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 the 24 hour window you have booked to sit your exam.

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…

Your M8 exam is booked for a specified date and you can access it and complete it anytime within the 24 hours.

You will receive an email from no-reply@rogo.email The email will be titled 'Your exam is booked' and will look like this:

You have been booked into your exam, Paper M8, on [redacted]

Click here to start your exam: [redacted]

Kind regards

Institute of Certified Bookkeepers

020 3405 4000
www.bookkeepers.org.uk

Disclaimer:
The content of this email (including any attachments) as received may not be the same as sent. The information in this email is confidential and may be legally privileged. If you are not the intended recipient, please notify the sender immediately and then delete this email entirely - you must not retain, copy, distribute or use this email for any purpose or disclose any of its content to others. Opinions, conclusions and other information in this email that do not relate to the official business of the Institute of Certified Bookkeepers (ICB) shall be understood as neither given nor endorsed by it. Please note we intercept and monitor incoming / outgoing email and therefore you should neither expect nor intend any email to be private in nature. We have checked this email for viruses and other harmful components and believe but not guarantee it virus-free prior to leaving our computer system. However, you should satisfy yourself that it is free from harmful components, as we do not accept responsibility for any loss or damage it may cause to your computer systems.

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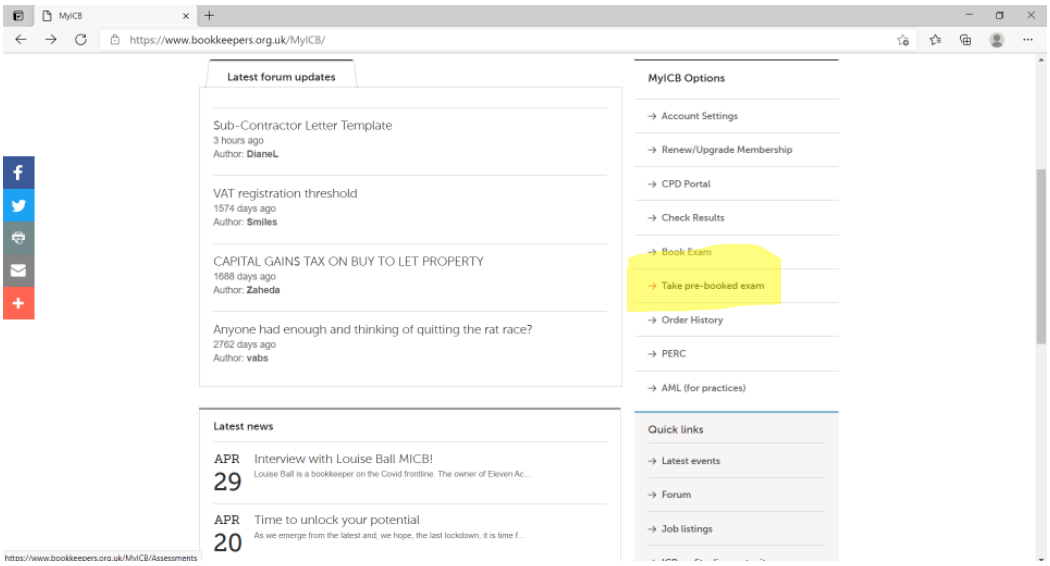
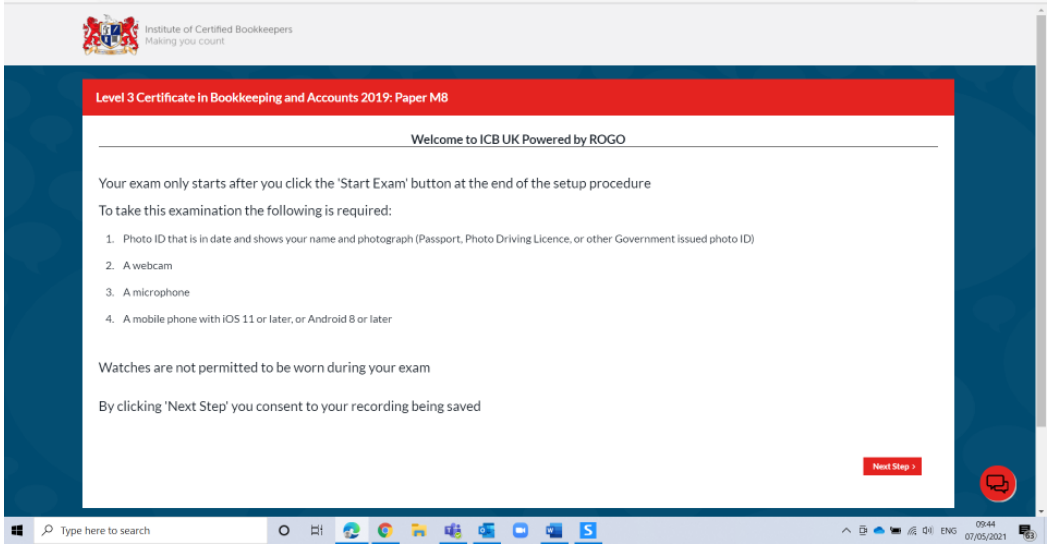
On your exam day:
To ensure your internet connection / broadband width remains stable throughout your exam, it is advised that you reduce the demand on your broadband by restricting other activity, ie family members streaming videos etc, whilst sitting your exam. If you have issues accessing your exam check that assess.icb.org.uk is in your trusted sites list.

