

STEPS TO PREPARE FOR AND COMPLETE YOUR ONLINE OPEN BOOK FINAL EXAM

STEP 1:

Be Familiar with Exam Format



STEP 2:

**Optimise your Exam Space and
Prepare in Advance**



STEP 3:

**Check
Hardware/Internet Requirements**



STEP 4:

**Check Software Necessary to
Complete Your Exam**



STEP 5:

Identify Your Moodle Exam Page



STEP 6:

Access and Complete your Exam (On the Day/Time of your Exam)

- **Log into your Moodle Exam Page Download your exam.**
- **Complete your exam.**
- **Upload your Solutions File(s) to your Moodle Exam Page.**

STEP 1: BE FAMILIAR WITH EXAM FORMAT

General Information

- (a) An Open Book Final Exam is a timed exam that allows students to use textbooks, lecture notes, personalised course notes, visual memory aids and other reference materials decided by your lecturer/examiner.
- (b) An Online Open Book Final Exam is set up on a dedicated Moodle Exam Page which can be accessed by logging into Moodle using your personal log in details. .
- (c) Please read the following Preparation Guide for Students which may help you to prepare for your Exam: [Open Book Exams – Preparation Guide for Students](#)
- (d) You will be required to download, read and sign a Plagiarism Statement. At the end of the exam you are required to upload an image of the Plagiarism statement along with your solutions.
- (e) A copy of the Plagiarism Statement is available at: [Plagiarism Statement](#)
- (f) All reasonable accommodations will be accommodated in accordance with TUS Policy. If you have a reasonable accommodation and any queries, please email exams.midwest@tus.ie
- (g) TUS Exams Timetable available [here](#).



STEP 2: Optimise Your Exam Space and Prepare in Advance

General Requirements

- (a) You will need a dedicated space to create an environment suitable to taking your Open Book Exam.
- (b) The space should be free from noise.
- (c) The space should not be accessed by any third parties for the duration of the exam.
- (d) Your PC/Laptop should be positioned comfortably for you to complete your Exam.
- (e) Consider if you may want to print a copy of your Exam Paper and locate a printer convenient to you.
- (f) As an open book exam, you may have resources such as Books and your Class Notes. Plan for and organise these in advance.
- (g) As an open book exam, you may develop handwritten material. Ensure you annotate (label) all with the respective Question and Part designation e.g., Qs 2 (c).
- (h) Plan for and consider how you are going to upload handwritten material. It is recommended that you use CamScanner or ScannerPro and that you downloaded to your mobile phone in advance of the exam.
- (i) Make sure You are familiar with a scanner app such as CamScanner or ScannerPro.
- (j) Then use this software on your mobile phone to take images and upload.



STEP 3: ENSURE THAT YOU HAVE ALL THE HARDWARE/INTERNET REQUIREMENTS

Hardware Requirements

- (a) Desktop Computer or Laptop (Tablets, Chromebook and Mobile Phones do not meet the requirements).

Internet Requirements

- (b) Internet speed of at least 2 Mbps download and 2 Mbps upload. You can test your broadband speed at the following link: <https://broadbandspeedtest.ie/> Hot spots are not recommended.

Help with Hardware/Internet Requirements

- (c) If you do not have the requirements specified in (a) to (c) above, please complete the Form at the following link [Open Book Exam System Requirements](#) Please complete by **Friday 3rd December**. *The Exams Office will liaise with you to identify a suitable solution.*



STEP 4: ENSURE THAT YOU HAVE ALL THE SOFTWARE NECESSARY TO COMPLETE YOUR EXAM

- (a) Depending on your Exam you may need software such as Word or Excel to develop solutions on your PC/Laptop.
- (b) Your Lecturer will inform you if there is any specialist software required for your examination.
- (c) You will need to download and familiarise yourself with a scanner app such as CamScanner or ScannerPro to enable upload of handwritten solutions.
- (d) If you need assistance with software or have any queries Email exams.midwest@tis.ie quoting your Exam title.



STEP 6: IDENTIFY YOUR MOODLE EXAM PAGE

- (a) Log in to Moodle and identify your Moodle Exam page from the title: **Exams - Module Title**
- (b) Open your Moodle Exam Page for each online open book exam that you are scheduled to undertake.
- (c) Please note that:
- this Moodle Exam page is a different Moodle page to your Module course page used during the semester.
 - the Exam will only appear in the Moodle Exam Page on the day/time of your Exam.
- (d) If you cannot see your Moodle Exam page for any online open exam that you are scheduled for please email itservicedesk.midwest@tus.ie immediately and quote the Module title.



STEP 9: ACCESS AND COMPLETE EXAM

On the Day of Your Exam

- (a) Log into Moodle
- (b) Access your Moodle Exam Page identified as: **Exams - Module Title**.
- (c) Download the Exam and complete it during the time allowed.
- (d) Read carefully the exam instructions and them for the duration of the exam.
- (e) You may develop handwritten solutions as appropriate. Where possible use clearly on lined A4 pages.
- (f) Write your K-Number and Page Number on the top right-hand corner of each page. Make sure questions are clearly numbered/labelled e.g. Qs 2 (c).
- (g) Allow sufficient time for uploading your solutions. Do not underestimate the time required.
- (h) Sign the Plagiarism Statement.
- (i) Scan or photograph each page (including the plagiarism statement)
- (j) Include your student I.D. card in the bottom right corner of each scanned page.
- (k) Place all the scanned/photographed pages in a single file, most scanner apps do this automatically.
- (l) Include your K-Number or Name in the file Name.
- (m) Upload the file to the Moodle Exam Page.

Support that will be Available During Your Exam

- You can seek technical support from itservicedesk.midwest@tus.ie or call 061 293100
- For any academic/exam queries email exams.midwest@tus.ie directly or call 061 293200 at any time.
- TUS will respond quickly with direct support.
- We recommend that you include your Contact telephone/mobile number and Module Title in Emails.