Pre session polls

What level of study are you?
- Access
- Level 1
- Level 2
- Level 3
- Postgraduate

What would you consider is your main area of study?
- Arts
- Languages (English & other)
- Social sciences
- Business and law
- Science
- Engineering or technology
- Maths
- Health sciences
- Education
- Sports
- OTHER

Have you been to any student hub live online events before?
- No (I'm brand new!)
- No (but have listened to one or more recording)
- No (didn't have time)
- No (wasn't aware of before now)
- Yes any 2020
- Yes any 2021

What are student hub live online sessions?

- All student hub live sessions are non modular and focus on skills relevant to study at university level

- Polls are anonymous to other participants but the chat box will have your logged in name associated with your comments during the live session.

- All online sessions are recorded and available to view on catch up on a public facing website.

- Slides are available to download during the session(*not accessible on mobile devices*) and from http://studenthublive.open.ac.uk/.
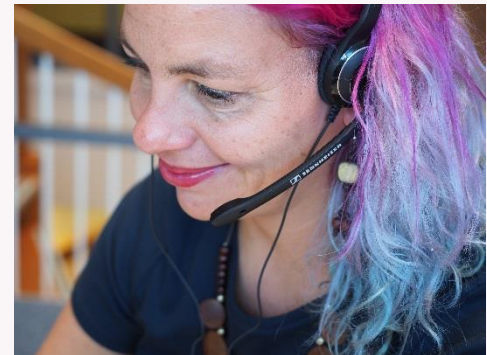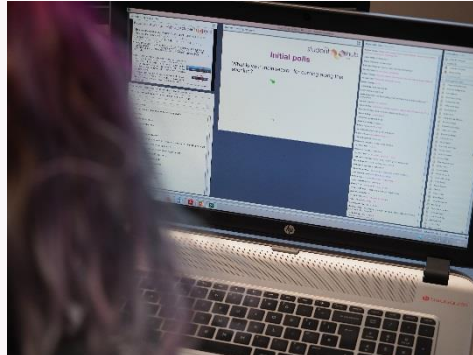
student hub live is the OU's live online interactive platform to support academic community

Karen Foley is a lecturer at the OU, head of student hub live and chairs Y032. She also tutors in social sciences, psychology and science.
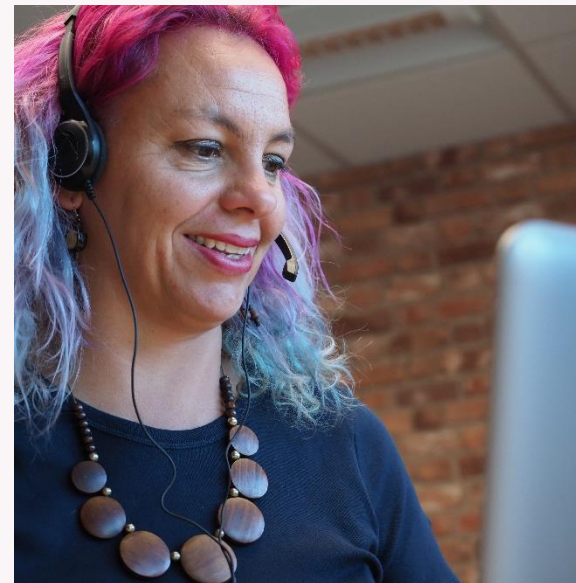
Isabella Henman is an essay writing aficionado and skills trainer and has been the main student hub live online speaker since 2017. She tutors in science and health sciences at Access to level 2.

