Contents

Introduction and FAQs ................................................................. 4
What is an open-book exam? ......................................................... 4
How do open book exams differ from traditional invigilated exams? ........................................ 5
How long do I have to complete my open-book exams? ......................................................... 5
Will open-book exams be used for all subjects? ........................................ 6
Will I hand-write or type my answers? ........................................ 6
Will I need to include footnotes and referencing? ........................................ 7
I am worried I won’t be able to find a space to do the exam or have access to the right technology. What should I do? ........................................ 7
Will I still need to revise? ......................................................... 7
How can I best prepare? ......................................................... 7
How will ABE deter cheating? ..................................................... 8
I still have questions or concerns. What should I do? ..................................................... 8
I have not done an open-book exam before, and will not have time to try a mock exam, am I more likely to fail? ..................................................... 9
Open-book exam writing style guide ................................................... 10
Word Count .................................................................................. 10
Typesetting ................................................................................. 10
Structure ...................................................................................... 12
Academic Malpractice ........................................................................ 14
Types of academic malpractice in open-book exam submissions ........................................ 14
Poor academic practice ........................................................................ 15
Preventing Academic Malpractice ...................................................... 16
How to avoid plagiarism? ................................................................... 16
Examples of plagiarism ....................................................................... 16
ABE’s Acceptable Levels of Similarity ................................................... 16
Harvard Referencing Model ................................................................... 17
Overview of the Harvard Referencing Model ...................................................... 17
What does Harvard Referencing involve? .................................................. 17
Further information and useful websites .................................................. 17
Harvard Referencing Model ................................................................... 18
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating citations</td>
<td>18</td>
</tr>
<tr>
<td>Submission</td>
<td>23</td>
</tr>
<tr>
<td>Checklist</td>
<td>24</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
</tr>
<tr>
<td>A. Plagiarism and Collusion policy</td>
<td>25</td>
</tr>
<tr>
<td>B. Sample Open-book Exam question answer booklet (full questions redacted)</td>
<td>28</td>
</tr>
</tbody>
</table>
In the run-up to the June 2020 assessment session ABE will be providing information and advice for learners to help prepare for remote assessment. As part of our commitment to support learners in continuing their learning journey with minimized disruption, while staying safe from Covid-19 is at the top of the global agenda, we’re introducing open-book exams as a one-off alternative to closed book timed mass participation examinations.

For wider information for centres and learners about the impact of coronavirus on ABE operations, please look out for ABE portal and email updates and stay in touch with your centre if possible.

What is an open-book exam?

During the Covid-19 outbreak, some exam boards and many UK universities have opted for open-book exams as their method of assessment including such respected institutions as the University of Oxford, Cambridge University, University of Warwick, Imperial College London, The University of Edinburgh, and ABE.

An open-book exam is a method of assessment that tests the same learning outcomes and assessment criteria as a timed (‘closed-book’) exam. A timed exam relies on memory recall skills and would not expect learners to reference or give in-depth answers.

An open-book exam is NOT simply a timed exam which is sat at home with access to textbooks and the internet, as that would not be robust or valid.

An open-book exam carries the expectation that the learners will give more detailed answers, due to the fact that they have more time and access to textbooks and research.

ABE open-book exams test knowledge as well as the learner’s skills in application, analysis and evaluation and the ability to research. Answers will need to be detailed and reflective of the syllabus and study materials and will need to be fully referenced.
How do open book exams differ from traditional invigilated exams?

ABE exam-based assessments have typically taken the form of assessments that are:
- invigilated, handwritten exams,
- sat under timed conditions,
- sat in an exam hall where many learners take the same assessment at one time.

Open-book exams, on the other hand, take a different sitting format.

- Open book exams are sat remotely by learners on their own – usually in their own homes.
- Learners are able to access their textbooks, notes and any other resources while sitting the examinations.
- While ABE encourage learners to complete the exam in typed text, exam papers completed with hand-written text will also be accepted.
- The open-book exam papers will be released on 15 May 2020. On completing the open-book exam, you will submit your paper via email attachment to your centre in the first instance. Fuller details are available later in this document. The submission date for open-book exams will be the 12 June 2020, however your centre may request that you submit work to them sooner, to allow time for them to organise for learner work to be submitted to ABE.
- Learners have the option to complete open-book exams at their own pace within the 4-week open-book exam assessment window. Open-book exams will be made available to booked learners 3 - 4 weeks ahead of the open-book exam submission date, as outlined above.

