

# Preparing for and Writing Take-home Exams

Academic Learning Centre



**University  
of Manitoba**

# TRADITIONAL TERRITORIES — ACKNOWLEDGEMENT —



The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

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# Academic Learning Centre

The Academic Learning Centre serves graduate and undergraduate, full and part-time students at UM. Make an appointment with a writing or study-skills tutor or sign up for one of our many workshops, all at no charge.

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## Academic Learning Centre

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## Academic Learning Centre services

We help you strengthen your writing, studying and research skills.

- Individual tutoring
- Workshops
- Group study sessions (select courses)
- Tip sheets
- Videos
- English as an Additional Language resources

**Tutor Training - Great news! The ALC will provide online Tutor Training over the course of two days on September 19 and 26. It is free and open to all U of M students. Registration is now open!**

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# What is a take-home exam?

- Written outside of a supervised exam room
- Students have access to course materials
- Students have days or longer to submit their exam

# How are take-home exams similar to in-person exams?

- Study and prepare
- Read and follow instructions
- Maintain academic integrity

<http://umanitoba.ca/student-supports/academic-supports/academic-integrity>

# What should students expect on take-home exams?

- Access to class materials including textbooks and lecture notes
- More complex and more challenging questions
- Higher-order cognitive skills
  - Analysis
  - Synthesis
  - Evaluation

# How can students prepare for a take-home exam?

Know what to expect on the exam

- When does the exam start and end?
- How will students get access to the exam?
- How will students submit the exam?

# How can students prepare for a take-home exam?

Know what to expect on the exam

- What course content?
- What topics?
- Will content from class lectures, textbooks, labs be included equally?
- What has the instructor emphasized or stressed as important?



# How can students prepare for a take-home exam?

Know what to expect on the exam

## Format

- Multiple choice?
- Fill-in-the Blank?
- Essay?
- Short-answer?
- Problem solving?

## Weight

- Are some sections worth more marks?
- How does this affect my time for each section?

## Worth

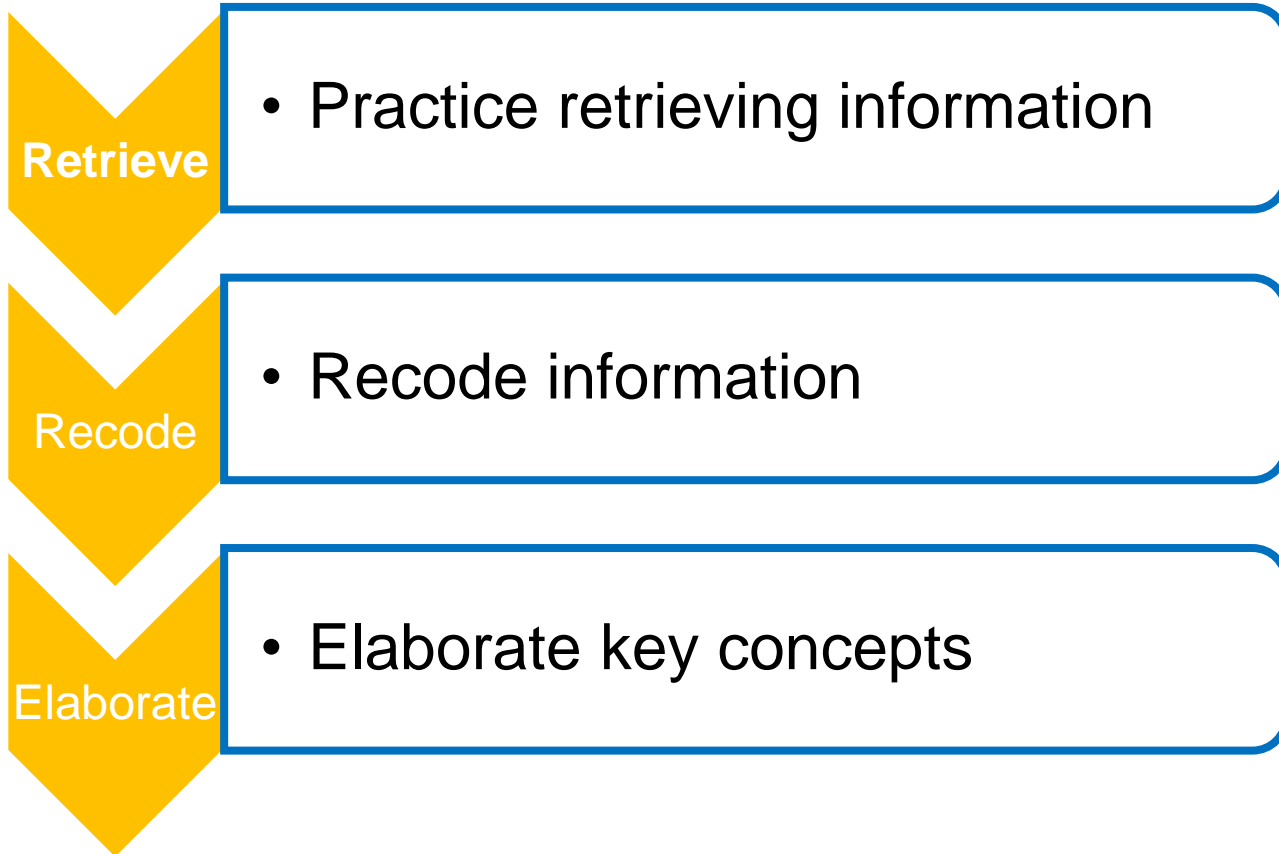
- How much is the exam worth related to my final grade?

