Open Book Exam Guidance Notes

Updated May 2022

BEFORE THE EXAM

There are plenty of things you can do prior to the exam opening that will help you avoid difficulties during the assessment period.

- ✓ Make sure you log in to Moodle – Please try a few days before. Make sure you are registered on the course titled Open Book Exam - June or November followed by the year.

- ✓ Take time to read these notes before the exam. If anything is unclear, please check.

- ✓ Make sure you have access to the drawings, scenario and 3D model. You should have been using these throughout your programme. All the questions are based on these documents.

- ✓ Identify useful websites and publications for each of the modules

- ✓ Identify specialists in your company who may be willing to point you in the right direction.

- ✓ Remember Turnitin and plan for it. The first submission takes around 20 minutes to get the similarity percentage back. However, your 2nd submission, should you need to do it again, will take around 24hours.

- ✓ Think about your time management and plan your time. You do not want to get to the last day of the exam, submit at 12noon and find there is a problem. Aim to submit a bit earlier just in case.

FORMATTING AND WORD COUNT

All main answers are to be word processed, with the text laid out under headings, side headings and sub headings as necessary. PDFs, PowerPoint, and spreadsheets are acceptable. All our markers use Microsoft office. If you are using any other software, it would be advisable that you upload your answers as a PDF.

Please use double spacing and use font size 12. This will make it easier for the marker to read on screen.

The word count must be between 1500-2000 words **in total for each answer**. A 10% leeway (2200 words) is permissible if it adds value to the work **BUT** any additional material above 2200 words for that question will not be considered. If a question is divided into two or three parts e.g. A), B), C) etc. then you will need to divide the word count out accordingly depending on how many marks are awarded for each part of the question.

You DO NOT have 2,000 words for each part of the question. Its 2,000 words in total per question

The word count does not include appendices, reference lists and/or bibliographies, labels in drawings and tables that illustrate a point. However, if the main answer is a chart i.e., risk assessment or method statement, then this is considered your main answer and will be included in the word count.

Construction Programmes

Construction programmes when submitted can be either created using freely available software or can be hand drawn. If hand drawn, it must have logically linked activities. **Construction programmes are not included in the word count**. It is always good therefore to add a narrative even when the answer is a programme as this helps the marker understand your reasoning.

Candidates are encouraged to support their submissions with sketches / diagrams as appropriate. Candidates should be further encouraged to adopt other presentation techniques, such as the use of tabulated information, the inclusion of models, flow diagrams and so on.

Answers to each of the questions need to be focused and concise.

Where appropriate, answers should be supported by a concise Harvard-style referencing system.

Prior to submission, answers should be proof-read to ensure quality with regard to spelling, punctuation, grammar and expression.

STARTING THE EXAM

The Questions: Each module in the CMP Exam will have 2 questions. One question on each module must be answered. If a question is missed the submission will not be marked.

Where the Questions can be found: Sign in to Moodle as you would normally. You will see 2 courses. Your Providers course and CIOB "Open Book Exam"
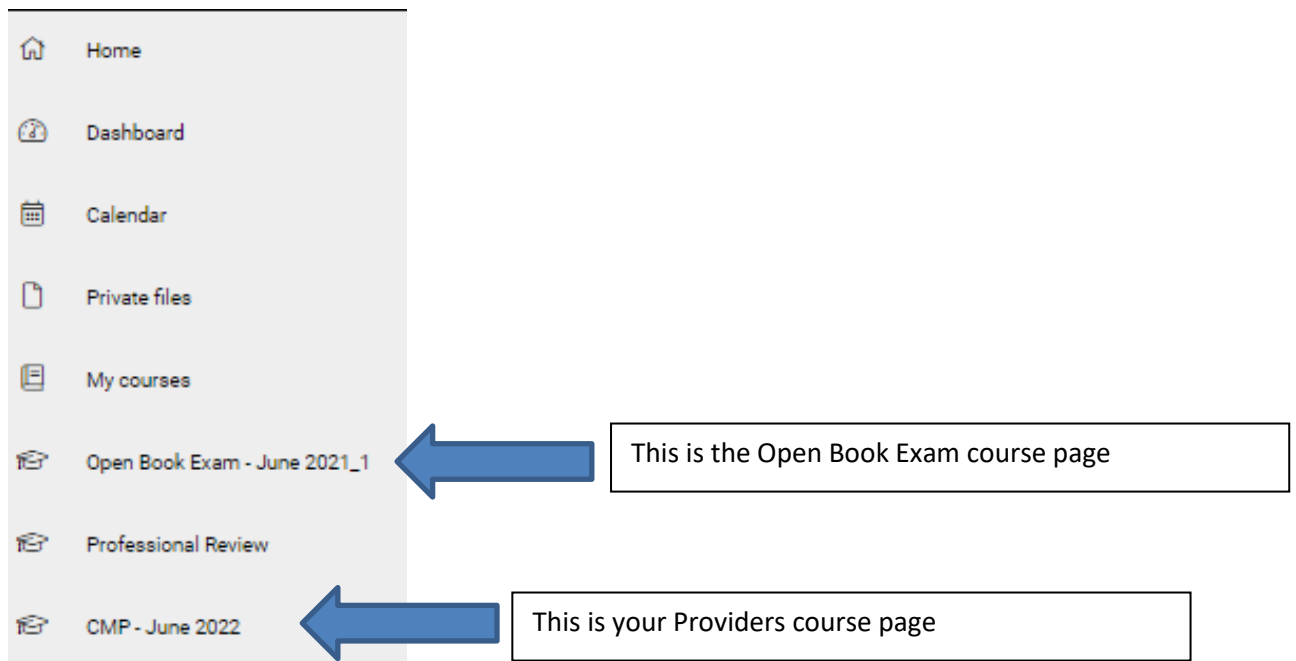
Click on **Open Book Exam – June/November followed by the year**

