

Exams in 2022

Briefing for First-year Students

Wednesday 27th April 2022

By the end of this session, you will know:

- ✓ About online exams and how to use the Alternative Exams Portal
- ✓ How to prepare for online exams
- ✓ About exam boards and progression
- ✓ What support you can access

Progressing from Year 1 to Year 2: criteria for progression

- ▶ Your marks for Year 1 do not impact on your degree classification: this is a qualifying year. Year 2 and Year 3 each carry 50% weight for the classification of your degree.
- ▶ Your marks are considered by the June Exam Board. To progress into Year 2, you must achieve passes in all required core modules, and achieve an overall mark of 40% in the minimum number of CATS required by your degree regulations (see Handbook).
- ▶ Full exam conventions can be found on the [University website](#).
- ▶ **It is very important that you submit documentary support for any mitigating circumstances affecting your exam performance (before or during exams) via the personal circumstances tab on Tabula before the examination boards begin to meet, which usually begins in the last week of June.**

Progressing from Year 1 to Year 2: resit exams

- ▶ If the June Exam Board determines that you are not permitted to proceed, but you have achieved an average of at least 40%, you are required to resit all failed required core modules in September. You are permitted to resit any failed module.
- ▶ All resit marks are capped at 40% and the module mark is based 100% on the resit examination.
- ▶ If you fail your resit exams, you may be required to withdraw from your studies and you may be considered for an exit award
- ▶ You may defer all your exams to September (sit as a first attempt) if the department's Senior Tutor recommends this

Preparing for online exams: Overview

- ▶ Exam timetable
- ▶ Revision
- ▶ Workspace
- ▶ Equipment, devices and software
- ▶ Photographing and inserting handwritten work
- ▶ Mathematical expressions
- ▶ Economics Year 1 Mock Exam Paper

Preparing for online exams: exam timetable

- The University's exam timetable was released on Monday 25th April
- Your personalised exam timetable is now shown on your [Alternative Assessment Portal](#)
- You are encouraged to make a revision plan for all your modules.

Preparing for online exams: revision

The revision process has several phases

- ▶ Make sure you have full lecture notes.
- ▶ Use Lecture Capture videos if needed.
- ▶ Make sure you can answer questions and problems set during your module. Check you fully understand the answers.
- ▶ Consider using study groups
- ▶ Make use of Advice and Feedback hours
- ▶ Try to explain the material to yourself or someone else.
- ▶ Know your rubric for each module and how marks are allocated. These will all be available in advance from the [Exam Resources](#) page.
- ▶ Check past papers

Preparing for online exams: your exam workspace

- ▶ Arrange a suitable workspace in which to take the exam.
- ▶ Make sure others in your household know your timetable and those periods in which you should not be disturbed.
- ▶ Consider using headphones if you feel this will help you.
- ▶ Consider asking others to minimise internet usage during that time, and particularly at the start and end of your exam, when you will be downloading your exam and then uploading your answers.

Preparing for online exams: equipment, devices and software (1)

- ▶ Make sure you have some means of keeping track of the time.
- ▶ Collect together materials for hand-writing equations and drawing figures: paper, a black or blue pen, and a ruler.
- ▶ Check that you have the use of a device (PC, laptop) for completion of your exam paper.
- ▶ Check that the device you are planning to use does not have any pending system updates that may cause it to slow down or reboot during the exam.
- ▶ Check that the device you are using has a good internet link.

