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# Accessing your iCME remote exam

## How to access your iCME remote exam

Your iCME remote exam will be located within the Assessment tab of your module website highlighted below. If you have postponed your exam, or are resitting it, you may need to check the Resit and Resubmission resources page of your module website.

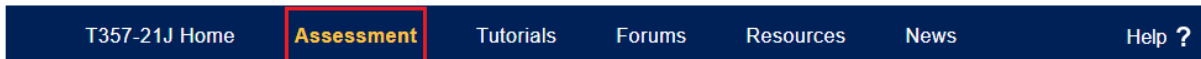


Figure 1: Image of the different tabs in a module website

The iCME remote exam link will appear on the Assessment page a few weeks before the exam is due to take place. This will be labelled iCME81, an example of this link is shown below.



Figure 2: Image of the remote exam link on a module website

You will be able to click this link before the iCME remote exam is due to open and it will direct you to the iCME remote exam front page. Here you will find some important further information about your iCME remote exam.

Once the exam link appears on the Assessment page you will also notice that the iCME has been added to the assessment table on the Assessment page (shown below).

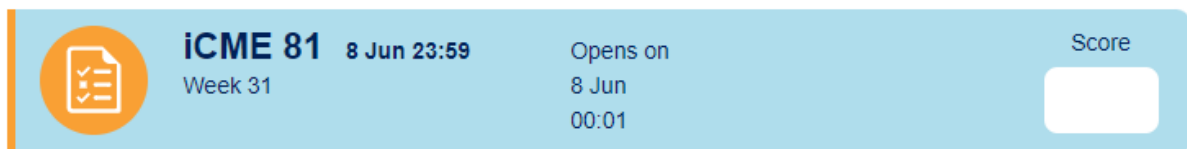


Figure 3: Image of how the iCME will appear on a module website prior to the opening of the assessment

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# Starting your iCME remote exam

## How to start your iCME remote exam

Check your module website carefully for details of when your iCME remote exam will open, how long you will have to complete it, and when it must be submitted by. Some modules have exams that must be started at a specific time. Other modules allow more flexibility on when you start the exam – this will be detailed on your module website.

Once the iCME remote exam has opened (in the example above this will be on the 8 June at 00:01) you will see an 'Attempt' button appear (shown below).

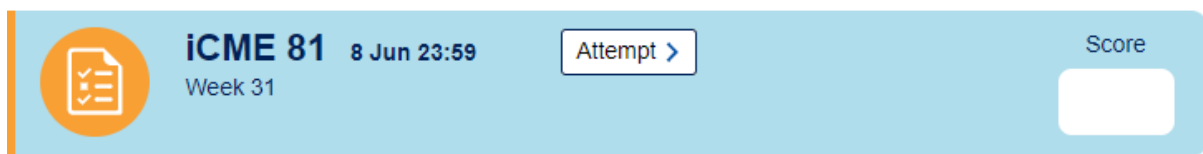


Figure 4: Image of how the iCME will appear on a module website following the opening of the assessment

When you click on the 'Attempt' button you will be directed to the iCME remote exam front page (the same page that is available ahead of the remote exam opening). An example of the iCME front page is shown in Appendix A.

You will be asked to confirm that you have read the [Academic Conduct Policy](#) and that your answers will be your own work. Once you have familiarised yourself with this and **you are ready to start** your exam, click on the 'Start attempt' button.

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**Important** - do not press 'Start attempt' until you are ready to start the exam. Once you click the 'Start attempt' button, the timer will start to count down and you cannot pause or restart your attempt.



Figure 5: Image of the 'start attempt' button on the module website

*Example of remote exam timings (check your module website for details of the timing for your exam):*

<i>Exam time: 3 hours</i>
<i>Upload time: 1 hour 30 mins [the upload time will vary depending on the module]</i>
<i>Late penalty period: 1 hour</i>

Once you have started your attempt you may see a page with additional information about your iCME remote exam information, make sure you are familiar with the information on this page before moving onto the next page. An example of the iCME remote exam information page is shown in Appendix B.

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# Downloading the Question Paper

## How to download the question paper

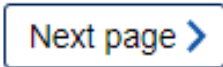


Figure 6: Image of the 'Next page' button on the module website

By following the 'next page' button, you will be able to download a .pdf version of the question paper and access an area to upload your answers. Please see an example below.

