

ACSE-2 Modelling Dynamical Processes (SQT)
Student instructions for:
Time-limited remote assessments

IMPORTANT: Please read these instructions carefully before starting the timed assessment

All three assessments for ACSE-2 will be **open-book, time-limited remote assessments**. There is one assessment at the end of each week and the format and assessed content will have been presented in the lectures and workshops of the corresponding week. Each assessment paper will be released at Friday morning 9 am (UK GMT), and there will be two hours (until 11 am GMT) to complete the answers. An additional half hour (until 11:30 am GMT) will be given to allow uploading of the answers.

Please carefully read the following College statement as it pertains to the ACSE-2 open-book time-limited assessments:

"The assessments are run as open-book assessments, and as such we have worked hard to create a coursework that assesses synthesis of knowledge rather than factual recall. Be aware that access to the internet, notes or other sources of factual information in the time provided may not be too helpful and may well limit your time to successfully synthesise the answers required. The use of the work of another student, past or present, constitutes plagiarism. Giving your work to another student to use may also constitute an offence. Collusion is a form of plagiarism and will be treated in a similar manner. This is an individual assessment and thus should be completed solely by you. The College will investigate all instances where an assessment offence is reported or suspected, using plagiarism software, vivas and other tools, and apply appropriate penalties to students. In all assessments, we will analyse performance against performance on the rest of the course and against data from previous years and use an evidence-based approach to maintain a fair and robust assessment. As with all assessments, the best strategy is to read the question carefully and answer as fully as possible, taking account of the time and number of marks available."

Remote-assessment instructions for students

1. You should prepare for time-limited remote assessments as you would for an in-class test.
2. You will require an internet connection, a device which can access and upload to GitHub Classroom, plus a smartphone or tablet with a camera (or a digital camera). You will also need paper and writing materials.
3. You will need to identify a quiet space where you can undertake the assessment without disturbances and on your own - this is not a group assessment. If you need to travel to such a place, and if travel is allowed at the time of the assessment, then you should allow suitable time as you would for time-limited work performed at the College.
4. You should ensure that all device operating systems and anti-virus updates have been completed prior to the start of the assessment. This will prevent any unexpected updates occurring during the assessment that might prevent you from successfully submitting your coursework. You should also ensure that you have

sufficient battery power or access to a power source for the duration of the time-limited assessment.

5. It is acknowledged that some students may feel they do not have access to suitable space. If you feel your performance has been hampered by the venue in which you are completing the assessment you should submit a claim for mitigating circumstances. If you do not have the equipment needed to undertake the time-limited remote assessment, you are advised to contact y.ashton@imperial.ac.uk as early as possible.
6. The question paper and any reference materials will be shared via Github Classroom **5 minutes** before the scheduled time. You will receive a GitHub Classroom invitation via email to your College email address. **If you experience any difficulty downloading the question paper you should notify the teacher of that week (i.e. Matthew Piggott in Week 1, Saskia Goes in Week 2, or Stephen Neethling in Week 3) via Teams chat or contact Ying Ashton by phone. If Ying is unavailable, contact James Percival** (see contact details below).
7. You should **handwrite** your answers on paper (ideally portrait format and A4 in size), in **clearly legible ink**, using both text, symbolic maths, drawings, sketches, non-Latin characters etc, as appropriate. That is, we will not accept answers written on a tablet or similar, unless specific permission is given prior to the start of the assessment on the basis of approved mitigating circumstances.
8. Unless you have special assessment arrangements, you **must stop writing at the end of the assessment time** indicated on the assessment paper. We cannot police this, but please remember that there is an important element of trust in this process. After this time, you are allocated an additional 30 minutes for scanning and uploading. If you attempt to use this time to do additional writing then you are violating the regulations, as well as establishing an unfair advantage over your peers. You are also risking failing to complete your upload in time.
9. You are advised to clearly number the pages of your answers, photograph/scan these pages (ensuring that the photographs/scans contain all the relevant information on every page, including the page number) and upload images as an electronic submission, normally, in pdf format, as one document. This exercise provides a timestamp for the submission. We suggest using the MS Office Lens app for this purpose. There are instructions on how to do so at the end of this document. Note that the Office Lens app has a limit of 10 pages per document on Android. Should you encounter this issue, you may upload more than one pdf. You should ensure you are comfortable performing scanning and combining pages prior to the assessment. The submissions will also be timestamped by GitHub Classroom.
10. Special assessment arrangements will be accommodated in the same way as for written exams:
 - a. Students with extra time allowances will have this added on to the submission time in addition to the 30-minute scanning and upload time.
 - b. Students with rest breaks will be required to manage these themselves, but the time will be accounted for at the end point of their assessment.
 - c. Other special arrangements will need to be replicated on a case-by-case basis
11. During the assessment, **any queries related to the content of the assessment should be raised via Teams chat or email directly to the teacher of the corresponding week (see point 6)** who will be available to assist if appropriate.

