Open Book Timed Tests Policy and Procedure

1. **Introduction**

    1.1. This style of examination requires students to:

    - Learn for understanding rather than just remembering;
    - Understand how to find and use information;
    - Make good notes and organise materials for fast reference;
    - Apply information to respond to questions and real life experiences.

    1.2. The timed test process requires students to work at their home computers, with notes, books and other materials to hand; to draft and submit a response to an essay style question or textual analysis, within a set time.

2. **Preparation**

    2.1 Students will need to study for this type of examination as they would for any other, to build a knowledge base from which to draw upon.

    2.2 Hints will be provided as usual, as in the subject area on which to focus, or the area of text; e.g. "The text will be taken from the book of Wisdom" rather than narrowing it down to chapter or verse number.

    2.3 Students will need to plan carefully what materials to have with them. It might be tempting to surround oneself with as many books and materials as possible however using excessive materials may be distracting, create clutter and lead to time wasted on consulting too much.

    2.4 Students may decide to have with them previous assignments on a similar theme. The examination question will not be identical to previous assignment questions and will ask something different of the student. It would not be acceptable to copy and paste a previous assignment; this is called self-plagiarisation and would be heavily penalised.

    2.5 Students will need to pay close attention to ensure that they answer the question directly and not one they had rehearsed or anticipated.

    2.6 Copying long passages or quotes into the work is a waste of time; instead students should condense or paraphrase.

    2.7 Hints and tips for students:

    - Organise your resources so that you can find the information you need swiftly and efficiently;
    - Use Table of Contents and index pages to locate relevant sections in books;
    - Bookmark useful chapters or pages, post it notes are useful for this;
    - Make brief, legible notes,
    - Use index cards to list key topics with the relevant page number.

3. **Regulations**

   3.1. Students must work alone, without friends or family helping them.

   3.2. Students must not work in collaboration with fellow students. Such collaboration can become obvious in submitted work.

   3.3. Students must not make contact with anyone else for the duration of the timed test.

   3.4. Students must complete a declaration agreeing to abide by the above regulations. Any evidence to the contrary will be dealt with as a disciplinary matter.

   3.5. The Exam questions will be uploaded on Moodle and released about 5 minutes before the start time, for students to open, download, save with a new title and complete the declaration before the exam start time.

   3.6. Each student will get 2½ hours to complete the test paper (those with proven medical reasons for special arrangements will get an additional 20 – 30 minutes).

   3.7. Completed scripts must be submitted via Turnitin at the end of the given time. Students will be granted 15 minutes after the end time to give them the chance to spell-check and upload their answers to Turnitin.

4. **Process**

   4.1. The test will begin at 1pm BST; +/- 8 hours in other time zones e.g. 2pm in France, 8pm in Hong Kong. *Special arrangements for the start time will be made for students in time zones that are more than +/- 5 hours, e.g. in some areas of America, Canada.*

   4.2. All students will be advised in advance where to locate the questions and how to download the answer papers; they will also be provided with a link for easy access.

   4.3. Questions will be released 5 mins before the beginning of the exam.

   4.4. A contact telephone number and email address is provided in the case of technical difficulties during download or upload; and emergency plans are in place in case of extreme difficulty.

   4.5. Students need to enable AutoSaved by following the video clip guide on Moodle Exam page.

   4.6. Students need to remember to save their work at regular intervals in case of any technical problems.

   4.7. Students are not expected to reference fully as they would in standard assignments. If using a direct quote they are expected to enter the surname of the author in brackets at the end of the quote.

   4.8. They are expected to add a list of resources used during the test to the end of the test script. This can be prepared in advance and copied and pasted into the script.

   4.9. Completed tests are to be submitted via Turnitin; which will remain open to submissions for a short time only.

4.10. The tests will be marked via Turnitin and assessed according to the general assessment criteria.

4.11. Final marks will not be confirmed until after the relevant examination board..

4.12. On completion of the assessment process, feedback is made available to students on Turnitin.

MARKING CRITERIA Open Book Timed Tests (OBTTs)

HONOURS (45% - 100%)

A-(70-74%)   A(75-79%)   A+(80%+)   **First Class (Hons)**

An excellently organised answer, demonstrating that the material is known in considerable depth. The subject is comprehensively addressed, with a high level of analytical ability apparent; evidence of recommended and wider reading that is relevant and well used; evidence of a broad perspective as well as sound knowledge and understanding of relevant philosophical principles, and elements of imaginative and creative application.

B (61- 64%)   B+(65- 69%)   **Upper Second Class (Hons)**

A very well organised answer, demonstrating that the material is thoroughly known and the subject comprehensively addressed, with analytical ability apparent; evidence of recommended and wider reading that is relevant and well used; evidence of a broad perspective as well as sound knowledge and understanding of relevant philosophical principles, and elements of imaginative and creative application.

C+ (53-56%) B-(57-60%)   **Lower Second Class (Hons)**

A competently organized answer; fair understanding of the subject, with expected elements present; directly addresses the question set; appropriate application of philosophical arguments to other areas of study and life; some argument present, which may be limited or diffuse; reasonable structure.

C- (45-48%) C (49-52%)   **Third Class (Hons)**

A fair degree of organization evident in the answer; basic, accurate understanding of the subject, with main expected elements present; generally focused on the question set; work has some weaknesses: in focus on the topic, communication, structure, coherence, depth of argument or the inclusion of irrelevant material.

PASS (40-44%)

D (40-44%)

Reasonable attempt made to answer the question at a basic level. A sufficient, but minimal, attempt made to use relevant material and reading. The student has focused upon the topic, but there is a marked lack of clarity.

FAIL (0-39%)

E (0-39%)

The topic has not been dealt with at undergraduate level; the answer demonstrates very little knowledge of the subject or serious errors in knowledge and understanding; very little sense of appropriate application; does not answer the question; does not reach an acceptable standard of English or articulation; minimal or no account taken of the programme book, core reading and associated programme elements; excessive uncritical assertions are made.

Name of policy/procedure/document:	Open Book Timed Test Policy
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Reviewed by:	Dr Tony Brown (ICT Manager/Deputy Registrar), Dr Jenny Rees (Interim Registrar), Academic Standards Committee
Audited by:	Academic Board
Date of Audit:	06/07/2022
Date of next review: (annually unless otherwise agreed)	07/2023
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Assessment Policy

Version Control			
Version	Author [name]	Date	Brief summary of changes
V2	Tony Brown	July 2022	4.12 added: On completion of the assessment process, feedback is made available to students on Turnitin.