

Instructions and guidance for your M249 time-limited remote examination



Please read through all of this document and ensure you are fully prepared well before the day of your examination. Do not leave it until the day of the examination to do this. If you have any queries please post them to the relevant module forum.

[If the University has granted you individual exceptional arrangements for this examination, due to personal circumstances, your timings may differ from those given below. Well before the day of the examination you are advised to check the timings you have been given; these will be shown at the bottom of the examination start webpage, above the 'Start attempt' button.]

Your remote examination will be made available to you from **00:01** on **the day of the examination** as a time-limited online remote examination, labelled iCME81. You will be able to access iCME81 via the *Assessment* section of the module website. You must submit your remote examination by **23:59** on that same day at the absolute latest. All times in this document refer to UK local time.

You can choose what time to start your examination on that day, but once you access the examination, you will have 4.5 hours to complete and submit your work. This includes **3 hours to complete the examination**, plus 1.5 hours to scan any handwritten answers and upload your work. If you do not submit within 4.5 hours, there is a further 1-hour penalty period in which you can submit your work, but a penalty will be applied to your examination score. The penalty is 10 percentage points, but capped so that your examination score is not taken below 40 by the application of the penalty.

The system will not accept any files that have not been fully uploaded by **23:59** on that day. To make full use of all the available time, you should therefore aim to set aside a clear 5 ½ hours on the day, starting no later than 18:29, when you will be able to work on the examination with minimal disruption and disturbance. It is recommended that you inform other members of your household about this, and that you switch off phones and email, etc.

Your answers to the examination must be submitted as a single PDF, uploaded to iCME81. The questions will be provided as a PDF question paper, which you can access at the start of iCME81.

If you think you may have problems taking the remote exam, please discuss this with your Student Support Team.

Preparation in advance of the examination

You should prepare and revise for your remote examination in the same way you would revise for an in-hall exam: you will not have time in the examination to look everything up in the module materials.

Read through *How to prepare for and succeed in remote examinations in mathematics and statistics* at <https://learn2.open.ac.uk/mod/oucontent/view.php?id=1757721>.

If you will be submitting handwritten work check, that you are able to scan and assemble it into a legible single PDF file of size less than 50MB. Advice on scanning and on producing a single PDF is available in Section 3.2 of *Student guidance for preparing and submitting TMAs* at <https://learn2.open.ac.uk/mod/oucontent/view.php?id=1187831>. In particular, advice about using an app on your phone to scan written work is in Section 3.3. In order to upload a PDF produced on your phone to iCME81 you may need to email the PDF to yourself, save it to your phone or computer, then upload that copy to the appropriate examination question.

Read the *How to upload a PDF document to the iCME* document in the *Resit and resubmission* area in the *Assessment* section of the module website, and practise uploading a PDF using the *Specimen time-limited examination*.

Note the contact details, and opening hours, of the OU Computing Helpdesk at <https://help.open.ac.uk/asking-for-help-with-it>, in case you have technical difficulties.

Read the generic information about time-limited remote examinations at

[Remote Exams Handbook 2023 \(open.ac.uk\)](#)

In particular it contains details you should familiarise yourself with well in advance of your examination such as:

- Academic conduct in examinations
- Clashes of two or more examinations in a day
- Reasonable adjustments or additional arrangements for exams
- The consequences of missing a submission deadline
- Action to take if you can't complete your examination
- Action to take if circumstances have affected your performance in the examination
- How academic standards are maintained
- How to get further information and advice

Completing the examination

PLAGIARISM WARNING – the use of assessment help services and websites

The **work that you submit for any assessment/exam on any module should be your own**. Submitting work produced by or with another person, or a web service or an automated system, **as if it is your own** is cheating. It is **strictly forbidden** by the University.

