



# Time Constrained Assignments

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# Introduction

The timed-controlled assessments are supposed **to emulate a three hour exam**.

You have **access to the paper for 24 hours** on your module page, you will find it in the same place on the page as you would a general assignment question.

Therefore, you will be able access the assessment question 24 hours before the submission date, **it will be a very similar layout to an assignment**, however have the time constrained pressures.

This **can take place anywhere you wish**, even from the comfort of your own home as it's online. These have specific dates and must be completed when scheduled unless deferred or mitigated otherwise would be classed as a non-submission.

You have **24 hours to formulate a response** meaning the question will become available at 14:00UK Time the previous day due for 14:00UK Time following day (submission day).



## TIME CONSTRAINED ASSESSMENTS

What you need to know





## Overview

A TCA is designed to **replicate the demands of a formal examination without the need to visit a study centre or exam venue.**

The questions are going to be available to you **as an exam style sheet in PDF format.**

This can be found under the **'My Assessment' tab** when the TCA is taking place.

You can view the Assessment Question **as many times as you wish during the 24 hour period.**

The TCA is much like an **'Open-Book Assessment'** meaning you can use your Textbooks, online Libraries and internet to help you during the Assessment Period.





## Overview Continued

In comparison to a traditional Examination where you're writing your answers, **you're expected to correctly reference your work using the referencing format associated with your course.**

The Referencing format you're expected to adhere to will be highlighted in the assessment.

The TCA style will look very normal to the general Assignments that you complete, should you wish your Tutor can provide you with mock TCA papers or be found on your module page should you wish to practice





## What does a TCA Look like?



- It will begin with the **Arden front cover**, which you will recognise from your general Assignment Question papers.
- It will show you the **Assignment Brief**, which covers the Learning Outcomes, Maximum word count and general structure guidance.
- Then move onto '**Assignment Task**', with the individual assessment questions you're expected to answer and breakdown in marks e.g. Question 1 is worth 25% or 30 marks

**FIN4002**

Management Accounting  
Mock Paper

**Time Constrained Assignment**

Start Date	TBC	14.00 BST
Date for submission	TBC	14.00 BST





## What does a TCA Look like?

- It's important to note **the restrictions with a TCA differ to the normal Assignment.** You're **not allowed formative feedback** because it's replicating an exam so within the 24 hours that the TCA is being held, **you should not be contacting your Tutor for assistance.**
- Even though the TCA is 24 hours, you're not expected to be sat in front of your device for 24 hours, **you're only expected to spend a maximum of 4 hours on the assessment during that 24 hour window.**
- Submission will **always be 14:00 UK Time** unless specifically stated otherwise.



**Top Tip: Take note of the mark allocation per task**

### Question 4

Redsky plc has produced the following budget and actual information.

	Budget	Actual
Sales units	10,000	11,000
Price per unit	£37.10	£36
Direct materials		
Material X (per unit)	4 kg @ £1.50/kg	46,500 kg – cost £67,425
Material Q – per unit	1 kg @ £5/kg	11,500 kg – cost £58,650
Labour – per unit	2.5 hours @ £7	26,400 hours – cost £187,440
Fixed costs	£75,000	£88,000

