# Take-home Exam Fact Sheet & Planner

*Complete this as you work on Chapter 6, Section 6.6 of Ace Your Exam.*

|  |  |
| --- | --- |
| Course Title |  |
| Exam information |  |
| 1 When is the exam paper made available? |  |
| 2 Where do I pick up the exam paper from? |  |
| 3 By when do I have to hand in my answer booklet? |  |
| 4 Where do I hand in my answer booklet? |  |
| 5 Do any of the university’s regulations on home exams require my special attention? |  |
| 6 Is there a word-limit, or other guidance on length? |  |
| 7 Is there guidance on how many hours to write for? |  |
| 8 What referencing is required in my answers? |  |
| 9 Are exam topics specified in advance, so I can ensure I have appropriate books available?  |  |
| 10 Are there restrictions on what resources I can work with? |  |
| Getting set up |  |
| 11 Which books and other sources do I need to have available? |  |
| 12 Will I need to reorganise my books and notes in advance? If so, when? |  |
| Creating exam conditions |  |
| 13 Where will I sit to work on the exam? |  |
| 14 Will I have: |  |
| * a comfortable chair
 |  |
| * sufficient workspace
 |  |
| * good lighting
 |  |
| * control over heating
 |  |
| * access to drinks and food?
 |  |
| 15 How can I ensure that I won’t be disturbed? |  |

*(If you feel anything is missing from the list on the left, just add in another row and type it in.)*