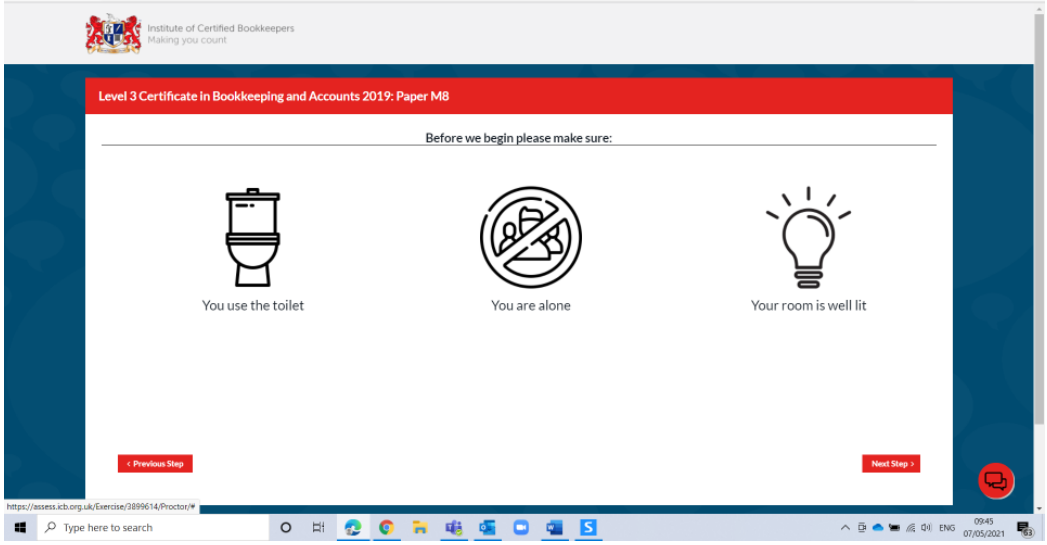
You can access your exam by clicking on the link in the no-reply@rogo.email email or by logging into your MyICB and clicking into your exam which can be located in 'Take pre-booked exam' under MyICB Options which appears on the right hand side of your MyICB screen.



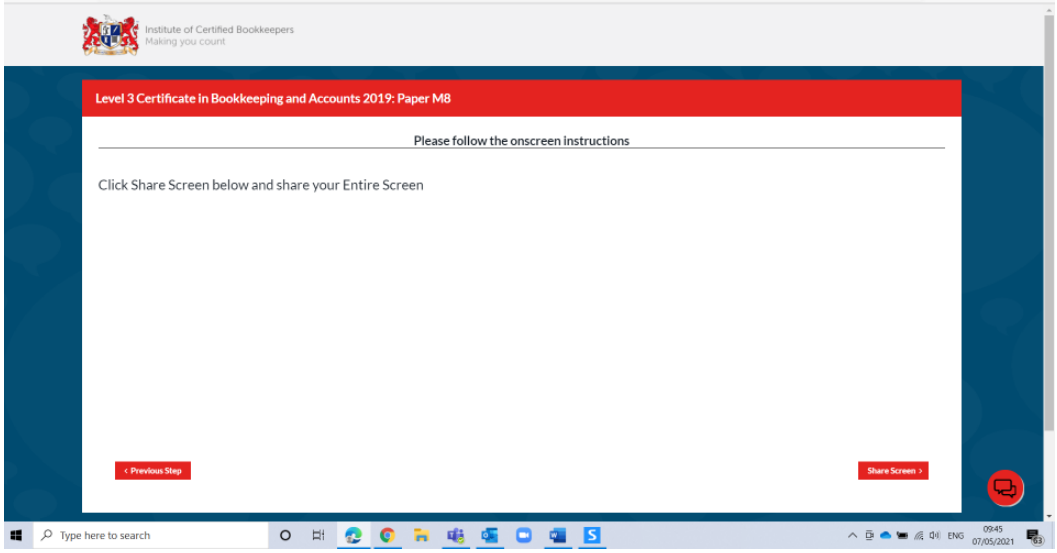
Don't forget to have your ID ready for verification. You'll need one form of in date **Photo ID** that shows your name and photograph. We can accept a current passport, photocard driving licence or government-issued ID card. If you do not have any of these, please contact ICB on 020 3405 4000 prior to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

