

## **Information on Courses in Department of Finance**

We are writing with further information about the arrangements for all Department of Finance exams due to take place in Summer Term 2020. Please make sure you read this email carefully and in full.

### **Exam Arrangements**

**All Summer Term exams for Department of Finance courses will be delivered online with a 24-hour window to submit your answers.**

The exams will take place as follows:

- Each exam paper will be released to you online. It is expected that this will be through Moodle, but exact details will be finalized by the School.
- The Summer Exam Timetable has already been released; however, these arrangements may be subject to change. The updated Timetable for all Summer Term Assessments will be released by the School by the end of Lent Term.
- You will have 24 hours from the time the exam paper is released to submit your answers to Moodle.
- Arrangements will be made to ensure backup submission procedures in the event of technical difficulties. Details will be finalized by the School and communicated to you.

The longer time limit seeks to ensure that nobody is significantly disadvantaged by the time zone in which they find themselves, by technical issues, or by the space available to them to do the work. It is not intended that you will work for 24 hours on the exam. All exams will clearly state on the front page of the paper the intended amount of time students should spend on the exam within the 24-hour period.

The exams will be open-book, but all students will be expected to work independently on their exams. Where the examiners have reasonable grounds to suspect collaboration, they may conduct audits and individual viva (oral) exams. You are expected to adhere to the School's guidance on plagiarism.

### **Exam Format**

The online exams will be similar in format to the normal Summer Term offline exams although the open-book nature of the assessment will necessarily lead to some changes in some exams. Any changes to the exams will be minimal to make sure that you receive an exam that is as similar as possible to the expected exam you have been preparing for. You should prepare for your exams in the usual way.

Do what you can to prepare in the same way that you would for any assessment at LSE – explore concepts and ask questions in revision sessions, engage with your learning community and study groups virtually, and revise topics using your preferred style, so that you are ready for Summer Term. We know that preparing might be

difficult given the circumstances, so please just do your best and what is realistic for you.

You will receive further specific information about the exact exam paper structure for each course in the coming weeks.

### **During the exams**

All Department of Finance exam papers will clearly state on the front cover the structure of the exam, the intended amount of time students should use to complete the exam, the number of questions students are required to answer, and any other relevant information specific to each exam.

You are not expected to work on your exam across the entire period between its release and the submission date and time. Instead, we anticipate that you should spend only around the intended time listed on the exam paper to complete the assessment.

You will need to handwrite your exam answers, as you would in the usual offline exams. When you have finished the exam and are ready to upload your answers to the relevant submission link, you will need to take photos of your papers using a pdf scanner app, compile those photos into a single pdf file, and submit it.

There will be a test submission link available on each of the course Moodle pages so that you can familiarise yourself with the online submission process. You will also be sent further instructions about using PDF scanner apps in the coming weeks.

### **Student support**

We understand that this is a stressful and challenging time for students, but the Department is committed to ensuring that all students are able to access their exams in as fair and equal way as possible. The wellbeing and academic success of all of our students remains our top priority.

You will receive further information in the coming weeks from the School about the deferral and exceptional circumstances arrangements for online exams.

If you have any queries about the arrangements outlined above, please contact the Department.