

Dear students,

Subject line: 'Take home' exams – practice now available

I am writing to let you know that we have now set up a 'Take home' exam practice area for each School in Blackboard Learn, and these are available from today.

Each practice area is intended to give you the opportunity to test downloading and uploading documents and understand what instructions you will see on exam papers, as well as to identify and resolve any technical issues ahead of the exam period.

All types of submission points are available, and this will allow you to test the different exam types your School will have set. The practice area will be open throughout the exams period and you can access it as many times as you like.

How do I access the practice area?

You can access the Practice Area by following these instructions:

- a) Log in to Blackboard Learn as usual.
- b) Your 'Take home' exams practice area will be listed under 'My Modules' on the 'My Blackboard' tab.

We know there is a lot of exam information to digest so we recommend that you set aside some time before your exams to work through the practice area, to make the most of this opportunity to familiarise yourself with this new assessment format.

What is in the practice area?

The practice area includes:

1. Announcements
2. 'Take home' exams information
 - the generic cover sheet information which will accompany the majority of exams
 - a declaration on academic integrity which will accompany every exam
3. Technical support and frequently asked questions
 - Links to FAQs and information on how to contact us
 - Guidance on submitting your work
4. Practice submission area
 - Practice exam papers/tests for all types of exams being offered

Does work I undertake in the practice area count towards my marks?

- The practice area contains generic practice activities that are not subject specific. You should not attempt to answer the practice exam questions themselves and they are for demonstration purposes only. Work undertaken within the practice area does not count in any way towards your assessments, final marks, progression or degree classification.
- We strongly encourage you to take the opportunity to use the resources in the practice area to best prepare yourself for your forthcoming submission process.

My student status is 'suspended exam only' or 'left resit' status, can I access the practice area?

Yes, you should have access to the practice area. If you are unable to see the practice area, or cannot access your University email or Blackboard account, please contact us as soon as possible at take-home-exam@reading.ac.uk.

If I have technical or other problems, what support is available?

For technical issues (Blackboard and IT) please raise a ticket via the Digital Technology Service (DTS) [Self Service Portal](#) in the first instance, or contact us on +44 (0) 118 378 7049. Please note that 'live' support is available from 8:00am - 6.00pm UK time Monday to Friday.

Technical support will also be available for limited hours from 8:00am - 9.30am UK time on Saturday mornings during the exam period, from Saturday 25 April.

For non-technical queries, please check the exams guidance on [Essentials](#) or email take-home-exam@reading.ac.uk. Emails must be sent from your University email account and you should provide your candidate number.

If you experience any difficulties when using the practice area that you think will affect your assessments, please contact us at take-home-exam@reading.ac.uk.

Further information about all of the arrangements we have put in place as a result of the ongoing COVID-19 pandemic are available on [Essentials](#). These pages are updated frequently so please do check regularly for the latest advice.

I wish you the very best for your upcoming assessments.

Kind regards,

Patricia

DR PATRICIA WOODMAN
Director of Student Services