

Time-limited Remote Assessments – Process overview and checklist

Summary

All assessments you will sit will need to be handwritten on paper unless advised otherwise. Here are a few points to note:

1. You will access the question paper and submission portal for each assessment in **Wiseflow** (<https://europe.wiseflow.net/participant/>)
2. You will hand write your responses on **paper**, which you will need to scan and compile into **one PDF** file, name the file using the convention: CID number – module name
3. You will submit your scanned pdf document to the Wiseflow upload portal
4. If you have technical difficulties accessing Wiseflow, save your PDF to OneDrive and share it with bg-bioengexamssubmission@imperial.ac.uk
5. You can email bg-exam-help@imperial.ac.uk if you need help during your assessment

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 Wiseflow 15 minutes before your assessment is scheduled to start
- ✓ Prepare a contents page listing the question numbers (insert the pages numbers later), write 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” and write your CID number in the top left corner of each page, **do not write your name** on any of the pages
- ✓ 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)

2. Scan your responses



- ✓ You will have 30 minutes to scan and upload your submission
- ✓ 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
- ✓ **Keep the original papers** in a safe place for future reference.

Emergency contacts

If you need to speak to someone during your assessment, note the contacts below:

For emergency/priority Exam: +44 (0)20 7594 9296 (Nicole Harbert)

For emergency/priority Exam IT issues: +44 (0)207 594 2424 (ICT)

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