

Time-limited remote assessment – Process and Checklist

Introduction

This guide provides instructions to prepare for and submit a timed remote assessment.

1. You will access each assessment and the assessment paper from the **Wiseflow** participant page (<https://europe.wiseflow.net/participant/>)
2. You should receive an email with details of the assessment 48 hours before the start of the assessment. The exam paper will also be sent to your college email address 5 minutes before the start of the assessment in case of difficulties with accessing it in Wiseflow
3. You will hand write your responses on **paper**, which you will need to scan and compile into one PDF file.
4. If needed, communication during the assessment will be sent through the Wiseflow platform not by email
5. You will submit your scanned document to the **Wiseflow** submission area.
6. If you have technical difficulties accessing Wiseflow, please save your PDF to OneDrive and share it with bg-bioengexamsubmission@imperial.ac.uk

You can use the steps below as a checklist to make sure your work is properly labelled and submitted.

1. Prepare, access the assessment questions and write your answers



- ✓ Go to <https://europe.wiseflow.net/participant/> 15 minutes before your assessment is scheduled to start, you may need to refresh the page 5 minutes before the assessment starts when the remote assessment paper is released
- ✓ Prepare a front page - write down your CID number, module name, the question numbers and the following self-declaration on the front page: "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."
- ✓ Write on only one side of the paper where possible.
- ✓ Write the question number you are answering at the top of each page so that markers can easily identify them.
- ✓ Number the pages in the top right corner and record the total number of pages before scanning (eg, page 1 of 12)

CID number	page 1 of 12	CID number	page 2 of 12
Module name			
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.			
Q1	page 2		
Q2	page 3		
Q3	page 5		
Q4	page 7		

2. Scan your responses



- ✓ Make sure that the writing in the images is **not blurred**.
- ✓ Check that each page is **cropped properly** so that no parts of your work are left out.
- ✓ Save the pages as **one PDF** document.
- ✓ Leave enough time for the file to upload.

3. Upload your work



- ✓ Leave enough time to complete the submission.
- ✓ Check that you have received confirmation of your Wiseflow submission
- ✓ **Keep the original papers** in a safe place for future reference.

How to prepare for and submit a timed remote assessment

Download a scanning app

For your time-limited remote assessments you will need to upload a scanned PDF of your handwritten responses. Imperial College recommends **Microsoft Lens** and **Microsoft OneDrive**. To download the app, go to the app store associated with your device.

Note: You may also use a scanner on your printer if you have one or any other app you feel comfortable in using for example Adobe Scan, CamScanner, Scannable, Scanbot, etc.

How to use OneDrive to scan your work


The steps below show how to use the **Microsoft OneDrive** app for scanning your work - [see here for a video demonstration](#). The screenshots may differ slightly depending on the app and device you are using.

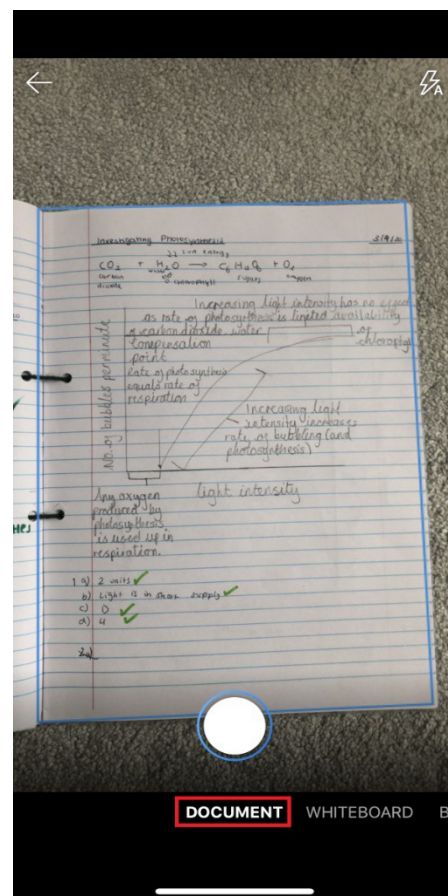
Follow the steps 1-6 below to ensure your smartphone or tablet are able to capture and save your work.

