Guide to Malaysia Foundation Programme Take-Home Exams: General Information

The purpose of this Guide is to provide **General Information** about the exams taking place in the OCTOBER 2020 diet of examinations. The **Technical Guide,** provides practical information about how to access the exam paper and how to submit your completed exam script. This Guide and all other Student Guides and FAQs on Exams are available at: https://www.hw.ac.uk/uk/students/studies/examinations.htm

For Malaysia Foundation Programme students, the in-person exams have been replaced with **take-home exams**. The exam paper itself will not have changed, but the way in which students take the exam will be different. This change has been made as part of the University's response to the Coronavirus.

What is a take-home exam?
A take-home exam is an exam which you take in your own space (e.g. at home), by downloading the paper and uploading your answers via the internet (we will shortly provide you with a Technical Guide on how to do this). The exam is taken under 'open book' conditions, meaning that you have access to your notes, course material, the internet and any other resources you may wish to consult.

The exam will be time-limited, but rather than having, for example, two or three hours as for a standard exam, there will be 24 hours between the exam paper being made available to you, and the deadline for submitting your completed exam script. You aren't expected to spend 24 hours working on your answers, this time is provided to give you time to access the paper, write your answers, and submit your completed script. For some exams, there will be a maximum word limit for each question or the exam as a whole, to help you manage your time; numeracy-based questions will not have a specified word limit.

Frequently Asked Questions
We understand that these arrangements may be unfamiliar and confusing for some students. Below is a set of FAQs. If you have a question that is not answered here, please get in touch with your School contact as early as possible.

- **Can I work with other students to do the exam?**
    - The exam script should be your own work. You are expected to undertake the exam on your own and without collusion, i.e. without assistance from other people; without collaborating or discussing with anyone else; without sharing answers (including on social media). Normal processes (e.g. Turnitin) will be used to check that submissions do not draw from other people's work in an inappropriate way.
    - If staff have reason to think that you have collaborated with other students, this will be treated as academic misconduct. Information about how the University responds to evidence of academic misconduct can be found here: https://www.hw.ac.uk/students/studies/examinations/plagiarism.htm

- **Will there be a maximum word count for my exam script?**
    - For some exam papers (e.g. essay-based exams) a maximum word count will be specified, either for the whole exam or per question. 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.

- **Where should I take the exam?**
    - You should try and find a quiet space where you will not be disturbed. A bedroom or study is ideal, but a quiet space in a shared room may also be suitable. You may find headphones useful for blocking out external noise.

- **How long is the exam expected to take?**
  - Although 24 hours are provided for you to access the exam paper, complete the exam and submit your exam script, there is absolutely no expectation that you spend all that time on the exam. For an exam that was originally scheduled to be two or three hours long, it would not be anticipated that it would take more than one or two hours more than the original time to complete (this allows additional time for consulting notes, textbooks or for working on calculations).
  - The 24-hour assessment period is to allow time for you to access and download the exam paper, consult any reference material if that is appropriate to your type of exam, check your responses and prepare and upload your script (please remember to keep a copy of your submitted exam script for yourself). How long you spend on the exam is up to you, but for some exams there will be a maximum permitted word count which will help to guide time spent. For numerical-based questions, you are encouraged to spend no more than two hours in addition to the original time for the unseen exam.
  - You are not required to complete the exam in one sitting and you are free to take breaks as required. Please bear in mind that you may have more than one exam in a week, therefore you will need to manage your time accordingly to make time for sleep, meals, caring / family responsibilities, exercise etc.

- **How should I prepare for the exam?**
  - You should prepare for the exam in the normal way, by revising the course material. In addition, you may want to prepare your notes, textbooks, handouts, website bookmarks etc. to make it easier to use them during the exam. You should also plan in advance to make sure that you have a quiet place to take the exam. Advisers in the Effective Learning Service are available to help with revision through online appointments and webinars, their contact details are here. Tips and advice on revision can be found here.

- **Can I consult the internet when I'm doing the exam?**
  - Yes. You can consult any notes you've made on the course, any course material, any previous assignments you have completed, any books or articles, any internet source, and anything else you find useful. When using internet sources, it is important to think critically about the information you are using, e.g. the reliability of the author, and the validity of the claims being made. As with any assessment, plagiarism – passing other people's work off as your own – is strictly forbidden.
  - 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 resources from the Power Hours here. Normal processes (e.g. Turnitin) will be used to check that submissions do not draw from published work in an inappropriate way. The University's standard procedures for dealing with academic misconduct will still apply in the case of take home exams. Guidance on plagiarism, and information about how the University responds to evidence of plagiarism, can be found here: https://www.hw.ac.uk/students/studies/examinations/plagiarism.htm
  - For numerical-based questions, referencing is not applicable and therefore not required for completing your exam.

- **Will the exam paper look different to a normal exam paper?**
  - No. The exam paper was designed well in advance of the decision to convert these exams to take-home exams, and no major changes have been made.

- **Will the exam be marked differently from a standard exam?**
  - The exam will be marked according to the marking scheme prepared in advance and approved by the course's External Examiners. *See enclosed University-wide grades descriptors*
  - For essay type questions, you will have access to your notes and course material etc., therefore it will be marked more like a piece of coursework rather than a normal 'closed-book' exam. For example, for essay-based questions, you should provide references where appropriate (but you don't need to reference lecture/tutorial notes and accompanying slides etc).
  - For numerical-types of exam questions, your completed script will look more like a standard exam response, since, for example, referencing is not appropriate for calculation-based questions.

- **What happens if I can't take the exam?**
  - o We expect all students to take their exams. If due to exceptional circumstances you are not able to take the exam, you will be able to submit a case for mitigating circumstances. If you have reason in advance to think you won't be able to take the exam, please get in touch with your School contact. There will be a dedicated exam support service available during the 24-hour exam period, and you should contact them if you have any problems during the exam period, for example problems accessing the exam paper. Contact details for the exam support service will be provided in the Technical Guide.

- **How will the Mitigating Circumstances policy apply for these exams?**
  - o The difficult context for these exams 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. 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](#) (the Form should be used if you're not able to submit online).

- **What happens if I submit my completed exam script after the deadline?**
  - o Late submissions due to problems with technology (e.g. internet access) or other legitimate mitigating circumstances (e.g. illness) will not be penalised. Guidance on applying for mitigating circumstances is provided in previous section. The Technical Guide provides contact details if you are experiencing IT problems which are likely to result in late submission.
  - o Late submissions that are 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 get in touch with your School contact as soon as possible.

- **Will I get feedback on my exam script?**
  - o The University's [policy on feedback on exams](#) applies also to take home exam scripts: there is no individual feedback, but generic, whole-course feedback may be provided in due course.

- **Who should I contact if I have any queries or difficulties?**
  - o If you have any queries about your take-home exam or any problems in accessing your take home exam area in Vision or submitting your take-home exam, please log an enquiry using the "**Ask HWU"** tile on the [Student Portal](#).