There are Sections -

Guidance Notes - Where you will find these notes and the marking descriptors.

Drawings and Scenario that relate to your exam.

The Open Book Exam - Where you find and answer the questions

Turnitin – Used to check for plagiarism and information about the importance referencing.

Presentation Hints

Practice Uploading

Exemplars - Following the trial these are good answers with feedback.

Scroll right to the bottom of the page and **click on PDF Questions for Downloading**. You will only be able to access the questions during the exam period at which point this link will turn blue

PDF Questions for Downloading 124.5KB

USING TURNITIN

You will have the opportunity to upload your answers to Turnitin. This will identify work that is cut and pasted from websites and work that is similar to other work submitted. You can do this as many times as you need to. You are allowed up to 20% similarity. Percentages between 20% and 29% an academic judgement will be made. Over 30% will not be marked.

You will see Turnitin in a separate box.

You will only be able to access Turnitin during the exam period at which point this link will turn blue

Plagiarism and Referencing

This section has information about the importance of referencing and CIOB policy on plagiarism.

CIOB Policy regarding Plagiarism   Please read this important information   ☑

Harvard Refencing   ☑

This video is useful to help you understand the Harvard system and avoid Plagiarism.

Using the Harvard system of referencing   ☑

Help with your bibliography   ☑

Using Turnitin - Step by Step Guide 495.4KB   ☑

☑

TMD Turnitin   **Restricted** Not available unless:
• It is after **2 June 2022, 12:00 PM**
• It is before **14 June 2022, 12:00 PM**

THIS IS MANDATORY. YOU MUST PUT ALL YOUR ANSWERS THROUGH TURNITIN. ANSWERS NOT PUT THROUGH TURNITIN WILL NOT BE MARKED. PLEASE DO NOT UPLOAD YOUR FRONT COVER SHEET ON TURNITIN. YOU ONLY NEED TO UPLOAD YOUR ANSWER SHEET AS ONE DOCUMENT

This is Plagiarism software. Turnitin checks your answers against published work on the internet and other candidates answers. You will be given a percentage similarity. You are allowed 20% similarity. If your answer is over this percentage please revise your answer and re-submit. Any answer with 30% or more similarity, will not be marked. It can take 24 hours for a second similarity report to appear.

There is front cover sheet that you will need to do for each module. Please add the Turnitin % to the front cover sheet. The front cover sheet is in the Open Book Exam section below.

Click on Turnitin

To submit your document, **click here**

You will be asked to agree that you have read the terms and conditions of Turnitin.

After that, add a submission title.


To find and upload your file, click here.

Click on Add Submission

You will go back to your report. The report shows you the percentage of similarly to the internet and other students work.

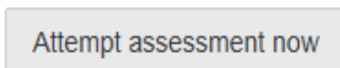Once you reach the required 20% or less, then you can go ahead and upload your answer.

Submission Title		Turnitin Paper ID	Submitted	Similarity	Grade	
A1-Health^J Safety ^0 Environment Q1 Assignment		163804224	24/11/21, 13:05	10%	--/30 ✏	

UPLOADNG YOUR FINAL ANSWER ON MOODLE
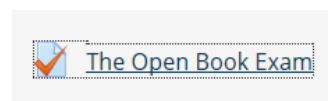
To answer the questions, click on The Open Book Exam

This will lead you to   Attempt assessment now

Click on Attempt assessment now

You will see the questions for the first module: Construction Business Environment with a box underneath. (The example shown below shows Contracts and Commercial Practice)

Answering your Questions

In the box directly under the question, **please state which question you are answering - Question 1 or 2.** Do not answer the question in the box. Please use attachments only.

As you scroll down, there is a box at the bottom where you can attach documents. The numbers of attachments are limited. You are allowed up to 4 attachments for each question apart from Construction Technology where you are allowed up to 6 attachments. The attachments must be PDF or MSOffice programmes (excluding MS Project). Do not upload any answers that use Project Planning software. Please upload as a PDF.

One attachment must be your answer. This leaves 3 attachments (or 5 for Construction Technology) to supplement your answer - **one of these MUST be your cover sheet**. If you do use additional attachments, please make sure they are referenced in the main answer paper.

