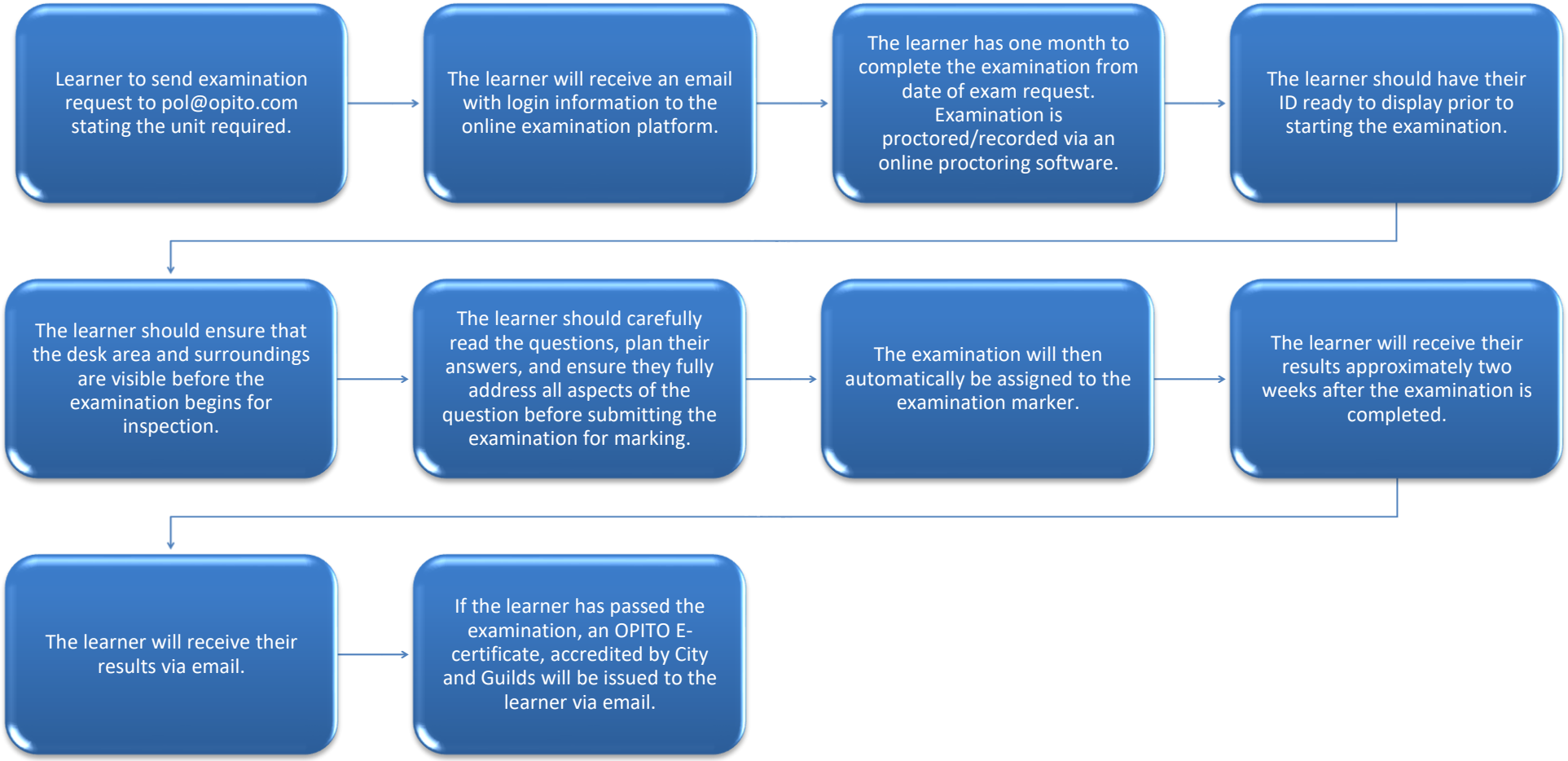How to arrange your Open Learning examination