Guideline for Open Book Take Home 1st Sessional Examinations (for Undergraduate Programs only)

What are open book exams?
1. In Open book examination you are allowed to consult notes, text or resource materials. It is to test your ability to find and apply information and knowledge.
2. Take home exams is an open book exams you do at home. Question(s) are handed out, answers are attempted without help from others.
3. However the answer script is required to be submitted through LMS within a specified period of time (that is Thursday, April 14, 2016, to Monday, April 18, 2016, 2015.).

What kinds of material can be used during the Open Book Examination?
1. The materials you can take into an Open Book exam are totally unrestricted (any quantity of any material can be used).
2. Materials might be:
   - your notes
   - readings, reference materials or textbooks
   - Equipment like calculators, drafting tools etc.
3. The main restriction for Take Home exams is that they must be your work–you must attempt them by yourself without any help from others.

Why some exams are 'open book'?
1. Open book examination are being conducted for more than just rote-learning.
2. Memorizing and repeating information is not enough to get you a good mark at university level.
3. Higher education is supposed to equip you with intellectual abilities and skills.
4. Open Book exams test your ability to quickly find relevant information and then to understand, analyze, apply knowledge and think critically to solve the problem statement.

What kinds of questions will an open book exam have?
1. Open Book Exams do not assess your memory. They test your ability to find and use information for problem solving, and to deliver well-structured and well-presented arguments and solutions.

2. Open Book exam questions usually require you to apply your knowledge to find solution to the given.

Misconceptions about open book exams

1) Open Book exams are a breeze

Open Book exams are not an easy option. Answering the questions well requires more than just copying information straight from texts. For example, having access to a textbook can stop you from giving a wrong answer if you can't remember a fact or formula, but just getting that fact correct won't get you good marks. In Open Book exams, it's how you locate, apply and use the information that is important.

2) You don't have to study

Probably the biggest misconception about Open Book exams is that there is no need to study anything. However, you should study just as you would for any other exam. Having books and notes to refer to might mean you don't have to memorize as much information, but you still need to be able to apply it effectively.

This means you must fully understand and be familiar with the content and materials of your course so you can find and use the appropriate information. In Open Book exams, you need to quickly find the relevant information in the resources you have. If you don't study you won't be able to—you won't know where it is.

3) You can just copy straight from the book!

You can't copy chunks of text directly from textbooks, notes or internet. This is plagiarism. In Open Book exams, the resource materials are made available to you, so you are expected to do more than just reproduce them. You must be able to find, interpret and apply the information in your sources to the exam questions. You usually need to reference as well, just as you would for any other assignment.

4) The more materials the better!

Don't get carried away and overload with materials and resources in the exam. Only take what you need. Stacks of books won't necessarily guarantee your performance, and you won't have time for extensive reading. Too many materials can end up distracting you and crowding up your work space. Carefully select your materials and organize them for quick reference.