

# What are SHL workshops?

- Studenthublive is non modular and focuses on study skills relevant to higher education
- This means all sessions are skills based and are not subject based. We cannot provide subject/faculty related sessions
- SHL workshops do not take the place of tutorials provided by your modules
- All events are always advertised on our website along with studenthome news, social media channels and careers sources
- All events are bookable; workshops do fill up as they are popular

# Online workshop basics

- 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 (*may not be accessible on some mobile devices*) and from <http://studenthublive.open.ac.uk/>.

# Today's workshop

- This is a structured workshop to help you think about how to tackle an upcoming EMA
- We use illustrations and examples to get you thinking, particularly about the difference between a TMA and an EMA
- There is a lot of interaction so please be ready to answer polls (questions) or add to chat pod during the session
- We can not give module or subject 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 (this will hide the chat)



- We welcome all students at our workshops. Please do be aware that they can be very busy and some students may struggle with the non scripted nature. Slides are available to download within the live session and from the event page on the [studenthublive](https://www.studenthublive.com) website to follow along or prepare for what will come up.

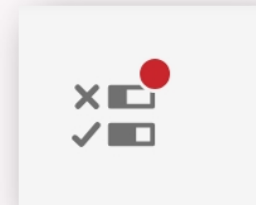
# Please

- Do NOT share any personal information in the chat pod during the session
- On the recording names will be anonymised to user number
- However if you type anyone's full name or any other personal information in the chat pod it can be seen by everybody and it would also show up on the recording so we would not be able to make the recording available

# What do you want to learn?

Using the short answer poll provided please say what you are hoping to learn from today's 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*



# Your hosts today!



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.



Margaret Greenhall teaches science at first and second year courses. She is a specialist in studying skills having taught creative problem solving, memory and speed reading for many years.



# Preparing for and producing your best EMA

# 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?

- 3<sup>rd</sup> week May (15/5-19/5)
- 4<sup>th</sup> week May (22/5-26/5)
- Month changeover (Mon 29/5-2/6)
- 1st week June (5/6 -9/6)
- 2<sup>nd</sup> week June (12/6 – 16/6)
- Other date
- I don't have an EMA due in the near future

# Terminology

- We are going to use the term EMA throughout today although it 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

# Feelings word cloud

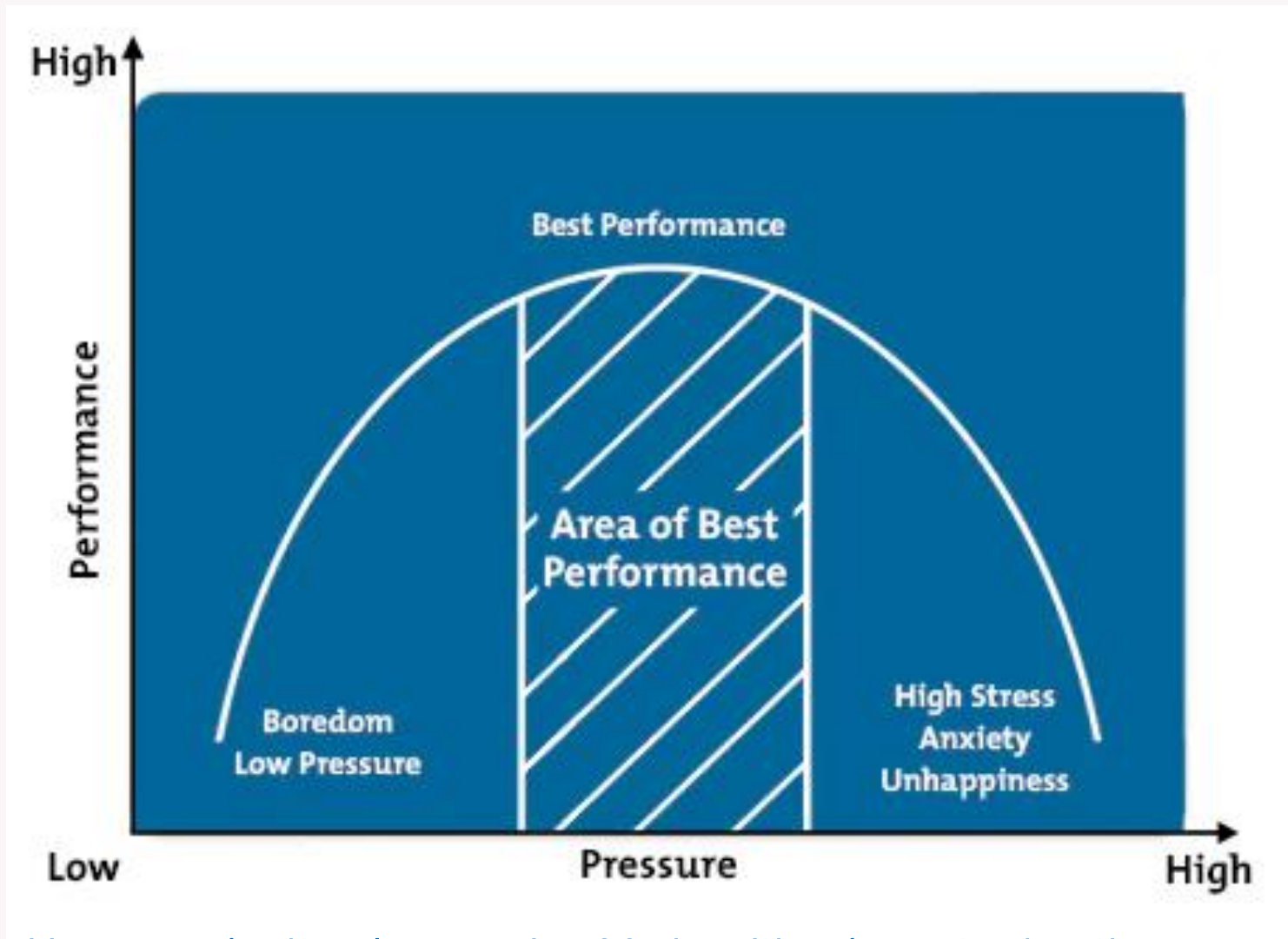
- Using the option to type in where it says enter word here say **What is the main emotion you feel when you consider your upcoming EMA?**
- Note that these need to be single words rather than phrases, if you press the space button your first word will go through. Phrases can be entered using \_ or -

