The 4 W's of Open-Book Assessment for Students

WHEN IS THE ASSESSMENT?

- Does the exam take place over a window of time (24/48hrs)?
- Is the exam 'live'?
- When will the questions be released?
- When will you need to submit?

WHAT FORMAT IS THE ASSESSMENT?

- Is the exam an essay, report etc?
- What is the wordcount?
- Do you need to show any roughwork/ calculations? If so, how will you upload these?
- Are you clear about the referencing requirements?
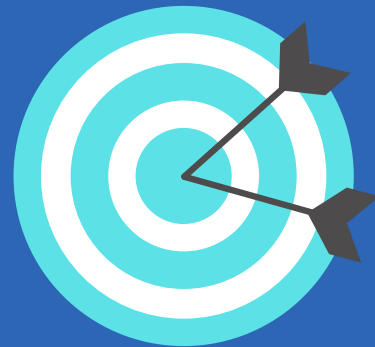
WHO CAN I GO TO FOR HELP?

For questions on deadlines/exams etc (not content related):

- Always check the module handbook first.
- Check your VLE module.
- If there is a module discussion forum, check it. Chances are someone has the same question!
- As for support if you can't find the information you need.

For questions on module content/topics:

- Check the lecture material: a fresh pair of eyes may help answer your question.
- Ask friends/classmates for a refresher on a topic.
- If you are completely stuck, ask your tutorial leader for support.

What to do while waiting for answers:

- Keep going with your own work while waiting for a response!
- If you cannot access a book from the library, use library services to look elsewhere online – is there an e-copy in e.g. JSTOR, PubMed, ScienceDirect?
- If you are confused by a topic, can you find tutorials, mini lectures or guide videos online?

WHERE ARE THE RESOURCES I NEED FOR MY ASSESSMENT?

Readings, journal articles and lecture notes :
- Has your lecturer included a reading list for the module/assignment?
- Can you access the readings online?
- Do you need to visit the library in person?

Notes you should make yourself:
- Do you know what the key topics are and what information you need to include?
- What kind of resources should you make to prepare for your assessment?

What if you need a book but can't get to the library?
- Be proactive: look for a digital copy of materials.
- Ask the library for assistance.
- Use a book on a similar topic/from a similar author Look to see if there is any information from your lecturer which might help.