student hub live is the OU's live online interactive platform to support academic community

Margaret Greenhall is a study skills specialist. She tutors on science courses including S112 and Environmental science S206. She is also studying geology. Her hobbies are rowing, baking and Lego.

Nicky Mee is a lecturer in business and language. She is a keen quizzer and animal lover with a 'mini-zoo' at home. In her spare time Nicky enjoys swimming, cycling and studying and is just starting her Law degree at the OU.

Today's workshop

- This is a structured workshop to help you develop your critical thinking and assumes this is not new to you but that you are building skills

- We use illustrations and examples to get you thinking, as well as providing specific suggestions and ideas to consider the topic further

- There is a lot of interaction so please be ready to answer polls (questions) or add to chat pod during the session

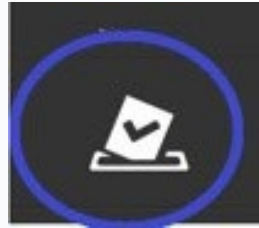- We can not give module or subject specific advice

Online workshop basics

- Polls are anonymous to other participants but the chat box will have your name this will change to user number in the recording.

- 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/.

- It's a starting point for you to investigate more

- It's university wide not module specific

Mobile users

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

Chat pod icon

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)

Inclusivity

- 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 website 24 hours ahead of every session 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

Initial poll

What is your main reason for coming along to this session? Please choose the option that fits for you today:

- Study skills for current module(s)

- Study skills for future module (s)

- Connecting with other students

- Gain new ideas

- Responding to recommendation from tutor

- Curious about what studenthublive is

Preparing for and producing your final assessment

First thoughts

Have you done an OU final assessment 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 final assessment due?

- August
- September
- October
- November
- Other

Types of Assignment

- TMA   tutor marked assignment
- iCMA   interactive computer marked assignment
- emTMA   end of module tutor marked assignment
- EMA   end of module assessment
- Exam   time released and restricted

https://www.open.ac.uk/courses/what-is-distance-learning/assessment

Type of Assessment

What type of final assessment are you due to sit soon?

- Exam – first time
- Exam - resit
- EMA / emTMA - first time
- EMA / emTMA - resit
- iCMA / TMA - first time
- iCMA / TMA – resit
- No imminent final assessment

Important -policies!

- Always start with your own module assessment page
- EMA https://help.open.ac.uk/documents/policies/ema-policy/files/236/EMA%20Policy%20%28MAR%2024%29.pdf
- Exams
- https://help.open.ac.uk/documents/policies/exam-policy/files/238/Exam%20policy.pdf
- iCME
- https://help.open.ac.uk/documents/policies/exam-policy/files/255/iCME%20Exam%20Submission%20Guide.pdf
- All policies
- https://help.open.ac.uk/documents/policies

