

Online Professional Review

Candidate Guidance

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Introduction

ICE's online Professional Reviews are conducted through Microsoft Teams (MS Teams). This guidance document provides details of what equipment is required, how to access and use MS Teams, and outlines the Professional Review processes on the day.

Equipment/Connection

To attend an online Professional Review, you will need to have the following equipment:

- Laptop/Desktop Computer
- Headset/Microphone/Speaker
- Webcam
- Internet connection

MS Teams

If you do not have Teams installed, we recommend you download and test it before your Professional Review.

To download MS Teams, go to “teams.microsoft.com” and sign into your Microsoft account. You can create an account for free if you do not already have one. Once you're signed into your Microsoft account, select “Get The Windows App” to download and install the app on your Windows, macOS, iOS, Android, or Linux device.

If you already have a Teams account through work, you may have to log out of the account and join as a Guest.

To log out:

- Open your Teams application
- Click on your name/image in the top right-hand corner
- Click 'Sign out'

Please note that due to some organisational settings it may not be possible to remain signed out of your account. If you join the meeting with your organisational account please make the reviewers aware that there may be restrictions in place.

Online meeting request

You will receive a formal meeting request from an ICE staff member in advance of your Professional Review. Your meeting request will contain two Microsoft Teams links: one for your interview and one for your Communication Task (not applicable for the Technician Professional Review).

Please make sure to accept the meeting request when you receive it.

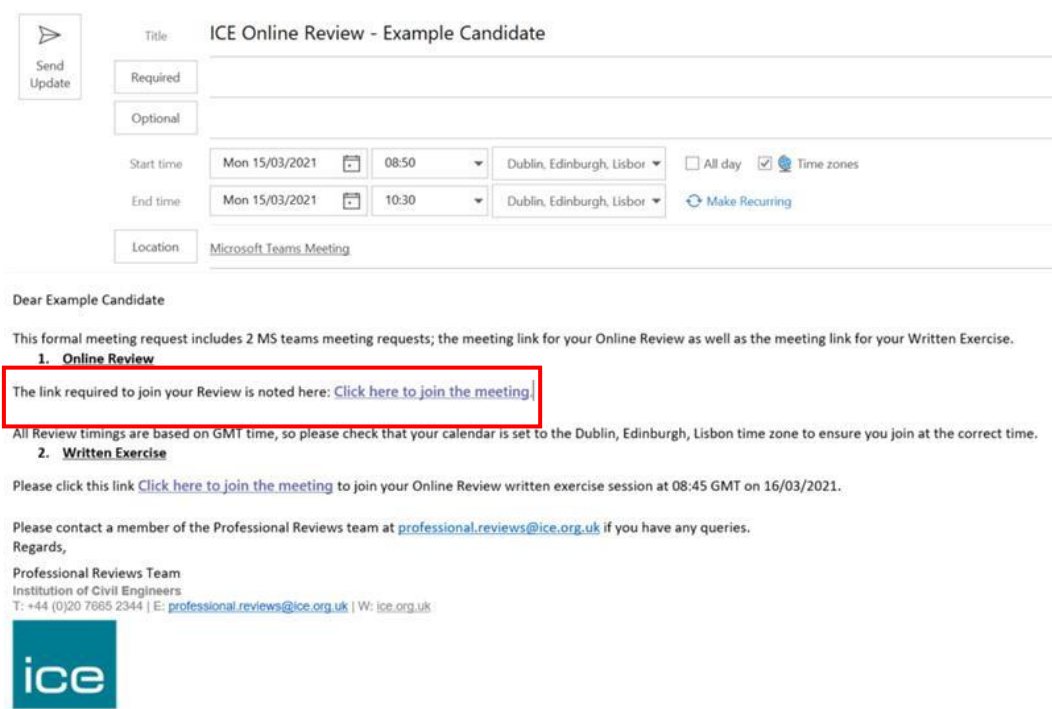
If you have not received your meeting request at least 5 working days before your Professional Review is due to take place, please contact the Professional Reviews team at professional.reviews@ice.org.uk.