While this is a modification from traditional exams, there are also many similarities. The papers learners will take will be similar in format, content and effort required to ABE timed examinations, however the word count and level of detail in the responses will be different as this format allows for research time. An answer booklet will be provided for learners to complete with their open-book exam question answers.

How long do I have to complete my open-book exams?

You will have three to four weeks. The questions will be loaded onto the portal on 15 May and will need to be returned to ABE by centres before close of business on 12 June.

Please work with your centre on the timelines, as it will need to collate the exam answers for submission to ABE prior to the deadline.
Will open-book exams be used for all subjects?

No. Assignment-based units will follow the same format as they have done previously. Units to be sat in an open-book exam format are as follows:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Essentials</td>
<td>3UBE</td>
</tr>
<tr>
<td>Dynamic Business Environments</td>
<td>4UDBE</td>
</tr>
<tr>
<td>Dynamic &amp; Collaborative Teams</td>
<td>4UDCT</td>
</tr>
<tr>
<td>Enterprising Organisations</td>
<td>4UEO</td>
</tr>
<tr>
<td>Finance for Managers</td>
<td>4UFM</td>
</tr>
<tr>
<td>Introduction to Quantitative Methods</td>
<td>4UIQM</td>
</tr>
<tr>
<td>Principles of HR</td>
<td>4UPHR</td>
</tr>
<tr>
<td>Project Management</td>
<td>4UPM</td>
</tr>
<tr>
<td>Principles of Marketing Practice</td>
<td>4UPMP</td>
</tr>
<tr>
<td>Analytical Decision-making</td>
<td>5UADM</td>
</tr>
<tr>
<td>Effective Financial Management</td>
<td>5UEFM</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>5UHRM</td>
</tr>
<tr>
<td>The HR Professional</td>
<td>5UHRP</td>
</tr>
<tr>
<td>International Business Economics and Markets</td>
<td>5UIBE</td>
</tr>
<tr>
<td>Innovation and Business Performance</td>
<td>5UIBP</td>
</tr>
<tr>
<td>Integrated Marketing Communications</td>
<td>5UIMC</td>
</tr>
<tr>
<td>Social &amp; Societal Marketing</td>
<td>5USSM</td>
</tr>
<tr>
<td>Advanced Project Management</td>
<td>6UAPM</td>
</tr>
<tr>
<td>Business Ethics and Sustainability</td>
<td>6UBES</td>
</tr>
<tr>
<td>Business Strategy and Decision-Making</td>
<td>6UBSD</td>
</tr>
<tr>
<td>Corporate Finance</td>
<td>6UCF</td>
</tr>
<tr>
<td>Developing International Markets</td>
<td>6UDIM</td>
</tr>
<tr>
<td>Digital Marketing Strategy</td>
<td>6UDMS</td>
</tr>
<tr>
<td>Strategic Marketing</td>
<td>6USM</td>
</tr>
</tbody>
</table>

Will I hand-write or type my answers?

You will be able to choose. Learners are encouraged to type if they have access to a device that enables this, however ABE will be accepting both typed and handwritten submissions to open-book exams, provided that handwritten submission can be scanned into an electronic file that can be submitted via email.

Given that open-book exams are not completed under timed conditions, typing speed should not be a major concern.
As with assignments, the proportion of total paper marks available for a question should inform how word count is allocated across open-book exam question. Maximum word count will be specified against each question in the answer booklet.

Further guidance on open-book exam writing best practice will be addressed later in this document.

**Will I need to include footnotes and referencing?**

The level of referencing expected will be the same as in ABE assignment-based assessments. Further details on referencing best-practice are available later in this document.

**I am worried I won’t be able to find a space to do the exam or have access to the right technology. What should I do?**

ABE open-book exams can be completed in any secure location. If your centre is closed and you cannot complete it there, it can be completed in your home or any other private space. Learners also have the freedom to complete open-book exams in typed text or handwritten.

ABE have intentionally designed this process to be as flexible as possible and accommodate as many learners as possible, so that if technology or centre buildings are not accessible this will not be a barrier. Please contact info@abeuk.com if this is something you have further queries.