### Question 1 Not yet answered

Marked out of 100.00 | [Flag question](#) | [Edit question](#)

Please download the PDF of the [Question paper here](#) (this link opens in a new window).

Once you have completed the exam you will need to produce a single file containing your answers. Please name your file clearly with your PI and your module code (e.g. X123456SK299iCME81). Please do not include your name.

Please upload your file (ideally less than 25MB and no more than 50MB) containing your answers in the box below. You should keep a separate copy of your file in case of technical problems.

The time you have left in which to 'Submit all and finish' the whole iCME is indicated on the left of the screen. Your file needs to be received by the University before the time expires, so do not delay uploading to the last minute, as it may take several minutes to upload your file depending on your internet speed.

Maximum file size: Unlimited, maximum number of files: 1

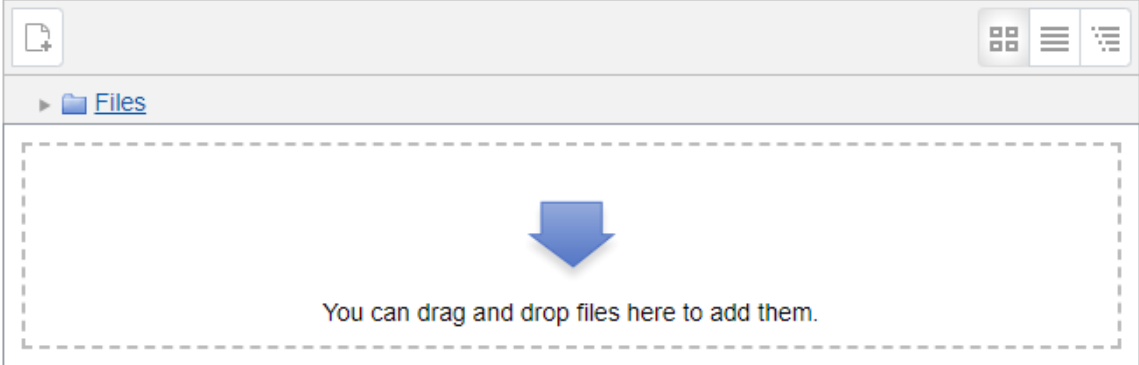
A file upload interface showing a dashed box for dropping files, a blue arrow pointing down, and the text "You can drag and drop files here to add them." The interface includes a "Files" folder icon and a toolbar with icons for grid, list, and search.

Figure 7: Typical example of an iCME remote exam question paper download and answer upload page

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# Uploading your Answer File

## How to upload your answer file

All iCME remote exams allow additional time for you to prepare your exam answers for submission and to upload them to the system. This time is over and above the 3 hour allowance for completing the actual exam. The time allowed for preparing your answers and uploading the file to the system may vary between modules. Check your iCME remote exam information page and module website to ensure you are familiar with the amount of time you will have to prepare and upload your answers.

**Important** - Ensure that you prepare and upload your answers to the system in good time. Uploading your file may not be instant and could take several minutes depending on your internet upload speed and the size of your file. The file must be fully uploaded before your iCME remote exam timer ends. If we have not received your file into the system by the end of your timer you may score zero for your work and you may fail the module.

There are two ways to upload your answer file: you can simply drag and drop your file into the upload area (shown above), or you can click on the paper icon (shown below).



Figure 8: Image of the paper icon

This will open the 'File picker' window (shown below). Select the 'Choose file' button to open the file explorer on your computer. Locate your answer file and then click open (check it is the correct file for the correct module, and not a shortcut file, or password protected). You will then be directed back to the 'File picker' window where you will see the file name of the file you selected. You can change the name of your file by typing a new file name in the 'Save as' text box. When you are happy that you have selected the correct file, click the 'Upload this file' button (you will note that you will be asked to select one of the following options; *All rights reserved*, *No license*, *Creative license* from the 'Choose licence' option within the window, **you can ignore this message**).

