

May 2020 remote examinations and assessments process

Student guide

This guide highlights key information for you to consider when preparing for and taking your examinations and assessments.

This year's examinations will take place in one of three formats:

1. An open-book non-invigilated paper of no fixed duration that must be completed in a specified 24 hour period in your own time
2. An open-book non-invigilated paper that must be completed and submitted in a specified 24 hour period in your own time but with a fixed duration.
3. An alternative coursework assessment taken over a number of weeks.

You can find the type of assessment, along with the release time and duration of your paper [here](#). All times are in British Summer Time (BST), so please account for that if you're taking your assessment from a different time zone.

If you have an Individual Learning Plan (ILP) and have asked the AccessAbility Service or Wellbeing Services for this to be taken into account by 9th April, then you will have been notified on any specific measures that have been put in place.

Before the examination/assessment

Before your examination, please check you've completed the following steps.

- Make sure you know:
 - Where your examination paper will be located:
 - Option 1 & 2 examination papers will be at [University of Exeter Exams ELE](#). Navigate to your module page to find your paper, just like you would on ELE.
 - Option 3 assessments will be on your [module page on ELE](#).
 - How to download a document
 - How to save your final examination paper as a PDF ready for upload
 - How to upload a document to eBART

Please ensure that you read the **technical guidance** so you are confident on how to complete these steps. This is available on [Study Zone](#). Guidance for students undertaking oral examinations can also be found on the site.

Check if you have received any email communications from your module convenor to tell you that you need specific equipment or specialised hardware/software to be able to complete your examination. If you have, make sure that you have downloaded the software and know how to use it. In a small number of cases your assessment submission method may be different from eBART: if this is the case, you will receive direct guidance from your college.

It is your responsibility to make sure you have all the necessary internet connectivity, hardware and software to be able to complete your examination. We have also introduced the Emergency IT Loan Scheme to respond to students who, without such help, are unable to access online learning and assessments, or continue work on research degree programmes in a home-

working environment. If you are experiencing serious difficulty or inability to access online learning and resources, and would like to apply for the Emergency IT Loan Scheme, please email a brief explanation of the IT issues you are facing and your student number to coronaviruseenquiries@exeter.ac.uk.

- Check what time your exam paper will be released here, as exam papers are being released at different times during the day. All times listed are British Summer Time (BST). If you're currently in a different time zone, make sure you allow for the time difference. If in doubt, use a time zone site like [The Time Zone Converter](#).
- Make sure you have read the section on Academic Honesty at the end of this guide.

During the examination/assessment

For option one and two examinations, download your examination or assessment paper from [University of Exeter Exams ELE](#). This site is very similar to ELE, so navigate to your module page as you would in ELE to find your paper.

On your module page, you will find your examination paper along with any specific instructions. Click on the examination paper link to download it, and save the examination paper to your hard drive.

For option 2 papers, your exam time will start when you click on the 'Attempt quiz now' button. As soon as you open the quiz your start time will be logged and the duration of your exam will begin. Please make sure you are ready and have everything you need before you click on the quiz. You will then be taken to a page to download your examination paper.

Before starting your paper, read the instructions on the rubric carefully, and take time to read and understand the examination questions. If an assessment paper has a word count it should appear on the rubric along with instructions on what the word count includes. The leeway on the word count will be whatever is standard for your College – check your College webpages or ELE for further information.

Where candidates do not need to complete all questions on the paper (e.g. please answer two out of five questions in Section B), only the number of questions specified in the rubric will be marked.

To ensure that the marker is able to identify which answers to mark, the questions that have been answered should be clearly indicated in your submitted assignment. If you submit an assignment with more than the required answers, the paper will be marked in chronological order until the specified number of answers have been marked (following the above example two answers would be marked). Everything else written in the script after this point will be disregarded.

Make sure you frequently save your work during your examination. You may want to turn the 'autosave' function on if available.

In the event that you hand write your answers for an examination, it is your responsibility to provide a script that is clearly legible. Candidates who submit scripts which examiners are unable to read will be invited to produce a word-processed transcript. This transcript must be a true copy of the original. If any embellishments are found, this will be treated as suspected academic misconduct following guidance under [Chapter 12 – Academic Conduct and Practice](#).

