

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



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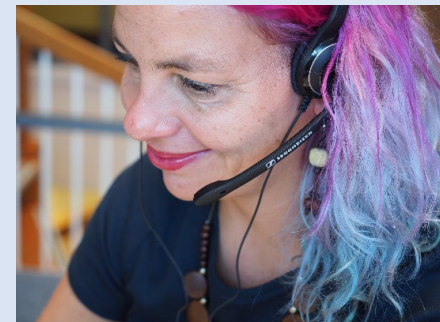
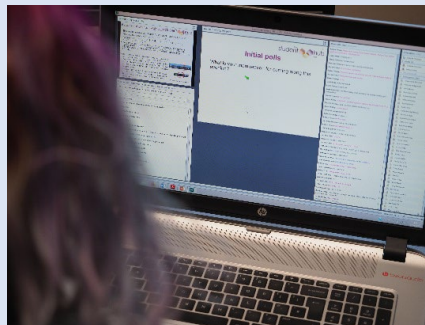
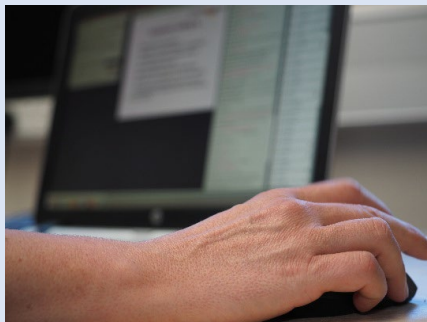


Fred Motson has taught law at undergraduate and postgraduate level for 15 years. He chairs a first year law module and teaches across levels 1, 2 and 3. His hobbies include 5-a-side football, computer games and following Derby County FC.

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 and resources are available to download during the session from 'file downloads box (*not accessible on mobile devices*) and from within the event's page at <http://studenthublive.open.ac.uk/>



Workshop

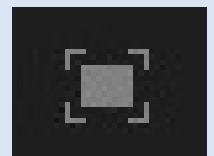
- This is going to be a structured workshop to help you get ready for your final assignment
- It is not subject related as we have people from all over the university on the session
- There is a lot of interaction so please be ready to answer polls (questions) or add to chat pod during the session

Session purpose

- **Is for:**
- Covering the background of end of module assessment
- Giving some ideas for how to prepare
- 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
- Chat may be off topic – that's OK
- You can maximise slides on your own screen by clicking the icon



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

Preparing for and producing your best end of module assessment (EMA)



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

When is your final assessment due?

- 3rd week May
- 4th/5th week May
- 1st week June
- 2nd week June
- 3rd week June
- October
- November
- Other

Types of Assignment

- TMA tutor marked assignment
- emTMA end of module tutor marked assignment
- EMA end of module assessment
- iCME interactive computer marked examination (though doesn't always mean computer marked means computer timed)
- Exam time released and restricted

