

# 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?

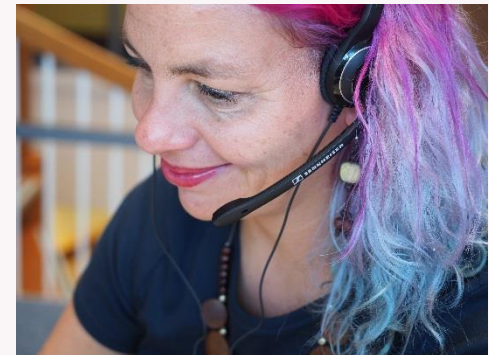
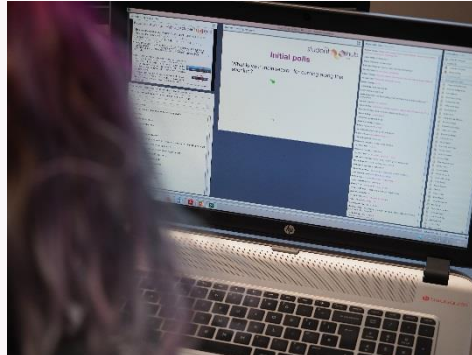
- Arts
- Languages (English & other)
- Social sciences
- Business and law
- Science
- Engineering or technology
- Maths
- Health sciences
- Education
- Sports
- OTHER

Have you been to any student hub live online events before?

- No (I'm brand new!)
- No (but have listened to one or more recordings)
- 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



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.



Rob Moore works on a range of under-graduate and post-graduate modules for the Open University Business School. Rob's passion is in making live online sessions fun and effective.

# Workshop

- This is going to be a structured workshop to help you get thinking
- We'll look at some of the key differences between TMAs and EMAs
- We'll give ideas on ways to approach them
- We'll give some generalised tutor advice

# Session purpose

- **Is for:**
- Providing some general guidance on approaching EMAs
- Looking at key point and practicalities
- Provide a space to share ideas and connect with other students
- **Is not for:**
- 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 and producing your best EMA

## This was our advert...

End-of-module assessments (EMAs) are important both because of the marks they attract and as a final piece of work that allows you to exhibit your comprehension of a completed module. In this interactive workshop we will look at how EMAs differ from TMAs and how to demonstrate your understanding at an appropriate level of detail.



## SST guest

We have a special guest from the SST (student support team) answering questions in the chat today – Jamie Ireland

If you have a question for him please start it as SSTQ



# 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*



# First thoughts

Have you done an OU EMA before?

- Yes (one)
- Yes (two)
- Yes (3+)
- No never!

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

# Timing

When is your EMA due?

- 4th week May (17/5-21/5)
- Last week May (24/5-28/5)
- 1st week June (31/5 -4/6)
- 2<sup>nd</sup> week June (7/6 – 11/6)
- Other date

# EMA / emTMA

- We are going to use the term EMA throughout today although to also refers to emTMA which functions essentially the same – e.g. larger final piece of assessed work
- We'll come back to the difference later

# 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 multiple times before the deadline you will overwrite and take full responsibility for this
- Normally all written work will be in a single 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

- First things first – when is your EMA due?
- How much time will it take to do?
- Have you allowed contingency time for anything going wrong?
- Consider planning quite tightly using some of the resources available at <https://help.open.ac.uk/planning-and-prioritising>

# Example tools- foursquare grid

	Important	Unimportant
Urgent		
Not urgent		

# Example tools- broad time grid

Activities	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Weekly Total*
Work Hours								
Travel								
Family Time								
Socialising								
Housework/ Gardening/ Chores								
Shopping								
Exercise/Health								
Eating								
Sleeping								
<b>Total</b>								
<b>Time Available for Study</b>								

# Example tools- detailed time grid

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 am							
1 am							
2 am							
3 am							
4 am							
5 am							

# Polling text

Which of the following time management tools have you used during your study this year?