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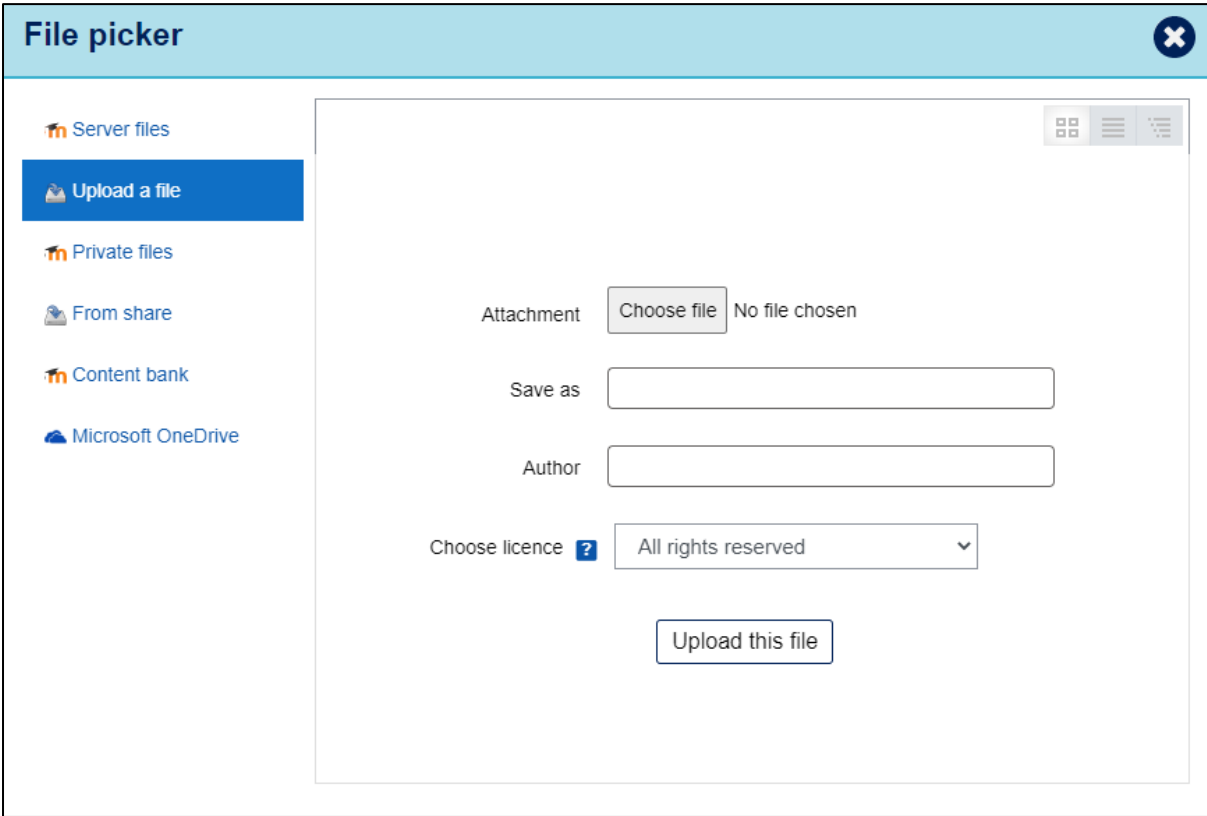


Figure 9: Image of the file picker window

Your file will now be displayed within the upload area as shown below (if you see a progress bar wait for this to complete)

