

FINAL VERSION

Department of Bioengineering
Detailed Guidelines for Students – ‘How To’ for 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) For potential queries on these guidelines

- student year reps
- 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 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
- If you have an issue but can continue with your assessment email: 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 Wiseflow instruction page and email that will become available prior to the assessment.

(5) Submission of your assessment should be via Wiseflow. If you are unable to connect to Wiseflow, please save your file to OneDrive and share with bg-bioengexamssubmission@imperial.ac.uk

(6) Personal issues

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

Summary

For *written* assessments, you will:

- 1) be provided with a PDF file (containing all assessment questions and relevant additional instructions) via **Wiseflow** and by **email 5 minutes before the start of the assessment**,
- 2) hand-write your answers on your own supplied paper,
- 3) scan your answer sheets using OneDrive, Microsoft Lens, Adobe Scan or an **app of your choice**,
- 4) upload a single PDF file of scans or photos of these hand-written answers to the Wiseflow submission box.
- 5) If you are having technical difficulties with Wiseflow, please save to OneDrive and share with bg-bioengexamssubmission@imperial.ac.uk.

All answers need to be hand-written on physical paper, without using PC or tablet. Equipment to be supplied by yourselves is listed in Appendix.

Further information can be found on our website: <https://www.imperial.ac.uk/bioengineering/covid-19/>

1. Prior to assessment

- 1) Go to the **Wiseflow home page at least 15 minutes before the start of the assessment** (<https://europe.wiseflow.net/participant/>)
- 2) Read then follow the instructions on the assessment page.
- 3) Take a note of the examiners' email address in the instructions for your reference during the assessment.
- 4) Prepare a front page listing the:
 - the module name
 - your CID number
 - the question numbers and the pages your answers can be found on
 - the **self-declaration** - **"I confirm that the answers presented in the submitted pdf are my own work and that I have not been in contact with others during the assessment"****Do not** write your name to ensure anonymity.
- 5) 5 minutes before the start of assessment (UK time), the assessment paper will become available to all students on Wiseflow and be sent to your College email address by the Student Office. If you have issues with opening the file, please call the numbers shown above.

2. During assessment

- You must *hand write* all answers exclusively on plain (or with lines or squares) sheets of A4 paper, **leaving a small margin (about 2cm) on all the sides for marking**.
- Use of electronic note-taking equipment (e.g. iPad) or digital text editors is not allowed. Exceptions will apply to students who have had permission to type their answers through the special exam arrangement process.
- Include the **page number**, the total number of pages (e.g. p. 1/ 4), **question number** and **your CID** at the top of each page.
- **Do not write your name on any part of your document.**

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.

3. After the assessment

The window of extra time allowance for the scanning and upload of your document (normally 30 minutes) after the assessment is a strict cut-off and it cannot be guaranteed that answer sheets that are submitted late will be considered for marking. Please follow the instructions below to ensure a timely submission.

- 1) Stop writing at the end of the assessment time. Otherwise you may be unable to complete the upload in time.
- 2) Ensure that
 - all question numbers and page numbers are shown clearly on each page,
 - your CID number (not your name) and the total number of pages are marked on the front page, and
 - the papers are sorted in order of page number
- 3) Take a scan of all the answer sheets (including the front page) and convert to **a single pdf file** for uploading. Check legibility of your file before proceeding further.
- 4) Save the file in OneDrive. **The name of the file should be your CID followed by the module name** (e.g. 67283947_BioengAction.pdf).
- 5) Upload the pdf to Wiseflow. You can go back to the submission area and review what you have uploaded.
- 6) If you are having technical difficulties with Wiseflow, please save to OneDrive and share with bg-bioengexamsubmission@imperial.ac.uk
- 7) If you have to submit your exam after the 30-minute scan-and-upload timeframe, you should submit a mitigation form explaining why you took longer than the allocated time. Include evidence, such as your internet speed (a screenshot from www.speedtest.net), if this caused the

issue. Please note that we **will** check the scan time of your submitted document. If your upload took 10 minutes but it is clear you did not start scanning the paper until 25 minutes after the exam finished, your mitigation form **will not be accepted** and you will get zero for the exam.

- 8) Retain the hard copies of the uploaded/submitted pages until at least the end of September.
- 9) **You must delete the exam paper immediately after the exam; it is strictly prohibited to keep a copy, if we find that exam papers have been retained and/or shared, we may pursue academic misconduct procedures.**

Appendix: Equipment to be supplied by students

- Plain A4 white paper (coloured paper only for students with special arrangements)
Ensure that you have enough paper for answer sheets and for rough calculations (not for submission)
Paper with lines or squares is permitted if the squares do not obscure the writing
- Blue or black pen
Do not use pencil as scans can be difficult to read
Do not assume that the markers will be able to discriminate between pens of different colours after scanning

Other Important Information

Open Book Policy: Open-book means that module materials can be accessed *via* Blackboard, unless expressly forbidden, in writing to all students, by the module lead. No other materials are allowed, unless expressly permitted by module lead, in writing to all students.

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.

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.

Camera/scanner – smart phone, tablet, digital camera

You must

- ensure to have a device that allows you to take scans or photos for submission, by trying several options to find out which one works best for you;
- identify an app with which you can produce a pdf which meets all criteria and contains all pages in one file.

It is advised that

- you check the readability of your scans or photos before submission;
- you use the same device for dry-runs and actual remote assessments;
- you practice creating a pdf and uploading it to the Wiseflow testing pages;

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.

Academic Misconduct

- The department will take swift action on all suspected cases of academic misconduct which are reviewed by a College panel. The penalties for academic misconduct are severe. Do not take the risk; your entire degree can be jeopardized.
- It is strictly prohibited to communicate with one another during the exam in any way (including in person or virtual); this constitutes collusion and will be penalized.
- Internet use is ONLY allowed as it relates to the logistics of your exam. This is limited to accessing Wiseflow, Blackboard and downloading, accessing module materials, uploading your exams and receiving and sending emails to the student office and/or examiners about the exam.
- It is strictly prohibited to plagiarize (including, but not limited to, copying from the internet, your notes or tutor's notes)
- Third party guidance/inter-reference (such as a tutor) is strictly prohibited; this constitutes collusion and will be penalized.
- More details can be found here: <https://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/>