

## ? What is an online open book assessment?

“Open Book” refers to a take home assessment with a duration of up to 24-hours (or longer in some cases). When you take an open book assessment online, you will be sitting alone (most likely at home) using an internet-connected computer to log in to Canvas to download the paper. As you type your response, you will be allowed to consult reference materials including text books, lecture materials, your own notes, revision aids and online resources. When you're finished, you will then upload your response in Canvas within the allocated timeframe.

Remember, **a 24-hour online assessment, does not mean that you work on it for 24 hours!** The time is provided to accommodate everyone's different circumstances and offer you more flexibility to complete it. Your School will advise you on how long the assessment will take.

If you are taking an open book assessment during Semester 2 AY 20/21, there are a number of things to consider in order to be prepared:

### 01 Application of skills & deeper knowledge

The focus of the assessment will most likely call for **critical thinking skills**, deeper knowledge, synthesis of information and application of your skills, rather than memorisation of facts.



### 02 Study & Preparation

Seek **clarity** from your lecturer or module coordinator on the open book assessment if you have any queries or concerns about it. If you need to ask any questions or check any details get in touch, they are there to help.

It is important to plan and prepare in advance as spending time searching for content during the time allocated could result in a surface level submission. Preparation should include already **having notes reduced or indexed, key sources and literature read and revised in advance**, and extra reading already downloaded and summarised.

Open book assessments still don't mean you've time to pour through an entire textbook, so having references for where topics/examples can be very useful.

Look at this [Top Tips for Productive & Healthy Study](#) guide for more information



Tell your **family members / housemates** when you have the assessment, and ask that they be as quiet as possible and try not to download or live stream any content (so as not to overload your bandwidth).

Get the **specific contact details from your School** about what number to call or what email address to get in touch with should you encounter any technical difficulties during the assessment. Put it on a post-it on your wall just in case you might need it.



It may sound obvious, but be as **prepared and ready** for the open book assessment as you would for a face-to-face exam. Get plenty of rest, and ensure you're up early to get ready.

## 03

## Before the assessment

Set-up your own **private assessment workstation/ area** so that it is uncluttered. Make sure that you have everything you need and that you know where everything is.

You will need to **create your own exam conditions**, so make sure you pick a quiet place with good internet connection where it will be possible to stay focused, and make sure you bring **water and snacks!**



Try to **avoid any usual online distractions** and close any tabs in your browser that you won't need and close any programs you don't need to have open.

If possible **mute all notifications** such as social media pings or alerts from other platforms/software and put your phone on silent!

## 04

## During the assessment

Read the **instructions** carefully (noting any word limits) as well as the submission requirements. Consider making a **plan/outline** to structure your thinking before answering the questions posed. (If you need to handwrite any responses as part of specific courses, or due to personal circumstances, instructions on how to do this will be provided by your lecturer).

**Manage your time**, ensuring you are answering the questions posed and allow time to submit or upload your assessment through Canvas. Monitor your time, use a timer/alarm on your phone to set regular alerts and keep you on track (e.g. 1 hour in, 30 mins to go etc.)



It is vital that you **submit by the deadline** as late submissions cannot be accepted, so inform your School immediately if anything does go wrong during the assessment (e.g. you become ill or you have a technical issue, like your internet going down etc.).

Remember to try to stay as **calm, relaxed and focused** as possible, and most importantly, **GOOD LUCK!**

**NOTE:** As with any assessment, plagiarism and collusion are never permitted. Please refer to [University regulations relating to academic offences and plagiarism](#)