# iCME Exam Submission Guide

## Information for students

## Contents

# Before your iCME exam

## 1. How to access your iCME exam

Your iCME exam can be found under the Assessment tab of your module website.  A link to the iCME exam will appear here a few weeks before the exam is due to take place and will be labelled iCME81 – Remote Exam.
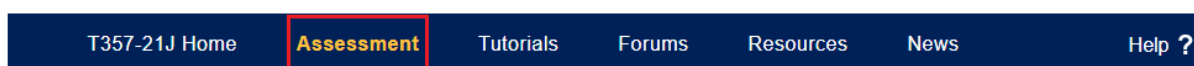


**Figure 1: Image of the Assessment tab and exam link**

Click this link before the iCME exam is due to open and it will direct you to the iCME exam front page. Here you will find some important information about timings and how to submit your work.

Once the exam link appears on the Assessment page, it will also show in the assessment table on this page (shown below).
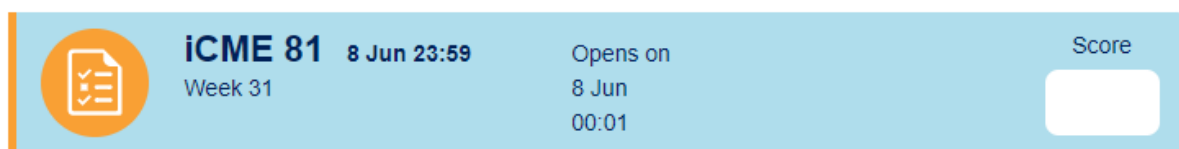


**Figure 2: Image of how the iCME will appear on a module website prior to the opening of the assessment**

If you have postponed your exam, or are resitting it, the link to your exam and further information may be on the Resit and Resubmission resources page of your module website.

## 2. How to start your iCME exam

Check your module website carefully for details of when your iCME exam will open, how long you will have to complete it, and when it must be submitted by.

Once the iCME exam has opened, click on 'Attempt' and you will be directed to the iCME exam front page (the same page that is available ahead of the exam opening).

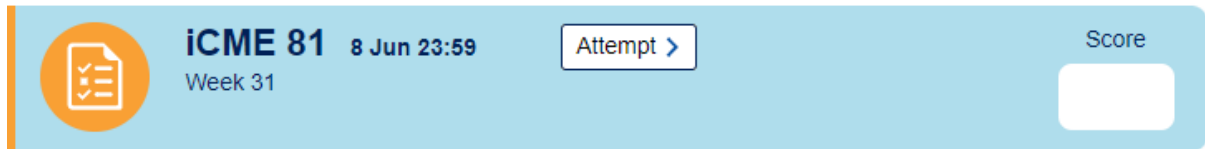| Version number: 2.0 | Owned by: Policy and Projects Team, ACQ |
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**Figure 3: Image of how the iCME will appear on a module website when it is open**

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 'Start attempt'.

! Do not click 'Start attempt' until you are ready to begin your exam. When you click 'Start attempt' the countdown timer will begin, and you will not be able to pause or restart your attempt.

Once you have started your attempt, you may see an 'Information' page with details about your iCME exam. Make sure you are familiar with the information on this page before moving onto the next page.

Once you have started your attempt a timer will be displayed at the top left of your screen and will show the total examination time, the time you have left plus the upload time and late penalty period. This example shows a 3-hour exam with a 1-hour upload time and a 1-hour late penalty period.



**Figure 5: Example of a standard timer**

Students who have been allocated additional time to complete their exam will see this reflected in the timer once the exam has started. For example, if you have been allocated an extra 1.5 hours for a 3-hour exam, the 'Examination time' in this example would count down

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from 4.5 hours before moving onto the timer for the upload time and finally on to the timer for the late penalty period.



**Figure 6: Example of a timer where additional time has been allocated**

If you start your exam late the timer will reduce the late penalty period first, then the upload time and finally the examination time. For example, if you are 1 hour late for a 3-hour exam that has an additional 1.5hrs upload time and 1-hour late penalty period, the examination time will still show 3 hours and the upload time will still be 1.5 hours, but the late penalty period timer shows that this is 'unavailable'.