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 assessment?**

- 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 -
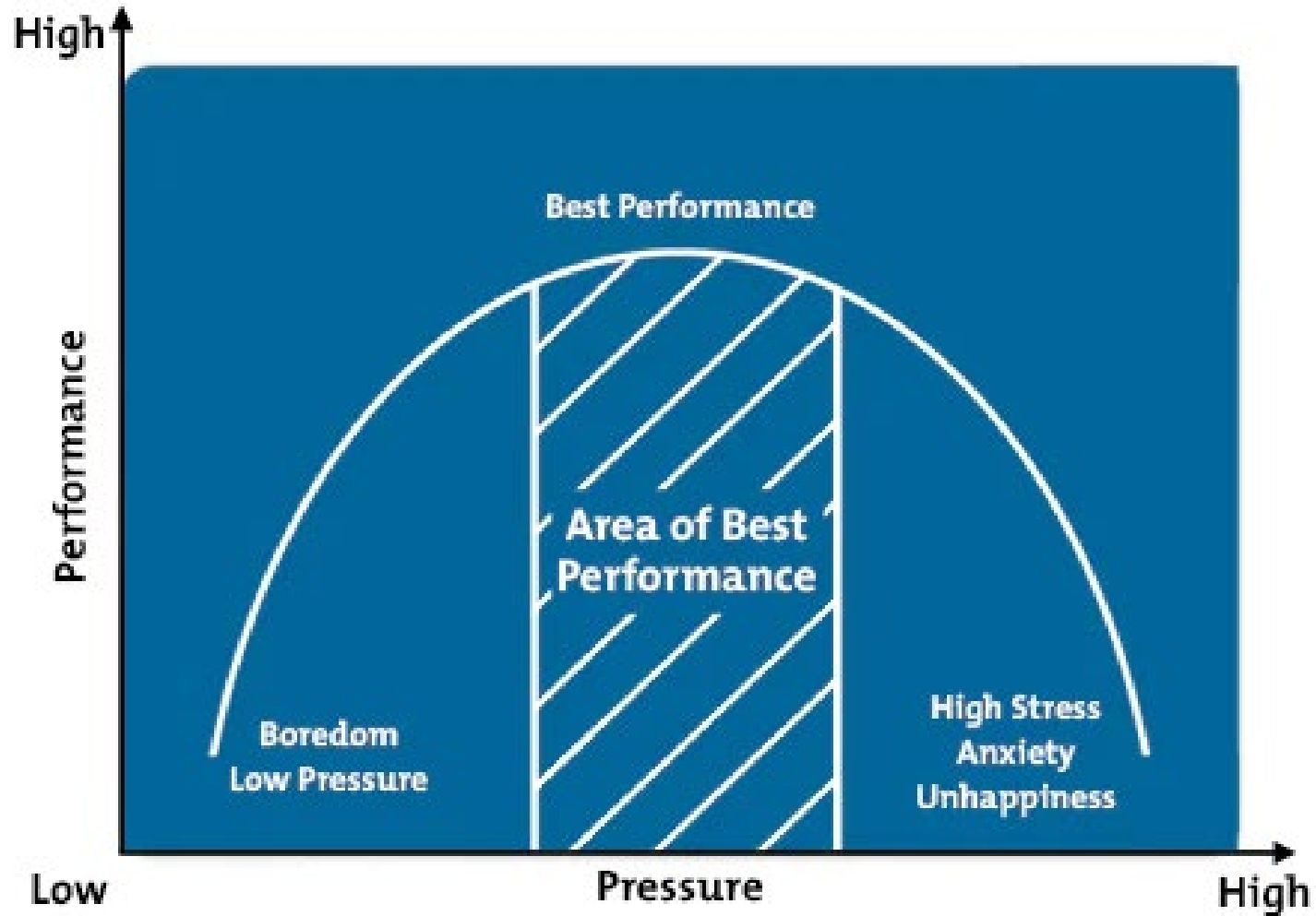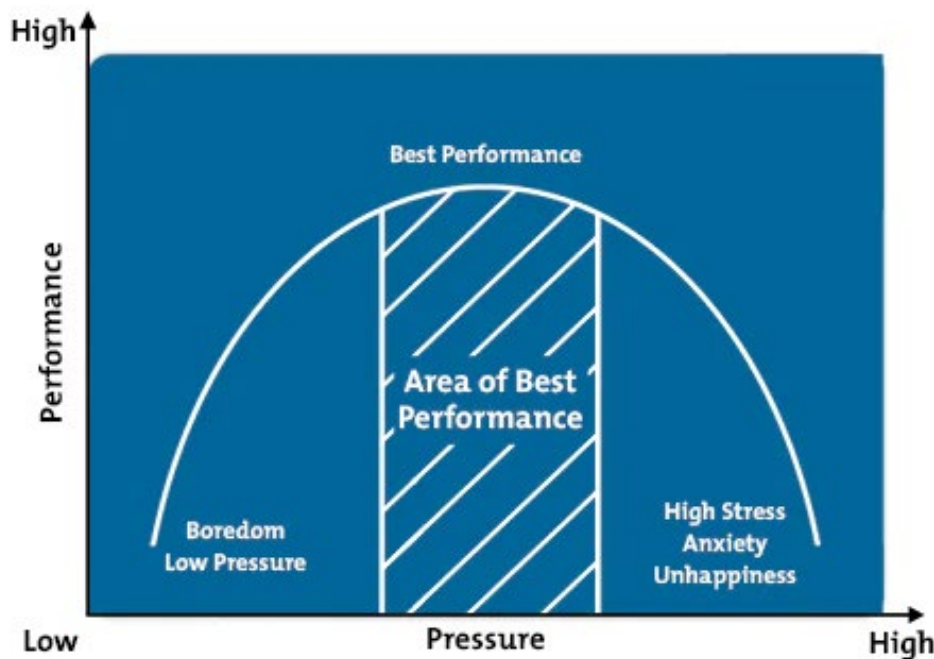
Enter word here