**Will I still need to revise?**

Yes, absolutely! The same exam preparation techniques that serve you well in optimising your assessment performance for invigilated exams, sat under timed conditions, are consistent with those for an open-book exam (see the next section on how best to prepare).

Although you will have the opportunity to look in books and search the web, this should be supplementary to thorough and robust exam preparation.

**How can I best prepare?**

ABE encourage learners to work closely with their centre and tutors wherever possible, taking advantage of any face-to-face or remote teaching and support they are offering.

Completing extensive reading during an open-book exam can distract from the requirements of the exam questions. ABE recommends that learners complete wider reading as part of their exam preparation.
preparation. This means that while taking the exam, learners can focus on the demands of the questions, retrieving only the relevant information from what they read while preparing. Learners are encouraged to select relevant notes to have with them while completing the exam, organising them so anything needed can be found quickly. By making full use of the learning resources ABE provide to prepare for the exams ahead of time, learners will be well equipped to give a strong examination performance.

Prior to a learner sitting an open-book exam ABE recommends:

- Reading the unit syllabus is a good starting point when preparing to take a unit. The unit syllabus details the learning outcomes of the unit (the skills and knowledge you will acquire), along with the assessment criteria (what is required to demonstrate achievement of the learning outcome).
- Working through the unit study guide in order to achieve the learning outcomes you read about in the unit syllabus will be key to gaining the skills and knowledge assessed.
- Completing your own research and wider reading to deepen knowledge and get fuller context. To optimise assessment performance ABE advises reading:
  - Academic journals (in the portal)
  - Texts recommended in the Study Guide reading lists.
- Practicing and strengthening synthesis, rhetoric and essay writing skills (for long answer questions). Set yourself questions modelled on the assessment criteria to write small practice essays. By creating questions that assess subject matter from the syllabus and contain different command words you will become familiarized with writing techniques.

How will ABE deter cheating?

In an open-book exam, you must submit your own work, without any help from others. When you take an exam, you will be required to sign up to a ‘Learner Statement’. This will confirm that you have understood and abided by ABE’s rules on plagiarism and collusion. ABE reserve the right to make use of plagiarism and collusion checkers, as we already do for assignment-based assessments, we will follow the same practice for open-book exams. ABE are also depending on learners’ integrity. We regard integrity and honesty as central to the ethos of ABE and to the world of business that our qualifications prepare our learners for. Learners will be expected to apply this to open-book exams.

I still have questions or concerns. What should I do?

We will be providing much more guidance over the coming weeks to support you. If you have any immediate concerns, please contact info@abeuk.com for support.
I have not done an open-book exam before, and will not have time to try a mock exam, am I more likely to fail?

The answer to this is no you are not more likely to fail.

We would urge learners not to worry, the way you study for this open-book exam means that you have time to draft your responses to the questions and read and re-read the relevant content and adapt your answers to ensure they meet the content and word count.

ABE recognises that this could still be a disadvantage as learners would not have had opportunities to try a mock test and therefore will apply a ‘no detriment’ policy to learners taking the open-book exam units. This means that the typical unit pass/fail profile will be considered along with other data and during the marking and moderating phase any downward deviations from the typical profile would be compensated to ensure learners are not negatively impacted.
Open-book exam writing style guide

This section is designed to assist you with understanding the open-book exam process, including the structuring, academic malpractice, referencing and submission. For those learners that have completed ABE core units previously, the experience of completing open-book exams will not be unlike this experience. ABE have deliberately designed open-book exams to be as similar as possible to the assessment processes that learners are already familiar with.

Word Count

Word counts depend on unit level. Your overall word count must be +/- 10% of the recommended word count. ABE guidance is for an emphasis on relevance and quality rather than quantity of words. With open-book exams, and any ABE assessment, it is important to stay focused on the demands of the question (in terms of subject, context and question command words). Writing large amounts of content cannot compensate for high-quality and well though-out synthesis. Markers will not mark text that exceeds the word count, they will stop marking at the maximum word count.

Please consult the table below for further information.

