



**NILAI UNIVERSITY**

**TAKE-HOME EXAM**

**STUDENT'S GUIDE**

**(updated 4 September 2020)**

## 1. General Information

In response to the Covid-19 pandemic, the University has decided to replace face-to-face examination with **Take-Home Exam**.

## 2. What is a Take-Home Exam?

A take-home exam is an exam which you take in your own space (e.g. at home), by downloading the paper and uploading your answers via the internet. The exam is taken under 'open book' conditions, meaning that you have access to your notes, course material, the internet and any books or other resources you may wish to consult. Take home examination test your ability to quickly find relevant information and to understand, analyze, apply knowledge and think critically.

The exam will be time-limited. The time between the release of the question and the deadline for submitting your completed exam script **is measured in hours, up to a maximum of 72 hours, depending on the subject requirements.**

You are not expected to spend all the hours working on your answers, this time is provided to give you time to access the paper, write your answers, and submit your completed script. For some exams, there will be a maximum word limit for each question or the exam as a whole, to help you manage your time; numeracy-based questions will not have a specified word limit.

Students are expected to follow these guidelines, unless they conflict with the lecturer's written instructions appearing on the exam question paper. Failure to follow these guidelines may result in a grade reduction or academic misconduct.

## 3. Take-Home Exams Preparations

### 3.1 Prior to the Examination

- 3.1.1 Students are required to refer to the Final Examination schedule released by the Exam Unit on Moodle.
- 3.1.2 Students need to complete **Take-Home Exam Registration Form** before the start of the examination period.
- 3.1.3 Students are required to inform respective lecturers/ Head of School of clashes within THREE (3) days after the Final Examination schedule is released.
- 3.1.4 Kindly ensure that you are able to access your official Nilai University email.  
Link: <https://login.microsoftonline.com/>  
Username: n<studentid>@students.nilai.edu.my  
(e.g.: n00018166@students.nilai.edu.my)  
If you have forgotten your password, please email to [ithelpdesk@nilai.edu.my](mailto:ithelpdesk@nilai.edu.my) to reset your password.

- 3.1.5 Kindly ensure that you have settled your semester fees to avoid being barred from the examinations. You may check your statement balance via Campus Finance in the Campus Management System (CMS).

### 3.2 Examination Day

- 3.2.1 Students are required to be ready in front of their desktop/laptop/smartphone at least THIRTY (30) minutes before the exam start time.
- 3.2.2 Students to ensure permitted reference materials are ready.
- 3.2.3 Lecturers will distribute the Take-Home exam questions via Moodle/MS Teams/ /Email THIRTY (30) minutes before the exam start time.
- Note:
- i) Online type assessment via Moodle/MS Teams will follow the standard examination start time.
  - ii) Email take-home exam questions will be delivered to the student's official Nilai University email.
- 3.2.4 Students are required to answer the Take-Home Exam within the stipulated time and to comply with all guidelines and instructions given by their respective lecturers.

### 4. Take-Home Exams Regulations

- 4.1 Students are NOT ALLOWED to discuss with anyone else. The questions must be answered individually. The lecturers may report to the University if they find the students are doing so.
- 4.2 For examinations with limited time duration (between 1-5 hours) students are required to switch on the camera of their laptop or desktop while taking the examination. The camera should be focused on the student and the paper. In the absence of a laptop/desktop camera, students may use their mobile phone camera.
- 4.3 Where the lecturers suspect complicity, copying or cheating, the lecturers have the right and ability to carry out a verbal testing to verify the student's work. In cases where it is not possible to carry out verbal testing, students can be asked to retake the take-home exam.
- 4.4 **Plagiarism is an offence.** University guidelines on plagiarism will apply. Turnitin index should not be more than 10%, otherwise zero mark will be awarded.
- 4.5 A penalty will be imposed and enforced for exceeding a word limit. The purpose of this standard is to ensure that those who abide by word limits are not prejudiced in doing as a result of others' writing beyond word limits and not being penalized.
- 4.6 All exams submitted are final. Students will NOT BE PERMITTED to submit any additional work or alternative version, even if time is still remaining. Only the initial submission will be forwarded for grading. Your answer MUST be submitted within the stipulated time.
- 4.7 Failure to submit your answers within the deadline given may result in the award of **zero marks**. The clock starts at the time of Exam day with the due date (within the stipulated time).
- 4.8 Students are required to safe keep the Take Home Exam answer accordingly.

## **5. Frequently Asked Questions (FAQ)**

We understand that these arrangements may be unfamiliar and confusing for some students. Below is a set of FAQs. If you have a question that is not answered here, please get in touch with your School contact as early as possible.