Preparing for online exams: equipment, devices and software (2)

- ▶ Your exam papers take the form of a *Combined Assessment Paper and Answer Booklet* Word document.
- ▶ You are expected to type your answers, apart from longer mathematical expressions and figures/diagrams.
- ▶ Please ensure you are familiar with MS Word.
- ▶ In order to minimise any potential issues when accessing exam papers, the minimum version of MS Word recommended is Word 2016. To check the version you are using, follow these steps:
 - ▶ Open Word and create a new document.
 - ▶ On Windows click File < Account, then look under Product Information
 - ▶ On MacOS, on the top menu, click Word > About Word.
 - ▶ If the version is earlier than 2016 (if it says MS Office 365, this is Word 2019), please update your MS Office package following the guidance here: <https://warwick.ac.uk/services/its/servicessupport/software/microsoft/o365/proplus>

Preparing for online exams: photographing and inserting handwritten work

- Make sure you have some means of taking photographs of your work and being able to paste these into your answer script.
- Draw diagrams by hand on paper using blue or black ink (or a very dark pencil that you have tested beforehand and shows up clearly when photographed and inserted into a Word document).
- It is advisable to use a ruler for straight lines
- Please label diagrams. A suitable label would be, for example, Q2 Figure 1.
- Compress your images
- If you have text before/after a diagram, this must be typed directly into your Word document and must not be hand-written.
- Practice these skills in the Economics Year 1 Mock Exam Paper.
- You will find instructions on how to insert images into your Word document on the [Exams Resources](#) page

Preparing for online exams: mathematical expressions

- ▶ The process of photographing and inserting material should only be used for larger mathematical expressions and figures.
- ▶ Small mathematical notations should be included in your paragraphs.
- ▶ Check which software you can and prefer to use to insert simple mathematical expressions. A sensible choice would include one of:
 - Equation Editor (which is in all versions of Word)
[Video on using Equation Editor](#) - a short video aimed predominantly at symbols and short expressions being inserted within text. For longer equations or sets of expressions, see the guidance below on MathType
 - MathType (if you have it) (but does not work on Macs with Catalina)
[Video on using MathType](#)
 - Insert > Symbol and superscript/subscript.
[Video on using symbols](#) - this process is less sophisticated but will get you Greek letters and other symbols, plus the ability to super/subscript terms.
- ▶ **Practice using your chosen method for simple expressions and symbols**

Preparing for online exams: Economics

Year 1 Mock Exam Paper

- ▶ We strongly advise that you access the **Economics Year 1 Mock Exam Paper** produced by the Department to practice adding short and more complex mathematical expressions, inserting images and compressing files.
- ▶ The Economics Year 1 Mock Exam Paper will be available each day at 9.30am on your AEP from 2-13 May inclusive. We have given it the code EC1011.
- ▶ We will provide you with feedback for your first attempt at the mock AEP paper if you attempt this between 2-6 May. The feedback will be limited to warning you about technical errors.
- ▶ The University also provides a trial AEP assessment (not discipline-related) on a couple of dates. You will receive notification from the University when these are ready.

Exams Support available: Exam Resources web page

- ▶ The first place to check is our [Exams Resources page](#)
- ▶ Here, you will find a range of useful resources which you should look at in preparation for your exams
- ▶ It includes:
 - ▶ A copy of these slides
 - ▶ FAQs on exams
 - ▶ Formula sheets where appropriate
 - ▶ Statistical Tables
 - ▶ Videos for how to use equation editor and MathType
 - ▶ How to insert diagrams into your Word document
 - ▶ University advice on how to complete assessments on the new Alternative Exam Portal (AEP)



Support during exam time

The exam period can be challenging



Department Support available

Student Wellbeing and Progression Officers:

Y1- Orla Whelan-Davis

Y2 & Y3- Tina MacSkimming

Personal Tutor, Year Tutor (Jose Corpuz, Han Zhang, Eleanya Nduka), Senior Tutor (Amira Elasra)

Our role: pastoral support, advice for mitigation submissions.