Step 1 – Capture a page

- 1.1 Lay your first page on a flat, dark surface to help the app detect the edges of the page
- 1.2 Make sure the **camera flash** is turned on (not just on auto)
- 1.3 Make sure **Document** is selected (not Whiteboard or Business Card)
- 1.4 Press the **capture** button. A preview of the image should appear.

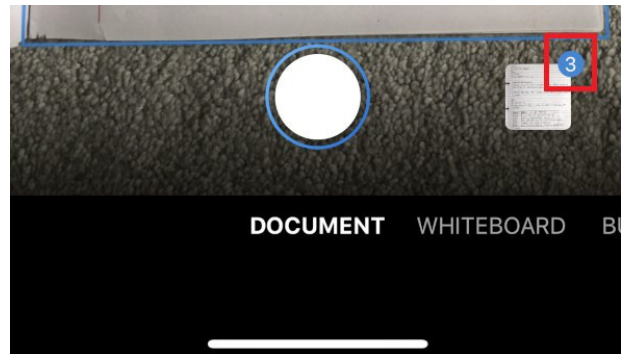
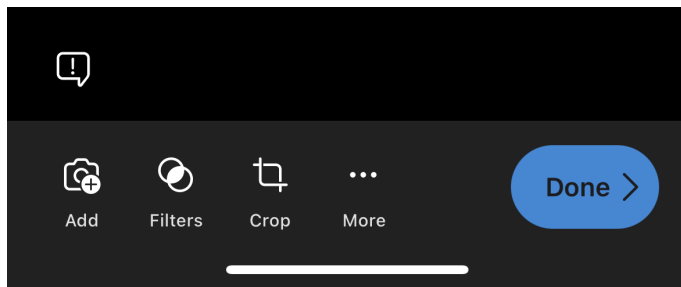
Step 2 – Edit as you go

- 2.1  Check the image is a clear and not blurry. To remove the page, tap the **Trash Can**
- 2.2 Ensure borders align with the edges of the page - if not, tap the **Crop** icon
- 2.3 To crop, use the circular buttons to adjust the outline to the edge of the page and tap **Confirm**



Step 3 – Add a page

3.1 Click on the plus sign to capture the next page



3.2 Repeat steps 1, 2 & 3 for all remaining pages so all pages appear in a single PDF document. The number in the blue circle indicates how many pages have been scanned to the document so far.

Step 4 – Finish Capturing

4.1 When you have completed capturing all pages of your work, tap **Done**.

Step 5 – Save your work as PDF to OneDrive

5.1 Re-name the file with your CID number followed by the name of the module.

5.2 Choose where in OneDrive you would like to save your file and click on the tick in the top right-hand corner.

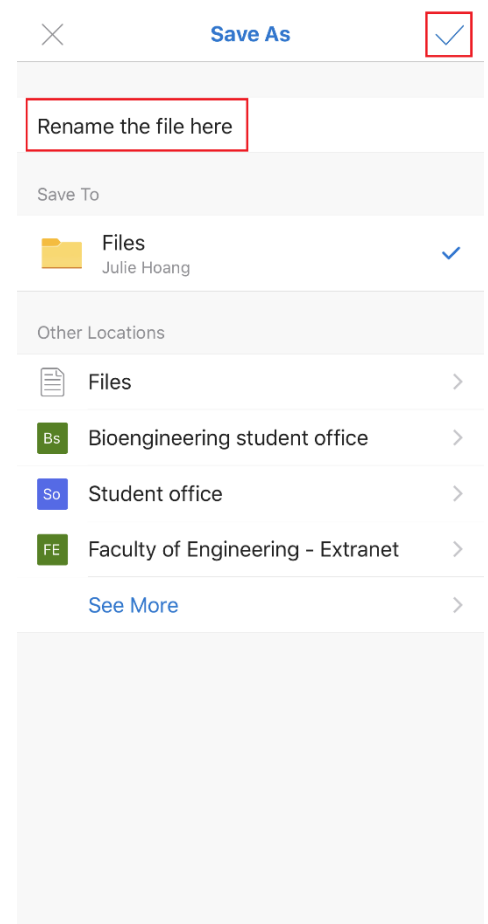
Note: As OneDrive is in the cloud, the file may take up to 5 minutes to save (depending on your internet speed). Be patient.