12. At the end of the time set to complete the coursework, you have 30 minutes to upload your answers. **If you have technical difficulties that prevent you from submitting before the end of this time you must contact Ying Ashton before the deadline.**
13. Failure to upload your answer script before the upload deadline without informing us of technical difficulties **may result in your script being inadmissible.**
14. If you are unable to upload your script to Github before the deadline and the PDF of your script is smaller than 10 MB you should email your script to y.ashton@imperial.ac.uk.
15. If you are unable to upload your script to Github before the deadline and the PDF of your script is larger than 10 MB you should go to the Imperial College File Exchange <https://fileexchange.ic.ac.uk> follow the 'Drop Off' instructions and email your file to y.ashton@imperial.ac.uk via the file exchange.
16. If you are unable to upload your script to Github before the deadline or send it by email or file exchange **you must contact Ying Ashton or James Percival by telephone** (see below) to explain the circumstances and receive further instruction.
17. **You must retain the hard copy of your work** in case there are problems with the submission, such as illegible photographing or corruption of files, to allow these to be re-uploaded and re-submitted if required by the course coordinators.

Contact details in case of technical difficulties

Ying Ashton

Tel: +44 (0)20 759 43067

Email: y.ashton@imperial.ac.uk

James Percival

Tel: +44 (0)20 724 90698

Additional details about remote assessment

The college has provided a student FAQ for remote assessment-

<https://www.imperial.ac.uk/about/covid-19/online-assessment-faqs/>

Appendix A

This is a suggested workflow for producing PDF files for upload to Github. We stress that this is just one method – there are many ways to produce a PDF file, and you can use anything that works for you. Whatever method you use, **ensure you have practiced it before real assessments!**

This suggested workflow uses Microsoft Office Lens, and Microsoft OneDrive. It's pretty easy and intuitive. We've provided this in two forms, one for Android phones (appendix A1), and one for iPhones (appendix A2) – choose whichever is appropriate to your device.

Appendix A1 - Using Microsoft Office Lens to capture answer scripts - Android Setup (do this WELL before the time-limited assessment!)

1. You need *Microsoft OneDrive* set up on your phone. You may have already done this, but if not, download it from the play store, then open it. Sign into it OneDrive using your college account. IMPORTANT – when it asks for your email, use the form username@ic.ac.uk – other forms will not work. If you can't get into OneDrive, please contact ICT for help
2. Install *Microsoft Office Lens* using the Play Store, and open it. It will ask for permissions to access photos, media and files, and to allow it to take pictures and record video. Allow these permissions.
3. Install and set up OneDrive on the computer that you are using to submit the work, and sign in on that (there are many online resources to help you with this – contact ICT if you are struggling). Remember again to sign in with username@ic.ac.uk.

Using Lens at the end of your remote time-limited assessment

To use Lens, make sure it is in DOCUMENT mode (Fig 1a). If you are planning on using a flash, turn it on with the icon near the top right (Fig 1a). Center the page on screen (in portrait orientation), making sure the red box frames it correctly. Click the red & white button to take the photo (Fig 1b).

