduct
  - The LTA has produced three Watt Works Quick Guides on Academic Integrity;
  - The Effective Learning Service’ Skills Hub features a large range of resources and support for students in areas such as academic integrity.

Individual Student Circumstances

- Advice and guidance is provided in the Student Guides on the Exams and Assessment Website on managing individual student circumstances such as: reasonable adjustments; mitigating circumstances in advance of, or during, the timed, online coursework or exam; encountering technical difficulties in the case of an exam being
completed online in a University approved PC lab or in the case of timed, online coursework which impact on the ability to undertake, complete or upload the assignment;

- **Student information on mitigating circumstances**, including how to apply, is available on the “Manage Your Studies” website. Further information on mitigating circumstances, including the [University Policy and Procedures](#), is available on the Learning and Teaching Policy Bank.

**Feedback on Timed, Online Coursework and Exams**

- The University has various Regulations, Policies and Procedures relating to feedback on assessment, including on timed, online coursework and on exams, which are available in the [Feedback on Assessment](#) section on the Learning and Teaching Policy Bank.
- The LTA has a range of [Watt Works Quick Guides on Feedback on Assessment](#).

See separate Summary Paper on Feedback on Assessment (Coursework and Exams).