

**FINAL VERSION**

**Department of Bioengineering**  
**Detailed Guidelines for Students – ‘How To’ for online assessments**  
December 2021

This document contains essential information on the upcoming remote assessments. **Please read this document carefully**, as there have been **some updates** from the previous versions. The information on p.2 will be handy on the day of the assessment. It is advised that you print it out and keep it on your desk if possible.

**Who to contact?**

(1) About potential queries on these guidelines

- student year reps
- [n.harbert@imperial.ac.uk](mailto:n.harbert@imperial.ac.uk)

(2) About technical issues during your assessment

If, during your assessment, you have issues which cannot be addressed by the information already provided, please contact the Student Office at [bg-exam-help@imperial.ac.uk](mailto:bg-exam-help@imperial.ac.uk) as soon as possible with your contact details so that you can be put in touch with ICT or call the urgent ICT support line on +44 (0)207 594 2424. They are available from 8am - 6pm (Monday-Friday).

(3) About non-technical issues during your assessment

- If you have an issue which prevents you from continuing with your assessment, phone +44 (0)20 7594 9296 (Nicole Harbert) or email: [n.harbert@ic.ac.uk](mailto:n.harbert@ic.ac.uk)
- If you have an issue but can continue with your assessment email: [bg-exam-help@imperial.ac.uk](mailto:bg-exam-help@imperial.ac.uk) (remember to state the module name in the subject line)

(4) Academic issues during your assessment

Examiners' email address shown on the platform instruction page and email that will become available prior to the assessment.

(5) Personal issues

- Your personal tutor
- UG and PG senior tutor: Dr Claire Higgins [c.higgins@imperial.ac.uk](mailto:c.higgins@imperial.ac.uk)
- MRes senior tutor: Professor Tom Ellis [t.ellis@imperial.ac.uk](mailto:t.ellis@imperial.ac.uk)
- Student wellbeing adviser: Dr Sandra Roscoe [s.roscoe@imperial.ac.uk](mailto:s.roscoe@imperial.ac.uk)

**Summary**

For multiple choice assessments, you will:

- 1) be provided with information on which online platform will be used (Wiseflow, Mobius or Blackboard), how to use the platform and what to expect on the day of the assessment

## 1. Prior to assessment

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- 1) For assessments in Blackboard and Mobius go to the "Remote Assessments - Spring /Summer" folder in the BB module page 15 minutes before the scheduled start of the assessment. For assessments in Wiseflow you will need to go to <https://europe.wiseflow.net/login/uk/imperial>
- 2) Follow the instructions on the assessment page and set a timer to notify you of the end time of the assessment.
- 3) Take a note of the examiners' email address in the instructions for your reference during the assessment.
- 4) If you have issues with opening the file, please call the numbers shown above.

## 2. During assessment

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### Contacting the examiners (Academic issues)

- All academic queries should be submitted to the examiner's email address provided in the instructions.
- You are advised to email the examiners only if you are convinced that
  - (i) you may have spotted a mistake in the paper;
  - (ii) the question does not contain sufficient information to provide an answer; or
  - (iii) the paper presents serious flaws.
- Should any serious problems with the papers be discovered during the assessment, the resulting action will be communicated by the Student Office via email.
- Unless advised otherwise a digital copy of the assessment will be sent to you 5 minutes before the assessment start time. If you are unable to access the online assessment platform you will need to use the digital document and email your response to [bg-bioengexamssubmission@imperial.ac.uk](mailto:bg-bioengexamssubmission@imperial.ac.uk). You will only be given 5 minutes extra time allowance to do so.

## 3. After the assessment

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For online assessments there is no extra time allowance for submission. Online assessments in Blackboard and Mobius will be set up so that your submission is automatically submitted once the deadline is reached however you can also submit when you are ready by clicking on the submit button. In Wiseflow you will no longer have access to the online assessment paper once the submission time has passed but you will need to click on the 'hand in' button.

1. Stop typing at the end of the assessment time. Once you have submitted your answers these will automatically be saved to Wiseflow or Blackboard.
2. Ensure that
  - All compulsory questions have been answered.
  - You have successfully submitted your answers at the end of the assessment.
  - You delete the exam paper; it is strictly prohibited to keep a copy.

## Appendix: Equipment to be supplied by students

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### Internet access

You must make suitable arrangements in advance and ensure that you have appropriate internet connection for the upload/download of the assessment paper and your answer file.

It is advised to check the quality and reliability of the internet connection before assessment

**Internet access is required** as it relates to logging onto Wiseflow, accessing exams and module materials on Blackboard uploading the exams once finished. Internet use is allowed for sending and receiving messages from the student and/or examiners in relation to the exams. **Internet use is not allowed for any other purpose.**

- It is strictly prohibited to communicate with one another during the exam

- It is strictly prohibited to plagiarize (e.g. copying from the internet)

#### Internet-enabled device (PC, phone, tablet)

You must ensure to have

- a device that can access, download, and upload from and to Wiseflow;
- a device that allows you to read and send emails from your college address for potential communication during the assessment.

It is advised that

- all updates to operating systems and anti-virus software are completed well ahead of the start of the assessment, to prevent any unexpected updates occurring during the assessment;
- battery-powered devices are connected to a mains power supply during the assessment.

#### Phone

- You must ensure you have a working phone to contact the Department in an emergency during the assessment

#### Quiet space

- You must ensure that you have a quiet space where you can undertake the assessment on your own and with minimal disturbances;
- If you need to travel to such a place, then you should allow suitable time as you would for assessments at the College.

#### Scientific calculator

- If you need a scientific calculator, we recommend Casio fx-85GT PLUS or equivalent. Microsoft and/or Mac calculators are also suitable.