Check your image on the next page (Fig 1c - you can pinch to zoom in). Is the text all legible? If it's too blurry you may need to try again – use the bin icon (Fig 1c) to throw this image away, then take the photo again. In my example here it IS a bit blurry, but it's plenty good enough to read for a title page, so no need to take it again.

To take a photo of the next page, use the add new button (Fig 1c). Don't hit Done yet (you do that when you've done ALL the photos). When you take further images, *Lens* may either give you a check-page again, or it may just add the images to the photo list with a number (Fig 1d). If it's doing the latter, then once you have a photo of the final page, hit the Red arrow button (Fig 1d).

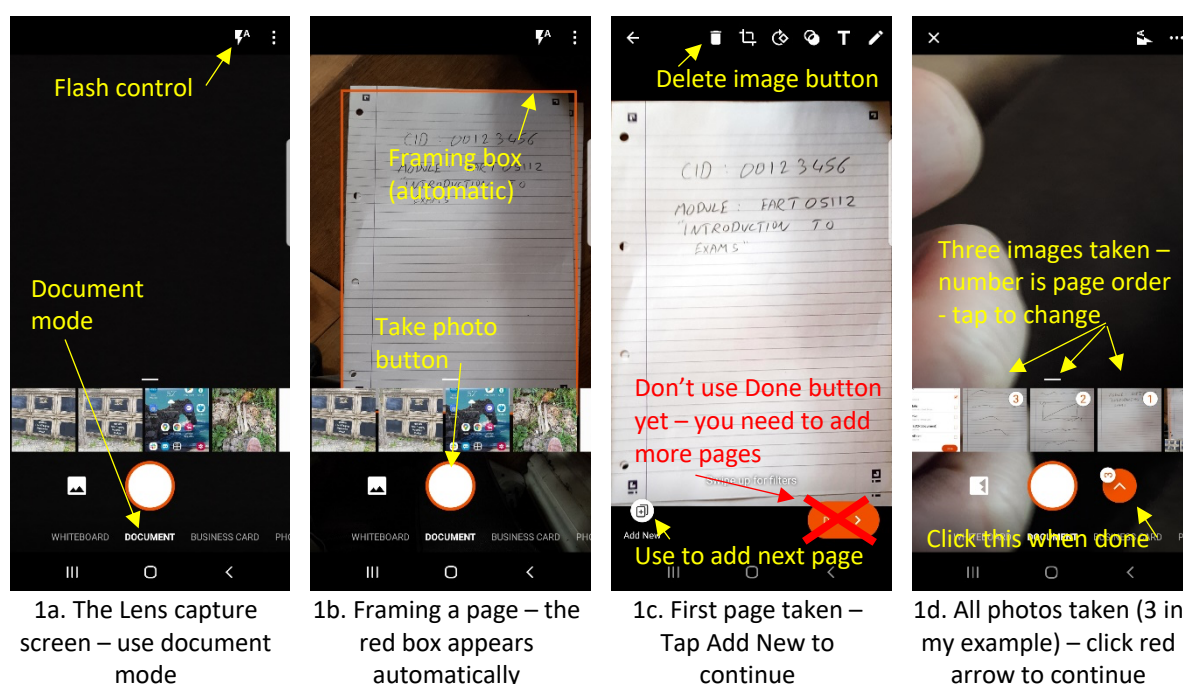


Figure 1 – Document capture in Lens.