Policies

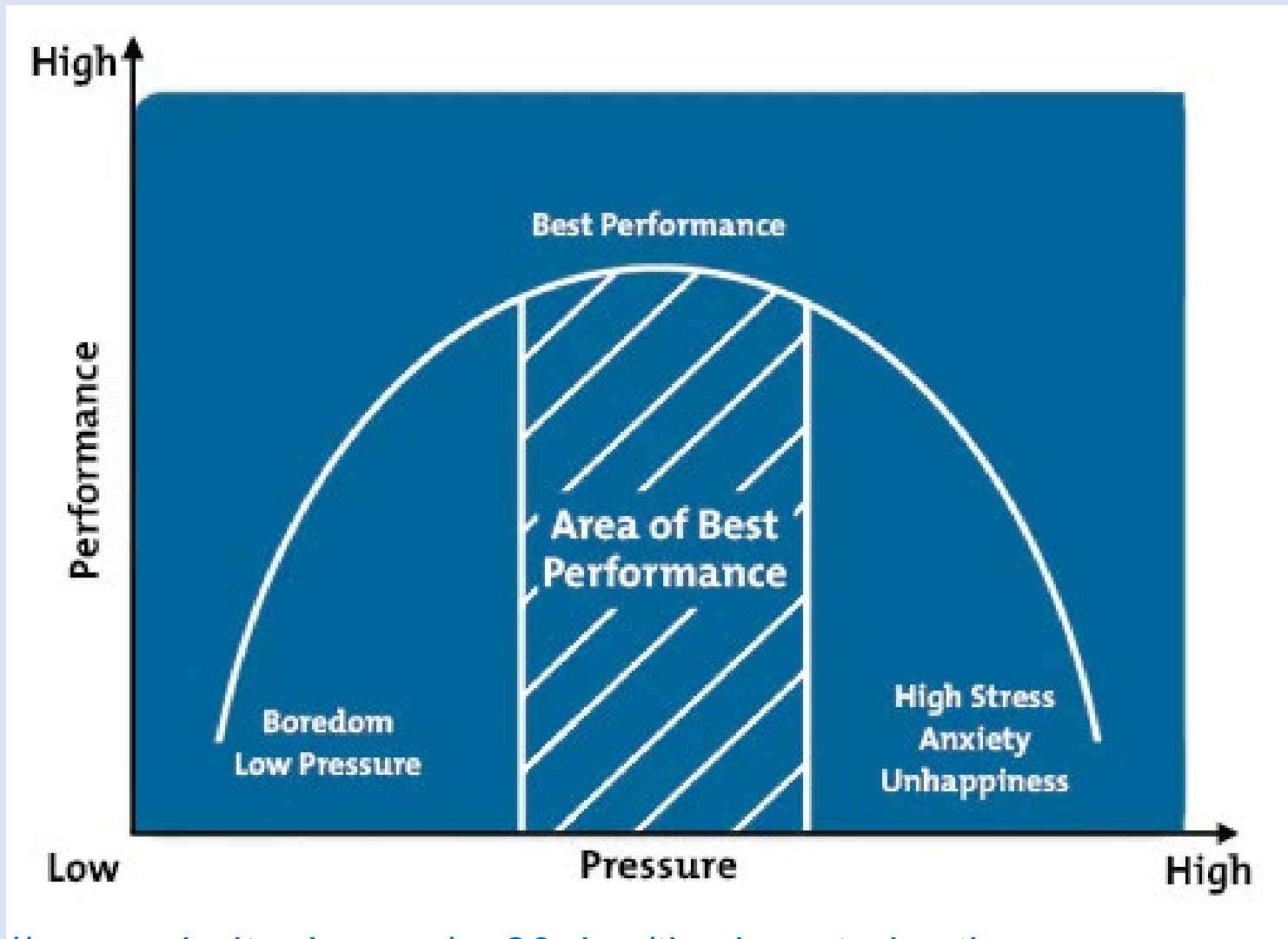
- Start with your module assessment page
- EMA
 - <https://help.open.ac.uk/documents/policies/ema-policy>
- emTMA
 - <https://help.open.ac.uk/documents/policies/exam-policy>
- Exams / iCME
 - <https://help.open.ac.uk/documents/policies/exam-policy>
- Exam and end of module marking policy
 - <https://help.open.ac.uk/documents/policies/exam-and-end-of-module-assessment-policy>
- 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 -

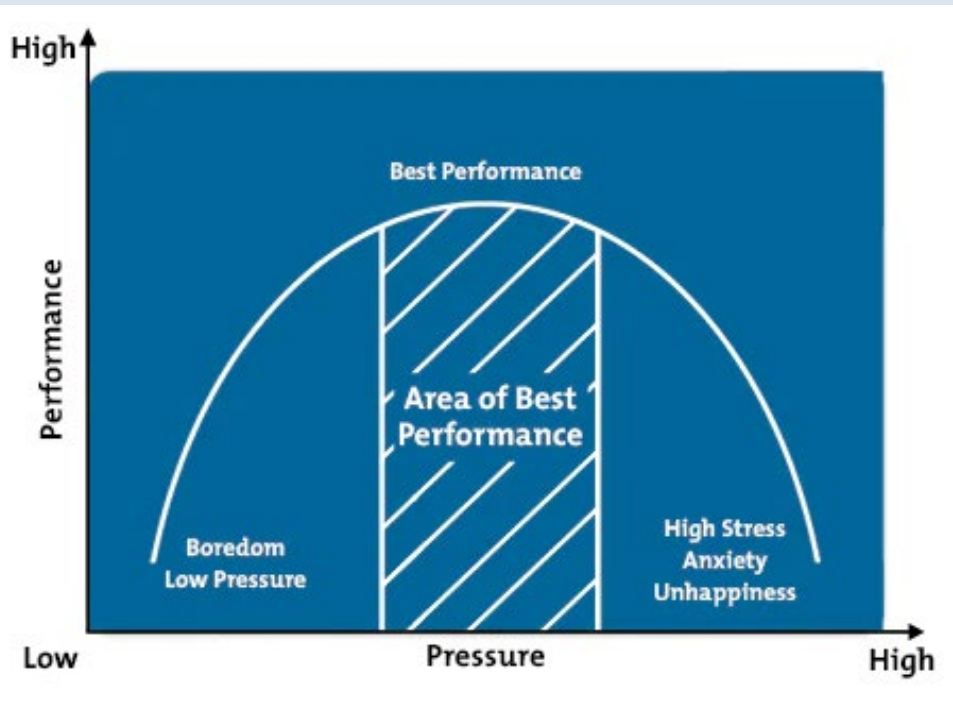
Enter word here

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 overload begins with strain and then burnout