The maximum size for an attachment is 250MB.
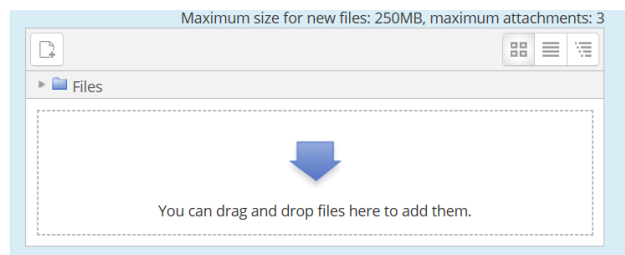
Next

When you are happy with your answer and are ready to upload, your front cover sheet and any other attachments must be uploaded to the Attachment box

Click on this icon to browse and upload.

Please make sure your main answer is clearly identifiable.

Once you are ready to move on to the next question, **click on Next.**

Complete the same process for all your questions.

Click on next after Question 4, you will see your attempts.

Remember to add your Front Sheet for each answer

To help the Marker, please label this document clearly i.e. HSE – surname – membership/contact reference number.

For example: HSE-mills-1259635

If you attach additional documents, you will need to refer to them in the body of the main answer, so the marker understands the reason for the attachments.

Submitting your answers
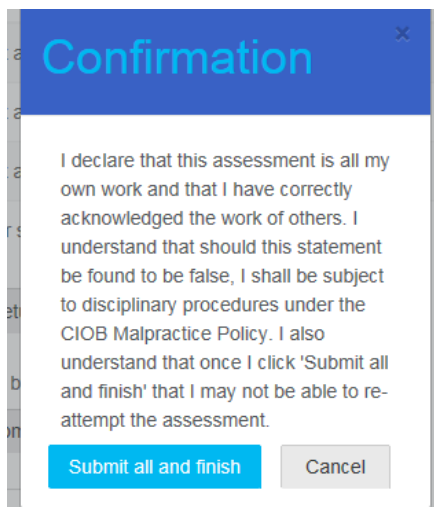
Once you are completely sure you have uploaded is what you want marked, **click on Submit and finish.**

The following declaimer will appear.

Click on Submit and finish.

Your answer has been submitted to a marker and no further amendments can be made.

Checking your submission

Once you have pressed the Submit button and signed the declaration you cannot change anything.

You will receive an email confirming a submission has been made. If you do not receive an email, please contact Jo Bennett or Audry Lamont and we will check for you.

You can REVIEW your submission anytime up until the closing date.

If you find an answer is missing please contact Jo Bennett.

THIS IS FOR MISSING ANSWERS ONLY. NOT SUPPLEMENTARY ATTACHMENTS OR CHANGE OF ANSWERS. YOUR REQUEST TO CHANGE YOUR ANSWER OR ADD ADDITIONAL ATTACHMENTS WILL NOT BE ACCEPTED. NO SUBMITTED DOCUMENTS WILL BE REMOVED.
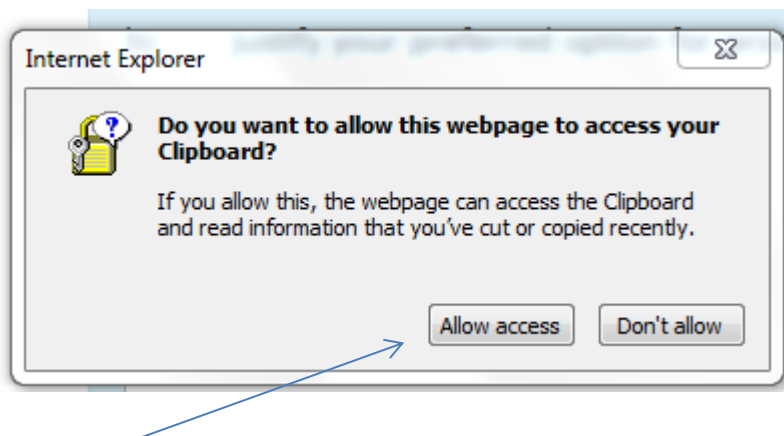

CONFIRMATION OF SUBMISSION

You will receive an email confirming your submission has been made.

General Information

Browsers: Different internet browsers can throw up some different things.

Sometimes this occurs if you use Internet Explorer and are cutting and pasting. If you see this just click on Allow access.

Hotkeys: These might be useful for some browsers. Again usually when cutting and pasting. The hot keys are

Ctrl + X	Cut selected item.
Ctrl + C	Copy selected item.
Ctrl + V	Paste

CONTACT DETAILS

CIOB staff will be able to help with technical issues regarding Moodle.

Jo Bennett - Between 8.00am – 3.30pm Monday - Friday

Email: jbennett@ciob.org.uk

Tel: 01344 630822

Audry Lamont - Between 8.00am – 3.30pm Monday - Friday

Email: alamont@ciob.org.uk

Tel: 01344 630774

Mandy Mills   - Between 09.00am – 3.30pm Monday – Friday

Email: mmills@ciob.org.uk

Tel: 01344 630716