Appendix A1 - Using Microsoft Office Lens to capture answer scripts – Android

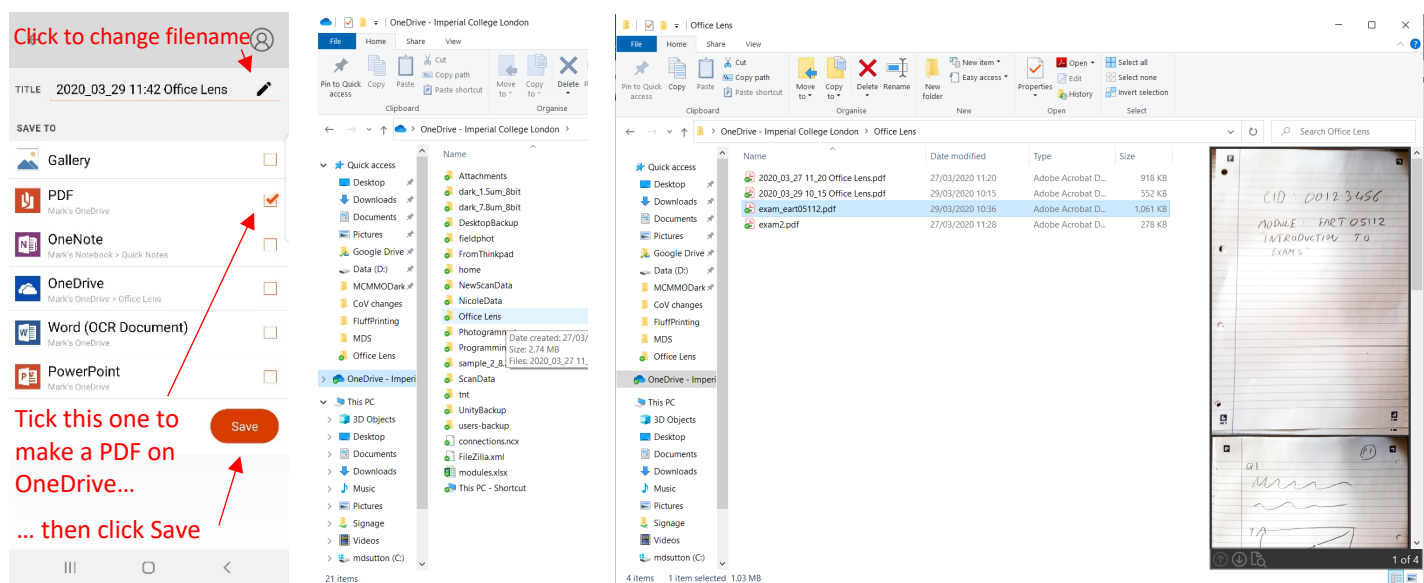
After hitting the arrow from Fig. 1d, you should now get a screen exactly like Fig. 1c – except here you can swipe left and right to flick through all the pages in your document. Check they are all legible – if any aren't good enough then delete them and use the back button (top left) to return to document capture mode to take them again (you may have to redo the page ordering). Once you are happy, click the red “Done >” button.

If *Lens* is showing you the check-page for each image as it took them, then it's giving you the same mode as in the paragraph above each time. Once you've done your final image and you've checked they are all there (you can swipe left and right), click the red “Done >” button.

Once you hit “Done >”, you should get to the screen shown in Fig. 2a. You may want to change the filename to something more useful to you (e.g. the assessment name or code), but you don't need to if you are short on time. DO make sure that the PDF option is ticked, and that underneath PDF it mentions OneDrive – if this option talks about saving to your phone, then you've not got OneDrive set up properly. Hit Save to make the PDF and send it to your OneDrive cloud storage

Finally – go to your computer, open your OneDrive folder, and locate the file. It should automatically synchronise pretty quickly. On my system it appears in a folder called ‘Office Lens’ on OneDrive (Fig 2b). Double-check that you have got the correct file (Fig 2c), then submit it to us.

The recommended submission method is to upload the file to the Github repository you are linked to. If for any reason you can't do this, email it instead to y.ashton@imperial.ac.uk. If the file is too large to email (>10Mb), submit it using Imperial College FileExchange – if you've not used this before, try it out beforehand!



2a. Making a PDF in *Lens*.

Changing filename is optional, but may help you find the right file

2b. Finding the PDF on

OneDrive on your computer. For me, it appears in a folder called Office Lens (highlighted above).

2c. My answer script PDF located on my computer. From here I can upload

it to GitHub as I would with a normal file, attach it to an email, or (as a last resort) send it using Imperial FileExchange. Note the filesize – in my example this is around 1Mb, which is fine to attach to an email. Avoid sending attachments over 10Mb in size.