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
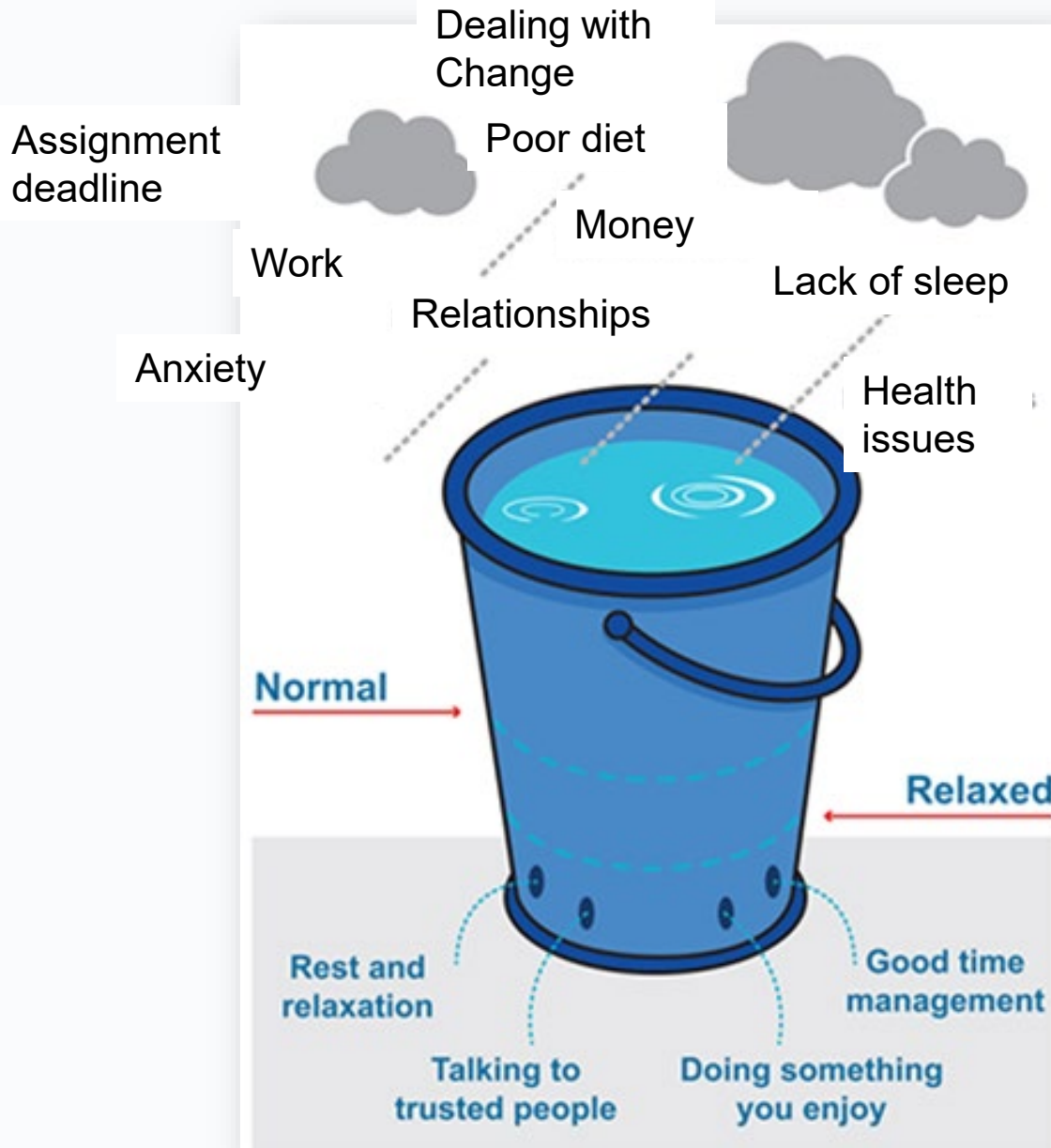
Best performance 1