### **1. Can I work with other students to do the exam?**

- a. The exam script should be your own work. You are expected to undertake the exam on your own and without collusion, i.e. without assistance from other people; without collaborating or discussing with anyone else; without sharing answers (including on social media). Normal processes (e.g. Turnitin) will be used to check that submissions do not draw from other people's work in an inappropriate way.
- b. If a lecturer has reason to believe that you have collaborated with other students, this may be treated as academic misconduct.

### **2. Will there be a maximum word count for my exam script?**

- a. For some exam papers (e.g. essay-based exams) a maximum word count will be specified, either for the whole exam or per question. The maximum word count, if there is one, will be stated on the exam paper.
- b. For numerical-type of exam papers, a word count would not be appropriate and so will not be specified on the exam paper.

### **3. Where should I take the exam?**

- a. You should try and find a quiet space where you will not be disturbed. A bedroom or study is ideal, but a quiet space in a shared room may also be suitable. You may find headphones useful for blocking out external noise.

### **4. How long is the exam expected to take?**

- a. In general you will be given up to a maximum of 72 hours (THREE (3) days) to submit your answers. However, it depends on the respective courses. Therefore, you have to make a submission within the stipulated time. There is absolutely no expectation that you spend all that time on the exam.
- b. The time allocation is to allow time for you to access and download the exam paper, consult any reference material if that is appropriate to your type of exam, check your responses and prepare and upload your script (please remember to keep a copy of your submitted exam script for yourself). How long you spend on the exam is up to you, but for some exams there will be a maximum permitted word count which will help to guide time spent. For numerical-based questions, you are encouraged to spend no more than two hours in addition to the original time for the unseen exam.
- c. You are not required to complete the exam in one sitting and you are free to take breaks as required. Please bear in mind that you may have more than one exam in a week, therefore you will need to manage your time accordingly to make time for sleep, meals, caring / family responsibilities, exercise etc.

**5. How should I prepare for the exam?**

- a. You should prepare for the exam in the normal way, by revising the course material. In addition, you may want to prepare your notes, textbooks, handouts, website bookmarks etc. to make it easier to use them during the exam. You should also plan in advance to make sure that you have a quiet place to take the exam.

**6. Can I consult the internet and other resources when I'm doing the exam?**

- a. Yes. You can consult any notes you've made on the course, any course material, any previous assignments you have completed, any books or articles, any internet source, and anything else you find useful. When using internet sources, it is important to think critically about the information you are using, e.g. the reliability of the author, and the validity of the claims being made.
- b. As with any assessment, plagiarism – passing other people's work off as your own – is strictly forbidden. You are advised to do a proper citation and avoid plagiarism. Normal processes (e.g. Turnitin) will be used to check that submissions do not draw from published work in an inappropriate way. The University's standard procedures for dealing with academic misconduct will still apply in the case of take-home exams.
- c. For essay-based questions, you should provide references where appropriate (but you don't need to reference lecture/tutorial notes and accompanying slides etc).
- d. For numerical-based questions, referencing is not applicable and therefore not required for completing your exam.

**7. Will the exam be marked differently from a standard exam?**

- a. The exam will be marked according to the marking scheme prepared in advance and moderated.
- b. The preparation of examination questions and marking scheme is still following the University's Standard Operating Procedure.

**8. What happens if I can't take the exam?**

- a. We expect all students to take their exams. If due to exceptional circumstances you are not able to take the exam, you will be able to submit a case for mitigating circumstances. If you have reason in advance to think you won't be able to take the exam, please get in touch with your Head of School/Department.

**9. What if I am sick and unable to complete the take home exam within the stipulated time?**

- a. Medical certificate or medical report must be submitted to your subject lecturer before the submission deadline. It is upon your lecturer to award an extension or otherwise.

**10. What happens if I submit my completed exam script after the deadline?**

- a. Late submissions that are not due to problems with technology or accepted mitigating circumstances will be treated as non-submissions, and **ZERO marks** will be awarded.

- b. If you are facing difficulty in uploading your completed script on time, you should provide evidence (example: take photo of your answer script) and submit to your lecturer by other means (example: whatsapp) before the submission deadline. You are still required to submit your answer following the stipulated method immediately after your technical issue is resolved.

**11. What if I have questions regarding exam instructions or content?**

- a. If you have questions regarding the exam instructions or the exam questions themselves, please notify your lecturer within the first 30 minutes of the exam questions release.

**12. Will I get feedback on my exam script?**

- a. The University's policy on feedback on exams applies also to take home exam scripts: there is no individual feedback, but generic, whole-course feedback may be provided in due course.