

Frequently asked questions

What is an open-book exam?

An open-book exam tests the same learning outcomes and assessment criteria as a timed ('closed-book') exam but it allows the candidate access to reference material, thereby testing knowledge as well as skills in application and the ability to research.

Answers will need to be detailed and reflective of the syllabus and qualification level.

What format does the exam take?

Usually, you will be expected to give a business context and then answer a series of questions, which will need to be answered in detail and in relation to the chosen context.

How is it different from the usual ABE timed exam?

In an open-book exam you will need to give more detailed answers, due to the fact that you have more time and access to textbooks and research.

Can I use the same organisation for several open-book units?

Yes, you can use the same company in the organisation summary for more than one unit as long as it has all necessary properties you need to answer the questions in the exam. Read the exam questions carefully before choosing the organisation. You will get the best results if your chosen organisation allows you to back up theory with great real-life examples.

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

You will have three to four weeks.

The questions are loaded onto the portal and will need to be returned to ABE by centres before close of business on the deadline date. If you are submitting through a centre please, liaise with them on the timelines, as the centre will need to collate the exam answers for submission to ABE prior to the deadline.

Where can I find my open-book exam questions?

Once the questions are published on the portal you can usually find them by typing 'open book' in the search bar. Alternatively, go to **My Learning** on the left hand side > click the **Exam Preparation** tab Select Unit > Select the file labelled with **Open Book Exam** – and download.

What is the word count?

As with timed exams the word count will vary per question. The overall exams will typically be between 2,000 and 3,500 depending on the level, the higher the level the higher the word count.

Will I need to reference study material?

It is important study materials are fully referenced because your answers will be scrutinised for plagiarism and collusion.

How will I return the exams to ABE?

This will normally be done via your centre. If your centre is closed, we will provide details so you can return your open-book exams to us directly on this email address: assessmentsubmission@abeuk.com

How will the open-book exams be marked?

All open-book exams will be marked independently in the UK as always and will be scrutinised for plagiarism and collusion.

Is an ABE open-book exam as credible as an ABE timed exam?

Yes, 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.

Do regulators support this approach?

Yes, open-book exams are common practice in subjects such as law and UK regulators welcome this method of assessment, viewing it as highly reliable.

Is there any other information about open-book exams I can access?

Please read our 'A Guide to studying and completing ABE Open-Book Exams'. You can find this information on the portal.

How should I prepare for an open-book exam?

Every assessment in any form is designed to ensure you have met the unit's learning outcomes so preparation should be exactly as it would be for any other assessment.

Should I continue to work with my centre?

Yes, tutors provide an essential and valuable part of your learning experience, so do continue to participate in lectures and tutorials or take advantage of any alternative support or remote teaching that your college is putting in place.

My centre is closed how can I book assessments?

Methods of booking directly vary by country so please email admissions@abeuk.com. If you have not been sent information about this.

What if my college reopens or is not locked down?

ABE exams will remain open-book for this session, even in those countries where there are no longer restrictions on gatherings. If your college is not closed, and you can travel freely, you should attend college as much as possible if it is safe and possible to do so. Your tutors will help you prepare for your exams.

I don't have access to Microsoft programmes can I still take an assessment?

Ideally, we would like your assignments and open-book exams emailed to us as Word or PDF documents. However, we will accept email scans of neat handwritten assignments and open-book exams. If you are providing handwritten assessments, please ensure they are clear and legible.

I am worried, I haven't done this type of exam before:

Don't worry. We will not be looking for anything from your answers that isn't covered in the unit syllabus.

We also have a strict 'no detriment' policy which means we make allowances for the fact the exam is in an unfamiliar format.