

## School of Law Take-Home Examinations Policy (v3, adopted SEC 18.08.21)

1. Take-home examinations, as for supervised and invigilated examinations, must be reviewed for quality assurance purposes by an appropriately academically qualified 'reviewer'.
2. Take-home examinations are not approved assessments for core LLB units.<sup>1</sup>
3. Most supervised examinations are two and a quarter hours. Under the UNE *Assessment Guidelines*, the maximum length of an examination is three hours working time.<sup>2</sup> A take-home examination should conform to those requirements. Accordingly, take-home examinations should be designed to be completed to passing standard by an appropriately academically prepared student within two to three hours working time.
4. A two-hour examination is equivalent to 2000 words.<sup>3</sup> The maximum word length permitted for a take-home examination is 3000 words (excluding footnoted references and a reference list if any).
5. The submission window is the time between the release of the take-home examination questions and the latest time for submission of answers. The maximum submission window is 48 hours after the release of the examination questions.
6. The due date of a take-home examination cannot be later than the final day of the UNE examination period. The selection of the due date should ensure that marking and results will be ready in time for results return for the School of Law Board of Examiners' processes.
7. The following information about the take-home examination must be published in the Assessment tile of the Moodle site at least one week prior to the commencement of the trimester.<sup>4</sup>
  - Due date and time,
  - Submission window,
  - Weighting,
  - Submission process,
  - Details of any required referencing style, and
  - A statement explaining that extensions are not available for take-home examinations.
8. Assessment (marking) criteria for the take-home examination (as with all assessments) must be published in the Unit Outline or on the Unit's Moodle site.<sup>5</sup>
9. Extensions are not available for take-home examinations.<sup>6</sup> In the event of an unforeseen and unavoidable adverse event affecting exam performance, students may apply for a Special Examination, Special Consideration or Withdrawal without Academic Penalty.

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<sup>1</sup> Accreditation requirements stipulate supervised examinations for all Priestley units.

<sup>2</sup> *Assessment Guidelines* cl 27.

<sup>3</sup> *Ibid*, cl 10.

<sup>4</sup> *Ibid*, cl 13.

<sup>5</sup> *Ibid* cl 7.

<sup>6</sup> School of Law, *Assignment Extension Policy* cl 3.2.6. Examinations and assignments are designed to assess distinct skills. Examinations require prepared students to apply knowledge and skills developed across the trimester within a short time frame.

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## Take-Home Examinations template UO information

### Examination

**Must Complete:** Yes

**Assessment type:** Take-home Examination

**Release date and time:** [date] The take-home examination will be released via the Unit's Moodle site Assessment tile.

**Submission time and date:** [date] Answers must be submitted via the Unit's submission portal in the Assessment tile.

**Examination completion window:** [48 hours]. The deemed working time for this examination is [three] hours and fifteen minutes. Take-home examinations are designed to be completed to passing standard by an appropriately academically prepared student within [three] hours and fifteen minutes' working time. Students are advised to prepare for the examination throughout the trimester.

**Weight:** 50%

**Aligns to Learning Outcomes:** 1,2,3,4

**Assessment criteria:** Will be provided via Moodle.

**General expected feedback available:** General feedback will be posted on Moodle

The Examinations page has important information about examinations, including your responsibilities as a student in relation to exams, information about examination dates and special exams, and links to whom to contact if you have queries.

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## Take-Home Examinations template Cover Sheet

Please see below.

[LOGO]

# UNIVERSITY OF NEW ENGLAND

## TAKE-HOME EXAM

**UNIT CODE:** LAWxxx

**UNIT NAME:**

This exam is worth xx% of the available marks for this unit.

**DATE OF RELEASE:** xx June 2020

**TIME OF RELEASE:** 12.00 am

**WINDOW OF COMPLETION:** xx hours

**SUBMISSION DUE DATE AND TIME:** xx June 2020, 11.59 pm

Submission time is NSW time, regardless of your local timezone.

**WORD LIMIT:** 3000 words

This exam is expected to take appropriately prepared students approximately [3.25] hours to complete.

### INSTRUCTIONS FOR CANDIDATES:

- Candidates must not distribute this examination paper or discuss this examination with anyone during the completion window.
- Your examination answer must be submitted via the examination submission portal on Moodle.
- Please state your word-count on page 1 of your answer document.
- Maximum word limit excludes footnoted references.
- Referencing of all sources is required but strict AGLC compliance is not required.
- The document that you submit is the document that will be assessed. You are strongly advised to ensure that you submit the correct document.

**THIS IS AN EXAM, NOT AN ASSIGNMENT. EXTENSIONS ARE NOT AVAILABLE UNDER ANY CIRCUMSTANCES.**

THE UNIVERSITY CONSIDERS IMPROPER CONDUCT IN EXAMINATIONS TO BE A SERIOUS OFFENCE. PENALTIES FOR CHEATING ARE EXCLUSION FROM THE UNIVERSITY FOR ONE YEAR AND/OR CANCELLATION OF ANY CREDIT RECEIVED IN THE EXAMINATION FOR THAT UNIT.