Figure 2. Making the PDF in Lens, then locating it on your computer's OneDrive folder

Appendix A2 - Using Microsoft Office Lens to capture answer scripts - iPhone Setup (do this WELL before the time-limited assessment!)

1. You need *Microsoft OneDrive* set up on your phone. You may have already done this, but if not, download it from the App Store, then open it. Sign into it OneDrive using your college account. IMPORTANT – when it asks for your email, use the form username@ic.ac.uk – other forms will not work. If you can't get into OneDrive, please contact ICT for help
2. Install *Microsoft Office Lens* using the App Store, and open it. Swipe to the right hand of the three intro screens, and tap Allow Access. Allow access to the camera and to your photos.
3. Install and set up OneDrive on the computer that you are using to submit the work, and sign in on that (there are many online resources to help you with this – contact ICT if you are struggling). Remember again to sign in with username@ic.ac.uk.

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To use Lens, make sure it is in DOCUMENT mode (Fig 1a). If you are planning on using a flash, turn it on with the icon near the top right (Fig 1a). Centre the page on screen (in portrait orientation), making sure the red box frames it correctly. Click the red & white button to take the photo (Fig 1b).

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To take a photo of the next page, use the add new button (Fig 1c). Don't hit Done yet (you do that when you've done ALL the photos). When you take further images, *Lens* may either give you a check-page again, or it may just add the images to the photo list with a number (Fig 1d). If it's doing the latter, then once you have a photo of the final page, hit the Red arrow button (Fig 1d).

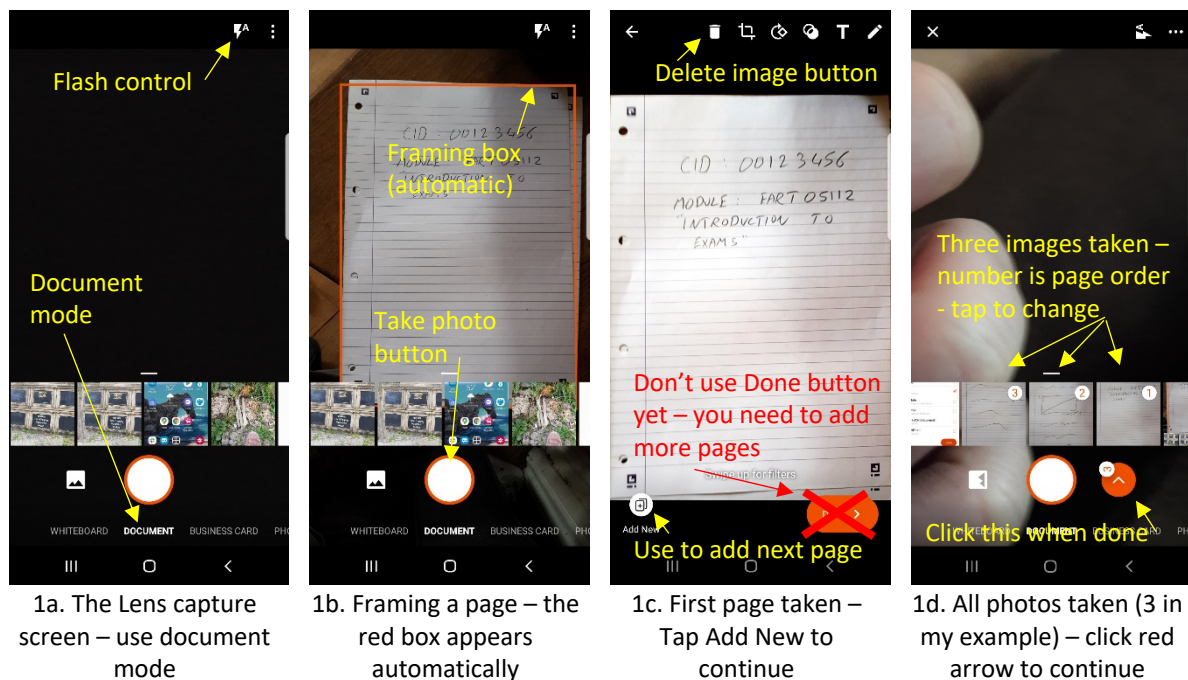


Figure 1 – Document capture in Lens. These are Android screen captures, but the iPhone version is almost identical.

