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**Academic year 2021-22**

**Take-Home Examination for [*insert module title and module code*]**

**Instructions to Candidates**

**Date and start time of exam:**

**Duration of exam:** This examination is designed to be completed in [insert original number of hours] hours. However, due to its take-home online nature, you are given 24 hours to complete it.

**Final submission time and date:** [insert the time and dates corresponding to exactly 24 hours after the start of the exam]

**Who to contact during the exam if you think there is an error in the exam paper:**

When the exam paper is released on Blackboard, details of who to contact for queries will be provided along with it. Please check Blackboard for any updated guidance relating to your query first, and if none has been provided, then email the key contact. Please be aware that if you email during working hours (9am – 5pm, Monday to Friday) staff may take up to 2 hours *[academic staff can amend this if they can respond more regularly]* to respond to your query. If you email outside of working hours, staff may not respond until the following morning.

**Who to contact during the 24 hours of the exam for non-academic queries relating to IT/online systems issues:** i-zone@canterbury.ac.uk. Please note that the support is only available during normal working hours of 9am – 5pm, Monday to Saturday.

**Format of file to submit:** [Word document, pdf, other, delete as appropriate]. Anonymity will not be possible for take-home exams, so please add your name and student ID to the file name and to the header of each page.

**Where to submit the file:**

Upload your file to the Turnitin submission point available on the Take-Home Exam section of your module Blackboard. Please note that only a single file can be submitted. You can submit your file as often as you wish within the 24 hours provided, but no late submissions will be allowed. Only the final submission you upload will be saved and available to markers.

**Resources to have at hand during the exam:** [this is optional. Insert specific resources that you’ve already recommended to students in the preparation for the exam, e.g. an essential text, website, section of your Blackboard, etc.]

**Statement of authenticity of work:** At the beginning of your exam paper, you should copy and paste the following: “By taking the online exam, I confirm that the work is my own.” Then add your full name and student ID.

**Exam task/questions and specific instructions:** [insert here and delete example below]

*[For example:*

*There are* ***SIX*** *questions on this paper. Candidates are required to answer* ***FOUR*** *questions. All questions carry equal marks.*

*The paper is divided into* ***THREE*** *sections: SECTION A, SECTION B and SECTION C.*

***Section A*** *contains* ***ONE COMPULSORY*** *question relating to the article: ‘Data modelling - The Third Manifesto'.*

***Section B*** *contains* ***three*** *questions and you are required to answer any* ***two*** *of these questions.*

***Section C*** *contains* ***two*** *questions and you are required to answer* ***one*** *of these questions.*

*Candidates are advised to spend no longer than one hour on Section A.]*

**Wordcount:** [please state a maximum wordcount, to ensure that students do write more than usually required, e.g. “between 2,000 and 2,500 words, not counting the list of references”]

**Assessment criteria:** [insert here, it can be in the form of a table]