



University of
St Andrews

Take-home exams: Guidance for staff

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Purpose	This document provides guidance for staff in organising Take-home exams.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date

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

The document provides guidance for staff in organising Take-Home Exams.

1. Examinations Office

- 1.1. Take-Home Exams will be scheduled by the University Examinations Office in order to provide appropriate scheduling.
- 1.2. The Examinations Office will schedule Take-Home Exams in morning sessions to ensure the completion of the assessment within the same working day.
- 1.3. Take-Home Exams should have a duration from three to eight hours.
- 1.4. Students who have approved academic adjustments will have exam durations altered accordingly.
- 1.5. Take-Home Exams will be highlighted within the published timetable and individual student timetables will have 'Take Home' under the venue section.

2. Take-Home Guidance

- 2.1. Students must be fully briefed about the aims and expectations of the assessment in order to minimise unnecessary stress. Guidance could include:
 - Information on course materials and other resources permitted.
 - A word count for the assignment (including where applicable, penalisation for assessments that do not meet the criteria).
 - Advice about the policy on [Good Academic Practice](#) and preferred reference system.

- 2.2. Students should be advised that the failure to submit the Take-Home Exam by the agreed deadline will result in the assessment to be awarded with a mark of 0 or 'non-submission'.
- 2.3. Staff should also ensure that course materials are made available electronically so that students can access the resources on the day of the assessment.
- 2.4. A relevant staff member should also be contactable if a technical problem arises during the assessment.

3. Wellbeing

- 3.1. Staff should carefully consider a student's ability to successfully complete Take-Home Exams and ensure that the workload remains manageable during the exam period.
- 3.2. Assessment conditions are particularly important, and staff should consider factors including caring responsibilities, part-time employment and ability to complete the assessment in a quiet, uninterrupted venue.
- 3.3. Staff should also consult the Disability Team at Student Services to determine whether any academic adjustments apply to the assessment in question.
- 3.4. Staff should examine the 'Guidance for Students' on Take-Home Exams prior to arranging the assessment.

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