

TAKE-HOME EXAMS

A. Definition:

A take home exam is a special type of open examination where students are provided with the exam paper and complete it away from an exam centre without the help of others over a set period of time.

B. Features:

1. To answer take-home exam questions, some research is required, but at a much less demanding level, usually limited to a student's own notes, lecture notes and handouts, readings (if any) and textbooks. Students may consult more widely if they wish.
2. The set time period for completion of the exam can be any period from 1 day up to 1 week.
3. A maximum of 750 words per question.
4. The normal rules of choice in setting the exam (e.g. 2 questions for every 5) do not apply since the exam is seen.
5. Normal footnotes are required for quotes from readings or textbooks.
6. Exams should always be typed and submitted with the normal ACT Examination cover sheet attached.
7. Take home exams are not allowed to be used for core units.

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