Workshop

- This is going to be a structured workshop to help you start preparing for your remote exam

- We'll look at some of the key features of remote exams

- We'll give ideas on ways to approach the exam itself

- We'll give some generalised tutor advice

Session purpose

- **<u>Is for:</u>**
- Providing some general guidance on approaching remote exams
- Looking at key point and practicalities
- Provide a space to share ideas and connect with other students
- **<u>Is not for:</u>**
- Telling you what you HAVE to do
- Providing any module specific advice

Please be aware

- These sessions are large scale
- They are very busy
- There is lots of interaction
- They are not the same as other tutorials
- You can maximise slides on your own screen by clicking the icon

Preparing for exams and demonstrating skills in a high pressure situation

This was our advert…

This workshop will cover practical aspects of exam revision, as well as how to mentally prepare to ensure you deliver on the day. Just as athletes take a layered approach to preparing for critical races, psychology, skills and time management all play their part in maximising your exam performance.

Initial polls

What is your main reason for coming along to this session?

(If you are on a mobile device remember you need to tap into the polling option)

To come back to these slides after completing a poll click on the share pod slides icon

Important!

- In this session we can not give any module specific advice

- If you are doing a remote exam please look very closely at the information provided by your own module for specifics

- Please make sure you read https://help.open.ac.uk/remote-exams-and-icmes

- https://help.open.ac.uk/exam-arrangements-booklet

First thoughts

Have you done an OU exam before?

- Yes (one)

- Yes (two)

- Yes (3+)

- No never!

Please use the poll to select the answer that applies to you

Poll time

- What is the thing you are most looking forward to about your exam? Please use the short answer poll pod provided and see whether your ideas are similar to others

Poll time

- Now what is the thing you are least looking forward to about your exam? Please use the short answer poll pod provided and see whether your ideas are similar to others

Practicalities

Timing

How long have you got for your remote exam?
- 3 hours
- 24 hours
- 2 days (48 hours)
- 3 days (72 hours)
- Other time
- No idea!

How long you have to complete the remote exam

- Each OU exam is normally designed to be completed in 3 hours. This means you should aim to complete in roughly that amount of time (longer if you normally have additional requirements that have been discussed and agreed with the exam board).

- You can take longer if you wish if you have access to the paper for longer

- It is worth planning to complete in 3 hours as that may help you to focus and get it completed

Correct format

- It is imperative that you submit the correct format and it contains everything you need it to. You can't ask to add something afterwards, if you submit during the emergency period after the deadline you will overwrite the first submission and take full responsibility for this and the penalty that will ensue

- Normally all written work will be in a single word processed document (unless your module explicitly says otherwise)

- Zip files allow for inclusion of other files *module specific* such as PDF or audio ONLY IF ASKED FOR

Back up!

- Don't rely on one single copy on your computer, back it up in places other than here, e.g. the cloud, to email, on a pen drive

- If something happens to your computer and you lose the single copy there, that is not extenuating circumstances, it is not taking responsibility

Correct version

- If you have multiple versions make sure you name them logically so you know which one to submit

- Check that this is what you have submitted

- Check, check and check again (before submitting, and then use the option to check after submitting)

Time management

- Make sure you have time during the time you need to, to give the best possible exam performance

Your space

- Normally you would complete an exam in a dedicated exam venue where you can't be disturbed

- You therefore need to think about where in your own home you can complete the remote exam where you can focus on the exam to your fullest extent

Space suggestions

- A separate closed room *unless absolutely impossible*

- Ideally somewhere with a desk / table and space to write and focus

- A private space where you won't be interrupted

- **Boundaries!**

People space suggestions

- Think about what you would have done if you had been going out to sit the exam normally e.g. child care would have been arranged, time off work would have been booked

- How much of this can you still do?

- For instance is someone able to care for a child whilst you complete the exam or can they sleep / entertain themselves for the time you need

Revision ideas

Why have an exam?

- It's your chance to show your understanding and make sure you have a good handle on your learning ***of this module***

- You are carrying on studying and will invariably use the skills from this module again

- Exams test whether you know information and whether you can apply it in context

Knowing what you need to know

- Do you know when and where to get information about your remote exam style and content?

- Do you know what is expected of you?

- How can you most effectively process and prepare to retrieve knowledge?

