

Preparing for your alternative assessments

#Top 3 tips

Tip #1. Revise as you would normally

Essentially, your alternative assessments will be largely based on the examinations set for the scheduled examination period, except that they will be available online for 24 hrs (in most cases). Therefore, active revision and effective use of [past papers](#) will be [good preparation](#). You will want to create a system of organising your notes on the assignment topics to be examined and a way to access the most relevant information as quickly as you can.

Tip #2. Preparation for the day

On the [scheduled day](#), your alternative online assessment will be released on Weblearn at 9.30 am British Summer Time. Be sure you have fully prepared beforehand:

- ✓ Identify somewhere quiet to work, where you will not be disturbed too much;

- ✓ Check you have the technology (i.e. a computer and perhaps a device to take photos of any hand-drawn figures), the [relevant software](#) and Internet access;
- ✓ Have your revision notes, mind maps, textbooks and other relevant resources readily to hand;
- ✓ Take note of any specific instructions from module leaders about expected format, potential word counts, and additional materials that may be required; and
- ✓ Make sure you have enough healthy food and drinks, and perhaps some treats to keep you going!

Tip #3. On the day

You are advised only to spend the time you would have had for the original exam; the extra time is provided to mitigate for taking your assignment in a different environment.

Be aware that unlike a written exam, you will be asked to submit your work through Turnitin, which will check that it's all your own.

If you find that your circumstances prevent you from completing, submitting or undertaking your alternative assignment, including anything that relates to coronavirus, you may submit mitigating circumstances any time from 5 days before the event up to 5 days after it without requiring evidence.

Understanding the format of your alternative assessments #Essentials

Essential. Familiar look and feel

Your alternative assessments have been designed to have the same look and feel of Weblearn tests/quizzes and assignments you are likely to have undertaken and submitted in the past. You will be able to find your alternative assessment on the relevant module menu.

Essential. Writing and submitting typed short and longer answer questions

In the section for short and/or longer answers, you will find a link to download the question paper. You can copy the question paper to your desktop or any other convenient location. Creating a **single** Word document to type your written answers, you should clearly indicate the questions you have selected to answer at the top of the page (Figure 2). You can work completely offline to type your answers and only need to return when you are ready to submit your final answers before the deadline. Do not forget to regularly save your work.

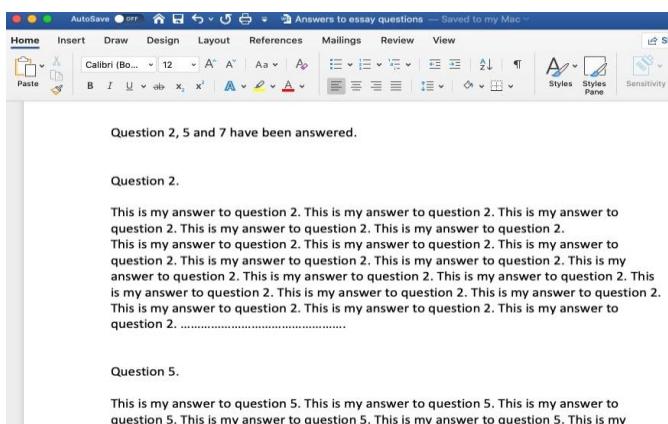


Figure 2

If you include graphics in your answer, please embed these into the Word document (e.g. a photograph of a handdrawn graphic). If you have embedded any scanned/photographed diagrams and graphs, then your submission file cannot exceed 100MB. Instructions for compressing images within Word can be found [here](#).

Essential Alternatives to Practical Assessments (Sport and Osteopathy)

These will be in line with the professional requirements and will take the form of viva Q&A in some instances supplemented by demonstration on self eg in the case of a palpation. These sessions will be recorded for the External Examiner to view to ensure consistency and quality as would have been the case with face to face interactions.