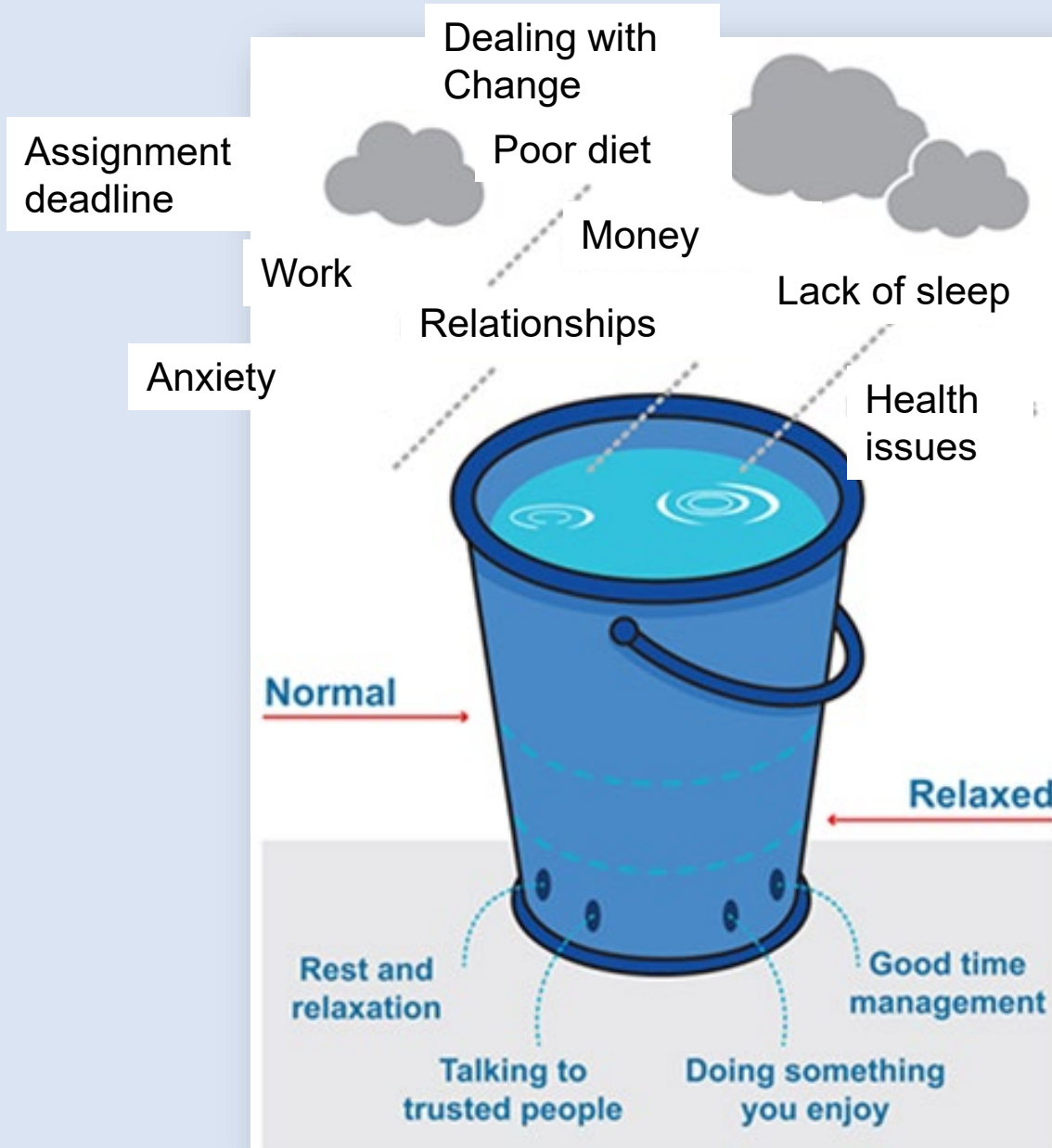
Where often find yourself?

Which of these levels within the performance curve describes most of your study time?

