

ICB Guide to taking your M8 at home

ICB are using remote invigilation technology to enable you to take this closed book exam without the need to attend an external examination centre.

The exam itself is two hours long and you can start it at any time within 14 days of your exam booking.

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 your desk should be clear of materials
- You should not speak to anyone or leave your desk during the exam, including toilet breaks, 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...

The M8 exam is booked in the same manner as all other ICB exams (either via your training provider, online or by telephoning ICB). Once your M8 exam is booked you will have 14 days to access and complete it.

You will receive an email from <u>no-reply@rogo.email</u> The email will be titled 'You have been enrolled to take a test' 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. If you have issues accessing your exam check that <u>assess.icb.org.uk</u> is in your trusted sites list.

You can access your exam by clicking on the link in the <u>no-reply@rogo.email</u> email or by logging into your MyICB and clicking into your exam which can be located in 'Take prebooked exam' under MyICB Options which appears on the right hand side of your MyICB screen.

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	Latest forum updates	MyICB Options					
	Sub-Contractor Letter Template	→ Account Settings					
	3 hours ago Author: DianeL	ightarrow Renew/Upgrade Membership					
f	VAT registration threshold	\rightarrow CPD Portal					
	1574 days ago Author: Smiles	ightarrow Check Results					
रू इ.	CAPITAL GAINS TAX ON BUY TO LET PROPERTY	→ Book Exam					
+	1688 days ago Author: Zaheda	ightarrow Take pre-booked exam					
	Anyone had enough and thinking of quitting the rat race?	→ Order History					
	2762 days ago Author: vabs	\rightarrow PERC					
		→ AML (for practices)					
	Latest news	Quick links					
	APR Interview with Louise Ball MICB! Louise Ball is a bookkeeper on the Covid frontline. The owner of Eleven Ac	→ Latest events					
	23	→ Forum					
	APR Time to unlock your potential As we emerge from the latest and, we hope, the last lockdown, it is time f	ightarrow Job listings					
they (Assure booking many and the (CD (Assessme	10						

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 <u>prior</u> to starting your exam.



Once you access your exam you will be greeted with the following pages:

	Institute of Certified Book	keepers			
	Level 3 Certificate in Bookkee	ping and Accounts 2019: Pap	er M8		
			Before we begin please make sure:		
	You use th	e toilet	You are alone	Your room is well lit	
https://assess.icb.or	< Previous Step pub/Exercise/3859614/Proctor/#			Next Stop 1	

You will then be asked to share your screen:



Click on Share Screen and click on the preview of the 'Your Entire Screen' in the pop up. Then click on the Share button at the bottom left of the pop up.

Please note when you are prompted to share your screen you must click on the image of the share screen to activate the 'share' button

Institute of Certified Bookkee Making you count	pers ass	oose what to s ess.kb.org.uk wan Entire Scr	share Its to share the	contents of	your screen. /indow	Micro	soft Edge tab		ĺ
Level 3 Certificate in Bookkeepin	ng and Ar								
1 Previous Slag							Share Cancel	Share Screen >	Ð

You will then be asked to share your camera and microphone, Choose the correct camera and microphone to use, once done click on next.

	Institute of Certified Bookkeepers Making you count Level 3 Certificate in Bookkeeping and Accounts 2019: Paper M8		
	Please follow the onscreen instructions		
	Share your camera Integrated Webcam (0bda:565a)		
Type	Pervious Step assessible rigak is sharing your screen. Stop sharing Hide	Next Step	9 246

FROM THIS POINT YOU ARE BEING RECORDED

Make sure you can see yourself in the next screen

Remote Invigilation: Test Exercise
Can you see yourself in the window below? (you may need to scroll down)
From this point you are being recorded.
STUDENT
C Nei Previoustep

You will then be asked to take a picture of yourself and your photo ID

Position yourself in the dotted line and click on 'Take Photo', once you have taken a photo you will be able to click on next step.

Remote Invigilation: Test Exercise	
	Take a photo of yourself
STUDENT	SAMPLE PHOTO
< Previous stop	Take Plato

Take a photo of your ID, ensure that it is not blurry and can be seen clearly before you click on next step.

