

Open Assessment Hand-out

- Usually handed out on the Thursday evening
 - Enables you to ask questions on the Friday;
 - Signed for on Friday;
- There are deadlines for assessments:
 - Usually 6 weeks until hand-in
 - Hand-in by noon (usually on a Wednesday), receipt given by Departmental Office
- Be aware may have multiple assessments open at a time
 - Will try to minimise number of these

Assessment Instructions 1

- Rule of the Game is simple: ***within the time [and page count] allowed, score as many as possible of the available marks***
- So why is it so many students seem to use the following rules?
 - don't read the question properly
 - spend half the total time on the first question you answer
 - write down all you can about the first word you see that you know something about
 - whenever possible go off at tangents
 - never look back to make sure you are still answering the question as asked
 - spend twice as much time on the parts carrying five marks as on those carrying 15 marks
 - when in doubt make it up
 - avoid using judgement
 - avoid showing how you got to your answer in a calculation

[ref: How to win as a Student]

Assessment Instructions 2

- Follow them! Especially:
 - Answer the questions:
 - ◆ You do not get credit for intelligent irrelevancies;
 - Length:
 - ◆ Keep to the limit
 - ◆ Tailor your length to the mark allocation: we really try to judge marks to length
 - Time:
 - ◆ Try to stick to the time: we have had over 10 years experience at setting assessments and try to set to the time available
 - Make it clear which question you are answering:
 - ◆ If there are 4 questions, number your sections 1, 2, 3, 4;
 - ◆ No need for introductory sections, or general conclusions, unless asked for:
 - This is not a commercial report

Open Assessment Hand-in

- Your examination number must be written on the front of your submission and each answer page
 - You must not identify yourself in any other way

- Part-Time Students hand in by post or electronically
 - details given at front of each assessment

- Open Assessment Hand-in
 - Penalty scheme for lateness
 - ◆ Beware harsh penalty after 2 days
 - See student handbook for details
 - ◆ We will only mark what is handed in:
 - Beware of handing in incorrect electronic versions