#### REQUIRED:

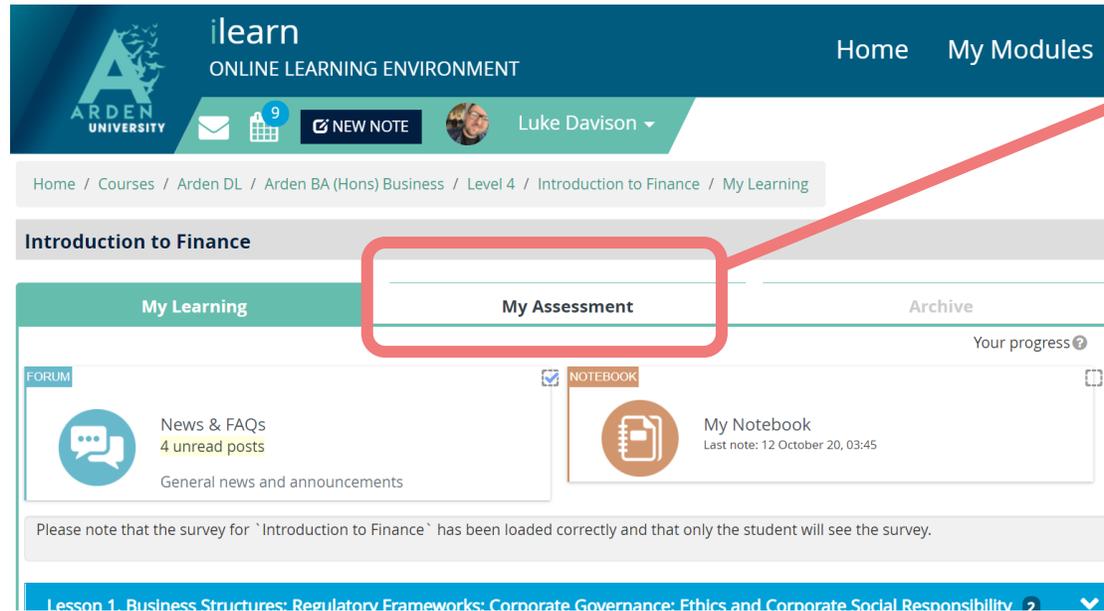
- You are required to prepare a traditional versus actual budget report using the above figures. **(4 marks)**
- Prepare a flexible budget for Redsky plc to present actual versus flexed budget comparisons and also total variances. **(6 marks)**
- Using Material X as an example, demonstrate how this cost can be broken down into price and efficiency variances. Briefly comment on the significance of the results of these variances to the company. **(8 marks)**
- Discuss the merits and drawbacks of the use of variance analysis to organisations. **(7 marks)**

Total mark for Q4 = 25

End of Paper



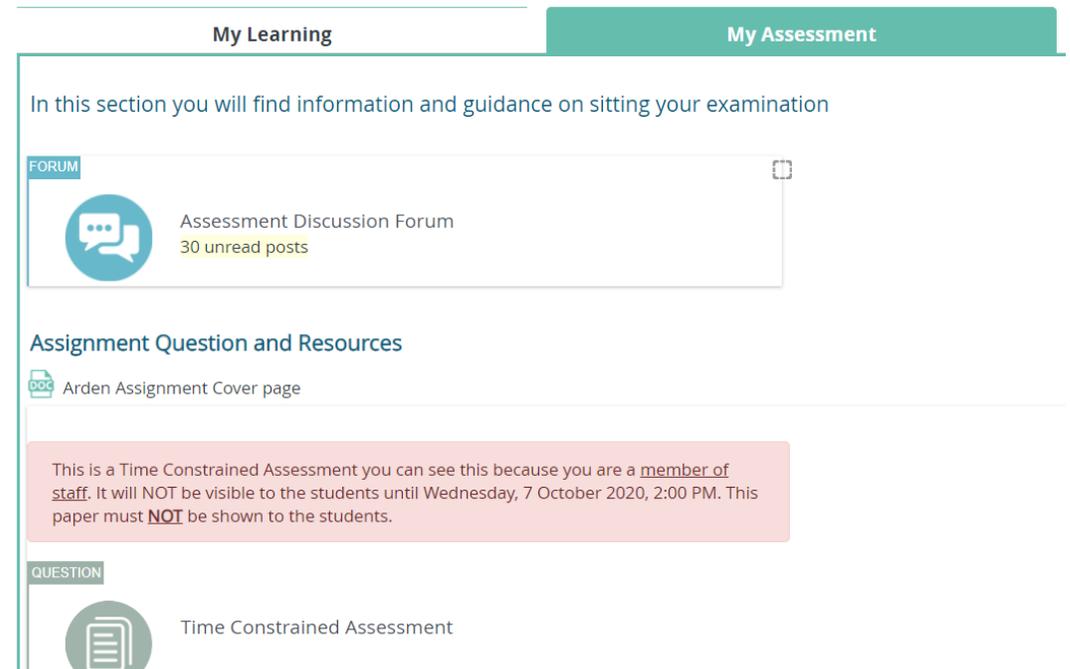
# Locating Your TCA



The screenshot shows the iLearn interface. At the top, there is a navigation bar with the iLearn logo, 'ONLINE LEARNING ENVIRONMENT', and links for 'Home' and 'My Modules'. Below this, a user profile for 'Luke Davison' is visible. The main content area is titled 'Introduction to Finance' and has three tabs: 'My Learning', 'My Assessment', and 'Archive'. The 'My Assessment' tab is highlighted with a red box. Below the tabs, there are sections for 'FORUM' (News & FAQs, 4 unread posts) and 'NOTEBOOK' (My Notebook, Last note: 12 October 20, 03:45). A notification at the bottom states: 'Please note that the survey for 'Introduction to Finance' has been loaded correctly and that only the student will see the survey.'