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



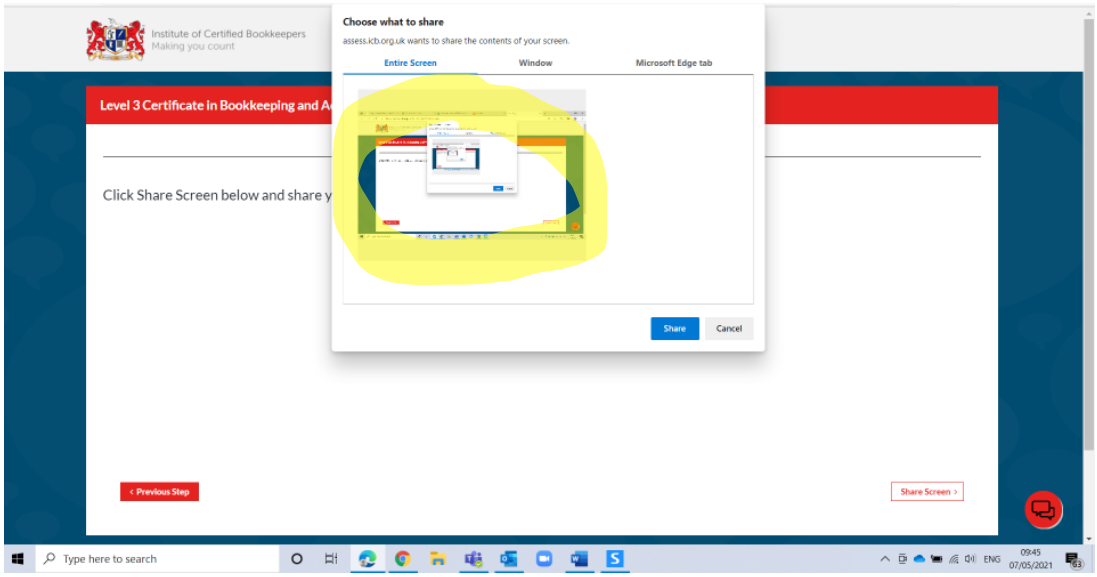


You will then be asked to share your screen:

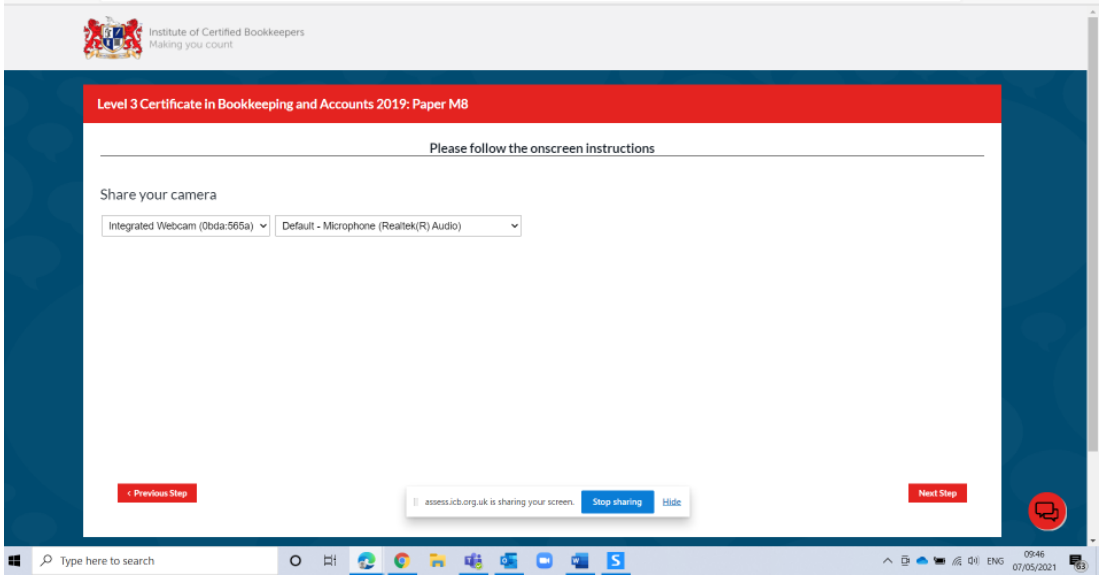


Click on Share Screen and click on the preview of the 'Your Entire Screen' in the pop up. Then click on the Share button at the bottom left of the pop up.

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

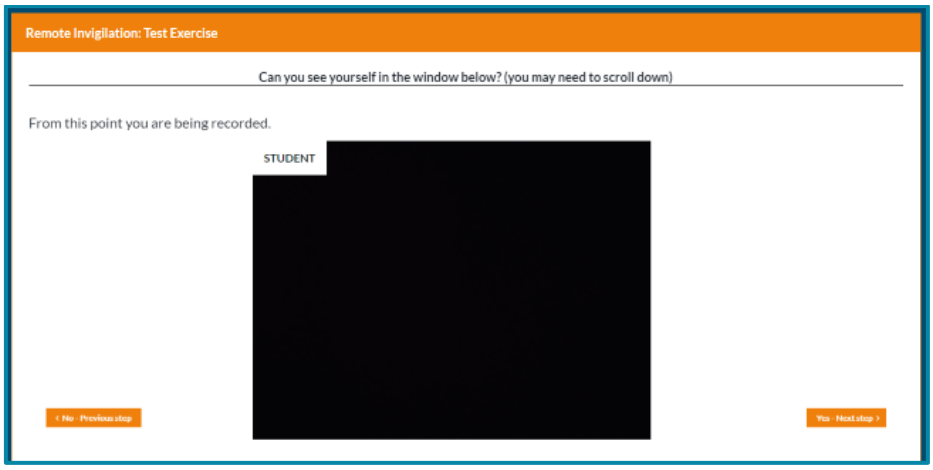


You will then be asked to share your camera and microphone, Choose the correct camera and microphone to use, once done click on next.