Remote Invigilation: Test Exercise	
	Take a photo of your identity Document
	SAMPLE PHOTO
< Perdua dep	Talet Photo

You will next need to set-up your phone, if not skip to step 10. Scan the QR code using your phone and follow the link.



Follow the instructions on screen to complete your environment setup, you will see an example video on each page, once you have completed each step, click on 'Done- Next step'. See the list below of the instructions for each page.

- Computer and keyboard
- Desk and area behind your computer
- Space under your desk and your ceiling
- Four corners of the room
- Your ears to ensure there are no devices plugged in
- Lastly you will need to place your phone beside you for the entire exam

Remote Invigilation: Test Exercise	
	Environment setup
Use your phone to show your computer and keybo	pard. See video for demonstration
	STUDENT
< Previous step	Done-Next step >

You will then need to make sure you are seated in front of the camera so that your face is in frame. Once done you will be able to begin your exam.

Remote Invigilation: Test Exercise
Camera setup
Make sure that you are sitting directly in front of your webcam, you can see yourself and your face at the centre of the frame.
STUDENT
C Previous step Done - Next step >

Your mobile device, which acts as the mobile camera, <u>can be placed either beside you or</u> <u>behind you at approximately 2 meters away</u>. It needs to show you sitting at your laptop and the immediate area around you. As well has having on airplane mode you must also turn off Wifi call assist and notification alerts.

IMPORTANT INFORMATION: 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 before you start your exam.

Starting your exam

Once you have opened your M8 exam you will see the familiar screen of the ICB online eassessment platform.

Ex	ample					
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	Institute of Making yo	Certified Bookkeepers u count				
	Level 3 Certificate	e in Bookkeeping and Accounts 2019: Paper M8 Time Allowed: 2 Hours		Start >		
	Introduction					
	This online assessment Level 2 Certificate in B	is the final paper for the ICB Level 3 Certificate in Bookkeeping and Accounts. It tests elements from the entire syllabus and you may also be tested on reli solkeeping.	vant topics	from the IC	в	
	WARNING					
	TAKING PHOTOGRAF ASSESSMENT. SUCH S	'HS OR SCREEN SHOTS OF ANY ICB ASSESSMENT IS STRICTLY FORBIDDEN EXCEPT FOR THE PURPOSES OF YOUR OWN CALCULATIONS WHILS' CREEN SHOTS MUST IN NO WAY BE CIRCULATED TO ANY OTHER PERSON.	COMPLET	'ING THIS		
	Do not click <u>Start</u> until you have clicked on <u>St</u>	you have read the following instructions for this online assessment. You should print out the information on this screen by right clicking your mouse ar art you will be unable to return to this screen.	d selecting	Print as on	ce	
	Duration					
	This assessment will be commences when you has rundown to zero yo	valid for exactly 14 days from the date and time you are booked in. The time frame includes the period of two hours allowed to complete the assessment, illek <u>Starf</u> from either the top or the bottom of this screen. Your remaining time will be clearly visible on screen at all times whilst you are completing the a u will no longer have access to the paper even if you are still within your 14 day period.	the countdo ssessment. (own for whi Once the ti	ch ner	
	Note: this paper will be	taken under invigilation and you will only be allowed to take a non-programmable calculator into the examination room with you.				
	Please note also that o	rce you have clicked Start no extensions will be given for time and you should carefully read the Disclaimer at the foot of this page.				
	Pass Mark					
N	You must achieve 70%	to pass. Note - this is a lower pass mark than previous papers as your final live assessment will be taken under invigilation.				
	Instructions					
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Please read the Introduction screen carefully before clicking start.

Once you have clicked start your exam will commence and you 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: When you reach the end of your exam and before you click on Finish, you **MUST** show each side of your five sheets of A4 paper you have used to carry out any calculations to the webcam. You will need to do this in the screen that shows the sections of your exam.

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 'x' on the Rogo tab.



You will receive your results within 2 working days of completing your exam.

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

Good luck!