Enter word here

# Well being

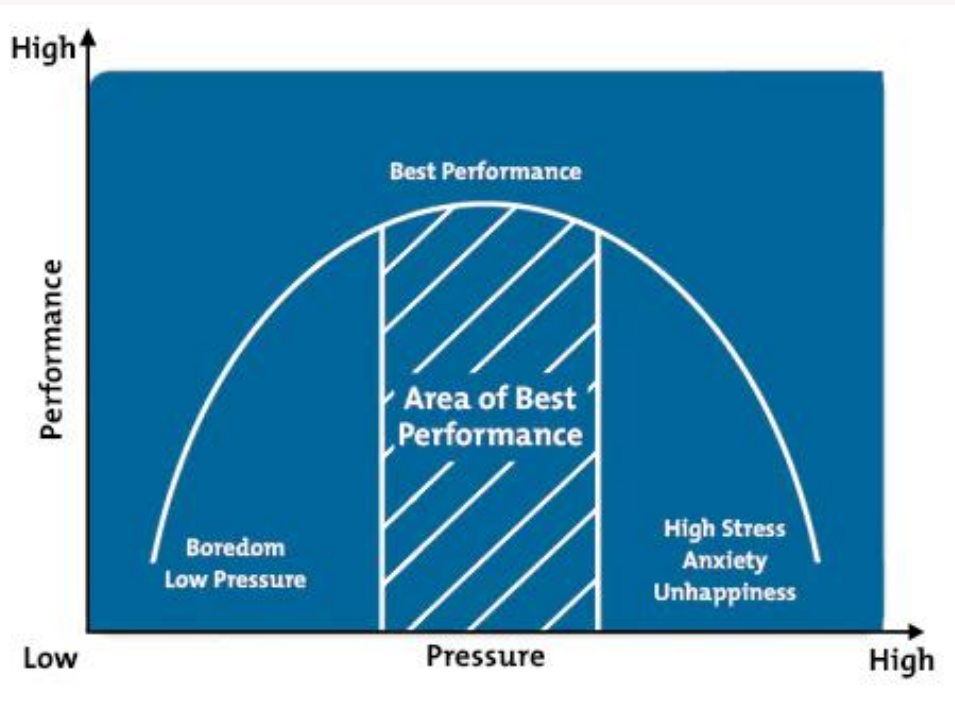
- I asked about emotions as these can impact our achievement
- Before covering some practicalities and advice about academic preparation I want to cover preparing yourself appropriately
- Assessment can be stressful and also impacts existing concerns and disabilities

# Best performance 1



<https://www.mindtools.com/ax20nkm/the-inverted-u-theory>

# Best performance 2



- Too low = 'boreout'
- Ideal zone encompasses Comfort and stretch
- Zone of delusion begins with strain and then burnout