- How can you focus on demonstrating the right learning outcomes (not everything!)?

- How are you going to effectively communicate what you know…?

RE-vise

- Vise before revising

- In other words this is going back over information that you have learnt. If you didn't learn it in the first place it makes it more difficult

- You may have a different purpose for reading over information this time though, e.g. not the same TMA / essay

- However be strategic – you are not going to be assessed on EVERYTHING

- https://help.open.ac.uk/revision-techniques

Remembering…

- Is difficult!

- Needs a context

- Needs a purpose

- Has to be active

- So think about what is important and focus on that. Don't just remember facts for the sake of it, why are they important?

Poll time

Can you suggest any source of information that will help you know what it in your exam and what would be most effective to revise? Please use the short answer poll provided

Source of information

- Information from the module team about the exam

- Past exam papers

- Specimen exam papers (SEP)

- Module learning outcomes

- Chapter / section summaries

- Tutorials

Poll time

Have you looked at past exam papers for your module?

- Yes (have got and worked through)
- Yes (have got but not worked through yet)
- No (keep meaning to get)
- No (my module doesn't have past papers)
- No (my module is brand new this year)

Have you looked at the specimen exam paper (SEP) for your module?

- Yes (have got and worked through)
- Yes (have got but not worked through yet)
- No (keep meaning to get)
- No (my module doesn't have a specimen exam paper)
- No (I don't think I need to)

Look for themes

- What is your module about? Does it have some key themes that are introduced at the start, maybe in an audio recording or a key document from the module team chair?

- Use this to make sure you know what is important

- The exam is going to be testing your overall understanding of the whole module but you won't be expected to know every word

Revision techniques

- Flash cards – definition and application of that fact / word / concept
  - No point in memorising a word or concept if you can't apply it

- Mindmaps – fitting everything together to a common theme
  - Not the same as scattergun or brain dump of every single thing you have ever heard about x

Use tutorials

- Many modules have revision tutorials or sessions on key themes

- Even if you can't make them live look at the recording and/or slides

Use feedback

- Are there aspects that you have struggled with and were given links / guides to look through? Did you?

- Do you know if you will be expected to draw diagrams / graphs / tables to illustrate a point? Can you? What has your tutor said in the past about this?

What is important?

- You may have crafted a wonderful series of essays at home on your computer with your module content with you BUT how much of this can you recall in the exam?

- Which bits are most important?

- There is a big difference between a 1000 word essay constructed over a series of hours with material to hand and a 500-1000 (~700) word essay written in a short period for an exam

Different tasks

- There is a big difference between writing a TMA and an exam

- In a remote exam it may feel similar, but this is not an opportunity to do the same thing as a TMA in less time

- There are different expectations for exams such as:
  - Level of detail
  - Holistic perspective
  - You need to be selective

Prioritise

- Exams have limited time so what is the most important thing that you will need to convey?

- How *can* you answer a question even if you don't know exactly?

- Can you **apply** the information you know? If you can only regurgitate it in one format then this won't help

Using the SEP

- The SEP will set out the structure of your module's exam and show you how many questions there will be, whether any are optional and what mark allocation there is

- It may also show you a worked through example of how to approach 1 or more questions

- It may also give example answers to some of the questions that are in it.

Test yourself

- There is no point reading the SEP as a book or piece of source material. It is there to help you engage with the material and know how to approach an exam in your module.

- It is recommended that you 'sit' the SEP as a means of testing yourself and then compare your answers against those given.

Exam strategies

What are you being assessed on

- Your module

- Only your module and the small part of information about a subject that is in your module, everything else is not important.

- When you start revising you might not know what is the most important part and where you should focus your time. So use what is available and be strategic and effective.

- So….what clues are there to what is important?

Scoping

- What is in and out of scope?

- Do you understand what to focus on?

- Do you know how you need to answer the question?