# How can students prepare for a take-home exam?

- List topics/concepts
- Gather and organize materials
  - Lecture notes
  - Textbook
  - Slides
- Synthesize



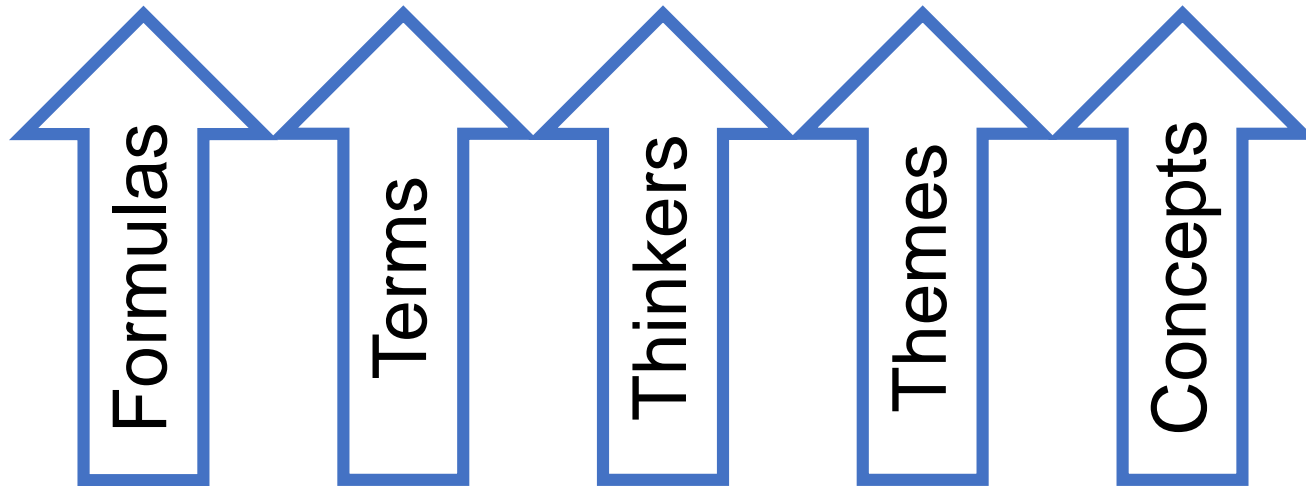
# How can students prepare for a take-home exam?