Please note that the recording of the Professional Review on any device is prohibited.

Using MS Teams

Joining your MS Teams meeting

To join your online Professional Review, click on the link titled 'Click here to join the meeting' within the email sent to you, under the '**1. Online Review**' heading.



Send Update

Title ICE Online Review - Example Candidate

Required

Optional

Start time Mon 15/03/2021 08:50 Dublin, Edinburgh, Lisbor All day Time zones

End time Mon 15/03/2021 10:30 Dublin, Edinburgh, Lisbor Make Recurring

Location Microsoft Teams Meeting

Dear Example Candidate

This formal meeting request includes 2 MS teams meeting requests; the meeting link for your Online Review as well as the meeting link for your Written Exercise.

1. Online Review

The link required to join your Review is noted here: [Click here to join the meeting](#)

All Review timings are based on GMT time, so please check that your calendar is set to the Dublin, Edinburgh, Lisbon time zone to ensure you join at the correct time.


2. Written Exercise

Please click this link [Click here to join the meeting](#) to join your Online Review written exercise session at 08:45 GMT on 16/03/2021.

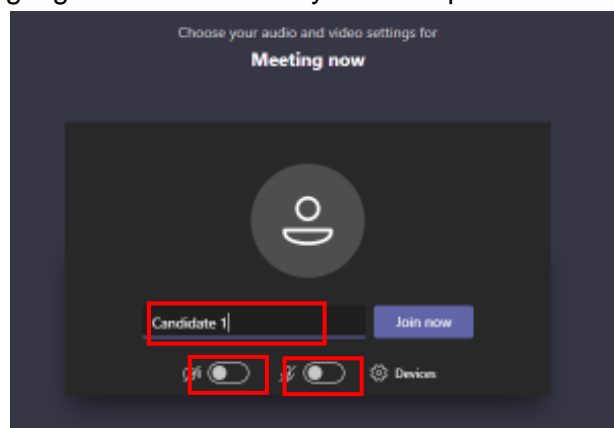
Please contact a member of the Professional Reviews team at professional.reviews@ice.org.uk if you have any queries.

Regards,

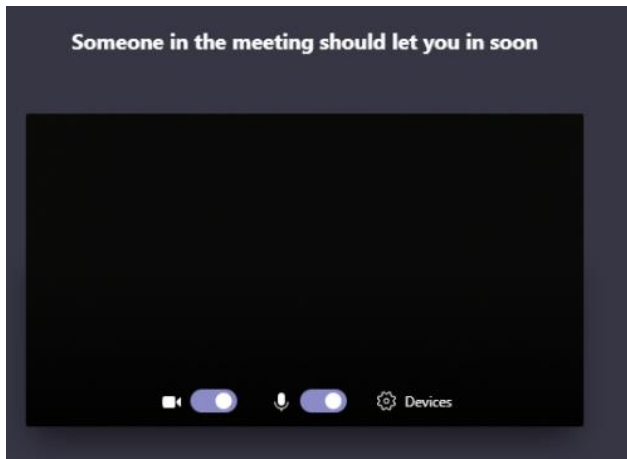
Professional Reviews Team
Institution of Civil Engineers
T: +44 (0)20 7865 2344 | E: professional.reviews@ice.org.uk | W: ice.org.uk



- Click on the toggles highlighted below to turn your microphone and camera on:



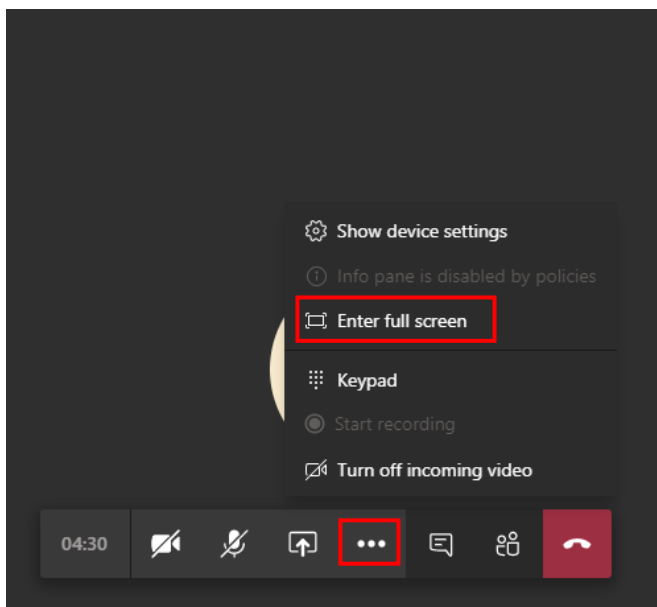
- You will then be admitted into a lobby where, when ready, you will be accepted into your Professional Review



Entering full screen

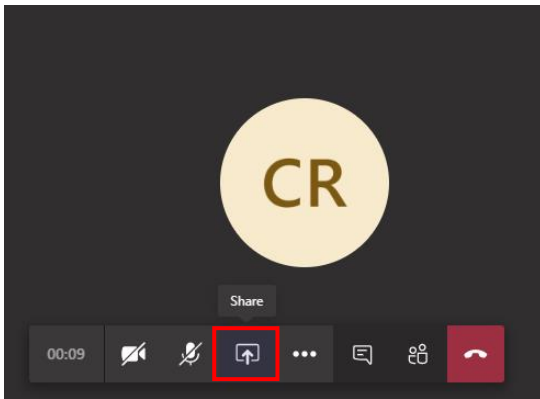
Once you have entered your Professional Review we recommend that you use the full screen view to maximise the window.

- Click on the 3 dots icon
- Select 'Enter full screen'

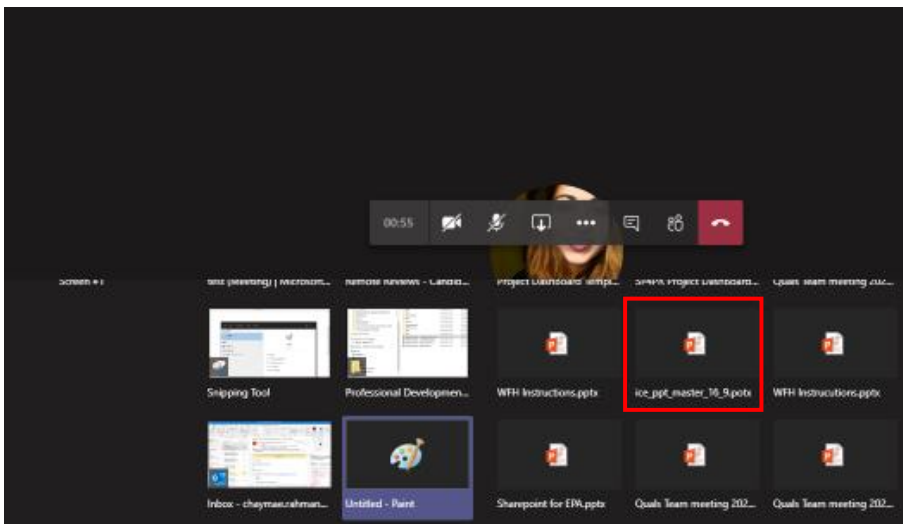


Sharing your screen

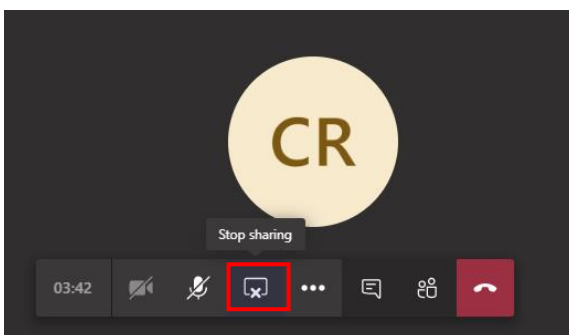
- To share your screen, select the below button:



- Select Desktop/Window and open the relevant window. If sharing a presentation, your most recent PowerPoint presentations will be on the right-hand side of the selections



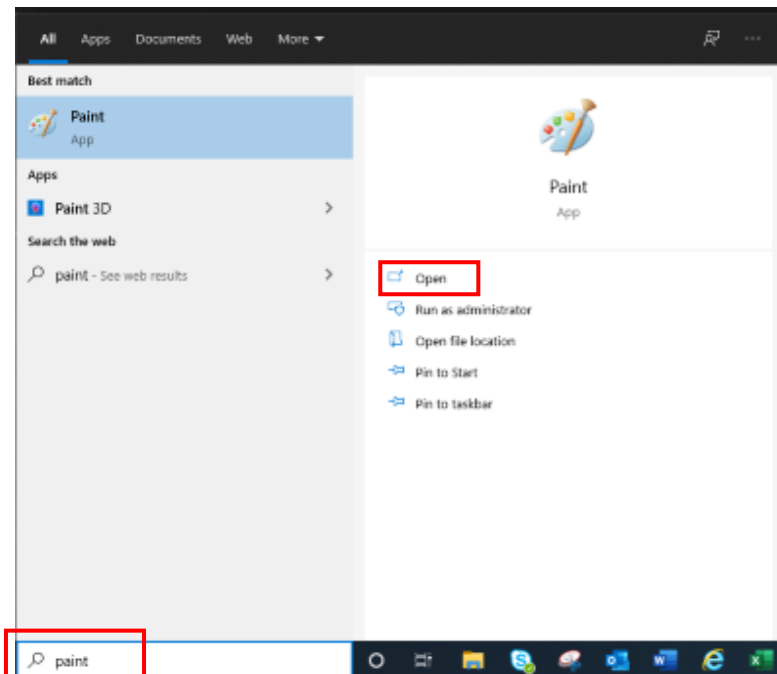
- To stop sharing, go back into the meeting window and click 'Stop sharing'



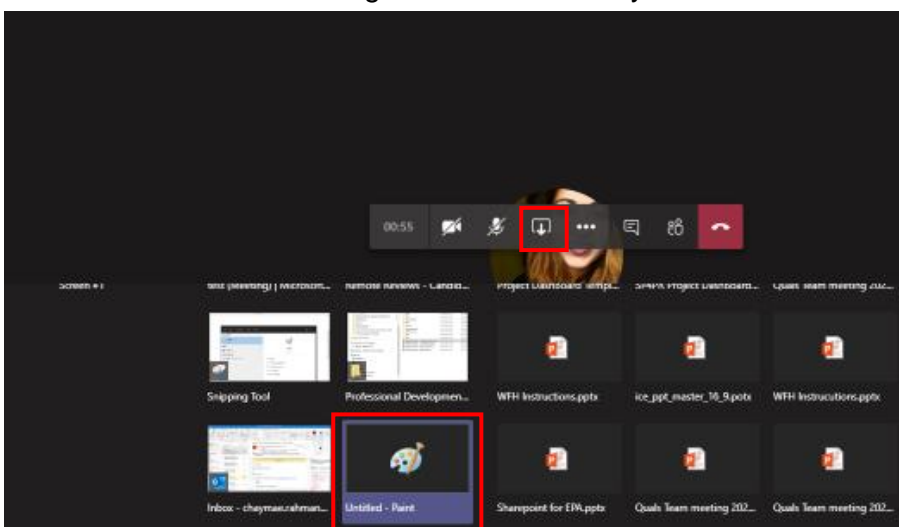
Sketches

If your reviewers request a sketch, the preferred option is to use MS Paint to draw whilst sharing your screen with them. There may be other tools you utilize in the workplace which can be used, however you must ensure in advance that these can be shared with your reviewers.

