**UNIVERSITY OF ST ANDREWS**

**POLICY ON TAKE HOME EXAMS & ASSESSMENT DEADLINES**

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Take Home Exams &amp; Assessment Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>Applies to all Schools</td>
</tr>
<tr>
<td>Relationship with other policies</td>
<td>~</td>
</tr>
<tr>
<td>Owner</td>
<td>Proctor's Office</td>
</tr>
<tr>
<td>Approving Committee</td>
<td>Learning &amp; Teaching Committee (LTC), then Academic Council</td>
</tr>
<tr>
<td>Policy approved date</td>
<td>4 June 2014</td>
</tr>
<tr>
<td>Policy effective from date</td>
<td>2014-15</td>
</tr>
</tbody>
</table>
UNIVERSITY OF ST ANDREWS

POLICY ON TAKE HOME EXAMS & ASSESSMENT DEADLINES

1. Introduction

Over the last few years, several Schools have implemented take-home examinations, either for new modules or as approved amendments to existing assessment arrangements.

The Proctor's Office encourages the use of alternative forms of assessment such as this and this document has therefore been prepared to ensure appropriate integration with conventional examinations.

The new Academic Year arrangements and consequential changes to coursework submission have also highlighted the need for guidance on setting deadlines which are fair to all students.

2. Take-home exam requirements

At the University of St Andrews, a take-home exam is defined as an assessed assignment which is issued to students as part of the examination diet, with a clearly defined and restricted period allowed for completion by the student outwith a conventional examination setting.

The period allowed from issue of the assignment to completion should not exceed 48 hours, maintaining a qualitative difference between a take-home examination and a continuous assessment essay.

In order to ensure that all students have the opportunity to complete a take-home examination without schedule clashes, it is essential that the period is scheduled by the University Examinations Officer, who will work with Schools to arrange suitable timing, following notification of the requirement alongside those for conventional examinations. Schools are encouraged to consider setting take home exams of 10-12 hours duration in order to minimise timetabling clashes.

The need for central scheduling applies equally to all examinations held ‘in house’ by Schools during main examination diets and therefore these must also be notified to the University Examinations Officer in order to ensure appropriate scheduling.

Schools should consider carefully before allocating multiple modules assessed by take-home examinations in the same semester, as space in the examination diet is limited and the University Examinations Officer may not be able to guarantee more than a 24-hour period in the schedule.
3. Deadlines

In order to ensure that no student is disadvantaged by preparation for examinations in other modules, no continuous assessment deadlines should be set during the revision period.

Only exceptionally will permission may be granted on a module-by-module basis for assessment to take place during the revision weeks, either when the module is initially approved or subsequently by the Proctor.