

# Practicalities

# 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>

# 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)

# 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 😊

# Revision ideas



# 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?

# 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

# 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?

# 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

# 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?

# 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.

# 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>

# 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.
- Help > special circumstances
- **It is your voice, at that meeting.**



# 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>