- Foursquare grid
- Detailed time grid
- General time grid
- Other
- None – I just manage my time well 😊
- None – I haven't really managed my time well 😞

# Time management

21	22	23	24	25 <b>WORKING DEADLINE FOR MOST WORK</b>	26
28	29 <b>OWN DEADLINE DATE</b>	30	31 <b>EMA DUE</b>		

Create your own deadline(s) to work to at least a couple of days before the fixed deadline. Aim for this. Don't work knowing that you won't keep to it. It's for emergencies only

# Time management

- EMAs have fixed deadlines. The cut off is noon on the deadline day (there is a grace period with no penalty until midnight)
- Tutors cannot authorise extensions
- Extensions are extremely rare and only for serious unexpected extenuating circumstances, e.g. hospitalisation.
- It is YOUR responsibility to make sure you know your deadline and plan appropriately

# Poll time

Do you know whether your EMA involves additional activities other than the main questions?

- It doesn't
- Yes I think so, not sure yet
- Yes it does, I have a clear idea of what they are
- Yes it does, I am well on the way to doing them



# Planning to complete it all

- Some EMAs are a series of questions just from one EMA document, others require you to undertake activities from a variety of places and combine them together at the end
- You need to ensure you complete all parts of the EMA
- There may be different amounts of time to dedicate to different questions – look at marks available

# Planning logically

- This links to time management, but don't spend as much time on a 3 mark question as on a 30 mark question, it isn't worth it
- Use the number of marks as an indication of how much is needed

# Poll time

Do you know how your final grade is calculated on your module?

- Yes
- Maybe...
- No

How much is your EMA worth? Please use the short answer poll pod to say

# TMA V EMA

- In many modules the EMA is worth more of the summative marks, e.g. the marks that count towards your final grade than any single TMA
- TMAs and EMAs are different, although TMAs will build towards the EMA.
- EMAs are looking for a higher level of understanding than TMAs, they are after all assessing the WHOLE module

## Poll time

Assuming you have looked at your upcoming EMA can you see a way that it is different from the TMAs you have done?

# How might the EMA be different?

Some of our suggestions:

- More questions
- Less didactic instructions
- More mixed style questions (using several skills)
- Using information from various places within the module
- Might involve an activity e.g. search, evaluation, project
- Won't be marked by your allocated tutor

# EMA / emTMA

- EMA is an end of module assignment
- emTMA is an end of module TMA
- They differ somewhat –mainly in who marks them – emTMA is your own tutor
- Marks for both come at the very end of the module with your final module grade

# EMA 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.



# Reading the question

Reading and answering the actual question is crucial when tackling any essay

- Read out loud
- Underline key words
- Make the title into a question (but don't change the question in the process)

# Process words

These are the instructions that tell you what you need to do:

- Describe
- Explain
- Critically analyse
- List

We strongly recommend the studenthome > study skills resources here -

<https://help.open.ac.uk/understanding-the-question>

# Considering material

What information are you going to need to find out? What does the question assume in terms of knowledge?

- Think definitions
- Think facts
- Think what might need to be included

# Don't worry!

- Unpacking the question involves coming up with things that you might need to find out and then considering the material is what that might be
- You aren't expected to know everything before you even start!

# What is drafting?

- Drafting is writing your answer
- There can be a tendency to spend a lot of time collecting information and the actual writing can then be delayed
- There can also be a tendency to go straight onto writing without a plan.
- <https://help.open.ac.uk/drafting-your-answer> gives some advice including the fact that a plan gives you the road map to follow so you don't get distracted and write about the wrong thing.

# What are you writing about?

- Make sure you keep going back to the questions and use the learning outcomes to help as well
- These can give you clues about the type of information that will be required

# What is editing?

- It's taking your draft answer and making sure it is fully meeting the criteria that are set
- It's making sure you haven't gone off on a tangent
- It's making sure you haven't missed anything out
- It's making it the best answer possible that convinces your reader that you understand what you are writing about

# Writing in your own words

- When writing your answer from your notes think about how you made those notes.
- If you copy out sections from your module text you will need to make sure that you are rewriting correctly and fully in your own words.
- <https://learn1.open.ac.uk/course/view.php?id=100043> is a site about developing good academic practices and takes you through how to write in your own words, as does <http://www2.open.ac.uk/students/skillsforstudy/writing-in-your-own-words.php>



# 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 thing I have done in my module so far that will help with my EMA is...*
- *To achieve the best mark in my EMA 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

- EMAs are different to TMAs but you are still 'at home' so they work as a seen exam
- There are different rules to them
- They are covering the entirety of the module you have been studying so will require a holistic approach

# Final poll

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



17<sup>th</sup> May noon Creative notetaking

18<sup>th</sup> May 1pm exam workshop

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](mailto:studenthub@open.ac.uk)

