

CMP – Open Book Exam

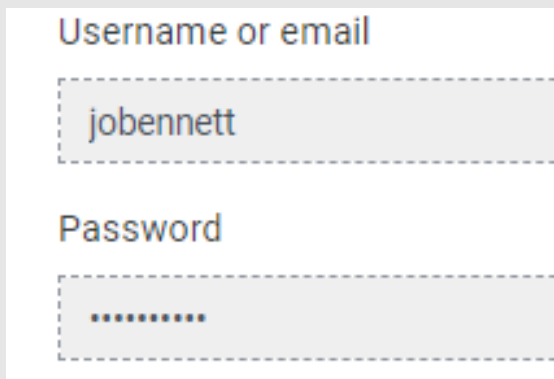
Jo Bennett – Senior Training and Development Manager
Audry Lamont – Training and Development Administrator

CMP Open Book Exam

- Log in to Moodle: www.moodle.ciob.org
- You will have been sent login details from Audry Lamont
- If you cannot access or remember your login details, please email either Jo Bennett or Audry Lamont and we will be able to reset your username and password for you
- Log into Moodle at least a few days before the exam is due to start

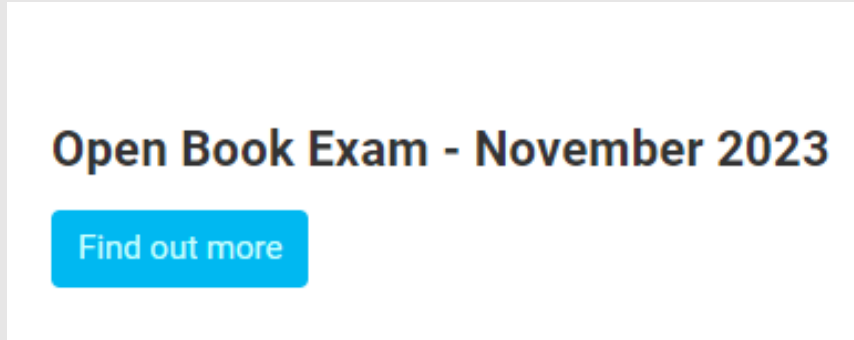
You are not logged in. (Log in)

Example:

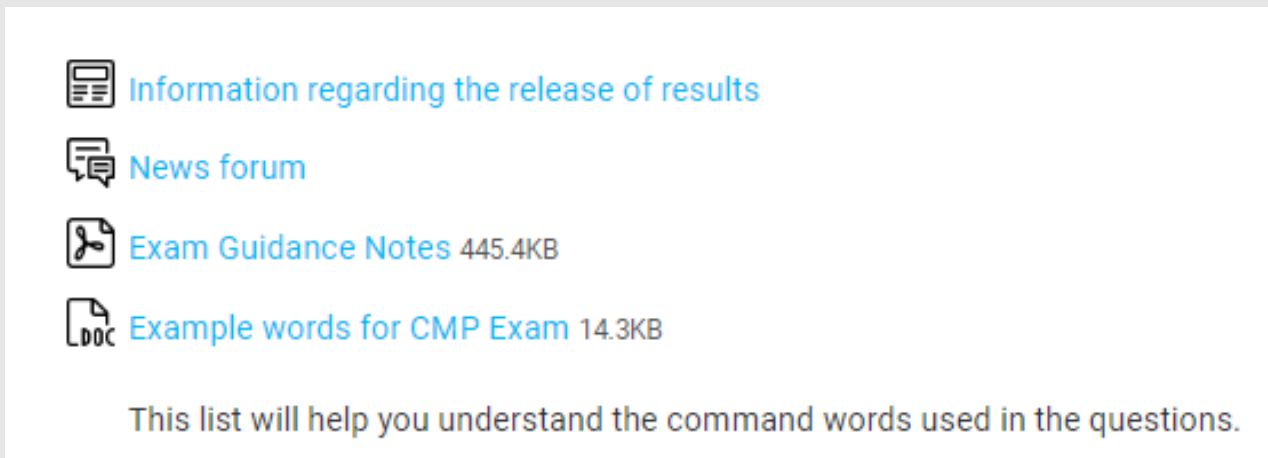


A screenshot of a Moodle login form. It features two input fields: 'Username or email' and 'Password'. The 'Username or email' field contains the text 'jobennett'. The 'Password' field is filled with a series of dots, indicating a masked password.