<table>
<thead>
<tr>
<th>Level</th>
<th>Recommended word count</th>
<th>+/- 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>2,000 words</td>
<td>No less than 1,800 words, not exceeding 2,200 words</td>
</tr>
<tr>
<td>Level 4</td>
<td>3,000 words</td>
<td>No less than 2,700 words, not exceeding 3,300 words</td>
</tr>
<tr>
<td>Level 5</td>
<td>3,500 words</td>
<td>No less than 3,150 words, not exceeding 3,850 words</td>
</tr>
<tr>
<td>Level 6</td>
<td>3,500 words</td>
<td>No less than 3,150 words, not exceeding 3,850 words</td>
</tr>
</tbody>
</table>

Typesetting

If at all possible, it is recommended that learners complete open-book exams in typed text, however handwritten submissions are acceptable where the learner sitting is not able to access a computer.

Typed text
- Single line spacing
- Allowable font: Arial Calibri, Helvetica.
- Font should be consistent style throughout open-book exam response for submission
- Font colour: Black
- Left aligned or justified
- Word documents should be converted to PDF format prior to submission where possible.
Handwritten text

- Complete in blue or black ball point pen
- Ensure handwriting is as legible as possible with minimal crossing out. It is important to note that if writing is not legible markers are not able to award marks.
- Handwritten exams should be scanned prior to submission.
Structure

To assist you in structuring your open-book exam submission an answer booklet will be provided to help learners to express ideas with logic and clarity.

Please see the contents of your open-book exam submission:

Answer Booklet

ABE are providing an answer booklet for ease of answer structuring. A sample answer booklet can be found in appendix B of this document. Learners have the option of printing out the answer booklet and completing answers handwritten, as an alternative to completing the booklet in typed text electronically. For learners completing the exam(s) in handwriting, without printing facilities, the same structure should be used but can be copied in pen.

Cover page
The cover page of the answer booklet will prompt learners to add the relevant unit code/name, member name and membership number. By including these identifiers, along with correct file titling (further details in submission section), this allows learner work to be marked and awarded with no disruption. When an assessment is submitted with no or incorrect identifiers (including: unit code, member name, membership number) this will mean associated booking cannot be linked to it and consequently work may not be cleared for marking until ABE are notified that an error has been made. So that work can be marked with minimal disruption, including correct identifiers in the file title and on the coversheet is crucial. Learners also need to agree to the Learner Statement attesting to the authenticity of their work. For those unable to print the answer booklet, this should be copied and signed.

Summary of Business Profile
This section of the answer booklet refers to the “context” section of the open-book exam which requires learners to provide a one-page summary of background information on their chosen organisation. The learner’s chosen organisation can be of local or international origin, however it is advisable for
the learner to read the open-book exam questions before selecting the organisation so that the organisation selected provides a good basis to demonstrate the applied knowledge that the exam assesses.

Please note this section is not included in the overall word count however it is mandatory and must be completed as part of your open-book exam submission otherwise work cannot be marked. Carefully read the business profile section of the open-book exam paper to understand what information is required in this section.

**Question responses**

The rest of the answer booklet provides space for question responses. Although learners are encouraged to type question responses if at all possible, learners handwriting on plain paper are encouraged to clearly label their answers. A word count will be specified for each exam question. For those printing and completing the answer booklet in handwriting, it may be necessary to insert additional blank pages to provide enough space to write.

**Reference list**

This section includes a listing of all the references directly used within a learner’s open-book exam submission. This can include textbooks, journals, articles, and online sources etc. The listing must be arranged alphabetically by the author’s last name. Please note this section is not included in the overall word count. It is strongly recommended that learners apply Harvard Referencing techniques (detailed in the next section of this document) to avoid academic malpractice penalties.

*Tips:* Make your reference list while you are writing responses to exam questions to ensure there are no missed references.

**Appendix (optional)**

This section can include pictures, glossaries, tables, figures etc. You must highlight the appendix in the body of your open-book exam submission with a concise description. You should not introduce any new ideas or concepts.

Please note this section is optional and is not counted in the overall word count.

*Tips:* If you are to use appendices, please ensure they supplement relevant information of your open-book exam submission.
Academic Malpractice

ABE considers academic malpractice as a serious academic offence. Please note you may be penalised depending on the level of similarity of your open-book exam submission. For further information, please consult ABE’s Plagiarism and Collusion policy, available on the portal and in appendix A of this document.