Best performance 2

- Too low = 'boreout'
- Ideal zone encompasses Comfort and stretch
- Zone of overload begins with strain and then 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 assessment 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 Assignments

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

- End assignments have fixed deadlines. The cut off is noon on the deadline day (there is the standard grace period with no penalty until midnight)

- Some types may have a penalty period for submission – CHECK usually 24 hours after and you immediately lose 10%

- Tutors cannot authorise extensions

- It is YOUR responsibility to make sure you know your deadline and plan appropriately

Time management Remote Exam

- Each OU exam is 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

- Extra time for disability has to be organised well in advance through SST not your tutor

Time Management
Remote Exam 2

If your final assessment is a remote exam:

- Book day off work

- Arrange caring responsibilities

- Arranged to go to mum / dad / friend's quiet house / flat

There is very little that can be done if you miss the remote exam.

What if things go wrong?

- You can submit special circumstances forms- these have every tight deadlines in terms of actual days not working days after the final assignment was due.

- Policy https://help.open.ac.uk/documents/policies/special-circumstances-policy/files/242/special-circumstances-policy-JAN24.pdf
form https://csr-eweb-live.open.ac.uk/Vantage/SpecialCircumstances/

Special circumstances

- This is not just for TMA06, it's for any assignment on the module. It's worth doing if you think you're going to be close to a grade boundary.

- Grade 1 85%+, Grade 2 70-84% grade 3 55-69% grade 4 40-54 %

-

  Deadline for special circumstances: Any time from the start of your module right up until midnight (UK time) four calendar days after your final module assessment or exam.

Deferment

- Deferring/ postponement has to be before submission date

- Contact SST

- https://help.open.ac.uk/documents/policies/changing-your-study-plans

- Postponement

- https://help.open.ac.uk/documents/policies/postponement-policy/files/240/postponement-policy%20%28DEC%2023%29.pdf

Planning to complete it all

- Some assessments are a series of questions just from one 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 assessment

- 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 this assessment different?

Assuming you have looked at your upcoming assessment / past papers / specimen paper

Past papers:

https://www.oustudentsshop.com/past-exam-papers

How is it different from the other assignments you have done?

Please use the poll available to give your answer

How might this assessment 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

How much is it worth?

- Less than 30%
- 30-40%
- 41-50%
- 51-60%
- 61-70%
- More than 70%
- I don't know

TMA v final assessment

- 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 that TMAs, they are after all assessing the WHOLE module

Final Assessment marking

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

- Checking process

- 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.

- Results long time later, less feedback

Specimen Exam Papers (SEP) / Reports

- The specimen papers 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.

- Use it to test yourself

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

Checking/editing

- What tips do you have for checking your work?

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 things I have identified in my module that will help prepare for my final assessment are…*

- *To achieve the best mark in my final assessment 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

- Final assessments are different to TMAs but you are still 'at home' so they are all seen in the same way as exams

- 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/ZAjv9PYvXe

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 eexplained earlier studenthublive is non modular and we cannot provide subject based sessions- sorry!)

Selected upcoming events

-     3 Sep   7pm   Managing your time better

-     5 Sep   11am   Neurodiverse community – starting out effectively

-     10 Sep 11am   Managing high intensity study

-     12 Sep 11am   Resilience: planning for success

-     17 Sep 4pm   Am I too old for this? Age is just a number?

- **24-27 Sep Freshers week events**

- **24 Sep   11am   Welcome to the OU**

- **24 Sep 7pm   It's OK to ask questions**

- **25 Sep   11 am   Finding your way around**

- **27 Sep   11 am   Student Carers**

For more information on all past and upcoming events, go to http://studenthublive.open.ac.uk/