- Scroll down the homepage and under 'My Courses' click on the Open Book Exam course page as shown below



- Once you have accessed the course, we advise that you take some time to read the 'Exam Guidance Notes'



- You will also need to ensure you have access to the Drawings and Scenario and 3D model (visualisation) which you should be familiar with as you would have been using them throughout your programme and all the exam questions will be based on these documents

Drawings and Scenario

These are the [drawings and scenario](#) you will be using during the duration of your study and also for the exams

New Museum Storage Facility


 [Drawings and Scenario](#)

 [Visualisation](#)

- The course page will be available to you roughly 2 months prior to the exam date, but the exam questions, exam assessment and Turnitin will only become available to you when the exam opens at 12 noon on the start date of the exam.

- Any links that are greyed out will only open during the exam period – see three links below

TMD Turnitin

 PDF questions for downloading 132.2KB

 Open Book Exam - UPLOAD ANSWERS HERE

- You will see the exam course page is split into sections
- There are contact details on this page for Audry and myself and we can both be contacted during the exam although please note we will be unable to provide you with any guidance or feedback in relation to your answers

 [Contact details](#)

- You will see halfway down the page there is a section called 'Plagiarism and Referencing'
- Once the exam opens the link to Turnitin will also open

TMD Turnitin

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.

- This is where you can upload your work and it will identify work that has been cut and pasted from websites and work that is similar to other work that has been submitted. You can upload your work as many times as you need to but please allow up to 24 hours for a second similarity report to appear
- You are allowed 20% similarity, any answers with 30% or more will not be marked

- Please make sure you read everything that's available to you on the Open Book Exam Course page
- Everything on this page is designed to help and support you and make the exam process as smooth and as easy as possible
- The second to last section on the page is entitled 'Open Book Exam' however the link (shown below) to the assessment will not become visible until the exam opens

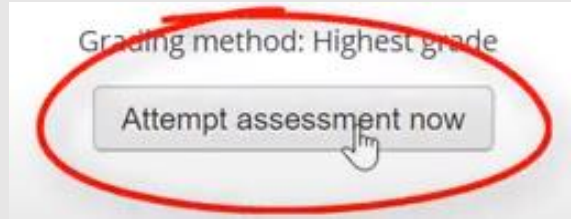
 [Open Book Exam - UPLOAD ANSWERS HERE](#)

- You can access/download the exam questions by clicking on the link shown below

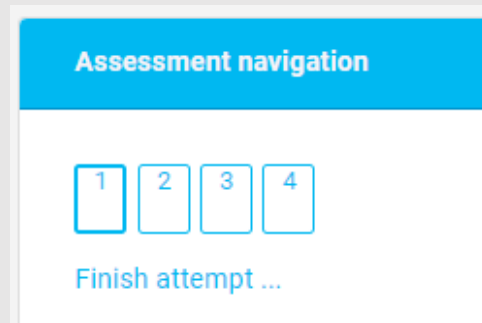
 [PDF questions for downloading](#)

- Again, this link will only become available when the exam opens

- When the exam opens the link will become visible. Click on the link and then on 'Attempt assessment now'