- Boreout
- Comfort
- Stretch
- Strain
- Burnout

Please use the poll available to give your answer

Managing stress



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 answer and let's see what ideas we all have that may help each other

Anchors

- Anchors are triggers for emotional responses that are often automatic but can be controlled
- Control your environment make it a nice place to be
- Avoid the trigger action/object/location
- Set a positive anchor
- <https://www.danielleavann.com/growth/blog-post-emotional-anchoring>
- or search NLP anchor / emotional anchor

Anchors

- Find a safe place where you won't be disturbed
- Think and remember a time when you had a positive emotion
- Use a physical /auditory/ smell/ taste when you feel you're at the height of the emotion as your anchor
- Make sure your anchor is something you wouldn't usually do but could do in your usual work space
- Repeat a couple more times using different memories but the same anchor
- Activate the anchor with the sensory stimulus as you're about to work⁹

Help available



- <https://help.open.ac.uk/mental-health-support>
- Text SHOUT to 85258 for MH crisis care
- <https://help.open.ac.uk/browse/assessments-and-exams>
- 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 available₂₀😊

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

5	6	7	8	9	10 Working Deadline	11
12	13	14 Own Deadline	15	16 Assessment Due	17	18

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 late submission – CHECK usually 24 hours after and you immediately lose 10%
- **Tutors can't** give extensions
- It is YOUR responsibility to make sure you know your deadline and plan appropriately

Time management

- How are you going to organise your time to get your TMA finished?

What if things go wrong?

- Special circumstances
<https://help.open.ac.uk/documents/policies/special-circumstances-policy>
- Resit policy
- <https://help.open.ac.uk/documents/policies/resit-resubmission-policy>
- Deferral
- <https://help.open.ac.uk/documents/policies/changing-your-study-plans>
- Postponement
- <https://help.open.ac.uk/documents/policies/postponement-policy>

Special circumstances

- This is not just for the final assignment, 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.

Deferring

- Deferring/ postponement has to be before submission date
- Contact SST it can take a while to get an answer by email – suggest phone or chat
- Best thing is to contact SST as soon as you think you might have a problem and talk through your options with them (contact details vary for diff faculties and countries)
- <https://help.open.ac.uk/contact>

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.

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
- Might not be marked by your allocated tutor

How much is it worth?

- Less than 30%
- 30-39%
- 40-49%
- 50-59%
- 60-69%
- 70% or more
- 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 than 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 **may not know you**
- **They will not know your disability**
- You have to be crystal clear and signpost your answer and understanding
- You can't expect them 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, usually about 6 weeks after submission
- Less feedback

Reading the questions

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

- Read out loud
- Underline key words
- Tick things off as you do them
- Decide what order you'll work on them

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.

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>

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?

Poll

- What's important when you edit?

- Reread the question
- Green/amber/red the content
- Keep a copy of the original
- Delete any unnecessary parts
- Have you missed anything?
- Is there enough depth?
- Do you have enough evidence?
- What mark would you give it?

Checking

- Spell/grammar check
- Are the sentences the right length
- Does it make sense?
- Does it tell the story?
- Are any numbers right?
- What mark would you give it now?
- Have you answered ALL parts?

- AI policy
- <https://about.open.ac.uk/policies-and-reports/policies-and-statements/gen-ai/generative-ai-students>
- Category 1 no gen AI
- Category 2 it can be used but needs to be acknowledged and is optional
- Category 3 must use gen AI
-
- Check your assessment main page and the assignment itself
- Ask you tutor/ course forum

Invigilation trial



- Essential mathematics 2 (MST125) Feb 2025
- Financial management (B252) Apr 2025
- Intermediate management accounting (B253) Apr 2025
- Intermediate financial accounting (B250) Oct 2025
- Business law (B251) Oct 2025
- Advanced financial accounting (B350) Oct 2025
- Governance, audit and assurance (B351) Oct 2025
- Advanced financial management and management accounting (B352) Apr 2026
- Taxation (B353) Apr 26

Submitting

- <https://help.open.ac.uk/submitting-an-ema/ema-checklist-electronic-submission>
- EMA can resubmit up to deadline but it overwrites previous one entirely
- emTMA/TMA can resubmit need to email tutor to explain when you put a draft up as they can start marking as soon as you submit
- 12 noon on day – grace period to 12 midnight
- Penalty period most courses 10% next day
- Can take couple mins to go through
- Email alternative: etma@open.ac.uk and attach your file. Don't copy it to anyone apart from yourself. Same rules apply re file size and single file.
- <https://help.open.ac.uk/students/ data/documents/assessment/ema-emtma-guidelines.pdf>

Contingency

What ideas do you have for make sure things go right with your assignment?

What's your safety net plan?

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 can use the skills you've developed over the course to answer them
- 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/ZqfYjtA4qH>

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!)

Selected upcoming events

- 14 May 11 am Get well prepared for your exam
- 20 May 7 pm Improve your academic writing
- 22 May 11 am Power Reading; boost reading skills
- 29 May 7 pm Creative Note taking
- 5 Jun 4 pm Moving on levels: building on your experience
- 10 Jun 11 am ND community: reflecting and consolidating learning
- 11 Jun 11 am Support and wellbeing for student carers
- 12 Jun 11 am Let's talk research: Q & A with OU Librarians
- 24 Jun 7 pm SHL summer party – inspiration and creativity
- 01 Jul 7pm Applying other people's ideas with confidence

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