A common exam technique is to just write everything you know in the hope that something will be relevant.

Think about the sentences that can "compromise" your ability to demonstrate your understanding.

Module materials poll

- Do you plan to use your module materials during the actual exam?
    - Yes
    - No
- Have you thought of *how?* Please use the short answer poll provided to give some ideas

Having a strategy

- Given for this remote exam you will have access to your module material consider carefully how you might use it ***effectively***.

- It will not be effective use of time to start at the beginning and just read until you find something relevant or just search randomly

- Be strategic – you need an idea of what you are looking for

If all else fails

- Search for some information
- Module > resources will have e.g. PDF versions (if available)
- Module > search will locate any use of a word
- *But you need to know what you are looking for in order *to* look for it*

Not recommended
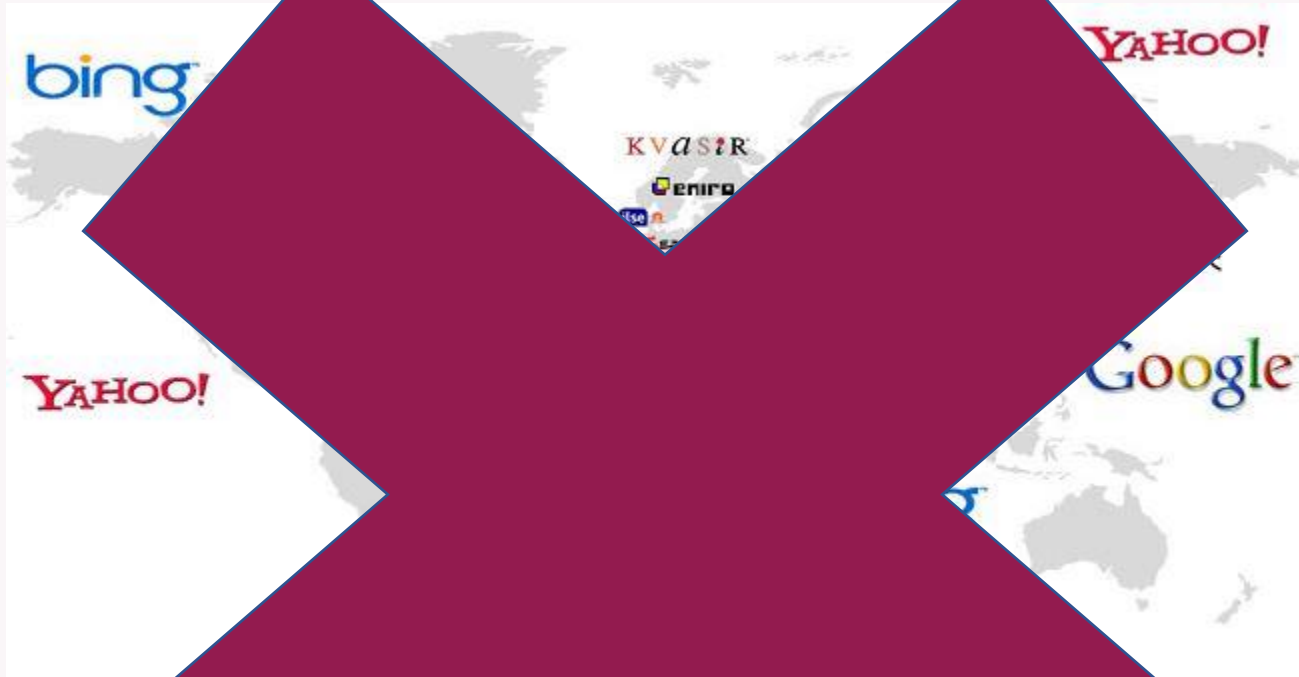
And you may have new challenges to contend with!

What types of question are there?

