

What level of study are you?

- Access
- Level 1
- Level 2
- Level 3
- Postgraduate

What would you consider is your main area of study?

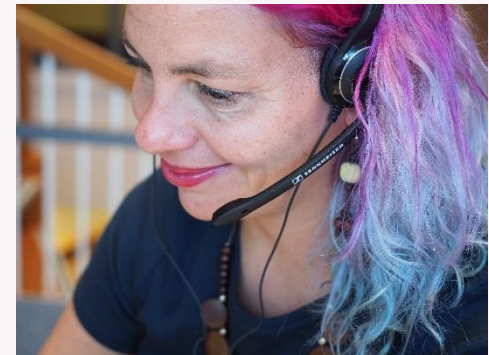
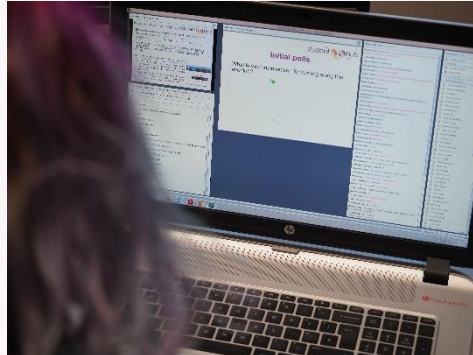
- Arts
- Languages (English & other)
- Social sciences
- Business and law
- Science
- Engineering or technology
- Maths
- Health sciences
- Education
- Sports
- OTHER

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 so far
- Yes any 19J (Oct-Dec 19)
- Yes earlier 2019 (Jan-Aug 19)
- Yes previous year (any 2018 or before)

# What are student hub live online sessions?

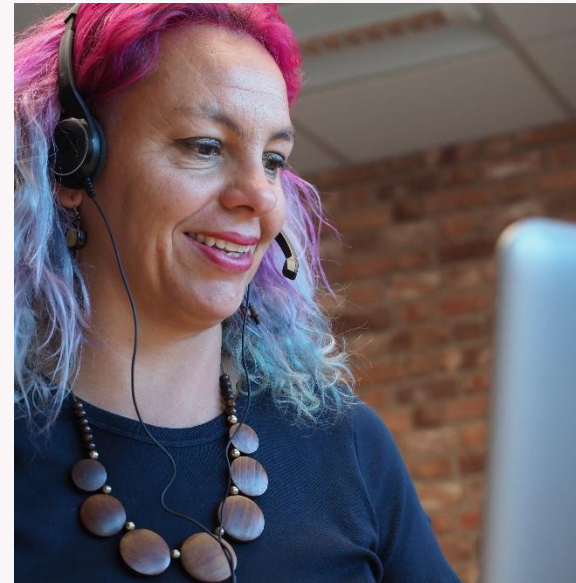
- All student hub live sessions are non modular and focus on skills relevant to study at university level
- Polls are anonymous to other participants but the chat box will have your logged in name associated with your comments
- All online sessions are recorded and available to view on catch up on a public facing website. *Small group discussions are not recorded.*
- Slides are available to download during the session from the file pod and from the main website



# 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. She tutors in science and health sciences at Access to level 2.

# Initial polls

What is your main reason for coming along today?  
*(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*



# Preparing your space and getting ready to sit an exam at home

## This was our advert...

This workshop will focus on how to organise yourself physically, socially and psychologically for your remote exam. We will consider things like how to set boundaries with other household members as well as the practicalities of what's involved with sitting an exam at home. There will be plenty of time to discuss how things may differ to typical exams, and how to set yourself up for your best exam result.

# Workshop

- This is going to be a structured workshop to help give the chance to think about what might be involved in sitting a remote exam
- We'll give some tutor advice and links to places where further information may be found as well as recommended practices
- You'll also get the chance to discuss things with others in a small group

## 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
- The final scheduled remote exam session will focus specifically on 'the day' itself
- ***Your module will have given tailored guidance about how the exam will work for your module – this is essential reading.***
- <https://help.open.ac.uk/may-june-assessment-options/remote-exam>



# Initial poll

Did you attend our first remote exam workshop?

- Yes attended live
- listened to recordings / viewed slides
- No – this is all new!

<http://studenthublive.open.ac.uk/>

for event catch up for all previous sessions

# Recap of session 1

- In Preparing and revising for your exam we discussed revision techniques and the need to make use of module guidance including a specimen exam paper / past exams to gain a realistic idea of what the exam might be
- Forewarned is the best preparation
- Exams often have themes and you can work out some of these from past papers and other suggestions

# Personal Practicalities

Getting your space set up

# Initial polls

Have you thought about where you will sit your remote exam yet?

