In 2021/22, all examinations are being run as Take-Home Open Book Exams (unless there are specific requirements from PSRBs or accreditation authorities for in-person exams), as approved by the Senate Committee for Interim Business and Effectiveness (SCIBE) on 21 April, 24 August and 3 September 2021.

**Take-Home Open Book Exams in 2021/22: Policy Approved by SCIBE**

The parameters for Take-Home Exams in 2021/22 have been approved by SCIBE as follows:

1) We recognise that AY 2021/22 is a transitional year as we emerge from the restrictions consequent on the Covid19 pandemic.

2) We hold the wellbeing of students and staff at the forefront of our decision making; consequently, we are seeking to avoid abrupt changes and sharp discontinuities in our practice, particularly when we are: supporting staff and students in the process of transitioning to on-campus working and face-to-face delivery, moving to a new VLE, admitting students who have had no recent experience of sitting traditional timed examinations, welcoming back students whose learning with us has been disrupted.

3) Consequently, it has been agreed that:
   a) **In Semester 1 only and until the end of December 2021**, we will continue to use a 24-hour window in which students can complete Take Home Open Book examinations. This will apply across the University covering all our provision (including EBS and HW Online).
   b) **From January 2022 and Semester 2 onwards**, we will reinstate the practice of timed examinations and our time-zones policy.
   c) **By the end of Consolidation Week of Semester 1 (week 6)**, we will have finalised, and will communicate to staff and students, full details of the Semester 2, Semester 3 and Resit examination diet arrangements.
   d) The only exception to the Semester 1 arrangements will be where these are mandated or strongly recommended by accrediting professional bodies.

4) We recognise the importance of supporting students and staff in assessment practice and will prioritise this work, a key partnership priority for the University and Student bodies.

**Take-Home Open Book Exams from January 2022**

In accordance with the policy approved by SCIBE, further parameters for take-home open book exams from January 2022 for the remainder of AY 2021/22 were approved by the Learning and Teaching Academic Year Group (LTAYG) at its meeting on 20 October 2021 and communicated to staff via Staff News on 28 October 2021.

**Key Principles**

1) All examinations from January 2022, with the exception only of programmes delivered wholly online as the usual mode of delivery (see below), will be time-limited and aligned to two time zones (Edinburgh and Malaysia). Dubai may use either time zone.

2) All examinations from January 2022 will continue to be in a take-home format, which refers to a centrally timetabled exam which students take in a location of their choosing with access to Canvas, online materials, notes and revision material. Students without adequate home/personal technology will be able to take their exam in a moderated IT location on campus.

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1 In its approval of examination arrangements in April 2021, SCIBE has already agreed to the possibility of a small subset of in-person exams from Semester 2, ie in two cases only: i) where required by relevant PSRBs; ii) where deemed by Schools to be educationally essential. The ongoing impact of the pandemic will be a key determinant in realising this.

2 The LTAYG considered and endorsed a proposal for Semester 2 and Semester 3/Resit arrangements at its meeting on 20 October 2021; this is set out in the section below.
3) The format of exams will be either “download-complete-upload” or “Canvas-based digital”. Exams of 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) Face-to-face exams, including invigilated face-to-face exams, will be supported on a case-by-case basis and will be considered only if it can be demonstrated that this is a mandatory requirement of a PSRB. Such exams will be held in IT/PC spaces at the relevant campus and will retain the PC-based “download-complete-upload” format.

**Duration of Timed Exams**

5) All timed exams will be 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, no exam will be greater in duration than 3 hours. As per the University Regulations, requests for exams of different duration should be made to the Global Academic Registrar.

6) “Download-complete-upload” exams will have +1 hour window (ie one hour additional to the duration) timetabled for download and upload. This additional one hour does not apply to Canvas-based digital exams, which will include an additional 15-minute window at start for students to log on and prepare for exam opening.

7) 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.

8) No additional grace periods will be included. The University’s Late Coursework Policy does not apply to timed exams.

**Number of Papers and Timezones**

9) A separate exam paper will be prepared for each timezone and for online programmes if a course is offered on campus and as part of an online programme. This requirement applies to all courses in all years, including qualifying years.

10) Exceptions to the above will be permitted only if required by PSRBs. In such cases, the start times for single paper exams will be 09.00 UK time and 17.00 Malaysia.

**Online Programmes Only**

11) For the remainder of AY2021/22 only, the 24-hour format of exams will be retained only for online programmes, reflecting the variety of timezones in which online programmes operate.

12) A single exam paper will be used for each online course and for each exam diet.

13) For online courses which are also offered on-campus, a separate exam paper will be prepared for the on-campus version and for the online version. On-campus students will follow the timed format as outlined above; online students will follow the 24-hour format.

14) For online 24-hour exams, there will be no formal requirement for a +1 hour for download and upload, but the 1 hour grace period in operation for 24-hour exams in Semester 1 will remain in place. As per Semester 1, there will be no need to add extra time for students with learning profiles.

**Take-Home Exams in 2021/22: Advice and Guidance**

**Designing Take-Home Exams**

- The Learning and Teaching Academy has produced a range of resources on designing Take-Home Open Book Exams, including adapting traditional exams to the take-home open book format;
- The guides include advice on what to think about when designing a take-home open book 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;
- Information on the student perspective of take-home open book exams is included;
- Tips on getting feedback on draft exam papers are provided.

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3 If the on-campus version is delivered in two timezones, then two papers will need to be prepared, as per point 9), for the on-campus versions and the online version will require a third exam paper.
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 open book exams and how they will be marked; clarifying student expectations will be particularly important in preparing for timed take-home open book exams from Semester 2;
- The Student Take-Home Open Book 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);
- The Skills Hub includes advice for students on how to deal with some specific challenges of take-home open-book exams;
- There are references in the Student Take-Home Open Book 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 and whether it is download/upload or Canvas-based;
- 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 Take-Home Open Book Exam Guides;
- The Effective Learning Services’ Skills Hub features a large range of resources and support for students in areas such as academic integrity and take-home open book exams.
- A planned timetable of weekly student communications is in place for the four weeks prior to the start of exams, featuring key information such as: timetable; availability of Canvas practice area; avoiding academic misconduct; academic safety net.

Academic Integrity

- The Academic Integrity Working Group (of the LTAYG) 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 take home open book exams: 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 has information for students on Academic Integrity and Plagiarism

Individual Student Circumstances

- Advice and guidance is provided in the Student Take-Home Open Book 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.
- Student information on mitigating circumstances, including how to apply, is available on the learning and teaching policy bank.

Feedback on Take-Home Exams

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