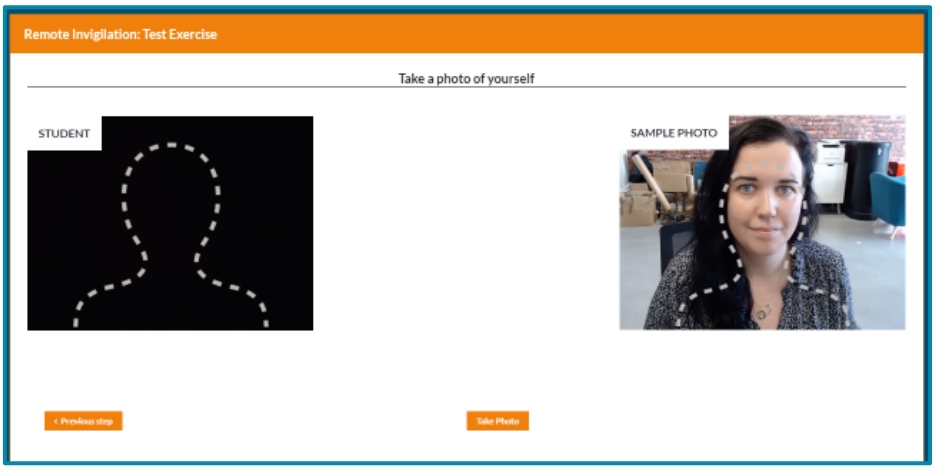
FROM THIS POINT YOU ARE BEING RECORDED

Make sure you can see yourself in the next screen

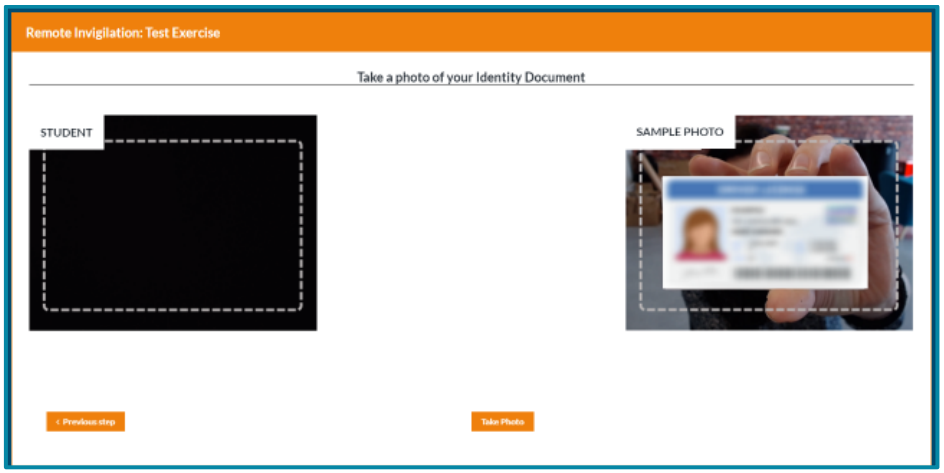


You will then be asked to take a picture of yourself and your photo ID

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.



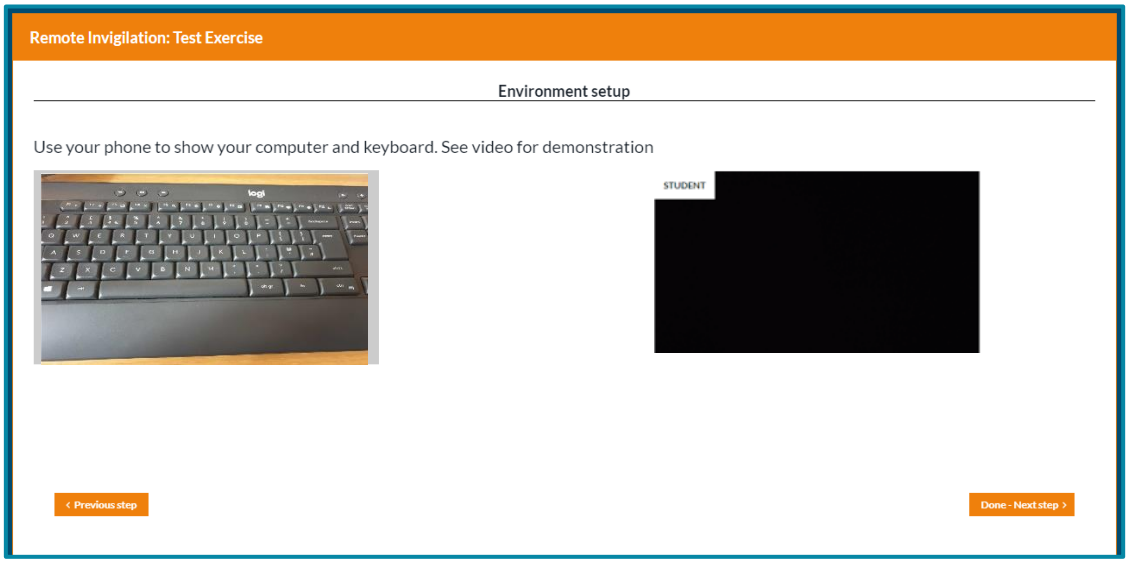
Take a photo of your ID, ensure that it is not blurry and can be seen clearly before you click on next step.



