

EBS GUIDE TO MAKING THE MOST OF YOUR SUMMER ASSESSMENT

For all EBS modules with summer assessments the exams are essential for demonstrating that you have met all of the learning outcomes for the module. This means that where you would have done an exam normally, you now need to complete the alternative assessment.

We have kept the assessment as familiar as possible – the format of questions and time expected to complete the assessment will be in line with the originally planned exam but you will be expected to complete these online, not in an exam hall. You will then upload your answers to [FASER](#) – in the same way you submit coursework. **It is important to note that the alternative assessment is not coursework and the work we expect you to do is comparable to what you would normally write in an exam.** Here is some additional guidance to help you make the most of your assessments:

Referencing and plagiarism

Reference source material in the same way as you would in an exam:

- ☑ Use a few key names/themes/theories that support your argument or show your understanding of the subject
- ☑ Include names and dates where possible, though you won't lose marks for not doing so
- ☑ Paraphrase where appropriate
- ☑ If you're using a direct quote you should ensure you reference correctly
- ☑ Details about referencing can be found on your EBS Student Resources page for [Southend](#) or [Colchester](#)
- ☑ There is information regarding [academic integrity on the University's FAQ page](#).

What makes a good answer?

- ☑ A good answer is clear, coherent and shows a good understanding of the subject matter.
- ☑ **Keep your workings/essay plans** as part of your final submission. It's tempting to delete them, but it helps to show what you were planning to do – how you structured your answer and how you understood the question. However, **clearly separate your actual answer from your plans/drafts.**
- ☑ You are not being marked on your spelling, grammar and use of English – markers are looking for understanding of the subject and ability to analyse. However, you may lose marks if mistakes with your use of English makes it difficult to understand what you are trying to say.
- ☑ **We recommend that you read back your answer to make sure it makes sense** and to correct any typos that have changed the meaning.

I'd like more information...

There is lot's of really useful information (which is being updated all the time) on the [University's FAQs for alternative assessment during COVID-19](#) page.

What if I don't complete my summer assessments?

As the summer assessments are compulsory, you will receive a mark of 0 (unless you have [Extenuating Circumstances](#) accepted by the Exam Board) and this is likely to have a big impact on your overall module mark. **If you can't complete your assessment** or your performance has been impacted you must complete an [Extenuating Circumstances claim](#) so this can be considered by the Exam Board. If you are unsure, you can email us for guidance regarding your specific circumstances.

The times shown on your [exam timetable](#) and [revision timetable](#) are in British Summer Time (BST). Please check online for a conversion to your local time if you will be undertaking your assessment outside the UK.

Make sure check you have access to [FASER](#) and [Moodle](#) before the summer assessments begin

Essex
Business
School



University of Essex

SUMMER ASSESSMENT 2020

GUIDE FOR EBS STUDENTS (SOUTHEND)

- ✓ **All EBS take-home assessments will take place on [FASER](#).**
- ✓ Assessment questions will be made available via [FASER](#) and **you need to** upload your answers to [FASER](#).
- ✓ Each assessment will be **open for 24 hours** and your answer paper can be submitted at any time during that 24 hour period. You are **not expected to spend 24 hours on your assessment**. There will be clear guidance on the amount of time you should spend on your answers (2 or 3 hours) and a guide to an **maximum** word count (of 2000 words for a 2 hour assessment, 3000 words for a 3 hour assessment). This word limit is not guidance on how long your answer should be but an **absolute maximum** that you must not exceed. Module Leaders may provide module specific guidance in revision lectures.
- ✓ **Prepare for your assessment beforehand in the normal way** and be ready for the assessment when it becomes available. Please do not expect that during the 24 hour assessment period you will have full online access to all the materials you may have used during your revision.
- ✓ **You are advised to look at the questions as early as possible when the exam opens – in case you have any queries.** It will take longer for EBS to respond outside of our core opening hours** (**opening hours will be published soon).
- ✓ **Do not leave submissions to the last hour** to avoid [FASER](#) high traffic times.
- ✓ You must submit one document (Word or PDF) for each assessment. Where multiple documents are submitted, only your latest version will be marked.
- ✓ You can add hand written answers (take a photo/scan and add to your document) for equations/ mathematical questions. You may also use Excel for equations and take screenshots (Ctrl+Alt+PrtScn) then paste into your document.

If you require help during your exam:

- Check the [Exams Website](#) to find contact details of the teams that can help you.
- Technical issues? Contact [IT Services](#) or use their [Live chat](#).
- Email ebshelp-sou@essex.ac.uk who will help. They will be able to contact the exam setter to clarify any issues relating to the questions. This may not offer an immediate response**.
- Read through the information you've been sent or try [EBS Student Resources](#) to see if you can find the answer to your question.

The EBS Learning Team are delivering a number of revision workshops via Zoom – details of the dates and times will be added to [EBS Student Resources](#).

Topics will include:

- Approaching your revision effectively
- Revision techniques and tips
- Getting ready for the exam

Useful links:

- ✓ Check [your timetable](#) for module specific **revision lectures** – these are likely to take place on Zoom. The lectures may be recorded and available afterwards (check with your Module Leader).
- ✓ Contact your **Module Leader or Lecturer** if you have questions **before the exam** using their **Virtual Academic Support Hours** (available at the start of term)

We understand that this assessment period is different to usual and may be causing additional worries at what is already a stressful time for you. EBS Student Services are available to offer you support and advice for any questions that haven't been answered here.

Email: ebshelp-sou@essex.ac.uk

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SUMMER ASSESSMENT 2020

GUIDE FOR EBS STUDENTS (COLCHESTER)

- ✓ **All* EBS take-home assessments will take place on [FASER](#).**
(*except BE100 and BE110 – which will take place on My Accounting Lab)
- ✓ Assessment questions will be made available via [FASER](#) and **you need to** upload your answers to [FASER](#).
- ✓ Each assessment will be **open for 24 hours** and your answer paper can be submitted at any time during that 24 hour period. You are **not expected to spend 24 hours on your assessment**. There will be clear guidance on the amount of time you should spend on your answers (2 or 3 hours) and a guide to an **maximum** word count (2000 words for a 2 hour assessment, 3000 words for a 3 hour assessment). This word limit is not guidance on how long your answer should be but an **absolute maximum** that you must not exceed. Module Leaders *may* provide module specific guidance in revision lectures.
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