

## **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.

9. For take home exams, a submission of up to 30 minutes late is permitted without penalty or the requirement to submit a PEC (due to the challenge of a remote assessment/IT difficulties). Submissions received from 30 minutes late onwards will receive a mark of zero.

Guidance on how to set this up in the VLE (and all the required settings) is provided here:

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

Clear information must be provided on the cover sheet regarding the penalty that will be applied for late submissions.

**END**