

Information for Staff Preparing Take Home Exams.

The following notes are intended as a guide for staff involved in the preparation of 24/48 hour examination papers.

1. On Exam papers please use a clear font size and style e.g. Arial 16. Single-spaced type with a 1-inch margin all round is sufficient.
2. Please number the pages using the format 'page 1 of X' and type 'END' clearly after the final question.
3. Please indicate the module number in the top right-hand corner on each page of the exam paper as well as on any additional documentation.
4. Questions should be sufficiently spaced to ensure that they are clear and easy to distinguish; where possible, questions or sub-questions should not be split over two pages.
5. Diagrams or figures should be included on the same page as the question(s) to which they refer, wherever possible. Alt text should be provided for all images or diagrams. Further guidance on accessibility can be found here: <https://www.ncl.ac.uk/learning-and-teaching/effective-practice/digital-accessibility/>
6. Exam papers and additional materials, including images and diagrams must be clear and of good quality.
7. 24/48 hour exam papers should be released through the VLE, with a submission point in a clear and identifiable area in the VLE course. Guidance on preparing the exam paper while keeping the questions hidden from students until the required released time, and the appropriate settings for the submission point are provided here: [Guidance For 24 – 48 Hour Take Home Exams in Canvas](#)

8. A member of the academic team (usually the module leader) must be available via email during the first hour of the 24 hour exam period to answer any academic questions about the assessment. The designated contact should be provided on the student exam coversheet.

Students have been directed to email the contact listed above, from their Newcastle University email account to avoid any potential problems with spam filters.

Staff must provide answers to appropriate academic questions (e.g. clarifying question ambiguity or a typographical/formula error) to the whole cohort, not to individual students. This can be done by email or through the VLE as per normal module related communications. Please provide information to all students on the coversheet about the method that will be used. The module team might also consider longer academic cover where appropriate.

8. For this assessment period, for take home exams module leaders must allow flexibility with regard to submission times and allow up to +30 minutes additional time above the 24 hour period to account for potential systems issues that may be experienced by students at the point of submission.

This should be done at the level of the submission point settings, which can allow and will automatically flag to staff any late submissions. Guidance on doing this in the VLE (and all the required settings) is provided here:

[Guidance For 24 – 48 Hour Take Home Exams in Canvas](#)

Please note: this flexibility should not be communicated to students. Students are advised to submit in good time before the end of the 24 hour period.

The sliding scale policy for late submissions applies to 24/48 hour exams. Clear information must be provided on the

cover sheet regarding the penalties that will be applied for late submissions.

END