

# Take-Home Examination Student Guidance

Department of Hebrew and Jewish Studies, 2022

This guidance applies to all examined undergraduate modules within the department (hence it does not cover courses run by other departments, such as History or SEESS). Individual module tutors may provide you with additional guidance, either in writing or via organised revision sessions, about any additional expectations they have with respect to the examinations for their specific modules, but that information will operate within these broad principles.

There are three different types of exams: 24-hour exams, 48-hour exams, and take-home assessments.

## 24-hour written online exams

- These exams will be open-book and be held in Term 3.
- They will be released on Turnitin via Moodle at either 10am or 2pm (BST) and must be submitted before 10am or 2pm respectively the next day.
- The exams are designed to be completed within 3 hours, but how students divide their time within the 24-hour period is up to them.
- Students with SORAs will be allowed their statutory extension to the 24hr-period.
- Word limits *may* be applicable: if so, they will be explicitly stated on the exams themselves.

## 48-hour written online exams

- These exams will likewise be open-book and be held in Term 3.
- They will be released on Turnitin via Moodle at either 10am or 2pm (BST) and must be submitted before 10am or 2pm respectively 48hrs later.
- Students are expected to work on the assignment for a maximum of eight hours in any 24 hour period.
- Students with SORAs will be allowed their statutory extension to the 48hr-period.
- The maximum word length for the whole exam is 3000 words.

## Take-home examinations for two weeks

- Take-home examinations will be open-book and be held in Term 3.
- They will be released on Turnitin via Moodle at either 10am or 2pm (BST) and must be submitted at the stipulated time at least two weeks later.
- Students with SORAs will be allowed their statutory extension.
- They may vary in length, as the subject matter dictates. Students are expected to use their resources in full, but be unable to find the answers in translations, text-books or otherwise.

For all of these types of assessment the following applies:

**Word counts:** Students must provide a word count (that is, the number of words you have used in answering the questions. Students who exceed the stipulated word-count will receive a reduction in marks applied according to the following policy:

- For work that exceeds the specified maximum length by less than 10% the mark will be reduced by five marks, but the penalised mark will not be reduced below the pass mark: marks already at or below the pass mark will not be reduced;
- For work that exceeds a specified maximum length by 10% or more the mark will be reduced by ten marks, but the penalised mark will not be reduced below the pass mark: marks already at or below the pass mark will not be reduced.

**Late submission:** Penalties for late submission are applied on the following scale:

- Exams received up to two hours late will incur a deduction of 10 marks (but no lower than the pass mark)
- Exams received between two and four hours late will receive no more than the pass mark.
- Exams received after four hours late will receive a mark of 1.

Plagiarism rules apply as normal.

Full referencing (e.g. in footnotes) and bibliographical lists should not be provided.