**Figure 7: Image of a timer without a late penalty period**

## 3. Practise using the iCME exam system

If you would like to familiarise yourself with an iCME exam, you can complete the 'Specimen iCME Remote Exam' located on the Assessment section of your module website or by completing the example on the OU Computing Guide.

# During your iCME Exam

## 4. How to access your exam questions

For most modules, once you have started the exam you will be able to download a .pdf version of the question paper, as shown at the top of the image below.

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**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.

**Figure 8: Example of an iCME exam question paper download page**

Some modules require you to enter your answers directly to a text box on screen. On rare occasions, a module may give you the option to either input your answers directly on the screen or to upload your answers in a Word document. For these modules, each question will be displayed directly on the screen instead of being available as a .pdf download.



Question **1 Not yet answered**

Marked out of 100.00 | ⚐ Flag question

Design a plan to address the issue of plastic waste in a local community. Outline the environmental problem, propose strategies for community engagement, suggest innovative disposal/recycling solutions, and identify potential challenges with mitigation strategies.

Keep your response concise and well-organized.

**Figure 9: Example of an iCME exam question displayed directly on the screen**

## 5. How to upload your answer file

Where you need to upload a file containing your answers, you will be allocated additional time to prepare the file for submission and upload it, known as Upload time. The length of time available to do this varies between modules, so it is important to check your iCME exam information page and module website to familiarise yourself with the Upload time available for your module. The Upload time will show as an additional timer, underneath the "Examination time" in the top left corner.

**!** Ensure that you prepare and upload your answers in plenty of time. Uploading your file could take several minutes depending on your internet upload speed and the size of your file.

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The file must be fully uploaded before your iCME exam timer ends and you should make sure you click "Submit all and finish" once it has been fully uploaded. If your file has not finished uploading by the end of the timer, you may score zero for your work and could fail the module.

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



**Figure 10: Image of the paper icon**

This will open the 'File picker' window, where you can select 'Choose file' to locate your file to upload. Make sure to check it is the correct file, is not a shortcut file and is not password protected. You will then be directed back to the 'File picker' window where you will see the 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 right file and have labelled it correctly, click 'Upload this file'. If you are presented with a 'Choose license' window, you can ignore this message.

Your file will now be displayed in the upload area. If you see a progress bar, wait for this to complete.

You should check that you have uploaded the correct version of your file by double clicking on the file icon to download your file. **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**.

**Figure 11: Image of an example file upload information screen**

You can download or delete your file using this window. If deleted, you will be able to upload a new file before the deadline. You can also check that the size of your file is as expected and within any limits set by your module and outlined on your module website.

## 6. 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 'Submit all and finish' to complete your exam.

Please note, you only have one opportunity to submit the iCME exam **and you will not be able to alter or resubmit your file once you have pressed 'Submit all and finish'.**

## 7. Finishing your attempt

When you are happy that you have uploaded the correct file/answered all on-screen questions, click 'Finish attempt…' which will take you to the 'Summary of attempt' screen.

If you have uploaded your file successfully you will see a summary like the example below.

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**Figure 12: Image of a successful example summary page (note the Status states 'Answer saved')**

If your upload was **not** successful, the status on this screen will state 'Incomplete answer' or 'Not yet answered'.

**!** If you see either of these messages, you must return to the upload page to upload your answer file by clicking 'Return to attempt'.

# After your iCME Exam

## 8. Confirmation of your exam submission

Once you have clicked 'Submit all and finish', you will see an on-screen message showing that the question is complete and will receive an email confirmation of your submission (see below).

> Dear [*Student Name*],
>
> You submitted your attempt at iCME81 for module A123-21J on 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.

**Figure 13: Example of a notification email confirming a file has been successfully submitted**

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It is imperative that you check your submission, including any attached files, and contact us before the end of the late penalty period if you notice any problems.

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

# Technical Issues

## 9. Technical issues when uploading your exam answers

If you experience technical issues when you are uploading your answers and/or submitting your iCME exam, you must contact us as soon as possible. We will advise the best course of action depending on your circumstances.

If you are unable to access the iCME system to submit your file but are within your exam submission period (or late penalty period) you can submit your exam answers by email. Please refer to the Help Centre for further details.

## 10. Technical issues after submission

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.

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 your submission deadline or before the end of the late penalty period, different options will be available than if you contact us after the late penalty period has ended.

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