If you feel ill during an examination or have a significant IT issue you should complete a [mitigation form](#) after the examination and at the latest within one working day of the affected assessment submission date.

If you have any problems **during the examination period, please contact the Assessment Helpdesk on (+44) 01392 726800**. The [Assessment Helpdesk](#) will operate from 8am to 8pm Monday to Friday and from 8am to 12.30pm Saturdays BST. As examinations are also due to take place on Saturday 16th and Saturday 23rd May we will be providing extra support during these dates. The Helpdesk should be used for queries on ALL examinations and assessments while the examination is open. You can also email the Helpdesk out of hours on Exams2020@exeter.ac.uk and they will pick up your query as soon as they open. **Please DO NOT contact your module lead (or other module tutors) directly under any circumstances**. The Assessment Helpdesk will contact the nominated point of contact for the module if required.

If there is a clarification or correction to any of the questions on the paper, corrections will be issued by email to all students taking the paper. **Please ensure you check your email before you start an examination and before you submit your answers**.

If you have queries **outside of your examination window**, please contact coronavirusenquiries@exeter.ac.uk or the [Student Information Desk](#). This is to avoid overloading the Assessment Helpdesk, who need to be able to respond promptly to any questions raised during the examinations themselves.

[At the end of the examination/assessments](#)

For Option 2 examinations, all students will be allocated an additional 30 minutes at the end of their examination period to support them with the submission process. This will be shown on the examination rubric for option 2 exams, and is in addition to any adjustments based on Individual Learning Plans (ILPs).

Convert your final paper into a PDF and then upload it into eBART. You can find out how to do this in the technical guidance available on [Study Zone](#).

Please be patient, it may take a few minute for your submission to upload to BART. If there are any issues with the system we will let you know by email on the day of your examination.

In submitting any examination paper, a student will be declaring their acknowledgement of, and compliance with, the University's approach to Academic Conduct and Practice:

The declaration will read as follows:

I declare that:

- The work I am submitting is entirely my own work except where otherwise indicated, through appropriate attribution or use of the referencing style, following conventions of my discipline.
- It has not been submitted, either wholly or substantially, for another course of this Department or University, or for a course at any other institution.
- I have clearly indicated the presence of all material I have quoted from other sources, including any images, diagrams, charts, tables or graphs.
- I have clearly signalled the presence of quoted or paraphrased material and referenced all sources.
- I have not copied from the work of any other student.
- I have not used the services of any agency providing specimen, model or ghost-written work in the preparation of this submitted work.
- I confirm that I have read, understood, and complied with the statement.

Your upload (examination submission) will also be time stamped to record that you have completed the paper within the required timeframe.

Penalties will apply for any papers submitted late.

- For option 1 examinations, work submitted more than 24 hours after the examination paper release time will be marked as late, and penalties will be applied.
- For option 2 examinations, work submitted after the 'total fixed duration' available to complete and submit your work will be marked as late and penalties will be applied. The total fixed duration for option 2 papers consists of: (i) the examination time; (ii) the technical upload time (30 mins); and, only where applicable, (iii) the additional time conferred by your ILP.
- For option 3 examinations, work is late where it has not been uploaded by the deadline, as is the case with coursework.

Where you realise you have submitted your work incorrectly, you should contact the Assessment Helpdesk as soon as possible. They will be able to advise how you can submit the correct work, and if any late penalties apply.

What to do if something goes wrong

Issues sometimes occur during examinations, but they can often be dealt with quickly so please don't become anxious if something goes wrong. If you do have a problem during your examination window, **please contact the Assessment Helpdesk on (+44) 01392 726800** and they will do everything they can to resolve it.

The Assessment Helpdesk will operate at the following times:

From 8am to 8pm Monday to Friday and 8am to 12.30pm Saturdays British Summer Time.

Additionally, the Helpdesk will have extended hours on the following dates to account for weekend examinations:

Saturday 16th and Saturday 23rd May: 8am - 8pm

Sunday 17th and Sunday 24th May – 8am – 12.30pm

During the May bank holidays the helpdesk will operate as follows:

Friday 8th May: 8am - 12:30pm

Monday 25th May: Closed

You can also email the Helpdesk out of hours on Exams2020@exeter.ac.uk and they will pick up your query as soon as they open.

