

Take-Home, Open Book Exams, May 2021

48 Hour Take Home Exam: A take-home exam based on the Examination Paper, with 48-hours to complete the exam.

1. The exam questions will be published by the module coordinator on Canvas at the start time of the Examination as shown on the University Examination Timetable.
2. The deadline for uploading answers to Canvas will be 48 hours and 20 minutes after the start-time in the University Examination Timetable, (that includes **20 minutes upload time**).

Example: If an examination is scheduled to start at 9.30 am on Mon. 10 May 2021

1. The Module Coordinator will release the Exam Paper on Canvas at 9.30 am on Mon, 10 May 2021.
2. Students must upload answers to Canvas by 9.50 am on Wed, 12 May 2021 (48 hours, plus 20 minutes upload time).

Added time: Many complicating issues (e.g. pandemic, DSS, connectivity etc.) were factored into the generous 48 hour allowance to assist students' remote working in the COVID-19 environment.

Word limits: 1,000 words per answer (+/- 15%). Bibliography and references are not included in the count.

Canvas upload: Answers to be submitted online via Canvas.

Submission format: Answers will be submitted in the form of Microsoft Word Documents or a PDF.

Open book: Students may utilise class notes and other sources, but independent reading of scholarly sources and critical historical thinking is a requisite.

Acknowledge sources: Students will acknowledge sources being used.

Staff Availability to Advise: Staff who are assigning take-home exam will make themselves available via a Teams link or email for the first two hours of that exam period to answer any questions on the exam paper. Canvas Messenger experiences time delays so UCC email or Teams is preferable – they are instantaneous.

Turnitin: All submissions will be subject to Turnitin similarity index review.

Basic References: Citations / references are mandatory. The citation style may range from conventional footnote / endnote styles to in-text (author-date-page) citation (notably the APA or Harvard, with page numbers). Be consistent in keeping to one citation style throughout your exam answer. The critical point is traceability and marks are not allocated for your ability to perfect a citation style in an online exam. The purpose of citation in the take-home online exam is to establish that you are accurately acknowledging the source of ideas, quotations etc. If you have any questions about this, the relevant module coordinator will advise on the reference basics that they require.

Bibliography: Each answer on an online take-home exam will have a bibliography that is conventionally in the format of author/title of work. Details of websites consulted will also be included.

Plagiarism: The School will apply the full disciplinary process to any cases of alleged plagiarism, impersonation or other forms of academic integrity infringement in these online exams, referring such cases for investigation and possible sanction through established School and University processes. The act of uploading your script will constitute an acknowledgement that it is entirely your own work and not the product of plagiarism, collusion or collaboration of any kind. Please refer to the [Plagiarism Policy of the School of History](#) which will be enforced.

IT/Canvas Difficulties: If you experience technical difficulties in advance of, or during, a take-home contact the University IT Helpdesk or Canvas support (see Canvas).

Nature of Take-Home Exams: If you wish to learn more about online exams, we recommend a helpful step-by-step guide to approaching Open-Book and Take-Home Exams produced by the [UNSW Sydney](#). If you have other exams or commitments during the 48 hours of the take home exam it is expected you will manage your time accordingly. You would normally be able to complete these answers in 1.5 hours in a traditional exam hall situation. In fact, the past 12 months have demonstrated that History students overwhelmingly prefer take-home, open book exams as they are less pressurised and permit more flexibility and deliberation.

Remember: Take-home exams are university exams and subject to the [University's Guide to Examinations and Assessments](#) and [UCC's Code of Honour and Plagiarism Policy](#).

Dr Mervyn O'Driscoll
Mervyn.odriscoll@ucc.ie
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