# Take-home exams: Guidance for students

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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