

Monitoring the release time on the set day is necessary to assure student access.

Student access, completion and submission

Students will be able to access (open and view/print or download and view/print) the exam paper for a scheduled time period following the release of the exam paper, as detailed in the examination timetable.

Subject Coordinators should ensure that the take home exam paper is open for students to access over a longer time period (at least an additional 1 hour) than they expect it will take the student to complete and submit the take home exam answers, in order to allow flexibility in when students choose to complete the task, and to allow for potential delays in downloading the file or with Drop Box submission. Subject Coordinators should be mindful of learner preparedness, task complexity, academic integrity and connectivity issues when determining the expected time to complete the take home exam and the overall duration of the take home exam availability.

We recommend that Subject Coordinators select from one of the following options each for exam duration (expected time to complete the exam), and exam availability (availability of exam access):

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| Exam duration | Exam availability |
|---|-------------------|
| 60 min | 4 hr |
| 90 min | 8 hr |
| 120 min | 24 hr |
| 150 min | 48 hr |
| 180 min | 72 hr |
| 210 min | |
| <i>NB: if exam is expected to take 120 min plus 10-15 min reading then assign as 150 min, and similar for other durations</i> | |

Students shall answer the take home exam questions on a separate document from the exam paper. This may be a word document, or another form as indicated by the Subject Coordinator in the exam instructions. Students must ensure that they include their full name and student identification number at the top of the first page of the answer document. Students must clearly identify the question number for each answer provided. Students should regularly save the working answer document to avoid accidental loss of work.

Students must submit the answers via the Safe Assignment Drop Box allocated to the take home exam, before the published submission deadline for the exam. Each student is allowed only one answer submission, therefore all answers must be submitted at once. The Drop Box will be programmed to close at the stipulated deadline (listed as AEST) and therefore late submissions will not be processed.

Staff availability for students

Staff must be available to answer by individual email student queries regarding the exam paper content and any technical issues during the first hour that the take home exam is available for student access, and during the last hour prior to the submission deadline. The front cover of the take home exam must include the relevant contact information. If a take home

exam is scheduled to remain open beyond normal business hours, it is not expected that staff will be available to answer queries outside of these hours.

Marking, feedback and results

Take home exams will be marked as per the usual process for marking of end of semester exams. As the take home exam is an alternative format for the end of semester exam, students have a rigbat fusual processtrt