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 level one and level two environmental courses. She is also an OU geology student. Her hobbies are rowing, baking and Lego.
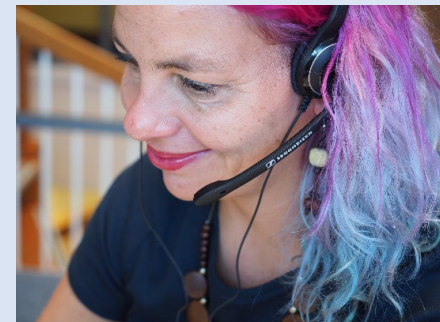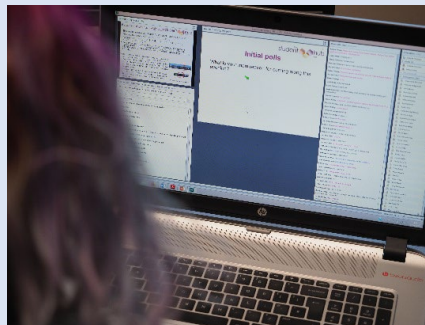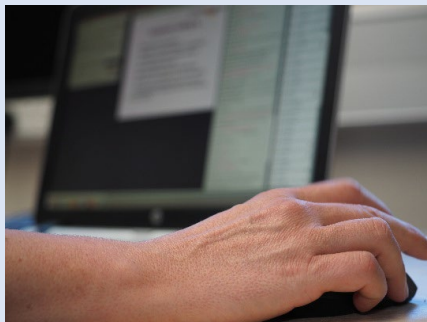
Fred Motson has taught law at undergraduate and postgraduate level for 15 years. He chairs a first year law module and teaches across levels 1, 2 and 3. His hobbies include 5-a-side football, computer games and following Derby County FC.

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/
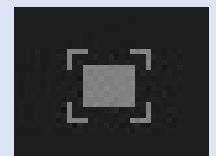
Workshop

- This is going to be a structured workshop to help be ready for your exam

- 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

- **<u>Is for:</u>**

- Covering some of the exam processes

- Giving some ideas for how to prepare for your exam

- Provide a space to share ideas and connect with other students

- **<u>Is not for:</u>**

- 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

Get well prepared for your exam

First thoughts

Have you done an OU exam before?

- Yes (one)

- Yes (two)

- Yes (3+)

- No never!

Please use the poll to select the answer that applies to you

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Timing

When is your exam date?

- 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 submit via iCME system

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

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

Exam help

- Exam quick answers

https://help.open.ac.uk/exam-quick-answers

- Exam and EMAs help centre

https://help.open.ac.uk/browse/assessments-and-exams/exams-and-emas

- Exam and EMAs help centre

https://help.open.ac.uk/remote-exams-and-icmes

- Technical difficulties

https://help.open.ac.uk/what-to-do-technical-problems-during-exam

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 exam?**

- 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

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 available ☺

Derek and Gareth

1 Hi Derek and Gareth thank you for joining us today. I was wondering could you tell us a bit about your role in the university?

2 What should students do in advance of the exam?

3 How should they prepare for their exam?

4. What is the specimen paper, and do they need
   to do it?

Poll

- How are preparing for your exam?

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Time management before the exam

- First things first – when is your exam?

- How much time will you spend studying before it?

- 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

Preparing

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

- Do as many questions as you can

- Look through the whole course very quickly to remind yourself of what is there

- Reread parts you think might come up

- When searching your course switch off the forums

- Make arrangement for any caring responsibilities

- Prepare your space

- Write down SST contact number https://help.open.ac.uk/contact

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5 What should they do if they are not well on the day?

6. Who should they contact if they have an issue?

7. How do they access the exam on the day?

Contingency

What ideas do you have for make sure

things go right with your exam?

What's your safety net plan?

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For the exam day

- Have food prepared so you can snack
- Make sure you have all the equipment you need
- Use food with long steady energy (eg oats, beans, nuts, fruit
- Avoid high sugar early on so avoid sugar crash but later in exam might lift your energy
- Have a drink ready
- Plan a short break with a quick walk outside – will refresh your attention
- Let everyone know
- Have back ups for any caring responsibilities

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Computer care

- If you can print off the paper
- Use different tabs / browsers for different parts of your website
- Use search functions
- You can NOT upload the questions to the internet
- Have a separate folder for your exam answers
- Have a method for backing up maybe email it to yourself
- Following the naming procedure
- Check and double check you're uploading the right file (maybe make a new folder)

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8. What if they think there is a problem with the question paper?

9. How can student make best use of their time during an exam?

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

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

Time management

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

10. What should a student do when they are ready to submit their work?

11. If something goes wrong during the exam, what are the options?

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 %

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  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.

Planning to complete it all

- Read the instructions carefully

- Look through the whole paper

- Look at how the marks are allocated

- Decide what order you are going to do the exam

- Set timers so that you keep track of the time

- You get more marks usually for starting another question than getting mired in the one you're on

- Tick things off as you do them

Exam marking

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

- Checking process

- The marker **will 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

Editing

- 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?

Generative AI

- 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
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- Check your assessment main page and the exam itself
- Ask you tutor/ course forum

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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

- You can only submit once
- Check and double check it's the right file
- Suggest making a completely new folder for your final version
- It can take several minutes for the upload don't risk missing the deadline
- You get sent a link after to check - always take that opportunity. If something is wrong contact SST immediately.

Ideas

- Do you have any good advice to share?

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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 so far to revise / prepare for my exam is…*

- *To do the best I possibly can in my exam 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

- Know the rules for your exam

- Practice as many questions as you can

- Control your environment

- You don't have to be able to do every question to pass

- Celebrate finishing

Feedback

Please complete the feedback form that is available at:

- https://forms.office.com/e/iyJS3pKrEQ

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

- 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/