



University of  
St Andrews

## Take-home exams: Guidance for students

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<b>Purpose</b>	This document provides students with guidance for Take-home exams

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**University of St Andrews**  
**Policy on Take Home Exams: Guidance for Students**

Take-Home Exams require students to complete an assessment within a specific period of time outside of the classroom. The following document provides students with guidance for Take-Home Exams.

## **1. Take-Home Guidance**

- 1.1.** Take-Home Exams are usually scheduled to begin in the morning to ensure completion within the same working day.
- 1.2.** Take-Home Exams will have a duration of three to eight hours (plus any additional time to which a student may be entitled owing to special circumstances).
- 1.3.** In published timetables, a Take-Home Exam will be noted under the venue section.
- 1.4.** The personal exam timetable shows the duration of each examination, including any pro-rata extra time allowance. If a student is entitled to extra time allowance, they can confirm this by checking MySaint.
- 1.5.** In preparation for a Take-Home Exam, students should have the following information in advance:
  - How will the exam papers be published?
  - How should the Take-Home Exam be submitted?
  - If applicable, what is the word count for the assignment and preferred reference system?
  - How the Module Coordinator (or relevant staff member) can be contacted if a technical problem arises?

## 2. Exam Preparation

- 2.1. Students are permitted to consult course texts, notes and other materials during the assessment.
- 2.2. While Take-Home Exams are not supervised, students are bound by the [Policy on Good Academic Practice](#). Students must use correct forms of citation and referencing to avoid academic misconduct.
- 2.3. In order to prepare effectively for a Take-Home Exam, students should (if applicable) aim to:
  - Learn the course material as thoroughly as for a traditional exam.
  - Organise the resources and course material so the information can be found quickly and effectively.
  - Prepare a condensed set of notes including page references for when the long version is required.
  - Bookmark useful chapters or pages and prepare a list of key information (dates, definitions etc.).

## 3. Wellbeing

- 3.1. Students should prepare a comfortable and quiet workspace for the duration of the exam. If students are unable to find an appropriate place to complete the Take-Home exam, they should contact the Module Coordinator prior to the assessment.
- 3.2. Students should also eat, rest and exercise before the assessment to enhance memory retention and increase alertness and energy levels.
- 3.3. It is important for students to be aware of their limitations and take regular breaks throughout the assessment.
- 3.4. Students who require academic adjustments should contact Student Services for guidance and advice about Take-Home Exams.

## 4. Illness/Absence

- 4.1. If a student is unable to sit a Take-Home Exam due to illness or other extenuating circumstances, they should submit a Self-Certificate of Absence before the examination if possible.
- 4.2. The student should also contact the relevant School in order to request a deferred assessment.
- 4.3. Students should also be aware that deferred assessments are not automatically guaranteed, and they may be required to provide evidence as to why they were unable to take the exam.

## 5. Resources

- 5.1. If a student would like to speak about managing stress caused by Take-Home Exams, they should get in touch with [Student Services](#) or follow the [link](#) for further information.

- [General exam stress tips](#)
- [Tips for the Revision Period](#)
- [Tips for the Exam](#)
- [After the Exam](#)
- [Anxiety Reduction Techniques](#)

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