Note: This will save the file into your personal **OneDrive**. You will still need to upload the file into Blackboard.



Note: You do not need to use OCR (Optical Character Recognition) software.



How to use Microsoft Office Lens

The steps below show how to use Microsoft Office Lens. The screenshots may differ slightly depending on the app and device you are using.

Step 1 – Log in

1.1 Tap **Settings**

1.2 Tap **Sign In** and **+Add Account**. Enter your Imperial College Username username@ic.ac.uk and password

1.3 Tap **Done**

Step 2 – Capture a page

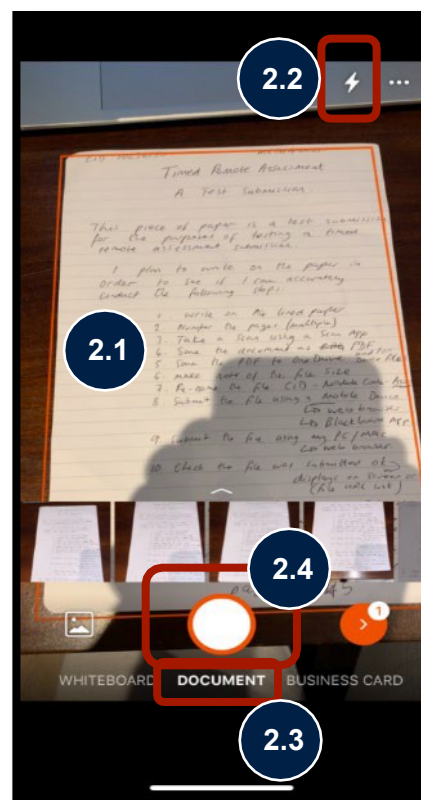
2.1 Lay your first page on a flat, dark surface to help the app detect the edges of the page

2.2 Make sure the **camera flash** is turned on (not just on auto)

2.3 Make sure the **Document** is selected (not Whiteboard or Business Card)

2.4 Press the **capture** button

A preview of the image should appear.



Step 3 – Edit as you go

3.1  Check the image is a clear and not blurry. To remove the page, tap the **Trash Can**

3.2 Ensure borders align with the edges of the page - if not, tap the **Crop** icon

3.3 To crop, use the circular buttons to adjust the outline to the edge of the page and tap **Done**

Step 4 – Add a page

4.1 Click **Add New** to capture the next page

Important: Repeat steps 2, 3 & 4 for all remaining pages so all pages appear in a single PDF document.