If your query is about the examination question(s) or the examination rubric, the Helpdesk will liaise with the academic lead and then come back to you with an answer. If the issue is likely to affect all students taking an examination, the Assessment Helpdesk will email all students sitting the paper. Under no circumstances should you contact an academic member of staff direct with questions about the examination paper.

If the query is IT-related, the Assessment Helpdesk will provide initial guidance or pass you through to the IT Helpdesk if required.

If you need to access library publications during your examination and have problems, you can also contact the Assessment Helpdesk.

If a major systems failure occurs that affects everyone taking an examination, the Assessment Helpdesk will contact all students by email with further instructions. The Assessment Helpdesk will keep all students informed on how the issue is being resolved, and what to do.

If you're not able to make contact with the Helpdesk promptly, or your issue occurs out of hours, then please complete as much of the paper as you can in the time available.

Academic Honesty

The University of Exeter promotes academic honesty which means always giving full credit for any other people's contributions to our own achievements and never falsifying the results of any research. Academic honesty is fundamental to the values promoted by the University and no student should be allowed to obtain for themselves, or for someone else, an unfair advantage as a result of academic dishonesty, whether this is by plagiarism, collusion with another, cheating, or other means.

As with any other assessments, you must not copy and paste information straight from sources such as websites or textbooks without appropriate acknowledgement or referencing; this is plagiarism and you will be penalised for it. Re-submitting or re-using your own work from another assignment, whether this was submitted at the University of Exeter or any other academic institution worldwide, is also plagiarism (self-plagiarism). Similarly, you must not ask anyone else to help you with your examination (collusion); you are expected to do your own work and abide by the University's [Code of Academic Conduct and Practice](#).

You will be expected to do more than reproduce content from your textbooks and lecture slides: you will need to interpret and apply the information in your sources in order to answer the questions. You may have to reference as well, just as you would for any other assignment, so check the referencing requirements of your examinations with module staff. We are aware that the form of the alternative assessments (open book and online timed assessments), presents the potential for an increase in academic misconduct particularly around authorship issues.

The University takes academic misconduct and plagiarism extremely seriously and may use a variety of techniques including the use of plagiarism software. Please note: the University does not use threshold number as a trigger to investigate specific cases, but rather relies on the academic judgement of markers to determine if an assessment raises any concerns about the originality of the work.

Students on regulated programmes should be aware that in accordance with [Regulation E: Policy and Procedures for Fitness to Practise](#), the report of any individual, Panel or Committee that considers an allegation of academic misconduct will be shared with the Responsible Person for Fitness to Practise for the relevant discipline; notwithstanding the findings contained within that report, separate action may subsequently be taken under that Regulation E. It should be noted that in cases of proven academic misconduct in which a separate fitness to practise investigation does not follow, a duty may still exist on the student or the University to disclose the matter to the relevant registration body.

Viva Voce Examinations

The University will introduce a viva process to support academic staff in marking assignments where they have concerns over the authorship or originality of the work. The implementation of a viva process will allow concerns to be appropriately measured and evidenced before a decision is made as to whether or not these concerns should be pursued through the University's academic conduct procedures. The primary purpose of the viva voce is to provide the marking team with a means of ascertaining whether the work submitted by a candidate is based on their knowledge. This is achieved by assessing the thoroughness of the candidate's understanding of the submission, and the candidate's ability to explain and justify its contents, with reference to their knowledge of the subject, by way of a video interview as part of the moderation process.

Next Steps

Publication of Results

Your results will be made available to you on 8th July 2020 via email. If you do not received these by 4pm on the 8th July you should contact your relevant hub.

Referred/Deferred Examinations

Referred/deferred exams commence on Monday 3rd August and end on Friday 21st August 2020. Students will be required to sit their exams online during this time. Further details of these assessments and timetables specific to individual students will be provided in July 2020.

Further Information

Please watch out for further information in the regular University Coronavirus (COVID-19) Update emails for students, and from your college.