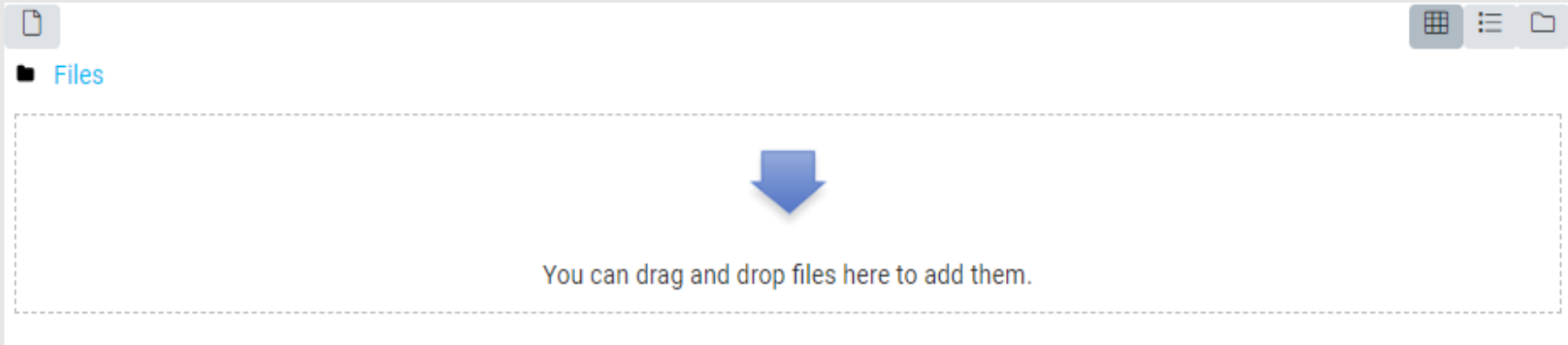



- This will take you to the exam questions.
- There are two questions per module, and you must attempt to answer one question from each module
- The first module you will see is Business Construction Environment
- You can use the Assessment navigation tool to guide you through the different modules



- 1 = Construction Business Environment
- 2 = Management
- 3 = Health, Safety and Welfare
- 4 = Construction Technology

- You will need to write your answer in a word document (or similar) and upload your answer to the box underneath the question. The easiest way to do this is to drag and drop your file(s) into the box from your desktop



- Alternatively, click on this icon  and then on 'Choose File' and locate your answer from where you have it saved on your computer.

- You will see two boxes for each of the modules
- In the top box please state which of the two questions you are answering – Q.1 or Q.2
- The box below is where you will upload your main answer and any attachments/appendices

Q.2

Path: p

Maximum size for new files: 512MB

Files

You can drag and drop files here to add them.

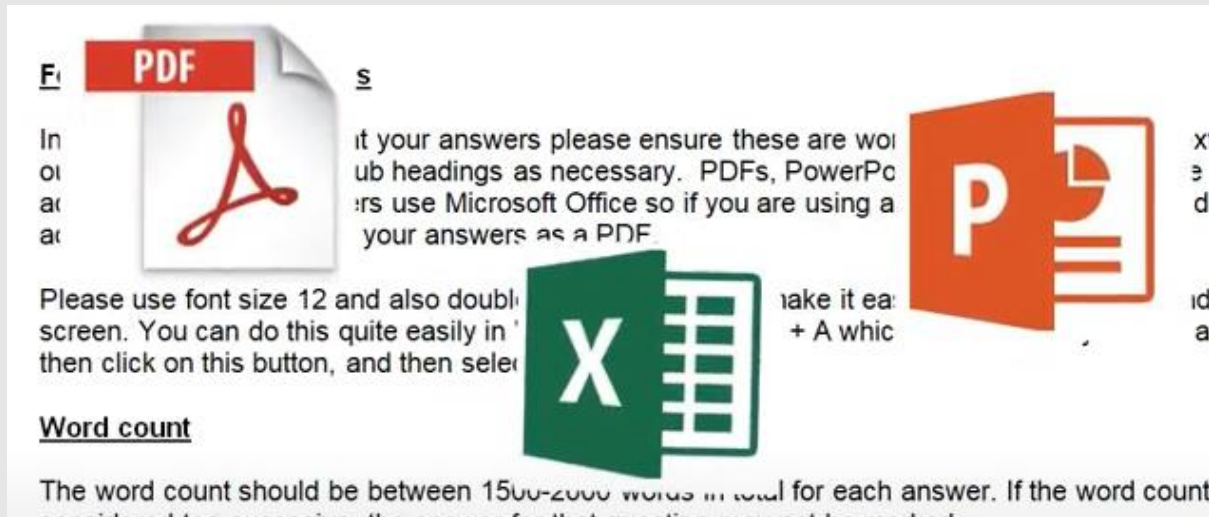
- You are limited to the number of attachments you can upload for each question so please make sure you know how many attachments you are allowed for each module before you start uploading. One attachment must be your main answer and another attachment must be your cover sheet
- If you do use additional attachments, please make sure they are referenced in the main answer paper.