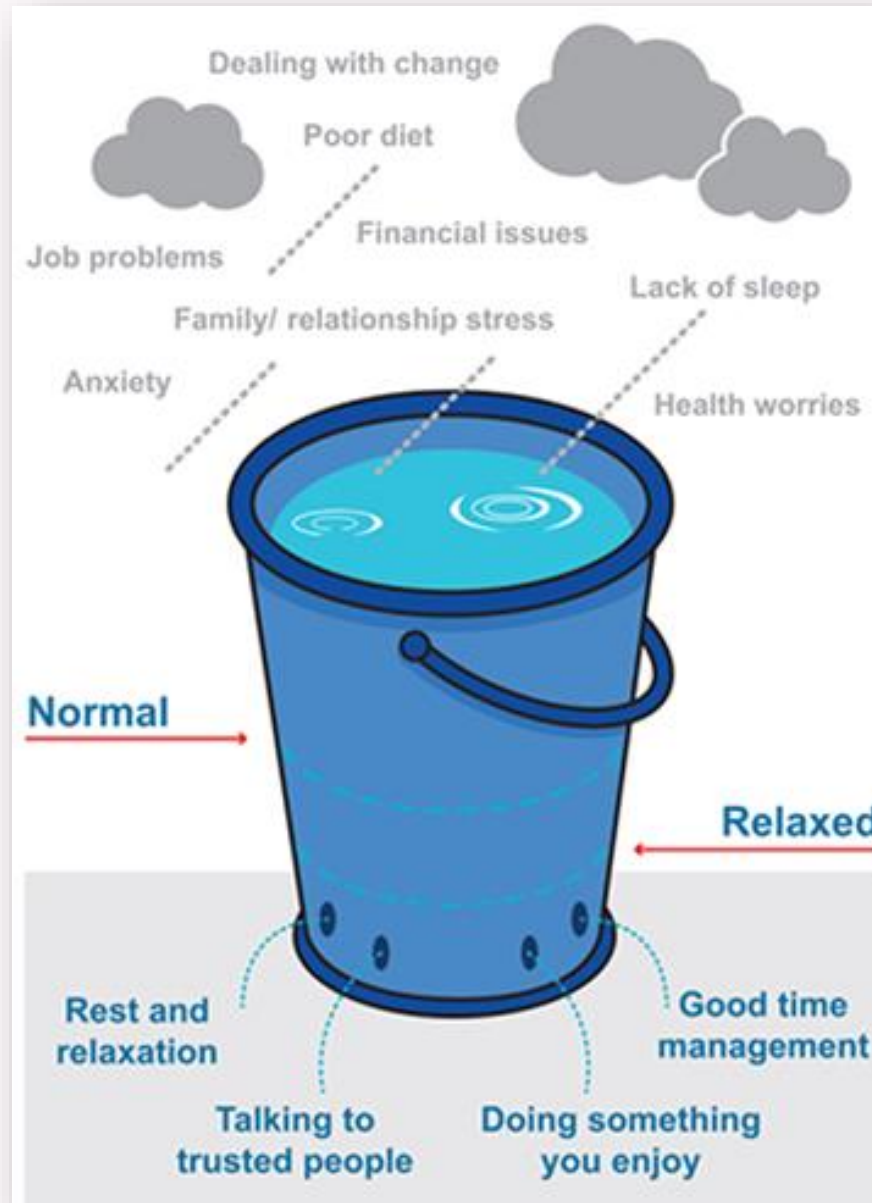


# Where do you sit?

Which of these levels within the performance curve have you felt whilst studying?

- Boreout
- Comfort
- Stretch
- Strain
- Burnout

# Managing stress 1



# Managing stress poll

- What things do you do to dissipate stress (allow the water to flow out of the bucket)? Please use the poll pod to say and let's see what ideas we all have that may help each other

# Help available

- <https://help.open.ac.uk/mental-health-support>
- Student support team
- Disability support team
- Open University Students Association
- Tutor (module related)
- Carer network
- Family / friends

We can't provide all the answers now but please do make use of help available 😊

# 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>

# Time management 1

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 2

- EMAs have fixed deadlines. The cut off is noon on the deadline day (there is the standard grace period with no penalty until midnight)
- Some modules may have a penalty period for submission - CHECK
- Tutors cannot authorise extensions and if they happen 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 but haven't started yet
- 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

# How is an EMA different?

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 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

# How much is the EMA worth?

How much is your EMA worth in terms of your overall module grade? 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

# 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 and understanding
- You can't expect the marker to 'just know' what you mean
- 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 essay title into a question if it isn't already (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

# Unpack the question

- Unpacking the question involves coming up with things that you might need to find out and then considering the material and what might be relevant
- 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>