Step 5 – Finish Capturing

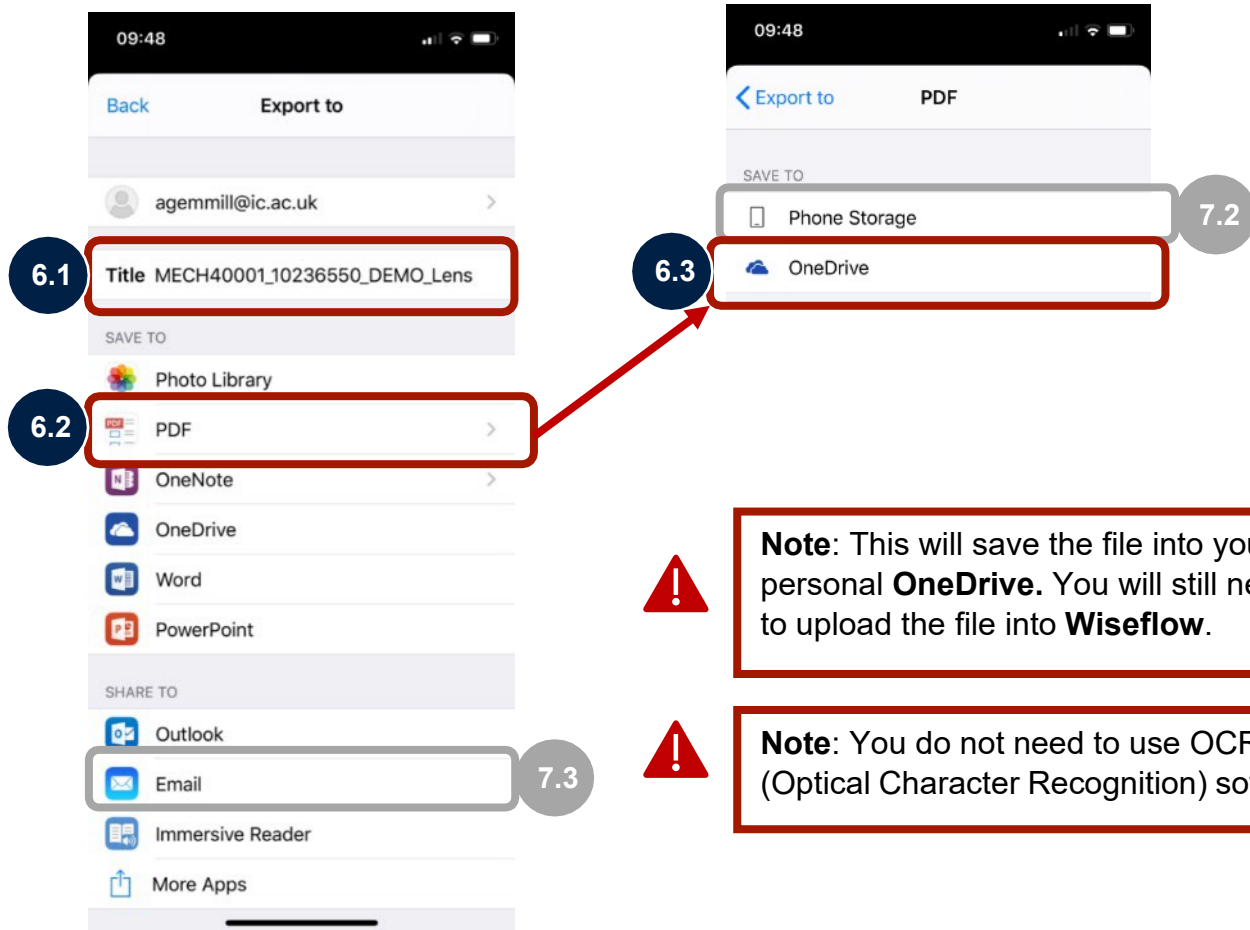
5.1 When you have completed capturing all pages of your work, tap **Done** >

Step 6 – Save your work as PDF to OneDrive

6.1 Re-name the file with your *CID* and the module name

6.2 Tap **PDF**  **Note:** You must click **PDF** first to avoid saving as images.

6.3 Tap **OneDrive**



Note: As OneDrive is in the cloud, the file may take up to 5 minutes to save (depending on your internet speed). Be patient.

Please be advised that although Microsoft Lens and One Drive are recommended by the college you may find other apps work better on your device.

We have tried using a variety of apps including Adobe Scan, Camscanner, Scanbot and Genius Scan these all have their own advantages and disadvantages so it is worth investing some time into scanning 12 pages using different apps to find one that you are comfortable with and allows you to scan at least 12 pages into one document.

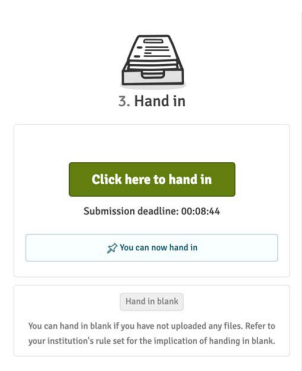
Submitting your work in Wiseflow

With your file saved in **OneDrive** you can **submit via a personal computer / laptop or via a mobile device** (we recommend using the web interface method)

Log in to Wiseflow (<https://europe.wiseflow.net/participant/>)

From the **Flow Overview**, navigate to the module you are submitting to and find the submission portal.

Click on **Upload** to upload your submission.
Double-check your file appears in the section as shown:



Click **Click here to hand in** at the bottom right-hand corner to save and upload your file – you may need to wait a few minutes, so be patient.

After Submission

Once you have successfully submitted, you should see a green 'Handed in' message.



Essential checklist

You must follow these steps to ensure you are fully prepared for a time-limited remote assessment:

- ✓ Download a suitable document scanning app
- ✓ Practise creating and saving a scanned document
- ✓ Practise uploading to Wiseflow from your chosen device
- ✓ Check the document uploaded successfully