

## Take Home/ Open Book Exams

### Overview

Take home exams usually require students to complete the assessment task within a timed window but students can use their notes, resources on line and literature.

Open book exams are usually timed but students can bring in some material with them.

### Guidance for students

Students will be doing a combination of the above so a timed take home assessment. This will entail students being set an assessment which they will be able to use resources for but they must submit their assessment within a set period, which will be a minimum of 24 hours, unless there are any professional body requirements which require a different time period.

It is however useful to indicate for students when setting this assessment the likely time it should take them to complete this activity. This will help all students plan, manage their time and for those who might need adjustments this indicates to them the additional time available and time for breaks. For example, you may suggest that students should usually complete the open book exam in two to three hours, or suggest times for each specific question or part of the exam paper. Be very clear with your expectations of students.

Also provide information for your students on what to do if they have a problem uploading their completed assessment at the end of the timed period. Is there an alternative submission route and who should they contact if they have problems? You could publicise times when a staff member will be available online to support students, particularly around the deadline.

### Encouraging good academic practice

It is important to encourage students to engage in good academic practice for this type of assessment, particularly so that you can ensure the validity of the assessment, and so you can take specific actions to support this:

- Do not set tasks that require just recall or how they use information but more importantly what they have learnt from the information.
- Do not set tasks where there is only one right answer but instead provide assessment tasks that require students to apply their learning, reflect on their learning and plan for future learning.
- If you ask students to explain things from their perspective or apply knowledge to real world cases and provide an explanation for this, they are more likely to draw on their own views.