ONLINE OPEN BOOK EXAMINATION

FACULTY OF BUSINESS AND LAW

School of Economics, Finance and Accounting

Guidance for students taking Online Exams

Ensure you have fully read the instructions, rules and guidelines on the exam paper before you begin.

In the event that you are not able to complete the exam due to extenuating circumstances, you should request a deferral by contacting your faculty registry team prior to commencement of the exam. You can access details about the deferrals process and the form that needs to be completed at the following link: Extenuating Circumstances

Timing and arrangements of the online exam

1. Please refer to the online examination timetable for the date and time of your online open book examination.

2. The start and finish time of your exam will be shown on the exam timetable. You can access the exam timetable at the following link: Exam Timetable

3. Exams will open at 09:00 (UK time) and close at 13:00 (UK time).

4. If you are a student who has extra time (IEA), your timetable will have been sent to you directly with your start and finish times stated. This information will also be sent to your Module Leader. **Please contact your module leader**, in advance of your online exam, to ensure they are aware of your IEA.

5. Exams will be hosted in Aula. Your module leader will advise where to locate your exam. Please raise with EFA Registry Support (efareg.fbl@coventry.ac.uk) prior to the exam period, if you do not have access to the appropriate module Aula space to take the exam.

6. You are not expected to spend the full time period that the exam is open working on the exam. The long period is intended to accommodate students working in different time zones.

7. The exam paper will state a recommended duration of time to spend on the exam. It will be possible to achieve grades across the whole range available by adhering to the recommended time (and where applicable word count). The expectations of the exam are such that going significantly over the recommended time frame (or word count) will not be necessary or advantageous.

8. No paper copies are required.

9. Instructions regarding how to complete the examination (including the number of questions you should attempt) are contained within the exam paper.

10. If you do not submit a copy of your attempt through the submission link, you will be recorded as absent.

11. All work submitted after the submission deadline will be given a mark of zero (there is **no** 24 hour grace period for online exams). Ensure you do not leave it until the last minute to upload your exam, as you could exceed the duration.

12. Please ensure that you have submitted your work using the correct file format. Unreadable files will receive a mark of zero. Microsoft Word and PDF document are both accepted. Files saved in .pages format cannot be accepted.

13. When submitting your work please include as part of your document filename, the course code and your SID (e.g. 5123ECN Exam December 2022 SID 12345678).

14. Unless stated otherwise on your exam paper, where necessary you can take photos of complex equations, graphs, tables or charts that are handwritten on paper, and upload these within your MS Word document. Text used to critically discuss the equations, graphs, etc., should be typed in MS Word so this can be checked by Turnitin.

15. Please ensure you save your attempt regularly as you are working through exam questions.

16. You will only be permitted to submit your attempt once. A similarity report will not be visible.

17. Upon submission of this assessment, you are declaring this is your own work and has not been copied in part or in whole from any other source except where duly acknowledged.

18. If you have any problems submitting your work through Turnitin, please email a copy of your work to the Module Leader **before 13.00 (UK time)** (or your extended finish time if you have an IEA) on the day of your exam.

19. If for any reason the Module Leader needs to make an announcement during the exam, this will be on the module Aula Community space. Please check this during the exam.

Plagiarism and Collusion Warning

This is an individual assessment, it is important that you do the assessment yourself, or you may be suspected of academic misconduct. You must not communicate with other people; if you need help during the assessment, contact your module leader via email.

It is not acceptable to copy from another source without acknowledging that it is someone else's writing or thinking. This includes using paraphrasing as well as direct quotations.

Copying another student's work, using previous work of your own, or copying large sections from a book or the internet are all examples of plagiarism and carry serious consequences. If you have any questions about plagiarism and collusion, please raise these with the module leader before the exam takes place.

Use of materials during the exam

You are permitted to use any appropriate resources in order to complete the assessment (e.g. books, articles, cases, etc.).

The assessment is designed to replicate an examination – there is no requirement for full footnote/in-text references. There is no requirement for a bibliography or reference list. However, please note the plagiarism and collusion warning above.

Exam Support

Your module leader will be available by email during the exam to clarify any issues relating to the exam paper. The availability times will be confirmed with you by the module leader. You can use email to ask the module leader questions during the exam, but not to discuss the exam questions and answers. The module leader will not be able to answer any questions about the subject, but will be available to clarify general issues relating to the exam paper. Do

not use Aula or MS Teams to contact the ML during the exam, instead use your official university email.

If you experience any technical difficulties during the exam, please contact IT Services (024 7765 7777 – select Option 1, or email servicedesk.its@coventry.ac.uk), and ensure that you take a screenshot in order to evidence the problem.

If you are unable to complete the exam due to extenuating circumstances, contact faculty registry facultyregistry.fbl@coventry.ac.uk to request a deferral. As this is an exam, you will not be able to request an extension.