

Department of Archaeology
and Ancient History

Instructions for take-home exams

The purpose of take-home exams

The aim of take-home exams is to assess your ability, based on the required reading, to understand, critically review and, in your own words, formulate the content covered by the course. We consider the take-home exam as a way to attain lasting and holistic knowledge. It also gives you an opportunity to reflect on the material. We try to formulate the questions so that the take-home exam becomes a learning opportunity in itself – which presupposes the processing, restructuring, analysis and synthesis of what you have read and what we have covered in lectures and discussions. The answers cannot be found directly and in a ready form in the literature – you must take a position regarding the material.

You are welcome to discuss the take-home exam questions with each other, but writing the answers is an individual task.

Practical instructions

- The assignment is to be in writing. Use typeface Times New Roman or similar, type size 12 pt, 1.5 line spacing, normal margins (2.5 cm). Remember to paginate and respect the specified length of the answer.
- You are welcome to use (outside the specified length of the answer) maps and images to illustrate your answer.
- Always state the source of your information! This is done by referencing text throughout and including a list of references at the end of your answer in which you list the publications you used. Use the Harvard System (in Archaeology, Historical Archaeology and Historical Osteology) or the Rome and Athens Institute Reference System (in Classical Archaeology and Ancient History) when you refer to sources. You can find more information about references in the Subject Guide, under the tab “Writing and referencing.”
- Use the required reading as a basis; these publications are your primary source material. We expect that you will refer to all parts of the required reading that are relevant to the assignment. However, you are also welcome to search for further information from other sources.
- Remember that it is not permitted to use someone else’s information without references, to copy all or parts of a text from the internet, from books or from your fellow students. Suspected cheating is reported to the University’s Disciplinary Board and can result in suspension. Read more about academic integrity and plagiarism in the Subject Guide, under the tab “Evaluating information.”
- The take-home exam is either to be uploaded on the teaching platform or submitted via email to the lecturer.

- Please note: Always state your name on the take-home assignment.
- Contact the lecturer if you have a problem or there is a special reason why you cannot submit the assignment on time.

Assessment criteria

The answer is assessed on the basis of the assessment criteria below (individual lecturers may provide similar criteria, but perhaps worded differently).

- **Relevance** – The question is to be correctly analysed in terms of the subject and concepts, and you are to answer what is central to the question – avoid unnecessary digressions.
- **Breadth** – You should take into consideration different angles and aspects in your answer. The answer is to demonstrate your ability to grasp the breadth of the question, and to compile and compare information from several different sources.
- **Depth** – You should also be able to *assess* the knowledge base in relation to the question, and demonstrate that you can see connections and create a synthesis. Simply listing facts as bullet-points demonstrates a poor understanding of the knowledge base. The answer is to be written as a running text, in which it is clearly stated how different central phenomena and concepts are related to each other.
- **Reflection** – You should demonstrate that you can evaluate, take a position on, and draw your own conclusions about, the knowledge base, and that you can argue for your conclusions in a well-supported independent way.
- **Structure** – Your answer is to be structured, coherent and logically comprehensible (in other words, your answer is to have a clearly discernible theme). The answer's outline reflects how organised your thinking is. We recommend that you use sub-headings. Always indicate new paragraphs, either with an indent or a blank line.
- **Use of literature** – The assessment focuses on how well you have utilised the required reading in your answer to the question. If, for example, there is important information in the required reading, we expect that this will be taken into account in your answer.
- **Language** – You are to write using coherent sentences and paragraphs, and pursue an objective, easily comprehensible and relatively advanced argument. The text is to be grammatically correct and proofread, without spelling mistakes, and follow the applicable formalities.

The higher the degree of fulfilled criteria, the higher the grade. In conjunction with each examination, the lecturer makes written comments in which the grade is justified in relation to the assessment criteria. The grading is according to the grading scale in the current syllabi, usually Fail (U), Pass (G) and Pass with Distinction (VG).