Types of academic malpractice in open-book exam submissions

Plagiarism

Taking the work of another person or source and claiming it as your own. Including paragraphs, sentences and the ideas of others without acknowledgement of the source through proper referencing is plagiarism.

Paraphrasing the work and ideas of others without acknowledgement through proper referencing is also plagiarism.

Note: ABE utilizes Turnitin, an anti-plagiarism software that helps to identify where you have taken content from other sources. This software checks your work against a wide range of sources, analyses the content of your open-book exam submission and produces a report that shows a similarity score.

Please be aware that high plagiarised open-book exam submissions will be subject to penalty and suspension.

Collusion

Two or more learners collaborating to produce work which is submitted by each in an identical, or highly similar, open-book exam submission with the claim that the work was independently completed by an individual learner.

Note: ABE will penalise across submission sessions when applicable. For example, we will check open-book exam submissions from March against learner work from June.

Impersonation

The learner asks someone else to complete all, or part, of their open-book exam submission for them and then claims the work as their own.

If similar work is authored by the same learner, across different session or different units, no penalty will be applied.
Poor academic practice

ABE differentiates between deliberate malpractice and accidental poor academic practice. Poor academic practice is not as serious as other types of academic malpractice (listed above) but it can still lead to penalties. A learner risks committing poor academic practice when:

- failing to reference work consistently and properly throughout your exam question responses;
- referencing work properly but the exam question responses to an open-book exam have little original work produced by the learner; it is mostly comprised of quotes and references from other sources.

In cases of poor academic practice, the open-book exam result will be capped at 40 marks (pass grade).
Preventing Academic Malpractice

Many open-book exam submissions require learners to use sources and references to support their work. This section gives learners the tools to reference accurately and avoid plagiarism.

How to avoid plagiarism?

To avoid plagiarism, you must reference your open-book exam submission. This means:

- Acknowledge that you have used sources, ideas or work from someone else
- Make your sources traceable by leading the reader to the original source i.e. provide citations for sources of information

Examples of plagiarism

It has been emphasised that “referencing must be done consistently throughout your work” (Phillips 2014, p. 32)

→ This is correct because it is referenced and in quotation marks.

It has been emphasised that referencing must be done consistently throughout your work

→ This is incorrect because it is not paraphrased, not referenced and not in quotation marks.

It has been emphasised that referencing must be done consistently throughout your work. (Phillips 2014, p. 32)

→ This is incorrect because it is neither paraphrased nor in quotation marks.

It has been highlighted that referencing must be done constantly throughout your work (Phillips 2014, p. 32)

→ This is incorrect because changing few words only is not paraphrasing, nor in quotation marks.

ABE’s Acceptable Levels of Similarity

- **Level 3** - The overall similarity report should not exceed 45% with no more than 25% coming from a single source
- **Level 4** - The overall similarity report should not exceed 45% with no more than 25% coming from a single source
- **Level 5** - The overall similarity report should not exceed 40% with no more than 20% coming from a single source
- **Level 6** - The overall similarity report should not exceed 35% with no more than 15% coming from a single source
Harvard Referencing Model

Overview of the Harvard Referencing Model

- The author-date system
- Referencing must be consistent
- All sources must be acknowledged
- Reference list only includes items referenced in your open-book exam submission
- Brief quotations can be included in the body of the text using single quotations
- Lengthy quotations are given in a separate paragraph, indented on both left and right margins using italics and single line spacing

What does Harvard Referencing involve?

- In-text Referencing, which provides information about the source material of direct quotations and paraphrases within the content of your completed open-book exam answer booklet.
- Reference list of sources. This is an alphabetical list of all the books, articles and electronic sources that you have referred within the content of your completed open-book exam answer booklet. The Reference list is the final section of your open-book exam submission.

Further information and useful websites

- The most useful website for the Harvard (author-date) referencing style. Click here
- A useful guide with many different source type examples – Click here
- A succinct example of a reference list, along with many citation examples – Click here
- A useful guide with many different source type examples. Also comes with an excellent quiz at the end to test your new-found referencing knowledge – Click here
- A more in-depth referencing guide, set out in a table-style format – Click here
# Harvard Referencing Model

## Creating citations

Please see table below for acceptable referencing practices.