As you would with a normal 'Assignment Submission' click the **'My Assessment'** tab on your module page.

You're now on the 'My Assessment' tab, where you can locate the Timed Constrained Assessment Question and Submission Portal. **Please note, the TurnItIn will only be visible for the duration of the TCA. You cannot upload drafts into the portal of a TCA.**



The screenshot shows the 'My Assessment' tab in the iLearn interface. The tab is highlighted in green. Below the tab, there is a section titled 'In this section you will find information and guidance on sitting your examination'. This section contains a 'FORUM' with 'Assessment Discussion Forum' and '30 unread posts'. Below the forum, there is a section titled 'Assignment Question and Resources' with a document icon and the text 'Arden Assignment Cover page'. A pink notification box states: 'This is a Time Constrained Assessment you can see this because you are a member of staff. It will NOT be visible to the students until Wednesday, 7 October 2020, 2:00 PM. This paper must **NOT** be shown to the students.' Below this, there is a 'QUESTION' section with a document icon and the text 'Time Constrained Assessment'.





## Things To Consider

- **Make sure you are well rested** - You may be tempted to stay up late 'cramming' in more facts and figures, however evidence suggests this approach is counter-productive. Being refreshed, alert, and ready will be of far greater benefit!
- **Think positive** - Rather than dwelling on areas of weakness on the day of the TCA, remind yourself of the positives
- **Maintain focused** - Try to keep the balance between maintaining your focus and interacting normally with your friends and classmates. Find a quiet place away from any drama to 'warm-up' before each TCA and 'warm-down' afterwards. Surround yourself with other calm people.
- **Stay Hydrated** - Ensure you're drinking plenty water to maintain concentration and prevent procrastination. Becoming thirsty can be a major distraction for students, especially during the stress of a TCA. Psychology Today explains: "By offering a momentary distraction, [taking a sip of water] can break a chain of thoughts and free the mind to focus on the task, leading to better performance." (Prout, 2018)





## Time Management: Pomodoro Technique

1. Choose a task you'd like to get done
2. Set your Timer for 25 minutes
3. Work on the task until the Timer rings
4. When the Timer rings, put a checkmark on a paper
5. Take a short break
6. Every 4 rounds, take a longer break



**THE POMODORO TECHNIQUE**  
*Time Management*

CLEVERISM.COM





## Time Management: Pomodoro Technique

- 1) Inform anyone who may be classed as an 'Distraction' that you will be **unavailable for a fixed amount of time and be unable to be contacted. Usually by turning your mobile phone off and finding a quiet place** will help in reducing distraction.
- 2) You have just opened your TCA Question Paper and can see the questions you're required to answer. **Breaking these questions into manageable chunks will allow you to purely focus on the question for a fixed period of time.**
- 3) You're now preparing to focus on a Question for **25 minutes**, snacks and water close by.
- 4) **Immerse yourself in the task for the next 25 minutes**, whether this be researching, note taking or typing your answer. This task has your undivided attention for this amount of time.
- 5) You've now spent a whole 25 minutes on a task without being interrupted. **This can be ticked off.**
- 6) **Spend 10/15 minutes taking a break**, take a short walk or something that you find relaxing which isn't related to the work.
- 7) **Then repeat Step 2, 3, 4 and 5 again. After doing this 4 times, when you reach your break take a longer one such as 20/25/30 minutes** whatever works best for you. Your brain will use this time to digest the new information and rest before continuing on.