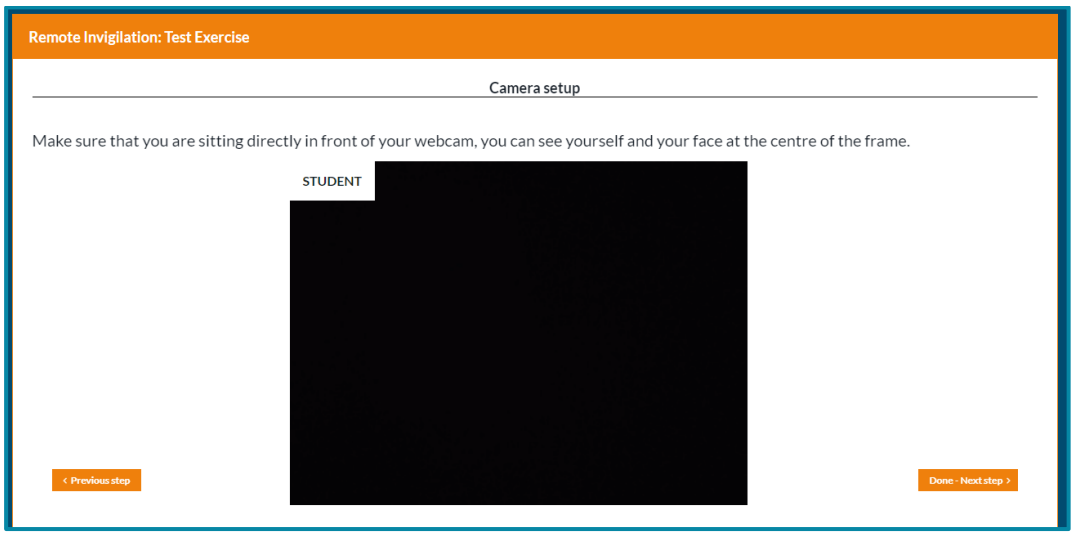
You will next need to set-up your phone, if not skip to step 10. Scan the QR code using your phone and follow the link.

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



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.



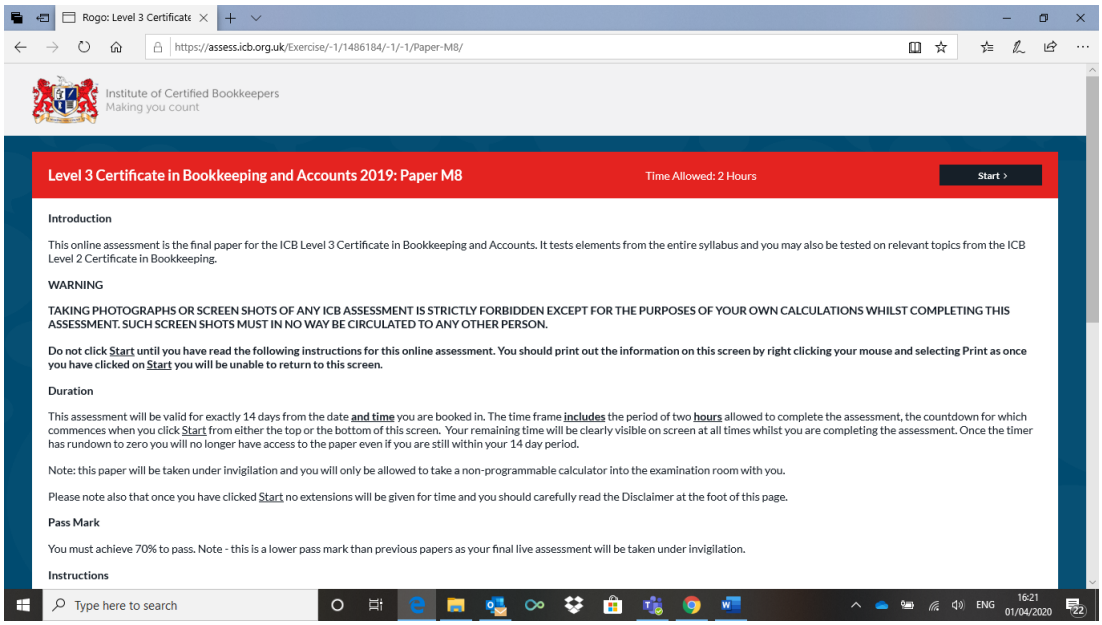
Your mobile device, which acts as the mobile camera, can be placed either beside you or behind you at approximately 2 meters away. It needs to show you sitting at your laptop and the immediate area around you. As well has having on airplane mode you must also turn off Wifi call assist and notification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

Example



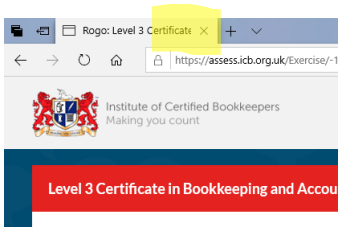
Please read the Introduction screen carefully before clicking start.

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!