- Yes in detail
- Yes a few thoughts
- Not really
- Not at all

# 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 poll

How many people / animals (if they may disturb you) are likely to be in your space when you are trying to complete your exam?

- None
- 1
- 2-3
- 4-5
- 6+



# 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



# People space suggestions

- You may need to think outside the box – e.g. the time at which you complete the exam



# Practice run

- In the same way as if you had been due to sit an exam in an exam centre and would have sat a practice exam so you know what to expect, so it is still a good idea to do for your remote exam
- This will allow you to iron out some issues with space, concentration, practicalities with other household members



# Practice run poll

- Can you think of any other practicalities that might become apparent if you do a practice run of the exam? Please use the short answer poll to give any suggestions you may have

# Our ideas

- Physically writing (if applicable)
- Keeping concentration
- Hunger / thirst / toilet
- Ignoring phone / communication devices

**It may be that you can't do a single 3 hour stretch to be able to complete the exam so will need to do as 3 x 1 hour or 6 x 0.5 hours. However you need to prepare realistically**

# Paper Practicalities

Timing and when you can access / complete the exam

# How long do you have?

Do you know how long you have to complete your remote exam? Please select the time for *your* exam

- 24 hours
- 7 days
- I don't know

**Your module guidance will clearly state this – it is either 24 hours or 7 days.** *Nearly all are 24 hours*

# Availability of exam

- Your exam paper will become available at 00:01 on the designated day and you can download and start working on it immediately
- You submit your completed exam through the eTMA system
- Look carefully at the guidance your module gives **well before hand** so you know the style of the exam
- Pay attention to aspects such as suggested word counts as it is not expected for you to brain dump anything and everything

# When does it have to be uploaded by?

Do you know when you have to upload your completed exam? Please say the time for your exam in the short answer poll pod provided

**The deadline for submitting your remote exam answers will be 23:59 hrs UK time on the final day, which may well be the original exam date.**

“You'll submit your remote exam answers through the eTMA system. If you are late submitting your answers and submit them between 00:00 hrs and 23:59 hrs on the day after the published submission cut-off deadline you will have a 10% deduction applied to your score.”



# 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 as 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

# Getting set up

- What materials / resources do you think you will need for your remote exam? Please use the short answer poll provided to give your suggestions

# Resources needed

- Paper / pencil / pen / calculator
- Seen materials if applicable
- Sustenance

# What about module materials?

- As you are based at home you will still have access to the module materials
- However (and it's a big one) exam questions are designed to assess understanding and recall
- It is very difficult to answer exam questions by re-reading all of the module and you won't have time
- There will be **very rigorous academic conduct checking**

# Headspace

- Sitting an exam can create stress and anxiety in anyone
- The best way to minimise this is prepare effectively and know what to expect (as far as possible!)
- Practice breathing, calming yourself etc – whatever works for you
- *We'll discuss more of the 'on the day' ideas at the 3<sup>rd</sup> workshop in the series*

## Discussion activity

- Discuss as a group how you think you can practically approach your remote exam. You may have some new ideas or want to share suggestions / get ideas from others. Don't worry if you aren't sure as yet – this is about having a think about how you might be best placed.
- Please bring back a few points that you can share with the rest of the group.

# Useful points for breakouts

- We suggest you use the first couple of minutes to introduce yourselves and get used to the room. Choose a volunteer to keep the discussion on track and feed back to the main room
- Remember to activate your microphone to speak as per the instructions given.
- Breakout groups work best if people engage and contribute and discuss
- There will be ~10-15 minutes for the breakouts overall – we'll send regular reminders to let you know how long you have got left

*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.*



## Breakout activity

- Discuss as a group how you think you can practically approach your remote exam. You may have some new ideas or want to share suggestions / get ideas from others. Don't worry if you aren't sure as yet – this is about having a think about how you might be best placed.
- 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**

# So....

- What can people share from their sessions?

# 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

# Final polls

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

What are you going to do as a result of this session?

Which of the following elements of this session did you find useful?

- Tutor led explanation
- Opportunity to chat in text chat box
- Opportunity to suggest ideas in polls
- Opportunity to read ideas suggested in polls
- Breakout room (discussion with / learning from other students)
- Breakout activity (reflecting on the concepts in more detail)
- Any other aspect (please give details in chat)

# Upcoming workshops

Tuesday 2/6 11-12 REMOTE EXAMS - The big day –  
how to maximise effectiveness and minimise  
anxiety

Details, booking and catch up

<http://studenthublive.open.ac.uk/>



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