



## WHAT DIFFERENT FORMS OF EXAMS CAN WE USE?

**1. OPEN-BOOK EXAMS** where candidates are provided with texts or journal articles, or even allowed to bring in reference materials of their own choice. This can save candidates from having their memory tested so much, and focus on their abilities to interpret existing sources and choose extracts to discuss or critique in their answers. The advantages include reducing the emphasis on memory recall. A disadvantage can occur if different candidates have different resources to use.

**2. OPEN-NOTES EXAMS** Where candidates are allowed to bring in with them a limited quantity of prepared material – handwritten or word-processed – to assist them in answering the exam questions e.g. one A4 sheet of paper. It could be regarded as a ‘licensed crib notes’ situation. In comparison to an open-book exam, only allowing candidates to bring along a limited set of materials, encourages candidates to prepare, revise and arguably engage in some higher order thinking processes around selecting ‘difficult’ or useful materials and making judgements around what is most important or useful. Hence, the preparing the open-notes can form a worthwhile learning experience.

**3. COMPUTER-BASED EXAM** already exist in many disciplines and can have the advantage of allowing candidates access to specialised computer-aided design software. This may enable much more complex and authentic questions to be posed as candidates are not limited to pen-and-paper solutions. Such exams can also test candidates competency with these tools. A disadvantage can be that keyboard and typing skills may be tested alongside subject knowledge. If the computers are also linked to the internet, the authenticity of the exam is further enhanced in that it resembles real-world situations, but as before, the veracity of the answers to the exam questions can be compromised. Creating exam questions whose solutions cannot be easily “Googled”, questions that are derived from local or authentic contexts e.g. case-studies derived from a local scenario or requiring candidates to carefully explain the solutions or problem-solving process may help to address the veracity issue.

**4. ‘IN-TRAY’ EXAMS** can take the form of exams where candidates are already provided with factual detail about a scenario (for example, the staffing and facilities of a hospital ward, or a business portfolio) and are given time to familiarise themselves with the information provided. Then at set times during the exam, they are given a slip of paper outlining an incident (for example, incoming casualties after an accident, or a sudden change in value of a currency) and asked to make specific decisions on the best courses of action to address the situation. Advantages include that such exams can be high on ‘authenticity’ – simulating real-world situations quite directly, and can be quick and relatively straightforward to assess. A disadvantage is that this kind of exam can take considerable time to set up in the first place, and it is necessary to have done at least some piloting to ensure that the questions really probe candidates’ understanding of the gist of the information they were provided with.

**5. TAKEAWAY EXAMS** can be where candidates are given a question paper or task to take out of the exam room and asked to submit their answers at a later time in the same day (or beyond). Such exams can have the advantage of simulating real-world situations, where people are allowed to use resource materials and talk to other people when solving problems. Although such exams may still be time-constrained, candidates can work in an environment less artificial than a silent, crowded room. The obvious disadvantage is that there can be uncertainty about ‘veracity’ – i.e. who exactly solved the problems or came up with the submitted answers. Creating exam questions whose solutions cannot be easily “Googled”, questions that are derived from local or authentic contexts e.g. case-studies derived from a local scenario or requiring candidates to carefully explain the solutions or problem-solving process may help to address the veracity issue.

**6. ORAL EXAMS** are normally face-to-face occasions, where a candidate is quizzed by two or more examiners or alternatively, if this is not possible, the oral examination session is recorded. Joughin (2010) has elaborated on the benefits of oral exams in some detail, and the way that they can reach dimensions of understanding completely missed by written exams. The advantages include the possibility of using probing questions to test understanding, and on both sides the use of tone of voice, gesture, facial expression and normal human interaction to clarify questions and answers. Disadvantages include the time taken to run a series of oral exams, and the difficulty in ensuring that successive oral exams are conducted at about the same standard. A further disadvantage is that some candidates can be overly-stressed by the face-to-face situation and not do themselves justice because of this.

## KEY TAKEAWAYS

Traditional exams are likely to be with us for some time, so we need to find ways to use the opportunity to make assessment more productive. To achieve this, we need to think carefully about the purposes of both the exam occasion and the formats we use and give students tasks to undertake within them that add value rather than simply stressing and exhausting assessors and students.

## REFERENCES

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