**maximum size
per attachment
is 250MB**

- Please refer to the Exam Guidance Notes (which you will find in the first section on the Open Book Exam Course page) for further information on word count and general formatting.

 [Exam Guidance Notes](#)

- PDFs, Word and Excel are all acceptable documents



- 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.
- It is vital that all questions are answered in relation to the drawings and scenario you have been using during your period of study

- All answers should be supported by concise Harvard Style referencing
- Further guidance can be found on the Moodle Open Book Exam Course page



[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](#)

- Please proofread your answers for spellings and punctuation before uploading to Turnitin and Moodle

- When you are happy with your answers, please upload them to Turnitin first.



Click here to submit your work to Turnitin

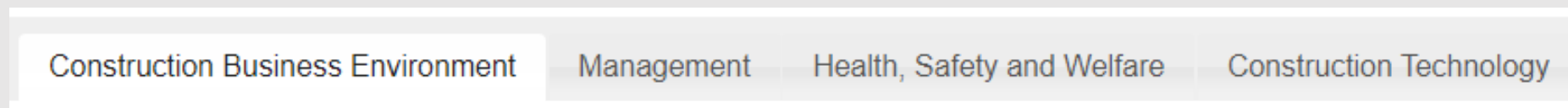
This video is useful to help you understand the Harvard system and avoid Plagiarism.

-  [Using the Harvard system of referencing](#)
-  [Turnitin](#)

This is Plagiarism software. Please upload your answer here prior to uploading to the Open Book Exam.

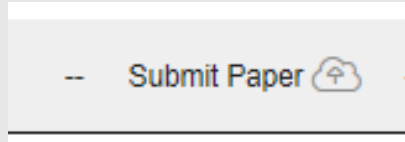
Turnitin checks your answers against published work on the internet and other candidates answers. You will be

- Turnitin will only become available when the exam opens
- You can see that there is a tab for each of the 4 modules



Construction Business Environment Management Health, Safety and Welfare Construction Technology

- Click on the module you want to upload to and then on the cloud shown below to upload the paper





- You will need to give your submission a title and then you can either drag and drop your answer into the box or upload it from your computer. You will also need to tick the box to agree to the statement before clicking on Add Submission

Submit Paper

Submission Title ⓘ ?

File to Submit ? Maximum file size: 100MB, maximum number of files: 1

 Files ⌵ ☰ 📁



You can drag and drop files here to add them.

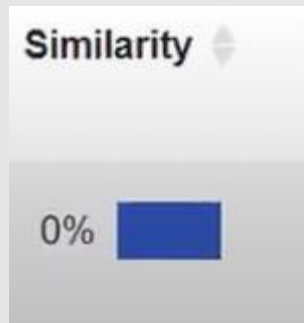
I agree to submit my work to Turnitin and in doing so I understand that it will form part of a repository and be checked against other learners' work, as well as content on websites. ⓘ

[Add Submission](#)

- You will note that the submission will say pending before giving you a similarity percentage as shown below