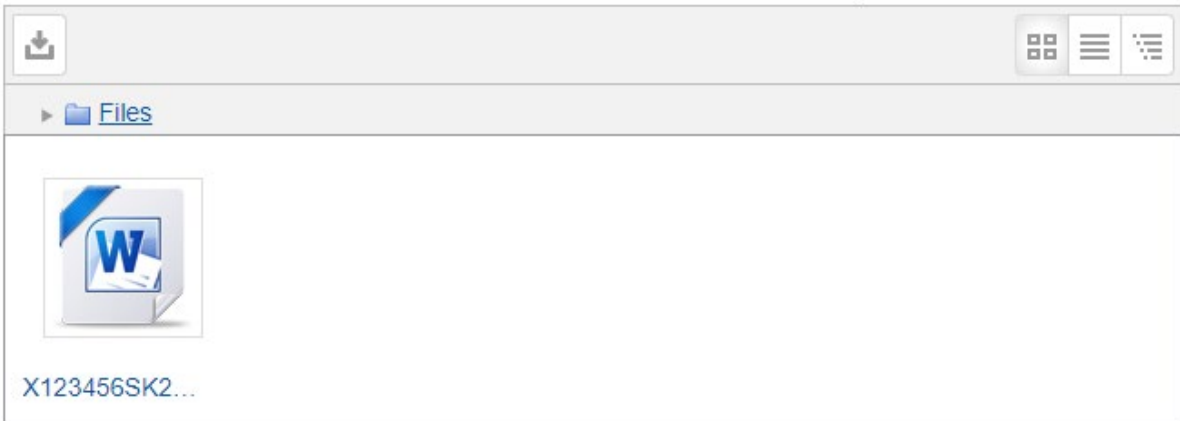


Figure 10: Example of the upload area containing uploaded file

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You can check that you have uploaded the correct version of your file by double clicking on the file icon. This will open the window below. **It is important that you check your uploaded file as you will not be able to resubmit your file once you have pressed the 'submit all and finish' button.**

Edit X123456SK299iCME81.docx
✕

Download
Delete

---

Name


Author

Choose licence ?

Path

Update
Cancel

---



Last modified 14 Dec 2021, 11:08

Created 14 Dec 2021, 11:08

Size 11.5KB

Figure 11: Image of an example file upload information screen

Here you can download or delete your file if necessary. If deleted, you will then be able to upload a new file. You can also check that the size of your file is as expected and within any limits set by your module (if there is a file size limit this will be explained in the iCME remote exam information pages and on your module website).

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## Finishing your Attempt

### Finishing your attempt

When you are happy that you have uploaded the correct file, click the 'Finish attempt...' button which will take you to a review screen.

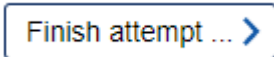


Figure 12: Image of the 'Finish attempt' button on the module website

Clicking the 'Finish attempt...' button will direct you to the summary page/review screen below. If you have uploaded your file successfully you will see a summary like the example below.

### iCME81 - Remote Exam

Summary of attempt

When you are ready please press the **submit all and finish** button below to submit your work.

You only have **one** opportunity to submit this iCME so please make sure you have uploaded the correct file. Once you have clicked the 'Submit all and finish' button you will receive both on-screen confirmation and a separate email to confirm that you have successfully submitted the iCME.

Question	Status
1	Answer saved

Figure 13: Image of a successful example summary page (note the Status states 'Answer saved')

If your upload was not successful, you will see a summary like either of the two examples below.

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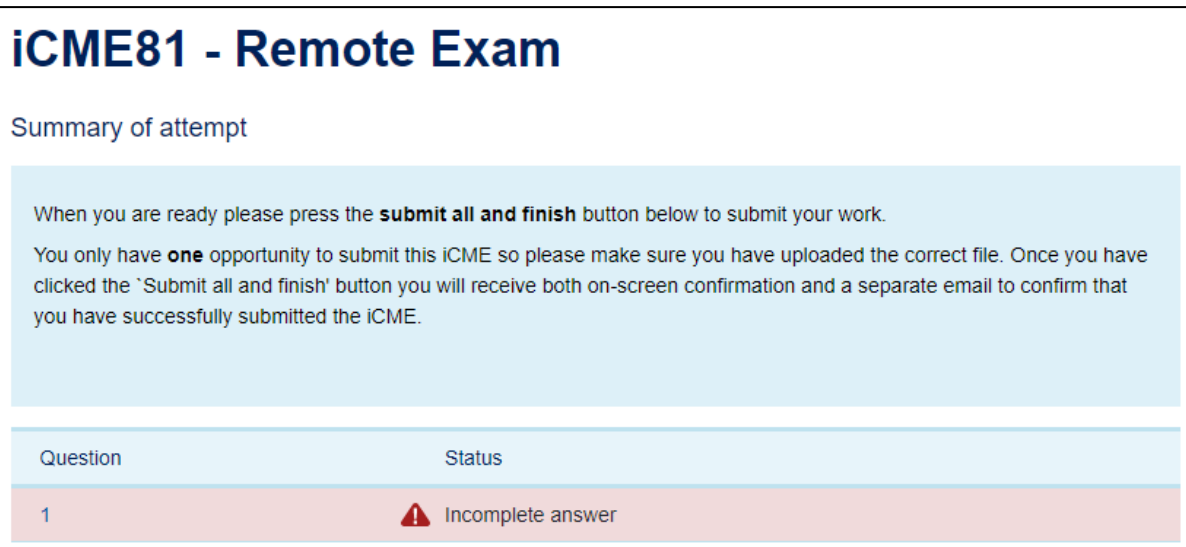


