The College - Student Guide to Remote Assessments

Due to the ongoing disruption caused by the COVID-19 outbreak, the University is adopting an alternative approach to assessments for the remainder of the academic year.

Some modules will be able to use coursework to form an increased proportion of the module mark. Module coordinators will have been in contact with you to let you know if an extension to a deadline might be needed or if there is additional word count to ensure completeness of assessment. Modules which equate to 100% coursework will not include further examinations of any sort.

However, a significant number of modules with examinable elements, will now include remote exams and will take place from Monday 27th April 2020 to Friday 8th May 2020. This guide aims to offer detailed instructions on how to prepare for and undertake a remote exam.

How will Remote Assessments be different?
Traditional exams (or in-person exams) usually take the form of invigilated, handwritten exams taken in one of the University's examination venues. Remote assessments are different as they can be taken remotely by students on their own – usually in their own homes. Students are able to access relevant materials such as textbooks, notes and other resources and there is no invigilation. Papers will be submitted via Blackboard and email, and clear information on this will be provided on the front page of each of your assessments papers, including who to contact if you experience any problems.

Although there are differences in these assessments compared to exams, especially with regards to technology, there are many similarities. The remote assessment papers you will take will be similar in format, content and required effort and will have a similar recommended timeframe for completion. The aim is that your knowledge of the subject may be assessed despite the challenging circumstances we are faced with.

Access to IT - IMPORTANT
If you do not have access to a PC or Laptop in order to type your answer and return it digitally then you need to contact the-college@swansea.ac.uk no later than Wednesday 22nd April 2020 so that alternative provisions can be made. It is your responsibility to make us aware of your circumstances.

Good Academic Practice
Academic integrity is fundamental to the values promoted by Swansea University. It is important that all students are judged on their ability, and that no student is allowed unfairly to take an advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of the qualification awarded.

Academic misconduct is to commit any act where a student may obtain an unpermitted advantage for themselves or another. This can relate to any form of assessed work including remote exams. Please refer to the full information on Academic Misconduct which can be found at http://www.swansea.ac.uk/academic-services/academic-guide/assessment-and-progress/academic-misconduct-procedure/

Remote assessments are not invigilated. As such, we trust
you to complete the work to the best of your ability. We expect you to include authentic and original work, which demonstrates your knowledge and understanding of the topics being assessed.

If you take unfair advantage of this trust then you should note that the University takes academic misconduct very seriously and it can have a detrimental effect on your results. In cases where academic misconduct is found to have taken place, it can result in one of the following:

- The issue of a written reprimand and the text to be ignored when marking, resulting in a significantly reduced mark
- The cancellation of your mark for the assessment
- The cancellation of your mark for the module concerned
- In serious cases your marks for the entire year can be cancelled or you can be required to withdraw from your studies at the University

Please follow these simple rules:
- **DO NOT** copy and paste directly from any source such as a book, website etc., copy verbatim or paraphrase without giving due acknowledgement to the author. This constitutes plagiarism, see full definition below:

Plagiarism – *defined as using, without acknowledgment, another person's work and submitting it for assessment as though it were your own work; for instance, through copying or unacknowledged paraphrasing. This constitutes plagiarism whether it is intentional or unintentional. Poor referencing can lead to you unintentionally plagiarising someone else's work.*

- **DO** include in text citations as you would in an in person exam. In particular, where you are including a quotation from another source this must be clearly acknowledged. A reference list at the end of the exam is not needed.

Our plagiarism detection software will identify even small quantities of copied and/or poorly or unreferenced work content as plagiarised.

Students should note that a claim of ignorance of the University's expectations on good academic practice is not an acceptable defence to an allegation of academic misconduct.
You can access information on good academic practice through the Academic Success Programme at http://www.swansea.ac.uk/asp/

Preparation
- Your timetable has been sent via e-mail to your Swansea University e-mail account and is available on the Student Community page on Blackboard. The timetable will indicate the date of the assessment for your modules. A time will be specified for the start of the exam (and release of each paper) and you will need to submit the completed exam 24 hours later.

- Be familiar with the core texts, papers, lecture and seminar materials, so that you do not waste time during the exam looking for information or re-reading sections. You can prepare for a remote assessment in much the same way as a traditional exam by preparing written or visual aids during revision.

- Consult the course and revision material available via Blackboard (or Canvas for the pioneer modules) and attend any on-line revision sessions. Contact the Module Coordinator to make an appointment if you need to further help or guidance.

- Have a practice. Look up past exam papers and try to answer them under timed conditions. You can find past exam papers on the Blackboard/Canvas site – please consult your Lecturers about these.

- Before you start the exam set up a working space that is comfortable and quiet where you can complete the assessment without interruptions. Make sure you have a clock or other device that allows you to keep track of the time.

During the Assessment
What will the assessment paper look like?
The paper will look very similar to a traditional paper. A standard cover sheet will be provided with all papers with guidance on how many questions to answer, the maximum word count and recommended time to be spent on the paper.

- Time management: Allow time initially to read the paper thoroughly and, where appropriate, decide which questions you are going to answer – make notes as you go.

- Pay attention to the number of questions you are required to answer on each section of the paper. Please do not answer more questions than required. If you do, by mistake, then delete the answer to be discounted.

- When answering the paper be careful to indicate the question number and part with your answer.

- Think about how you apportion your time between questions – use the marks available as a guide as well as the word count.

- First, answer the questions that you know without extensive referral to materials. Then turn your attention to the questions you find more difficult.

- Aim for concise, well-supported answers that are relevant to the question. Where appropriate, use relevant examples to illustrate your point. Answers will be marked on the quality of the answer, not the quantity, so focus on answering the question not filling a word count.

- Keep an eye on the time – have a clock and checks in place so you know how long you have to go.

- You will have 24 hours to complete the assessment from the point of its release but this does not mean you should spend this long actually working on it. This is the window during which you will need to open, complete and submit it. Plan how you will use the time – when you will start, finish and submit the exam. Leave plenty of time for submission.

- Try to ensure you have time at the end, go back through to review and proof read your answers.

Wellbeing

Do not be tempted to stay up all night revising, missing meals or eating junk food. Try to stay relaxed and focused. Take regular breaks, exercise, eat well (avoid high sugar and caffeine content) and get plenty of rest and sleep. Establish a regular routine for your revision and find the right technique that works for you.

If you find revision difficult or would like some support, guidance and tips then please contact the-college@swansea.ac.uk and a member of the Academic and Student Experience team will be in touch.

Instructions for Completion

- All release and submission times are set to British Summer Time (BST).

- You will be able to access the question paper in PDF format via Blackboard/Canvas from 09:15am (BST) on the date of the examination. The paper will also be emailed to you.

- You will have **24 hours** from the point of issue in which to complete the examination.

- All assessments will start at 09:00am (BST) and will close at 09:00am (BST) the following day.

- The question paper will indicate the time to spend on each exam paper (within the 24 hour window), which in most cases will be a similar length of time as the original planned examination. This is meant as a guide and to help to ensure you do not over-commit yourself to one subject.

- If you normally receive additional time to complete assessments this will be taken into account. We will contact you separately, by e-mail, to indicate your extended submission time.

- The preferred format for you to write and return your answers would be a digital file using Microsoft Word, however, there is some flexibility here provided the format is clear and universally available. We would strongly recommend that Microsoft Word documents are then converted to PDF files before submission. Please ensure you include page numbers. There should be one file returned per module submission.

- The file name should be the module code followed by your student number, for example – "HUM106 - 123456".