

ICB Guide to taking your M8 at home

During the Coronavirus pandemic, we are working with ProctorExam to enable you to take this exam at home and be invigilated remotely.

The exam itself is two hours long and you can start it at any time from 6am on your exam day until 4am the next morning.

Remote invigilation will require you to share your computer screen with us and film yourself whilst sitting your exam using a webcam on your computer, **and** on your smartphone or tablet.

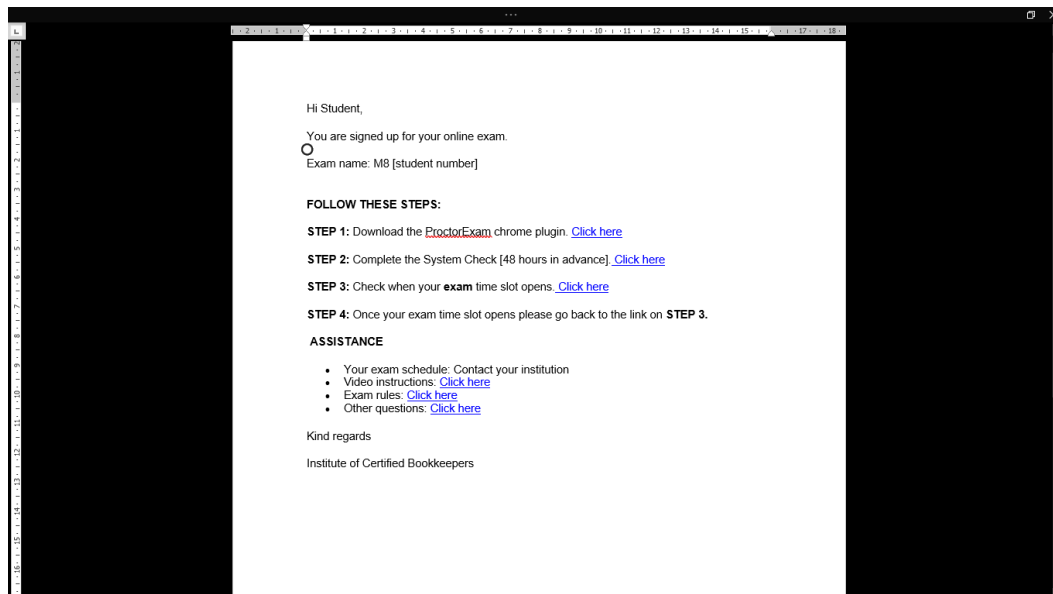
Exam Rules:

- **Your exam must be your own work**
- **You are not permitted to access any resources such as textbooks, pre-written notes or websites during your exam**
- **You should not speak to anyone or leave your desk during the exam unless there is an emergency situation that requires your attention**
- **You are allowed to print this Guide to refer to whilst taking your exam**
- **You are allowed to use a non-programmable calculator**
- **You are allowed to have 5 sheets of blank A4 paper and a pen/pencil to carry out your calculations. You will be required to show each side of this Guide and both sides of the five sheets of A4 paper up to your webcam at the start of your exam and AGAIN at the end of your exam PRIOR to finishing**
- **No other materials are permitted**

When you are ready to sit your M8 exam...

Email 1: You will receive an email from no-reply@rogo.email The email will be titled 'You have been enrolled to take a test' and will look like this:

Note: Please remember to check your junk/spam email.

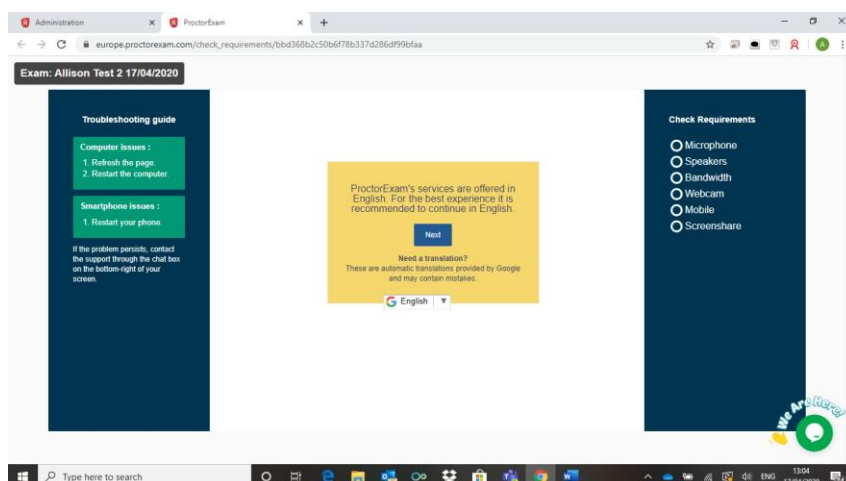


The email shows these steps:

STEP 1: Add the ProctorExam extension to your Chrome browser. [Click here](#)

STEP 2: Complete the **System Check** [we recommend doing this 48 hours in advance of your exam]. [Click here](#)

You will be re-directed to a page in your Google Chrome browser as below. Keep following the instructions on the screen until you complete the System Check successfully.

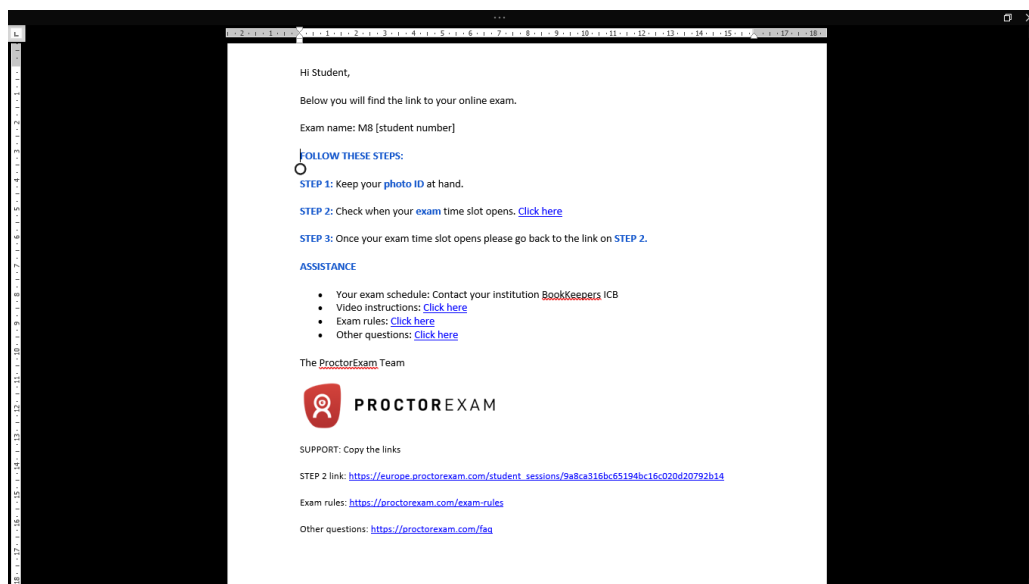


Within the System Check process, you will be asked to download the ProctorExam app onto your mobile device and scan a QR code that appears on screen.

Email 2: Receiving the link to start your exam

Upon successful completion of the system check, you will receive a second email with the link to your exam, such as the image below:

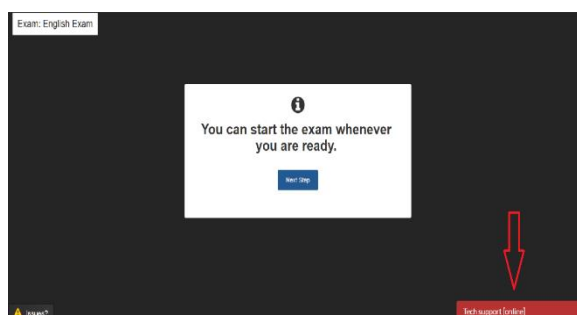
The subject of this email will be: 'You are now ready to take your exam' and will look like this:



On your exam day:

To ensure your internet connection / broadband width remains stable throughout your exam, it is advised that you reduce the demand on your broadband by restricting other activity, ie family members streaming videos etc, whilst sitting your exam.

Click on Step 2 and don't forget to have your ID ready for verification. You'll need one form of in date **Photo ID** that shows your name and photograph. We can accept a current passport, photocard driving licence or government-issued ID card. If you do not have any of these, please contact ICB on 020 3405 4000 prior to starting your exam.



Keep following the instructions on the screen until you enter your exam.

You will be re-directed in your Google Chrome browser to a screen like this:



Keep following the instructions on the screen until you enter your exam.

