



University of  
St Andrews

## Take-home exams

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<b>Purpose</b>	This policy provides a definition and requirements for Take-Home exams.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
02	Updated for one year pending review	Updated	Catriona Young Administrative Officer	July 2024

# UNIVERSITY OF ST ANDREWS

## POLICY ON TAKE HOME EXAMS & ASSESSMENT DEADLINES

### 1. Definition

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.

### 2. Take-home exam requirements

The period allowed from issue of the assignment to completion should not exceed eight hours (subject to agreed academic adjustments).

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.

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.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
01	Revised to ensure that take-home exams will be restricted to 8 hours with a maximum of 12 hours (50% extra time) for students with agreed academic adjustments	Updated	Kevin McNamara, Policy Officer (Taught), Proctor's Office	June 2020
02	Updated for one year pending review	Updated	Catriona Young Administrative Officer	July 2024