Figure 14: Image of an unsuccessful example summary page (note the Status states 'Incomplete answer' and has a red warning triangle):

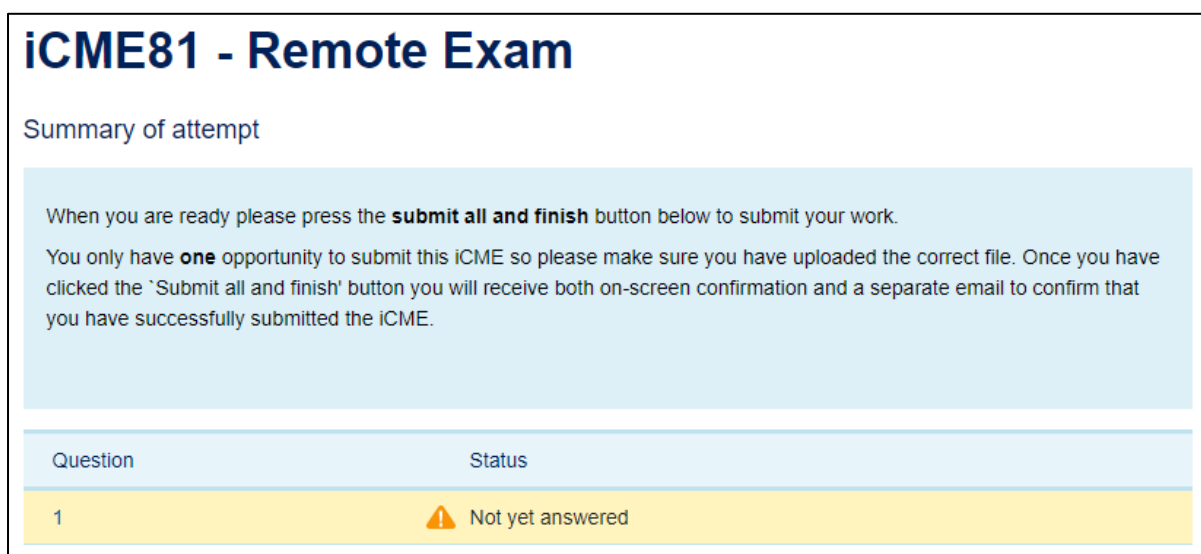


Figure 15: Image of an unsuccessful example summary page (note the Status states, 'not yet answered' and has a yellow warning triangle):

**Important** If you see a message that says 'Incomplete answer' or 'Not yet answered' then you can return to the upload page to upload your answer file (as described above) by clicking on the 'Return to attempt' button,

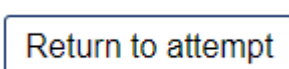


Figure 16: Image of the 'Return to attempt' button on the module website

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## Submitting your answer file

### How to submit your answer file

Once you have successfully uploaded your file, you will see the message 'Answer saved' on the summary page. If you are confident that you have uploaded the correct file, click on the 'Submit all and finish' button to complete your exam. Please note, you only have one opportunity to submit the iCME remote exam and you will not be able to alter or resubmit your file once you have pressed the 'Submit all and finish' button.

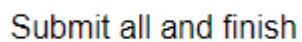
A rectangular button with a blue border and the text "Submit all and finish" in blue.

Figure 17: Image of the 'Submit all and finish' button on the module website

An example of the full summary page including the 'Submit all and finish' button is shown in Appendix C.

## Confirmation of your exam submission

### Confirmation of your exam submission

Once you have clicked the 'Submit all and finish' button you will receive an on-screen message showing that the question is complete, with a link to the file you have submitted (see example below) and a separate email to confirm that you have submitted the iCME remote exam (an example of the confirmation email is below).

*Example notification email:*

Dear [*Student Name*],

You submitted your attempt at iCME81 for module A123-21J at Wednesday, 3 Nov 2021, 12:54.

You are advised to review your submission at [*link to submission*] (if possible) to check it has been recorded as you expect. If not, contact your Student Support Team (SST) as soon as possible.

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For remote exams, it is imperative that you check your submission, including any attached files, and contact us about any problems before the end of the late submission period, so they can be rectified.

Note that some iCMAs do not allow attempts to be reviewed either at all, or until after the module team have approved the results. In this case the link above will not work.

