

NEWCASTLE UNIVERSITY

**SEMESTER 1 ASSESSMENT PERIOD
2023/2024**

MODULE TITLE

Time allowed - 24 hours

**Your completed work must be submitted by
[EITHER 9:30am OR 2pm UK time, on DD/MM/2024]**

You may submit your work at any point during the 24 hour period of the exam.

(IMPORTANT NOTE: Time in the UK is currently GMT, you may check what time it is in the UK at the following link.

<https://www.thetimezoneconverter.com/>)

It expected that this paper will take **XX hours to complete.**

You are not expected to, and it is not advisable to, work on this assessment constantly for the 24-hour period. The assessment has been designed to be worked on for a much shorter period of time in line with the length of a standard exam sitting.

When answering the exam you should observe normal exam conditions and must not communicate/collude with other students taking the paper. The work that you submit must be your own work.

Your submission may be submitted to the Turnitin similarity checker as a check on plagiarism.

Should you encounter IT difficulties that significantly affect your ability to complete this exam or when uploading your answer(s) you may submit a PEC detailing these.

Additional information staff should provide to students

Staff guidance is provided throughout, highlighted in blue, and in the accompanying document

Guidance_for_staff_24_hour_take_home_exams. All comments to staff should be removed in the final student coversheet.

Clear instructions to candidates on:

- a) the number of questions to be attempted
- b) a clear indication of the expected **total time** a student should need to spend on the exam e.g. 2-Hours. [Note: students with SSP would be allowed to add on as normal BUT within the 24-hour period and NOT in addition]
- c) the maximum word count permitted, if applicable. [This could be applied either to individual questions/sections or to the paper as a whole. It should also indicate if footnotes and/or bibliography are included or not in the word count]
- d) any specific external resources that students are expected or required to use [Bear in mind that the exam is open book. Please note if there are specific resources students will be required to access, then staff will need to flag this with the Library Liaison team **in advance** so they can ensure it is possible for these to be available in sufficient quantity]
- e) the required format of the responses [e.g. word processed document, handwritten and scanned using Microsoft Lens etc.. Note: information on software available for students can be found at: <https://services.ncl.ac.uk/itservice/core-services/softwaredeals/student/>]

f) how to submit their completed work.

For example, suggested text for Turnitin or Canvas submission:
e.g.

A submission point has been created in the [Menu item name] section within your Canvas/MLE [delete as appropriate] course. Your submission should be a single file uploaded through this submission point. To avoid system overload please submit in good time within the 24 hour period.

If you are unfamiliar with submitting your work there is Canvas guidance available for [submitting a Canvas Assignment](#)/ there is Turnitin guidance available for [submitting a Turnitin Assignment using file upload](#) or [submitting a file from the cloud](#).

Note: Turnitin can only accept one document for upload. If this exam requires multiple files, students must be clearly directed to combine individual documents into one file prior to upload.

There is further student guidance on assignments available on the [Digital Learning webpages](#) and in the [Canvas Student Orientation course](#).

h) contact information for academic queries during the first hour of the 24 hour window: [email contact for academic queries to go [here](#) to be completed by Schools]. You must use your Newcastle email address when contacting the above.

Clear information to be provided to students as to how these academic queries will be responded to – e.g. by email to the whole cohort or answers posted in a FAQ in the VLE.

i) contact information for technical queries. For example, suggested text:

University IT support is available 24/7. If you have any issues accessing your assessment or University IT systems you can contact IT support on **+44 (0)191 208 5999** at any time, or by email at it.servicedesk@ncl.ac.uk (monitored 08:00-17:00 BST, Monday to Friday).

j) clear information on the penalty that will be applied for late submissions.

For example, suggested text for late penalty:

You are advised to submit in good time before the end of the 24 hour period.

A submission of up to 30 minutes late is permitted without penalty or the requirement to submit a PEC, due to the challenge of remote assessment/IT difficulties. Submissions received from 30 minutes onwards will receive a mark of zero*.

** unless a PEC is granted*