Each step of the process has a little video which shows you exactly what do, so it is easy to follow.

Your mobile device, which acts as the mobile camera, can be placed either beside you or behind you at approximately 2 meters away. It needs to show you sitting at your laptop and the immediate area around you.

IMPORTANT INFORMATION: When you are prompted to show your materials (the video will show a text book being shown) you **MUST** show each side of your five sheets of A4 paper which you are allowed to use for carrying out any calculations. If you have printed this Guide to refer to, you must also show each side of the Guide to the webcam.

If your exam is not yet ready, you will receive a message similar to this:

Hello 'student',

You are a bit early.

You will be able to start your exam between

Thursday, April 16th 2020, 06:00 and Friday, April 17th 2020, 04:00

Your local time.

If your computer is not configured to the timezone we detected, please double check online:

www.timeanddate.com

Time until you can start the exam:

0 days, 0h 05m

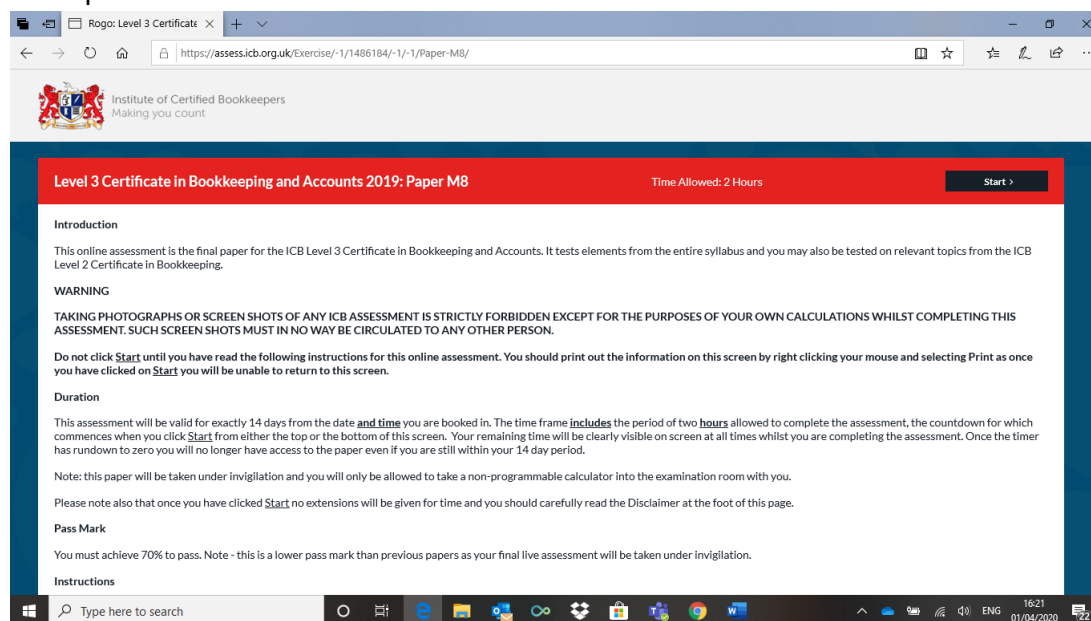
If you'd like to, you can wait here until then. The page will automatically refresh at the right time.

If you still have some time, make sure you have read the do's and don't's.

Starting your exam

Once you have entered your M8 exam you will see the familiar screen of the ICB online e-assessment platform.

Example



Please read the Introduction screen carefully before clicking start.

Once you have clicked start your exam will commence and your timer will start to count down. No extensions can be applied at this time.

The M8 exam is 2 hours in duration. If you do not finish your exam within the 2 hours it will automatically close and you will not have any further access.

IMPORTANT INFORMATION: Once you have finished your exam, but still in the exam (Rogo) screen, you **MUST** show each side of your five sheets of A4 paper you have used to carry out any calculations to the webcam.

To close out of your exam screen, **after** showing your calculation pages to the webcam, close out of the Rogo screen by clicking on the tab. You will then be taken back to the ProctorExam screen where you **MUST** click on 'Finish Exam'.

You will receive your results within 48 hours of completing your exam.

If you have any questions regarding this Guide or accessing your exam via ProctorExam, please contact ICB on 0203 405 4000 BEFORE you begin the process set out above.

Good luck!