- If there are short answer questions worth a few marks then these will probably involve specific facts or definitions

- There may be also a need to apply those facts in the context of your module

- If there is an essay you will need to include more relevant information showing understanding overall

- Remember key elements like structuring correcting, grammar and spelling as well as appropriate academic writing

Remember the module

- Perhaps obvious but what is the module about?
  - French writing will have different skills to French listening
  - An exam reporting on your work experience or a case you have worked on will be different that a series of specific factual questions.
  - Don't mix up information from different modules if you are studying more than one or have studied others previously – you are being assessed on your understanding of **this** module

Exam marking

- This is done by experienced tutors but not your allocated tutor.

- The marker **will not know you**

- You have to be crystal clear and signpost your answer

- You can't expect the marker to 'just know' what you mean

- You need to signpost to show your understanding

- Markers will mark a large number of scripts in a short time so you need to make it clear and easy for them to award you the marks.

Good academic practice

- All exams will be very carefully check for academic rigor

- This means you must write your own answers and not use someone else's (or take information directly from the module)

- If this is something that is less familiar to you then work through the developing good academic practice website at https://learn1.open.ac.uk/course/view.php?id=100043

Dealing with anxiety

- We have had some dedicated sessions on mental health and improving that so do look at them

- Stress and anxiety is expected – try and do what you can to minimise the chance it will affect you

- Try and get a good night's sleep beforehand

- Do what you can to remain calm

If things go wrong with the exam

Special circumstances

- It is really important that you complete a special circumstances form.

- This allows you to explain to the Module Results Panel (MRP) how **you** have been affected by unexpected circumstances.

- Without that information the MRP will know nothing about what has happened to you.

- **It is your voice, at that meeting.**

Special Circumstances – how do I find it?

Special circumstances

Special circumstances

Special circumstances

We understand things don't always go to plan during your studies. If you've submitted an assessment or sat an exam and you feel you were affected by circumstances outside your control, you can ask us to take these into account by submitting a special circumstances form.

The information and evidence you give us will be presented to the Module Result Panel (MRP) when they meet to agree your result.

The MRP may make allowance for circumstances such as:

- sudden, serious or prolonged illness or injury
- bereavement
- the loss of more than 10 minutes of exam time due to circumstances beyond your control
- inadequate adjustments made by the University for any additional requirement you've told us about.

Deadline for telling us about your special circumstances

You can tell us about your special circumstances at any time from the start of your module right up until midnight (UK time) four calendar days after your final module assessment or exam.

Before you start

You should provide digital evidence to support your submission where possible. This could be any third party document such as a doctor's note, hospital papers, a statement or a letter, but it must relate to the period when your performance was affected.

If you have evidence to upload when you fill in the online form please get it ready before you start.

If you can't submit your evidence online or need to send it later we must receive it within 14 days of your submission. Any information received after this deadline may not be considered.

If you can't submit any part of your work on time or go to your exam

If you know you won't be able to sit your exam or submit any part of your end-of-module assessment (EMA) or end-of-module tutor-marked assignment (emTMA) don't submit special circumstances. You may be able to get a deferral or apply for discretionary postponement. See What if I can't attend my exam or submit my EMA or emTMA (opens in new window) for more information.

If you're struggling with meeting a deadline for an assignment or any other part of your continuous assessment see Struggling with assignments (opens in new window). If you want to ask for an extension you'll need to contact your tutor before the tutor-marked assignment (TMA) cut-off date.

If you need to complete a Special Circumstances Form and also apply for a discretionary postponement of your exam, EMA or emTMA, all the above links will be provided again at the end of the form.
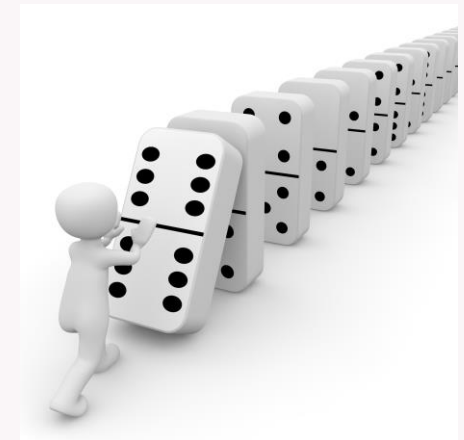
Begin Special Circumstances Form

- There is no need for evidence around COVID-19 and its impact.