### Question 1 Complete

Marked out of 100.00 | [Flag question](#) | [Edit question](#)

Please download the PDF of the [Question paper here](#) (this link opens in a new window).

Once you have completed the exam you will need to produce a single file containing your answers. Please name your file clearly with your PI and your module code (e.g. X123456SK299iCME81). Please do not include your name.

Please upload your file (ideally less than 25MB and no more than 50MB) containing your answers in the box below. You should keep a separate copy of your file in case of technical problems.

The time you have left in which to 'Submit all and finish' the whole iCME is indicated on the left of the screen. Your file needs to be received by the University before the time expires, so do not delay uploading to the last minute, as it may take several minutes to upload your file depending on your internet speed.

#### Files

 [X123456SK299iCME81.docx](#)

Figure 18: Image of an example of on-screen confirmation showing that a file has been successfully uploaded

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Below is an example of an **unsuccessful submission**.

**Question 1 Not answered**

Marked out of 100.00 | [Flag question](#) | [Edit question](#)

Please download the PDF of the [Question paper here](#) (this link opens in a new window).

Once you have completed the exam you will need to produce a single file containing your answers. Please name your file clearly with your PI and your module code (e.g. X123456SK299iCME81). Please do not include your name.

Please upload your file (ideally less than 25MB and no more than 50MB) containing your answers in the box below. You should keep a separate copy of your file in case of technical problems.

The time you have left in which to 'Submit all and finish' the whole iCME is indicated on the left of the screen. Your file needs to be received by the University before the time expires, so do not delay uploading to the last minute, as it may take several minutes to upload your file depending on your internet speed.

**Files**

*No files attached*

Figure 19: Example of on-screen confirmation where a file is required, but it has not been successfully uploaded

If your submission was unsuccessful and you see the message 'No files attached' **you will need to contact us as soon as possible, and before the end of the late penalty period** to see if problems can be rectified. For details on how to contact us see the 'Technical issues' section below.

## Practise using the iCME remote exam

### Practise using the iCME remote exam system

If you would like to familiarise yourself with an iCME remote exam you can complete the 'Specimen iCME Remote Exam' located on the Assessment section of your module website (if provided) or by completing the example via the link below.

[An example iCME Remote Exam](#)

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## Technical Issues

### **If you encounter technical issues with the iCME system when uploading your exam answers**

If you experience technical issues beyond your control when you are trying to upload your answers and/or submit your iCME remote exam it is imperative that you contact the University as soon as possible. We will then be able to advise you on the best course of action depending on your own situation.

If you are unable to access the iCME to submit your file but are still within your remote exam submission period (or late penalty period) you can submit your remote exam answers by email. Please refer to the [Remote Exam Handbook 2022](#) for guidance on where to email your file as an alternative, emergency submission option.

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### **If you notice a technical issue with your submission after you have submitted it**


If you notice a technical issue with your submission (e.g., you have uploaded a shortcut file, password protected file, corrupted file, or incomplete file) contact your Student Support Team as soon as possible, using the contact details on StudentHome, and they will be able to advise you on what options are available.

Please contact us as soon as you are aware of an issue. The action that we will be able to take may depend on when you contact us. For example, if you contact us before the end of your submission deadline, or before the end of the late penalty period then different options will be open to you than if you contact us after the late penalty period has ended.

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## Appendix A – Example of the iCME front page

Please note that the dates, timings, and other details for your module may be different to the example given below. This screen shot is given for illustrative purposes only.



### iCME81 - Remote Exam

You must complete the iCME on the day (UK time) of your examination. Once you have started the iCME (i.e. pressed the 'Start attempt' button) you must submit all your work within 4.5 hours, and before 23:59 (UK time). This includes uploading your answers. The overall time limit of 4.5 hours includes 3 hours in which to complete the examination and 1.5 hours in which to convert your responses ready to upload them to this iCME (any approved additional time will be stated below). Your file upload needs to be received by the University before the time expires. Uploading your file to the system may not be instantaneous, depending on your internet speed.

If you do not submit your work within the time limit you will have an additional 1 hour 30 minutes during which you can submit your work. However, submitting within the 'Late penalty period' will be subject to a points deduction. Up to 10 percentage points will be deducted as a mark penalty for late submission.

Do not press 'Start attempt' until you are ready to start the exam. Once you start your attempt the timer will start to count down and you cannot pause or restart your attempt. Please download the PDF version of the question paper from within this iCME.