You should **not**:

- provide any assessment question to a website, online service, social media platform or any individual or organisation, as this is an infringement of copyright.
- request answers or solutions to an assessment question on any website, via an online service or social media platform, or from any individual or organisation.
- use an automated system (other than one prescribed by the module) to obtain answers or solutions to an assessment question and submit the output as your own work.
- discuss examination questions with any other person, including your tutor.

The University actively monitors websites, online services and social media platforms for answers and solutions to assessment questions, and for assessment questions posted by students. Work submitted by students for assessment is also monitored for plagiarism.

A student who is found to have posted a question or answer to a website, online service or social media platform and/or to have used any resulting, or otherwise obtained, output as if it is their own work has committed a disciplinary offence under **Section SD 1.2** of our [Code of Practice for Student Discipline](#). **This means the academic reputation and integrity of the University has been undermined.**

The Open University's [Plagiarism policy](#) defines plagiarism in part as:

using text obtained from assignment writing sites, organisations or private individuals.

obtaining work from other sources and submitting it as your own.

If it is found that you have used the services of a website, online service or social media platform, or that you have otherwise obtained the work you submit from another person, this is considered serious academic misconduct and you will be referred to the Central Disciplinary Committee for investigation.

1. You are advised to handwrite your responses (as you would in a normal examination). You should consider typesetting your work only if you are practised in typing mathematical notation accurately and at speed.
2. In your answers you should demonstrate **your** understanding by providing and explaining all the steps of your working. If you omit your working you are likely not to be awarded substantial numbers of marks. You should indicate where you are using any significant formula or theorem taken, for example, from the module Handbook.
3. You should start each question on a new page, and clearly state the question number.
4. You should include your PI (student number) but **not** your name on your work.
5. Use A4 paper, and avoid using squared or heavily lined paper, and if your paper is thin then use only one side of the paper.
6. Any errata in the questions which come to light ahead of the examination day will be posted adjacent to iCME81.
7. All the module forums will be closed for the duration of the examination; however a single *Examination* forum will be available for the duration of the examination for you to report issues about the questions that in normal circumstances you might report to an invigilator, such as a potential error. Each message on that forum will be visible only to the student who posted and will be reported to the Module Team.
8. If you do encounter a problem during the examination, please contact/email the SST using the contact details on [StudentHome](#), or post an item to the Examination forum briefly explaining the problem, so that the time of your problem is recorded.

Submitting your work

9. You must submit your responses as a single PDF file (with a size of less than 50MB) following the instructions in iCME81.
Although not essential, you should try to label your file with your PI student number and the module code so, for example, **X1234567M249** with X1234567 replaced by your student number.
10. Make sure your scanned work is clear and legible, and that it contains all your pages in the right order, correctly orientated, and with no missing pages.
11. Before starting to upload your PDF, refresh your iCME81 webpage, for example by pressing the F5 key (or Command-R on a Mac). If your VLE online session has expired, you may be required to login to the University website again before you can upload your file. Your examination timer will continue to run during this time.
12. Once you have uploaded your PDF file, check that it is what you intended to submit. You can do this by clicking on your uploaded file, then selecting 'Download'. If you wish to change your uploaded file you can delete it by clicking on it, selecting 'Delete', and then uploading a new file.
Warning: ensure you have sufficient time remaining to upload a replacement file **before** deleting the existing file.

13. Once you are satisfied that your PDF file has been uploaded, and is what you wish to submit, press 'Finish attempt...'. On the next screen, check the iCME question status shows 'Answer saved', then press 'Submit all and finish'.
14. Once you have clicked 'Submit all and finish' you will receive an on-screen notification and an email to confirm that you have successfully submitted your work, and you will not be able to change your submission or submit anything else. Please note that there may be a substantial delay before you receive the submission confirmation email, so you may like to take a screenshot of your on-screen notification to reassure yourself of your successful submission.

After your examination

If you feel your preparation for or sitting of your examination has been disrupted by circumstances beyond your control, please consider submitting a [Special Circumstances form](#) to report this, and supply appropriate evidence. This needs to be submitted by midnight (UK time) four calendar days after your examination.