## Student Hints and Tips

1. Make sure the **device you're taking the TCA on is in good working order**. During the 24 hours disable any background applications which may slow your progress down or operating system. Restart your device before – this allows everything to be refreshed! That might be running in the background. (Don't have all sort of programmes and tabs – I'm guilty of this!) Save all links within one document so that they can be opened when needed, without overworking the device.
2. If you're in an area where service interruption is frequent or experience power outages, locate a venue which is close to you where you can use the facilities. It might be useful asking whether you can take the TCA at a family member's or friend's place if you experience issues with Wi-Fi or PC.
3. I normally can't eat when I'm tense or nervous so will keep some healthy snacks close by with plenty of water, my favourite healthy snacks are: <https://www.theendlessmeal.com/homemade-trail-mix/>
4. **Make sure you stay hydrated**; this is so important! Along with being fed and energised to maintain that focus on the TCA. I have a tactic for you – 30 squats! Get up, do some squats, get heart rate up then straight back into the work.
5. **Treat the TCA as an Examination and not an Assignment you need to do in 24 hours**. Don't leave it half done then come back to it, as I've done this and actually found it harder and more stressful than completing in single sitting.
6. **PLAN, PLAN and PLAN!** Create your own glossary of key definitions and theories, along with references to refer to, which will save you looking on the day! Along with arguments for and against theories to allow you to be critical.
7. **Fill out your cover page the day before the TCA**, no need to spend a valuable 10-20 minutes doing this.
8. Finally, most importantly of all! **Make sure you keep calm!** If you suffer from anxiety, is there anything that helps you cope with this that you could do while the TCA is going on, but if you need to please reach out to someone. Let someone help and support you with your feelings. Have faith in yourself, you can do this! 😊 and good luck!





# Submitting Your TCA

The screenshot shows a list of files for submission:

- Arden Assignment Cover page** (DOC icon): Please complete and include this cover page in your assignment submission.
- Arden Assignment Cover page for Presentations** (PPT icon): Please complete and include this cover page in your assignment submission if you are submitting a PowerPoint Presentation.
- Mock** (PDF icon)
- Mock- Answers** (XLS icon)

Below the list is the **Assignment Submission** section, which includes:

- ASSIGNMENT** (red header)
- Timed Assessment 07.10.2020**
- Restricted** (blue badge) Not available unless:
  - All of (hidden otherwise):
    - It is after **6 October 2020, 2:00 PM**
    - It is before **7 October 2020, 2:00 PM**
  - iSystem rule: upcoming\_submission is Yes (hidden otherwise)

Ensure when submitting your TCA that you include the 'Arden Assignment Cover Page' in your submission as ONE document.

Submit your response to the TCA in the red Turnitin Portal as a PDF or a Word Document



**Top Tip:** If you experience any difficulties in your submission, please screenshot and evidence this and contact Student Support on 02476515700 or [studentsupport@arden.ac.uk](mailto:studentsupport@arden.ac.uk)





## Important Information

Failure to follow the instructions for uploading your assignment may result in your work not being accepted for marking. This includes the following:

