

A non-editable take home exam script is released to students on the LearnJCU subject site at a scheduled date and time. Students answer the take home exam questions in the format indicated in the exam instructions and upload their answer document via the relevant safe assignment drop box on the LearnJCU subject site prior to the submission deadline.

## Assessment task information

The following information must be provided to students via the LearnJCU subject site as an announcement, and included as content in the assessment section, by Friday 8th May 2020 (one week after release of the exam timetable).

- Exam paper release date and time (AEST) – *when the paper will be available for student access*
- Exam paper release location – *where the paper will be available for student access*
- Exam paper release duration – *how long the paper will be available for student access*
- Expected time to complete the exam paper – *how long a typical student would typically need to complete the exam*
- Exam answers submission deadline (date and time, AEST) – *when the drop box will close for answer submission*
- Exam answers submission location – *where the drop box for answer submission is located*
- Equipment required to undertake the take-home exam – *what students consider having handy to assist with exam completion*

## Development of the take home exam

The form of the take home exam must comply with the details available to students in the subject outline/amended subject outline, and with the details provided to the College during exam requirements collection.

The take home exam should be formatted the same as a face-to-face exam, that is, with a coversheet followed by the exam questions that are clearly and sequentially numbered, with mark allocations assigned to each question, with page numbers, and with the end of the paper clearly identified.

The exam paper should be made available to students as a non-editable pdf document. The take home exam allows for students to access all subject materials. The conditions of the exam has been altered and exam questions may need to change to reflect this. Consider the complexity of exam questions relative to collecting evidence of student achievement of subject learning outcomes. Student preparedness is key to take home exams.

## Approval

The exam paper must be approved by the Academic Head and submitted to the College Academic Services team as per the usual College process for end of semester exams.

## Availability on LearnJCU

Each College shall determine who is responsible to loading the exam paper to the LearnJCU subject site, for setting the release parameters, and for setting up the Drop Box for answer submission.

Monitoring the release time on the set day is necessary to assure student access.

## Student access, completion and submission

Students will be able to access (open and view/print or download and view/print) the exam paper for a scheduled time period following the release of the exam paper, as detailed in the examination timetable.

Subject Coordinators should ensure that the take home exam paper is open for students to access over a longer time period (at least an additional 1 hour) than they expect it will take the student to complete and submit the take home exam answers, in order to allow flexibility in when students choose to complete the task, and to allow for potential delays in downloading the file or with Drop Box submission. Subject Coordinators should be mindful of learner preparedness, task complexity, academic integrity and connectivity issues when determining the expected time to complete the take home exam and the overall duration of the take home exam availability.

We recommend that Subject Coordinators select from one of the following options each for exam duration (expected time to complete the exam), and exam availability (availability of exam access):

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Exam duration	Exam availability
60 min	4 hr
90 min	8 hr
120 min	24 hr
150 min	48 hr
180 min	72 hr
210 min	
<i>NB: if exam is expected to take 120 min plus 10-15 min reading then assign as 150 min, and similar for other durations</i>	

Students shall answer the take home exam questions on a separate document from the exam paper. This may be a word document, or another form as indicated by the Subject Coordinator in the exam instructions. Students must ensure that they include their full name and student identification number at the top of the first page of the answer document. Students must clearly identify the question number for each answer provided. Students should regularly save the working answer document to avoid accidental loss of work.

Students must submit the answers via the Safe Assignment Drop Box allocated to the take home exam, before the published submission deadline for the exam. Each student is allowed only one answer submission, therefore all answers must be submitted at once. The Drop Box will be programmed to close at the stipulated deadline (listed as AEST) and therefore late submissions will not be processed.

## Staff availability for students

Staff must be available to answer by individual email student queries regarding the exam paper content and any technical issues during the first hour that the take home exam is available for student access, and during the last hour prior to the submission deadline. The front cover of the take home exam must include the relevant contact information. If a take home

exam is scheduled to remain open beyond normal business hours, it is not expected that staff will be available to answer queries outside of these hours.

## Marking, feedback and results

Take home exams will be marked as per the usual process for marking of end of semester exams. As the take home exam is an alternative format for the end of semester exam, students have a right to access copies of examination scripts in accordance with the Review of Assessment and Student Access to Examination Scripts and Materials Policy.

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