- If that status hasn't changed after an hour, please let us know

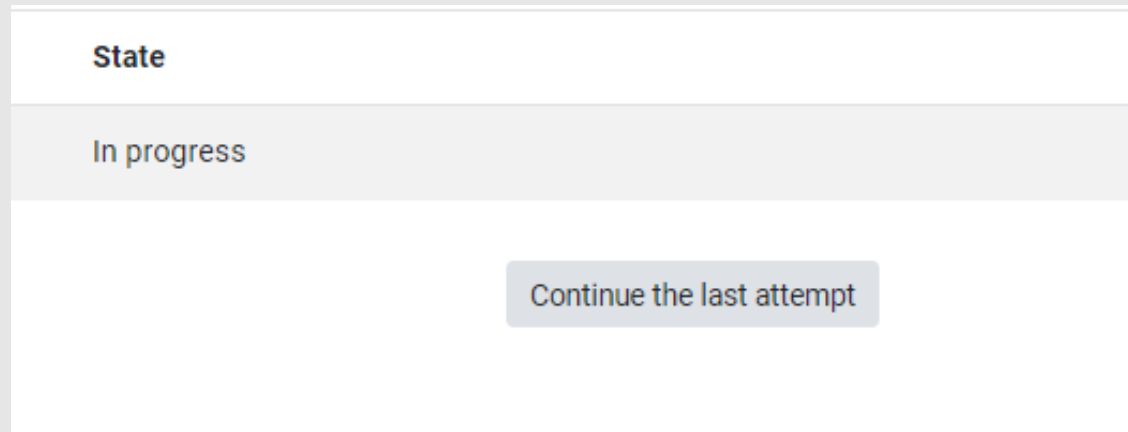


- However, if this is a re-submission, then please allow up to 24 hours before receiving a similarity percentage

- Once you have uploaded your answers to Turnitin and received the similarity percentage for all your modules, please complete a cover sheet for each module



- Your cover sheet needs to be uploaded to Moodle as one of your attachments
- You can go in and out of Turnitin and Moodle as many times as you like throughout the exam period. You DO NOT need to upload everything to Turnitin or Moodle in one go.
- If you come out of the assessment and then go back in later that day or during the exam period, please make sure you click on continue the last attempt as shown below

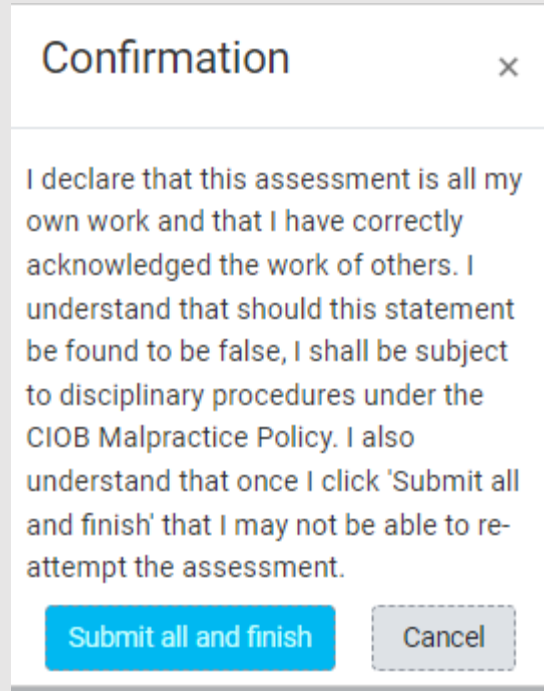


- You do not need to click on Finish Attempt until you have uploaded answers to all four modules. If you do click on this button, it will take you to the last page where you will be able to see if any modules have not yet been answered

Status
Not yet answered
Not yet answered
Not yet answered
Incomplete answer
Return to attempt

- Click on 'Return to attempt' until all modules have been answered
- Only when you are completely sure that what you have uploaded is what you want to be marked then click on 'Submit all and Finish'

- This will bring up a confirmation box



- You will be asked to confirm that you have read and accepted the following statement
- Please bear in mind that once you have selected this final button your answers will be submitted for marking and you will be unable to make any further amendments to your submissions

- You will be able to view your submissions up until the closing date of the exam although you won't be able to make any changes. However, if you do notice that an answer is missing then do contact us immediately.
- Please think about your time management and plan your time appropriately throughout the exam period. You do not want to leave it to the last minute to upload and find there is a problem.
- Finally, please make a note of whom you can contact during the exam if you experience any technical difficulties with Moodle

Contact details

Help with Moodle - please contact the following CIOB staff for help.

Mon - Fri - 07.30am – 3.30pm – Audry Lamont – Tel: 01344 630774 Email: alamont@ciob.org.uk

Mon - Fri - 08.30am - 4.30pm - Jo Bennett - Tel: 01344 630822 Email: jbennett@ciob.org.uk

- Thank you and on behalf of myself and the CIOB I wish you the best of luck with your CMP Exam