- If there is another reason and you can provide evidence, you can do so, but for the moment it is not essential

What to write

- State what happened especially dates/TMAs
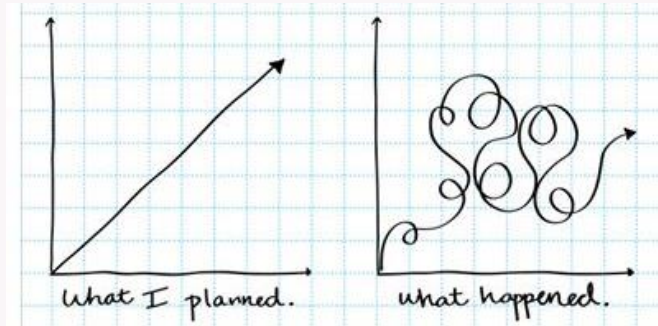
- State the effect/impact on **your** **study**

- Keep it factual and to the point

More information

- Elaine Walker and Carlton Wood both gave some excellent information about practical issues if something goes wrong during our live broadcast on 5th May

- http://studenthublive.open.ac.uk/content/final-module-assessment-making-it-your-best-%E2%80%94-5-may-2021

Discussion activity

- Discuss as a group some tips for approaching your exam revision either than you have learned today or already thought about. You might like to share time management ideas, how to prioritise, on the day experiences of anything else.

- Please bring back a few points that you can share with the rest of the group.

Remember to check the number of the room you are in (shows at top of chat pod as "chat x BREAKOUT y") in case of connection issues and for bringing back information.

Chat 71 - Breakout 4

Breakout activity

- Discuss as a group some tips for approaching your exam revision either than you have learned today or already thought about. You might like to share time management ideas, how to prioritise, on the day experiences of anything else.

- Please bring back a few points that you can share with the rest of the group.

This session is currently in breakouts (small groups).

If you are part of this group and have had connection issues please let us know your room number in the chat box

If you are only just arriving in this room then unfortunately you have missed the main session. Please log back out and watch the recording which will be available after the event

Alternative discussion activity

- There will be 2 specific questions in chat pods for you to explore some of the elements we have discussed further.

- *The best tip I have heard so far about revising for my exam is…*

- *To do the best I possibly can in my remote exam I am going to…*

- You are welcome to add your thoughts and we will then pick up some of the themes and talk through them.

- Chat does have names on but the recording will be anonymised so you will appear as 'user number'

Take home message

- A remote exam will be a new experience but you can prepare for it

- You will need to set boundaries to allow *you* to have the best chance in *your* exam

- Exams are about coherently conveying the information that is relevant

- Put yourself in the best place mental and physically

- Prepare well so you know what your remote exam consists of and then plan effectively to do the best you can

Useful links

- https://help.open.ac.uk/exam-quick-answers
- https://help.open.ac.uk/what-if-i-cant-attend-my-exam-or-submit-my-ema
- https://help.open.ac.uk/revision-techniques
- https://help.open.ac.uk/browse/assessments-and-exams/exams-and-emas
- https://help.open.ac.uk/remote-exams-and-icmes

Final poll

What do you feel is the main thing you will take away from this session?

Upcoming sessions

Pre autumn module start sessions begin end August and run through September

Details and booking information from http://studenthublive.open.ac.uk/

Past student hub live online study skills sessions here
Visit us at http://studenthublive.open.ac.uk/ and subscribe for events as they are announced. Send us feedback at studenthub@open.ac.uk

Study skills workshop

Live broadcast