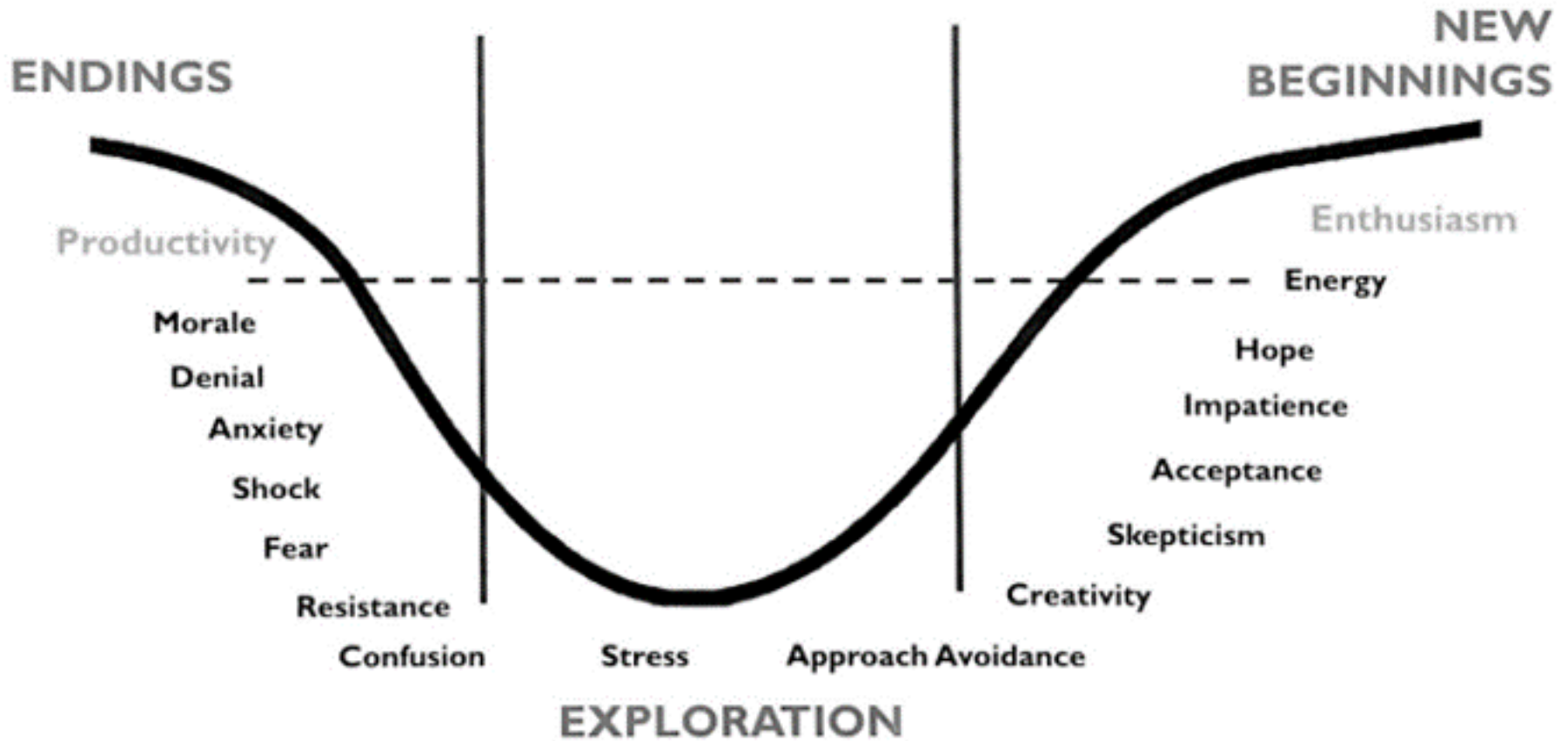


# Coming back to psychology

- Completing your EMA represents the end of one course and the beginning of the next stage
- Transition theory suggests for some this can be challenging
- New beginnings arise from exploration and enthusiasm for those new challenges and beginnings

# Transition curve

## TRANSITION CURVE



# 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

# Feedback

Please complete the feedback form that is available at

<https://forms.office.com/e/KgwvUzE89L>

This is immensely valuable to provide information on how studenthublive is beneficial to students as well as to help us plan our future programme

(Please remember that as explained earlier studenthublive is non modular and we cannot provide subject based sessions- sorry!)



9 May 11am Mastering essay planning (Advanced)

16 May 11am Get well prepared for your final exams

23 May 7pm Mastering essay writing (Advanced)

30 May 7pm Creative note-taking

**10 May 11am End of Module Assessments & Remote Exams**

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)