<table>
<thead>
<tr>
<th>In-Text Example</th>
<th>Reference List Example</th>
<th>Reference List Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One Author</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>• Year of publication (in round brackets)</td>
</tr>
<tr>
<td>It has been emphasised that referencing must be done consistently throughout your work. (Phillips 2014, p. 32)</td>
<td></td>
<td>• Title (in italics)</td>
</tr>
<tr>
<td><strong>2-3 Authors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The carious process can be described as “the carious process is the metabolic activity in the plaque biofilm resident on the tooth surface” (Banerjee and Watson, 2011, p. 2)</td>
<td>Banerjee, A. and Watson, T.F. (2011) <em>Pickard’s manual of operative dentistry</em>. 9th edn. Oxford: Oxford University Press, p. 2</td>
<td>• Edition (only include the edition number if it is not the first edition)</td>
</tr>
<tr>
<td><strong>More than 3 Authors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In their review of the literature (Knapik et al., 2015)…</td>
<td></td>
<td>• Page(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
\* Year of publication (in round brackets)  
\* Title of item (in single quotation marks)  
\* Module code: module title (in italics)  
\* Available at: URL of VLE  
\* (Accessed: date) |
|---|---|---|---|
\* Year that the site was published/last updated (in round brackets)  
\* Title of web page (in italics)  
\* Available at: URL  
\* (Accessed: date) |
\* Year that the site was published/last updated (in round brackets)  
\* Title of web page (in italics)  
\* Available at: URL  
\* (Accessed: date) |
\* Year of publication (in round brackets)  
\* Title (in italics) |
<table>
<thead>
<tr>
<th>Type of source</th>
<th>Description</th>
<th>Example</th>
<th>Reference</th>
</tr>
</thead>
</table>
Place of publication: publisher  
Series and volume number (where relevant) |
Year of publication (in round brackets)  
Title of chapter/section  
‘in’ plus author/editor of book  
Place of publication: publisher  
Page reference |
Year of publication (in round brackets)  
Title of book (in italics)  
Place of publication: publisher  
Page reference of illustration, figures...  
illus./fig./diagram/logo/table |
Year of publication (in round brackets)  
Title of photograph (in italics) |
<table>
<thead>
<tr>
<th>Type of source</th>
<th>Details</th>
</tr>
</thead>
</table>
Tips:

- **Capitals** – You should only capitalise the first letter of the first word of the source. The exception is the names of organisations.
- **Dates** – The year of publication should be given in round brackets after the author or editor’s name i.e. Jones, P. (2013). If there is no date identified, use (n.d.). The date is always in the following format DD MM YYYY (16 June 2013). There are no commas.
- **Page references** – Page references are always as follows: “p. 7” for a single page, or “pp. 7-9” for multiple pages.
- **DOIs (digital object identifiers)** – A character string used to uniquely identify a digital object.
- **In-text citations** – Please note they are included in your overall word count. However, your reference list is not counted in your overall word count.
- **(Accessed):** – To be used only when you have viewed the source on the internet.
- **(Downloaded):** – To be used when you have downloaded something i.e. a book onto your computer/device.
Submission

Typed text Open-book Exam submissions

You need to submit your open-book exam submission to your centre as a PDF document with your open-book exam submission named as follows:

"Unit code_Centre code_Membership Number" (i.e. 3UBE_78910_123456)

In order to save a document as a pdf, you need to change the ‘save as type’ to PDF.

Handwritten Open-book Exam submissions

To convert your open-book exam submission into an electronic format, learners can use centre scanning facilities or a mobile phone camera and app. The preferred scanning apps are iScanner and scanner in your pocket.

Submission guidelines for handwritten open-book exams will follow the same process as for assignment-based units. Updates to include full details will be provided via email, the portal and the ABE centre through which you booked (for those still open).
Checklist

Please use this checklist to ensure you have followed the necessary guidelines while developing your open-book exam submission.

