



# TAKE-HOME EXAM

## INFORMATION FOR STUDENTS

### WHAT IS A TAKE-HOME EXAM?

A take-home exam is an alternative examination format used instead of a written examination or another in-person format.



You complete the exam in **writing** (usually in a digital format).



You complete the exam **alone and by yourself** in a place of your choice.



You will **not be supervised** during the exam (not even through a webcam).



Resources such as textbooks may be **permitted** during the exam.



You will need to complete the exam **within a set time**.



Some exams involve a specific **completion period** during which you need to complete the exam (within the time given).

### WHAT SHOULD I KEEP IN MIND?

#### STiNE

You may only sit a take-home exam if you have registered for the exam and are **on the examination list for your course in STiNE**. STiNE is the only platform used for the official administration of your course and, as such, your exams.



Whenever you complete a take-home exam, you need to declare that you have done all work by yourself. You will receive a declaration of authorship form to complete for each exam. **Submit the declaration with your exam results**. Any attempts to cheat will be punished under the terms specified in your examination regulations.



If you have problems or questions during an exam, you will be able to **reach an examiner digitally**. Make use of this option: let the examiners know if something goes wrong.

### HOW DO I PREPARE?



Make sure that you can work **alone and without disruptions** for the duration of the examination. Prepare your workspace ahead of the exam and have all necessary tools and permitted resources at hand.



Ensure that you have a **reliable internet connection** for the duration of your take-home exam. (especially for online tests.) See if you can find a backup connection in case you experience network issues (e.g., connecting through your smartphone or using another Wi-Fi connection.)



Take advantage of any opportunity to **do a mock examination** before your actual take-home exam. This allows you to familiarize yourself with the exam conditions. Your teacher will let you know about any mock exams taking place.