



## Time Constrained Assessments: Key Information

### General Information

As part of the formal assessment for the programme you may be required to submit a time constrained assignment in replacement of an exam.

Please refer to your Student Handbook for full details of the programme assessment scheme and general information on preparing and submitting timed assignments.

Your time constrained assignment should include: a title page containing your student number, the module name, the submission deadline and a word count; the appendices if relevant; and a reference list.

You should address all the elements of the assignment task. Please note that tutors will use the assessment criteria set out in your assignment brief when assessing your work.

### Assignment Brief

Your assignment brief will include your module learning outcomes, the word count, the assignment instructions, the assignment questions, the assignment guidelines, submission guidance and the assessment criteria.

### Time Constrained Assessment Basic Instructions



Time constrained assessments should take you no longer than 3-4 hours and can be completed at any point during a 24-hour window. Please ensure that you give yourself adequate time to upload your completed paper to Turnitin.

For further guidance on the time constrained assessment please watch the below video or click on this link:

<https://vimeo.com/398870288/2283356462>

### Preparing For A Time Constrained Assessment

Time Constrained assessments are just as important as any other exam and so you should prepare for them in just the same way.

Double check exactly when your time constrained assessments are and leave plenty of time to prepare for them.

Make sure you have organised all of your notes and that you have all of the key recourses ready. You don't need to memorise lots of key facts and figures, you just need to know how to apply your knowledge in a critical way.



It is important to know that Arden's online recourses are still available to you and if you are feeling overwhelmed the student support is still available to you, so do contact them if needed.

### **The Day Before**

Your question is due to be released tomorrow. Make sure you prepare yourself a quiet space to carry out your assessment. Make sure you get plenty of sleep and you tidy and prepare your workstation the night before, so you know that you have all of your materials ready to go.

### **The Assessment**

Make sure you are up and awake at least an hour before your assessment is released so you can feel ready and prepared to start your assessment. Treat it as you would an on-campus Exam or assessment. Prepare exactly the same way and you are setting yourself up for success. Keep calm and make sure you read the questions carefully.

Use the first ten minutes to make some notes on what the questions is asking you. You may also want to create a rough structure for your piece and identify any key themes or topic you want to discuss.



Don't forget that every academic essay needs an introduction, a main body and a conclusion. You will also need to include intext citations and a reference list.

You may want to use the **PEEL** approach to help you structure your paragraphs:

<p><b>Point/Premise</b> – make a point</p> <p><b>Evidence</b> – support it with facts</p> <p><b>Explain</b> – why the evidence is supportive, and it is relevant</p> <p><b>Link</b> – link to question/next paragraph</p>
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Submit your work as you normally would through **Turnitin**. Don't forget to check your similarity score.

It is important to remember that time constrained assessments are still assessments and they are subject to the same standards as other assignments.

Your work will be checked for plagiarism and collusion and whether or not someone has helped or completed it on your behalf.

Don't leave your submission to the last minute. Give yourself plenty of time to check your work and submit ahead of the deadline.