# How can students prepare for a take-home exam?

## Reference sheet

(1 page)



# How can students prepare for a take-home exam?

Prepare your technology in advance

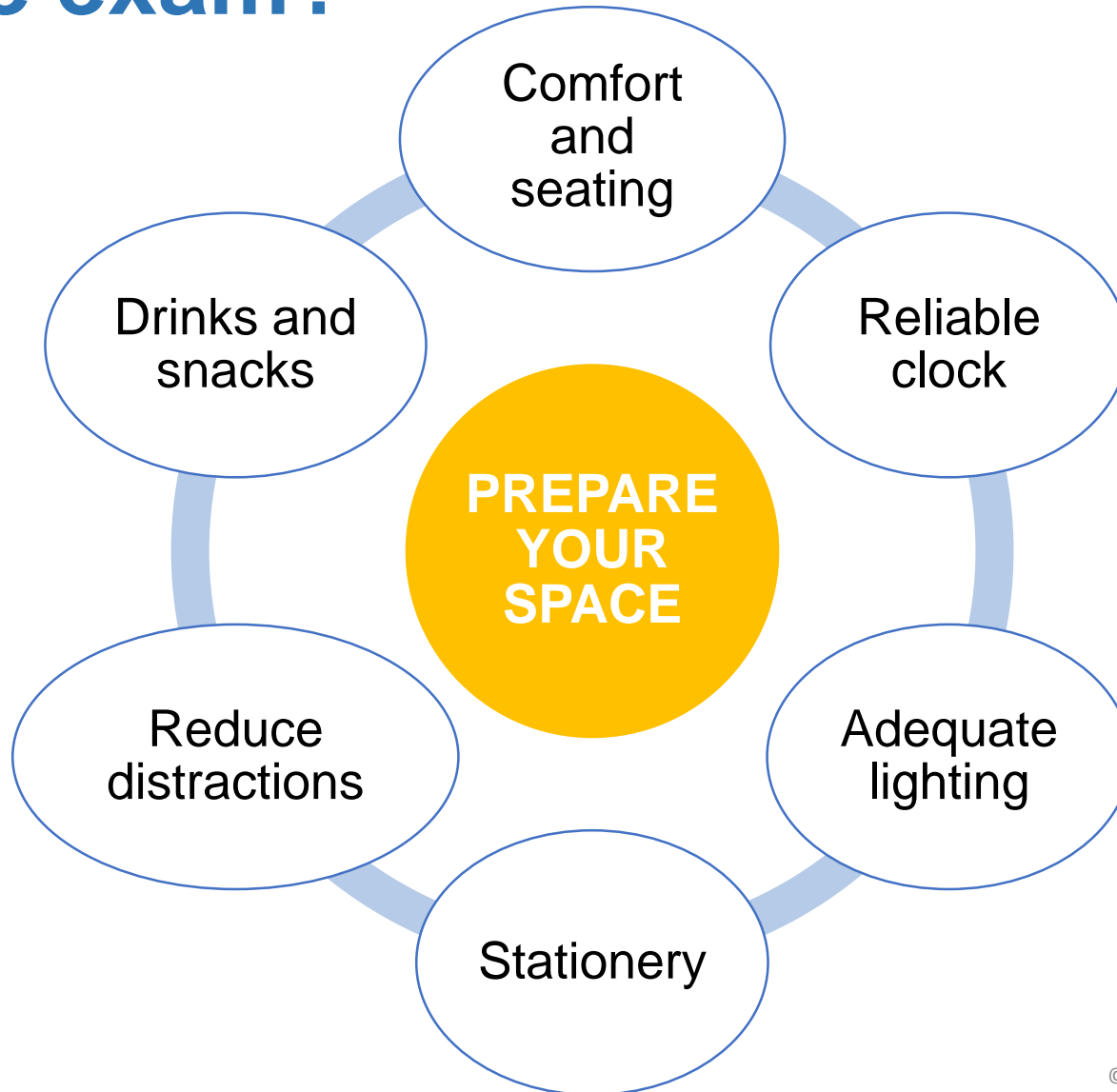
- Access your UM email account and UM Learn
- Check device compatibility
- Check bandwidth
- Use a supported browser and close unneeded applications

<http://umanitoba.ca/registrar/final-exams/final-exam-supports-students>

# How can students prepare for a take-home exam?

- Have IST contact information available
  - 204-474-8600 press 5
  - 1-844-626-1756 press 5
- Start early
- Submit early
- Communicate with your instructor

# How can students prepare for a take-home exam?



# Advice for writing take-home exams

- Don't write more than required
- Use questions to guide your responses
- Use sources effectively, but don't use more than required




# Advice for writing take-home exams

- Give yourself enough time and take breaks
- Complete your draft within the recommended time limit
- Save frequently
- Review and revise

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# Contact Details

**Academic Learning Centre**

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204-480-1481



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