Appendix A2 - Using Microsoft Office Lens to capture answer scripts – iPhone

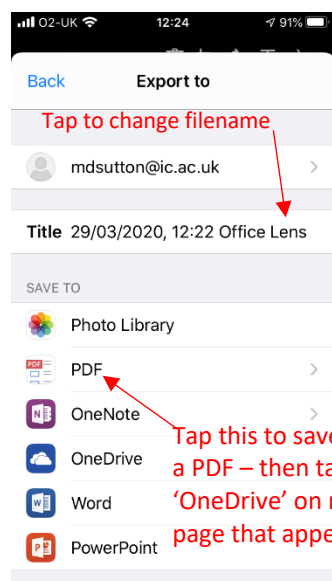
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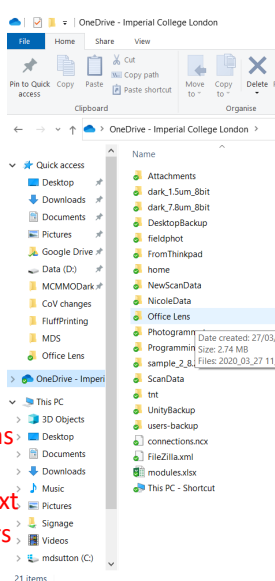
Once you hit "Done >", you should get to the screen shown in Fig. 2a. You may want to change the filename to something more useful to you (e.g. the assessment name or code), but you don't need to if you are short on time. Click PDF, then OneDrive on the next page that appears, to send the file to your OneDrive cloud account.

Finally – go to your computer, open your OneDrive folder, and locate the file you just uploaded. It should automatically synchronise pretty quickly. On my system it appears in a folder called 'Office Lens' on OneDrive (Fig 2b). Double-check that you have got the correct file (Fig 2c), then submit.

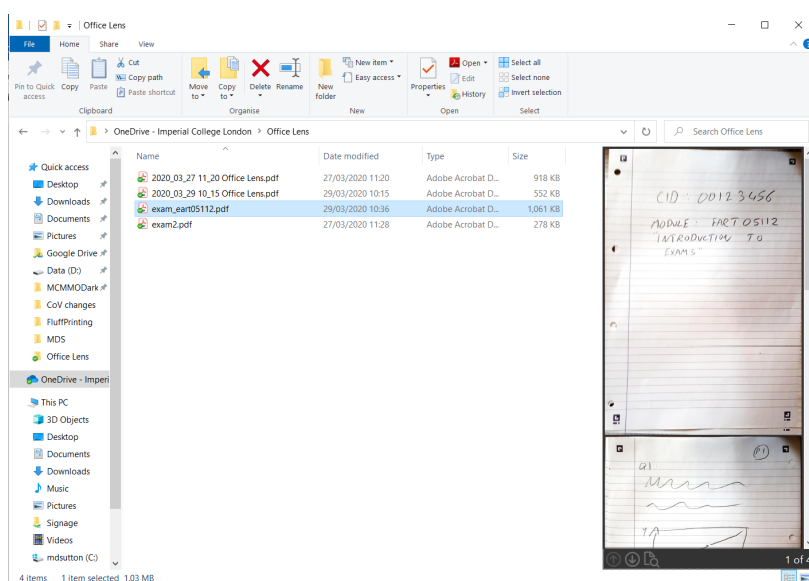
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2c. My answer script PDF located on my computer. From here I can upload it to GitHub as I would with a normal file, attach it to an email, or (as a last resort) send it using Imperial FileExchange. Note the filesize – in my example it's around 1Mb, which is fine to attach to an email. Avoid sending attachments over 10Mb in size.

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