☐ Complete the first page of the open-book exam answer booklet and check it is filled out correctly and fully.
☐ The business profile of the chosen organisation is introduced specifying details requested in the exam paper.
☐ The open-book exam submission is written in the correct font style (or pen ink colour for those handwriting – blue or black is acceptable).
☐ The Reference List includes all the references in an alphabetical order and follows the Harvard Referencing Model.
☐ All supplementary information appears in the appendices in a logical order (optional).
☐ Open-book exam answer booklet is completed with question responses.
☐ The overall word count is +/- 10% of the recommended word count.
☐ The open-book exam submission is named as “Unit code_Centre code_Membership Number”.
☐ The open-book exam submission is saved in a PDF format or scanned into an electronic format if handwritten.

You are now ready to submit.
Appendices

A. Plagiarism and Collusion policy

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Plagiarism and Collusion

Plagiarism and collusion will not be tolerated. The Plagiarism and Collusion Policy will apply to all open-book exam submissions submitted for any ABE qualification or unit. All open-book exam submissions submitted to ABE will be subject to scrutiny using our plagiarism checking software.

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Definitions

Plagiarism

Plagiarism is the unacknowledged use of another person’s work.

It takes the form of the reproduction or quotation, without acknowledgement, of the work of others (including the work of fellow learners), published or unpublished, either verbatim or in close paraphrase, including material from computer files or downloaded from the internet. All work submitted for assessment is accepted on the understanding that it is by the learner’s own effort without wrongful appropriation of any kind. Learners are expected to offer their own analysis and presentation of information gleaned from research. Any sources or quotations used should be acknowledged and/or referenced in accordance with the appropriate convention.

Collusion

Collusion is a form of plagiarism, involving unauthorised co-operation between at least two people, with the intent to deceive. It can take the following forms:

(a) The conspiring by two or more learners to produce a piece of work together with the intention that at least one passes it off as their own work.
(b) The submission by a learner of the work of another learner, in circumstances where the latter has willingly leant the former the work and where it should be evident to the learner lending the work that by so doing an advantage is conferred on the other learner. In this case, both learners are guilty of collusion.
(c) In cases where there is unauthorised co-operation between a learner and another person in the preparation and production of work which is presented as the learner’s own.
The commissioning and submission of work as the learner’s own, where the learner has purchased work, or solicited another individual to produce work on the learner’s behalf.

Obligations of Learners

All learners must be willing on each occasion to sign a declaration that the work they are submitting (coursework, projects, dissertations etc.) is their own work and that they have not knowingly let other learners copy it. Even when this is not required, the assumption is that all submitted work is the learner’s own.

Where appropriate, learners are expected to familiarise themselves with and make use of the method(s) of citing other people’s work in accordance with the appropriate conventions.

Plagiarism Checking Software

Every open-book exam submission submitted to ABE will be put through a plagiarism checking software system called Turnitin. Unit open-book exam submissions are loaded into Turnitin and the software allocates each unit submission a ‘score’ based on its similarity to other publicly submitted open-book exam submissions.

Each open-book exam submission whose score is in excess of a threshold will be checked and some common sources (those associated with the open-book exam submission context and the referencing) will be excluded, lowering the overall score.

The software can determine if an open-book exam submission has been copied from another submission and will identify the learner(s) by name, ABE membership number and ABE registered centre, if a learner has passed off another ABE learner’s work as their own.

If the open-book exam submission submission remains above the threshold for the Level, then that open-book exam submission will automatically fail.

Open-book exam submissions whose scores are on the borderline of the Level threshold (or where the single source percentage threshold is higher than the stated maximum for the Level where the overall headline score is below the Level threshold), then the open-book exam submission may either be failed or capped at a pass (by reason of ‘poor academic practice’, or PAP).

Outcomes and Penalties

Plagiarism

Where a learner’s open-book exam submission Turnitin score cannot be reduced below Level threshold for Turnitin, the Examiner will award the open-book exam submission the mark of One*. The learner will need to submit a new open-book exam submission.
**Collusion**

ABE has a clear policy on collusion within assessments: please see the Malpractice Policy for further information.

Collusion will be investigated thoroughly with centres and learners, and the outcome of the investigation will determine the level of the sanction applied.

Learners whose open-book exam submission Turnitin analysis shows links between learner open-book exam submission submissions within the same unit between one (or more) other learner(s) will be awarded the mark of One* by the Examiner. The learner(s) will need to submit a new open-book exam submission.

ABE takes all forms of assessment malpractice seriously, and repeated attempts of plagiarism or collusion may lead to a termination of membership of ABE.