Email: economics.wellbeing@warwick.ac.uk

Further sources of support

- ▶ Your module Moodle pages for module content
- ▶ [Pastoral support and wellbeing](#) departmental sessions
departmental sessions
- ▶ Academic Staff via [Advice and Feedback hours](#)
- ▶ Joint Degree students: Isleide Zissimos and Ram Govindaswamy
- ▶ [Wellbeing Support Services](#)
- ▶ [Economics Handbook](#) for degree regulations and other information
- ▶ The UG Office: economics.ugoffice@warwick.ac.uk

Online exams for Summer 2022

- ▶ Exam period – 16 May – 23 June 2022
- ▶ All online, with most exams accessed through the [Alternative Assessment Portal \(AEP\)](#).
- ▶ There will be online invigilation throughout each examination
- ▶ Download Word exam papers through AEP, into which you type your answers into editable sections.
- ▶ Your exam paper is then downloaded by the Dept and marked.
- ▶ We have created a Your Modules webpage with full rubric/set of instructions for each exam. **Please read through these in advance.**
- ▶ Demonstration of AEP at the end of this session as a reminder

Online exams: Timings

- ▶ Exams will start at either **9.30am** or **14.00pm** UK time, accessed through AEP.
- ▶ Each exam has a duration of either 3 hours, 2 hours or 1.5 hours.
- ▶ Some exams have an additional 15 minutes' reading time which will be clearly marked.
- ▶ If you have previously arranged it with Wellbeing Support Services, you may see extra time has been allocated for your exam.
- ▶ All students have an additional 45 minutes to allow for uploading images and typing.

Online exams: resources permitted

- There are no restrictions on resources you are allowed to use but time is limited so you will not have time to search for or use a wide range of resources during the exam.
- ▶ We expect scripts to conform to typical exam answers, which will tend to have fewer explicit references to others' work compared to coursework assessments.
- ▶ The best scripts will:
 - express ideas in your own words and avoid quoting others' words, with or without citations;
 - demonstrate understanding and mastery of the material such that they do not have to refer to resources (or do so only to check particular points);
 - reflect deep understanding and thorough knowledge, having done sufficient advance revision that there is little need to refer to resources.

Online exams: academic integrity

- Being in contact with other students during online exams is not acceptable
- Sharing questions/answers during exams is not acceptable
- Reproducing your own work in another assessment or the work of others without citation is not acceptable.
- ▶ Be mindful that plagiarism checks will be run, so you must use your own words
 - All submitted exam papers will go through Turnitin
 - We will have the scope to set random oral examinations on modules
- Within the AEP you will be asked to tick a box to indicate that you have read and understood our academic integrity expectations
- Breaches of [academic integrity](#) are dealt with severely by the University

Online exams: difficulties before and during the exam

- If you experience an unforeseen problem either just before or during an online exam, such as a power outage, or a sudden illness/accident, you must immediately report this via the Tabula Mitigating Circumstances function.
- If you are still able to submit your work on AEP within the given time, you should do so.
- ▶ If you have experienced a problem and are unable to submit your work on AEP within the given time, you should submit your paper along with your mitigation evidence through the Mitigation Circumstances function in Tabula.
- Please do not email individual members of staff about the issue or send them your work.
- The Exam Board for your course will then take your issues into account when considering your exam performance.

Online Exams and AEP: submitting your paper

- ▶ You are responsible for the papers you upload; you must ensure you submit the correct papers.
- ▶ You must submit your exam paper as a Word document; do not convert it to another format.
- ▶ If you have more than one file to upload (some exam papers with multiple choice elements ask you to submit answers on an Excel file as well as the Word exam paper), you may upload them at the same time or one after the other.
- ▶ Once you have submitted and signed off your paper you will not be able to withdraw and replace it.
- ▶ AEP will not permit you to submit and upload your exam paper after the designated time for your exam has expired.

Online exams: common pitfalls

Some of our students make the following mistakes on AEP

- Uploading a PDF not a Word document.
- Uploading a non-Word document e.g. a Macbook document.
- Uploading the question paper, not the answer booklet.
- Including non-JPEG images which cannot be compressed (this makes the document massive and crashes the system).
- Uploading blurred images.
- Not inserting all images.
- Not compressing the JPEG images.
- Uploading the wrong document.
- Not leaving sufficient time to format a document properly and check it through before submitting.
- Not checking that the final version of the script has been submitted on AEP.

Demonstration of Alternative Exams Portal