You should provide your answers in a single file, which you must upload to this iCME. Before you submit your answer, you may upload your document as many times as you wish within the time limit. Instructions on how to upload your file are provided within this iCME. You should keep a separate copy of your work in case of technical problems.

---

Attempts allowed: 1

---

Closed on Tuesday, 15 Jun 2021, 23:59

---

**Time limits**  
Examination time: 3 hours  
Upload time: 1 hour 30 mins  
Late penalty period: 1 hour

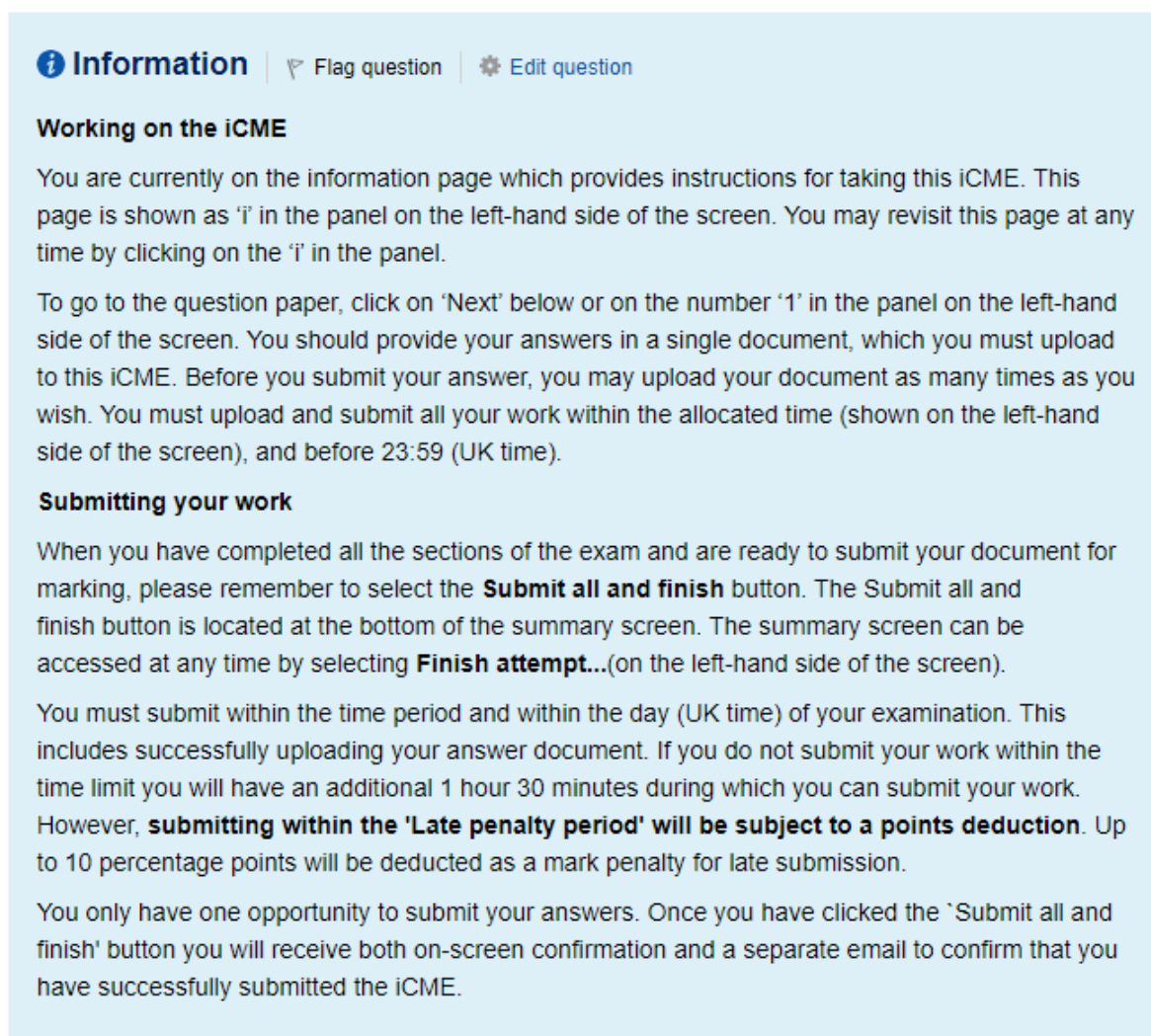
Figure 20: Image of an example iCME front page

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## Appendix B – Example of the iCME information page

Please note that the dates, timings, and other details for your module may be different to the example given below. This screen shot is given for illustrative purposes only.