Any centre which has a high percentage of learners committing academic malpractice (either plagiarism or collusion) in open-book exam submissions in a single assessment session will routinely be asked to undertake an investigation and to implement an action plan to reduce the incidence of such malpractice in subsequent assessment sessions.

*The award of a mark of One by ABE is to indicate that the open-book exam submission has been assessed and run through the plagiarism software by ABE.
Learner Statement

All work that learners submit as part of the ABE assessment requirements must be expressed in their own words and incorporate their own judgements. Direct quotations from the published or unpublished work of others, including that of tutors or employers, must be appropriately referenced. Authors of images used in reports and audio-visual presentations must be acknowledged.

☐ By clicking this box, I [INSERT FULL NAME] am confirming that the work I am submitting is my own and I have acknowledged ALL the sources of reference I have used in constructing my assignment.

Date: (insert today’s date)

For ABE use only

ABE mark

ABE 2nd mark (if applicable)
Important information

Before taking an ABE open-book exam, learners will need to read the “Open-book Assessment Guide to Study and Examination”. This guidance document provides important information on how to prepare for, take and submit an ABE open-book exam.

Instructions

▪ Make sure you read and understand each question before answering.
▪ When answering questions, it is advisable to address all question requirements in order to optimise marks scored.
▪ Pay attention to question command words.
▪ Open-book exams are designed so that learners may use resources such as books, dictionaries, notes or any other written materials while sitting the exam.
▪ Learners may benefit from selecting and organising notes they wish to reference while completing the exam.
▪ Calculators, including scientific calculators, are allowed.
▪ Begin each question response in the allocated section below each question. These sections are expandable for learners completing the exam in typed text. For learners handwriting the exam:
  → on plain paper, include all details requested on the answer booklet coversheet and title all question responses.
  → on a printed question paper, you may need to expand sections prior to printing out the answer booklet to allow space to write using the full word count.
▪ For learners completing the exam in handwriting, please ensure all pages are included in the final submission.
▪ ABE reserve the right to investigate and penalise plagiarism and collusion as appropriate. Please consult the “Open-book Assessment Guide to Study and Examination” for full information on referencing best practice, in order to avoid committing plagiarism.
▪ Use blue or black ink, if completing the exam handwritten.

Additional tips to boost performance

Before you answer the questions, it is strongly recommended that you familiarise yourself with the study content relating to the unit. This content can be found in the unit Syllabi and Study Guide. Wider reading can also strengthen assessment performance. Academic journals and texts in Study Guide reading lists are recommended reading and can deepen your knowledge and provide broader context beyond fundamental subject matter for the unit.

Understanding this will help you to construct your answers and will ensure the content is relevant to the questions set.

Further information on how to use study resources can be found in the “Open-book Assessment Guide to Study and Examination”.

29
Business Profile

You must choose a business on which to base your answers, i.e. your answers must be set in the context of this specific business. Choose a business with which you are familiar. It must be a real business and the type of business you choose must be relevant to the questions.

All your answers must be based on this business.

In answering the questions, you must assume the role of an experienced independent consultant. You have been hired by the business owner.

You must provide a one-page summary of background information on your chosen business.

This must include:

- Name of the business
- Size of organisation (including number of employees if known)
- Main markets where it operates (geographical locations)
- Examples of products and services
- Key competitors
- Main types of customers

In addition to the above, you can include any other information which might be useful for the marker to help them understand the context of your answers. Your business profile summary is **not** included in the overall word count.

(200 words)
Question 1  (600 words)
For your chosen business, explain...«full question wording redacted»

(30 marks)
Question 2  (300 words)
For your chosen business, explain...«full question wording redacted»

(15 marks)
Question 3   (300 words)
Describe the characteristics of...«full question wording redacted»

(15 marks)
Question 4  (200 words)

Explain the importance of...«full question wording redacted»

(10 marks)
Question 5  (200 words)
Describe how the business might...«full question wording redacted»

(10 marks)
Question 6 (200 words)
Describe the requirements...«full question wording redacted»

(10 marks)
Question 7  (200 words)
Explain how...«full question wording redacted»

(10 marks)
END OF PAPER
[TOTAL MARKS FOR PAPER IS 100 MARKS]