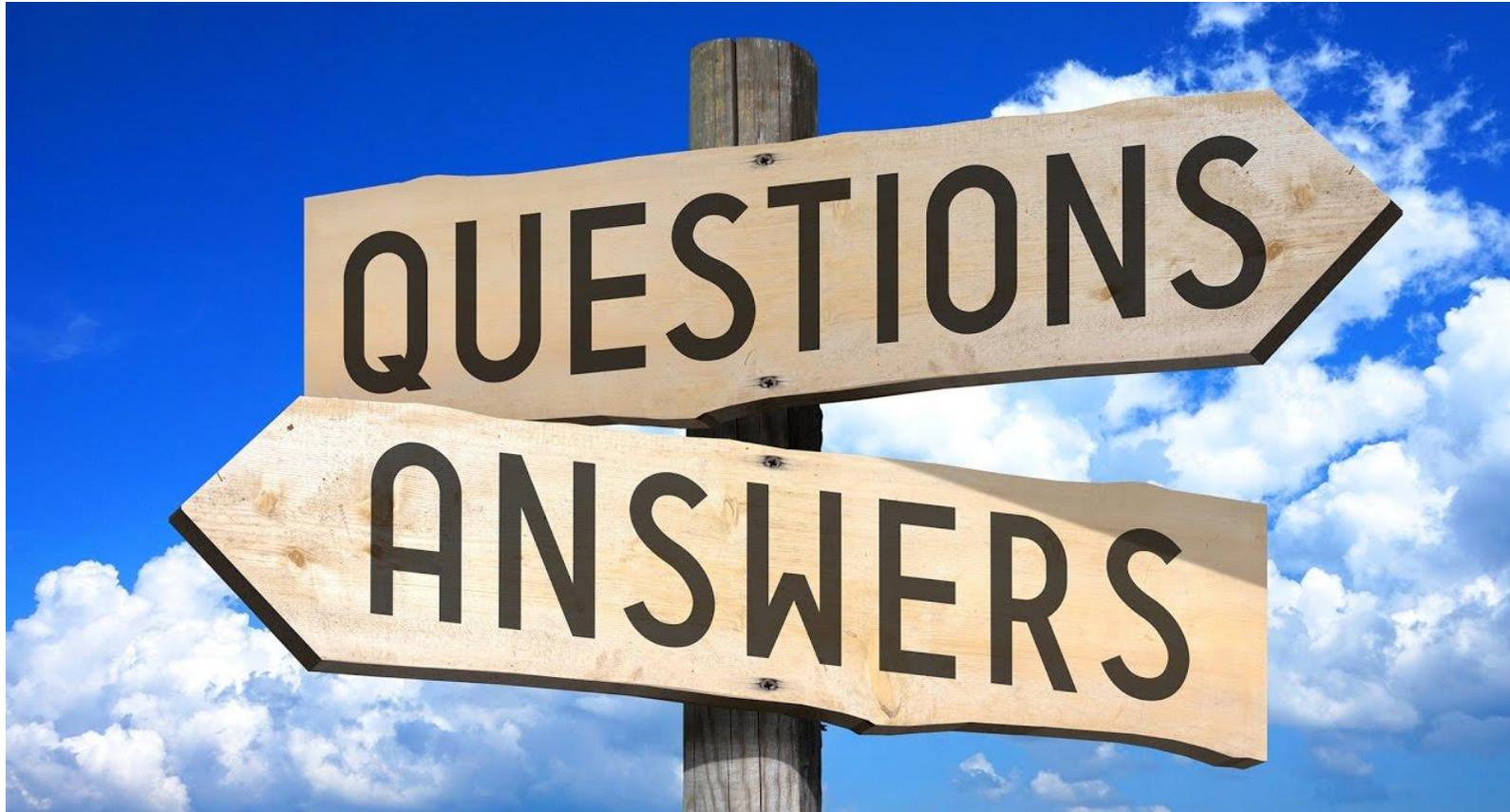
- Uploading the wrong element (or part element)
  - Uploading into the wrong portal
  - Overwriting the correct paper in error

The final submission you make prior to the deadline will be the work sent for marking with NO exceptions. For guidance on uploading your assignment, please refer to the 'Submitting an Assignment' guide accessed via the Guides option in My Resources menu.





Q+A





# Your Academic Skills Tutors



**Jonny Denham**

*Leeds Centre (Evening and Weekends)*



**Debora Quattrocchi**

*Holborn Centre (London)*



**Martin Marguerie**

*Tower Hill Centre (London)*



**Samuel Aylett**

*Berlin Centre*



**Lauren Hamilton**

*Manchester Centre*



**Mariam Settas**

*Ealing Centre (London)*



**Hazel Bowley**

*Birmingham Centre*



**Christopher Moore**

*Distance Learning*



**James Nixon**

*Birmingham Centre (Evening and Weekends)*



## ▼▼ Book an Appointment

*Booking an appointment is easy!*

Email your centre **Academic Skills Tutor** by:

1. Using the booking Scheduler found on your **Study Skills Module on iLearn**

**OR**

2. **Email** [study-skills@arden.ac.uk](mailto:study-skills@arden.ac.uk)



# ▼▼ Your Support System

Don't forget, you are not on your own, you also have a whole support system in place:

## **Ealing Student Support**

[ealingstudentsupport@arden.ac.uk](mailto:ealingstudentsupport@arden.ac.uk)

## **Holborn Student Support**

[holbornstudentsupport@arden.ac.uk](mailto:holbornstudentsupport@arden.ac.uk)

## **Tower Hill Student Support**

[towerhillstudentsupport@arden.ac.uk](mailto:towerhillstudentsupport@arden.ac.uk)

## **Birmingham Student Support**

[birminghamstudentsupport@arden.ac.uk](mailto:birminghamstudentsupport@arden.ac.uk)

## **Manchester Student Support**

[manchesterstudentsupport@arden.ac.uk](mailto:manchesterstudentsupport@arden.ac.uk)

## **Academic Skills Tutors**

[Study-skills@arden.ac.uk](mailto:Study-skills@arden.ac.uk)

## **Library Support**

[Libraries@arden.ac.uk](mailto:Libraries@arden.ac.uk)



# Support



**Top Tip:** Don't forget your peers! Keeping in contact with your fellow peers and family can massively reduce stress.





**Thank You**