**Information** | [Flag question](#) | [Edit question](#)

### Working on the iCME

You are currently on the information page which provides instructions for taking this iCME. This page is shown as 'i' in the panel on the left-hand side of the screen. You may revisit this page at any time by clicking on the 'i' in the panel.

To go to the question paper, click on 'Next' below or on the number '1' in the panel on the left-hand side of the screen. You should provide your answers in a single document, which you must upload to this iCME. Before you submit your answer, you may upload your document as many times as you wish. You must upload and submit all your work within the allocated time (shown on the left-hand side of the screen), and before 23:59 (UK time).

### Submitting your work

When you have completed all the sections of the exam and are ready to submit your document for marking, please remember to select the **Submit all and finish** button. The Submit all and finish button is located at the bottom of the summary screen. The summary screen can be accessed at any time by selecting **Finish attempt...**(on the left-hand side of the screen).

You must submit within the time period and within the day (UK time) of your examination. This includes successfully uploading your answer document. If you do not submit your work within the time limit you will have an additional 1 hour 30 minutes during which you can submit your work. However, **submitting within the 'Late penalty period' will be subject to a points deduction**. Up to 10 percentage points will be deducted as a mark penalty for late submission.

You only have one opportunity to submit your answers. Once you have clicked the 'Submit all and finish' button you will receive both on-screen confirmation and a separate email to confirm that you have successfully submitted the iCME.

Figure 21: Example of an iCME information page

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## Appendix C – Example of the summary page and submit all and finish button

### iCME81 - Remote Exam

#### Summary of attempt

When you are ready please press the **submit all and finish** button below to submit your work.

You only have **one** opportunity to submit this iCME so please make sure you have uploaded the correct file. Once you have clicked the 'Submit all and finish' button you will receive both on-screen confirmation and a separate email to confirm that you have successfully submitted the iCME.

Question	Status
1	Answer saved

Return to attempt

This attempt must be submitted by Tuesday, 7 Jun 2022, 12:00.

Submit all and finish

Figure 22: Example of a summary page

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## Appendix D – Examples of timers

Timers will display the Examination time, upload time and late penalty period on the top left of your screen when you have started your attempt. This example shows a 3-hour exam with a 1-hour upload time and a 1-hour late penalty period (this displays in the top left of the screen).



Figure 23: Example of a standard timer

The timer counts down (as shown above 'Time left...'). Once the timer for the Examination time reaches 0:00 the countdown will switch to the 'Upload time' timer.

Below is an example of the late penalty period timer. This will start to count down once the upload timer reaches 0:00

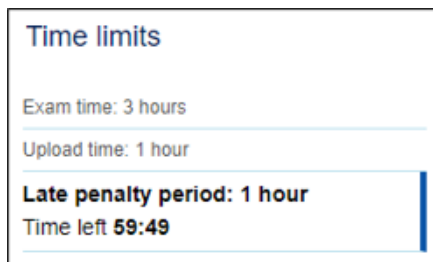


Figure 24: Example of a late penalty period timer

For students who have been allocated additional time to complete their remote exam, the exam timer will include the allocated extra time. For example, if you have been allocated an extra 2 hours the 'Examination time' will count down from 5 hours before moving onto the timer for the upload time and finally on to the timer for the late penalty period.

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If you start your exam late e.g., 1 hour late for a 3-hour exam with 1.5 hr upload time, the timer is reduced from the late penalty period first then the upload time and finally the examination time. The examination time in this case will be 3 hours and the upload time will still have 1.5 hours but the late penalty period timer will say 'unavailable' (see example below).

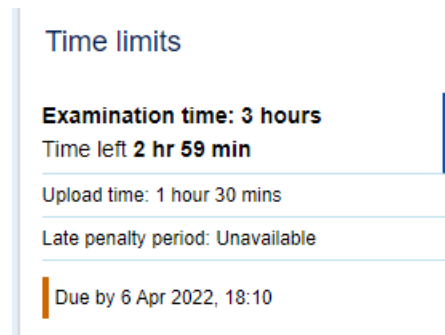


Figure 25: Image of a timer without a late penalty period

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