- For MS Paint, search for Paint on your laptop/computer
- Click open



- Go back into the meeting window and share your screen whilst drawing your sketch



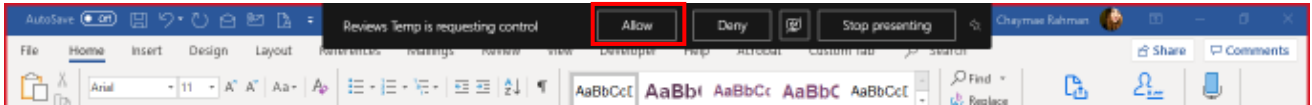
If you do not have access to Paint on your laptop/computer, use the internet browser version by using the following link: <https://jspaint.app/>.

If you wish, an alternative option is to sketch on paper and hold up the finished sketch to the camera. We suggest using a felt tip pen or easily visible ink for this.

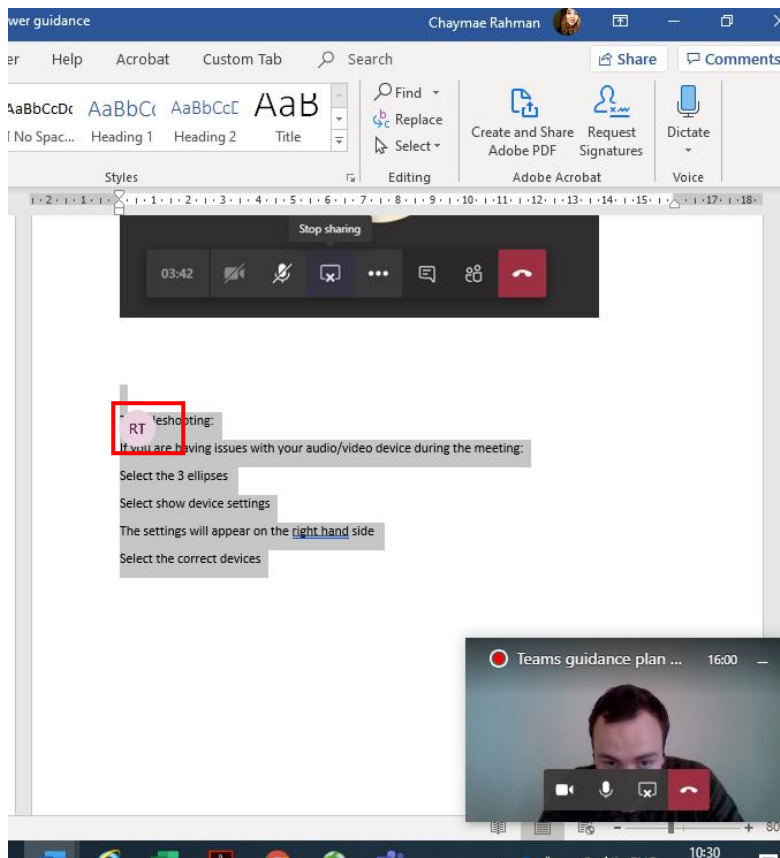
Giving control of your screen to the reviewers

If your reviewers wish to gain access to your screen, they will put in a request and a notification will appear at the top of your screen.

- Click 'Allow'



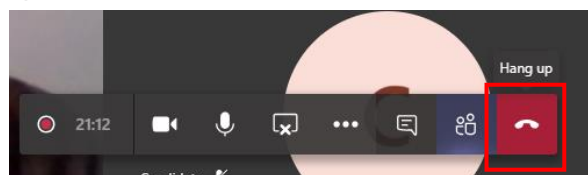
- Their initials will then appear by their mouse icon and they can guide the mouse across the screen and highlight sections where they may want to ask you specific questions



Exiting the Professional Review

Once the Professional Review is complete, the lead reviewer will confirm the review has ended and you can then exit the meeting.

- Click the 'Hang up' or 'Leave' button

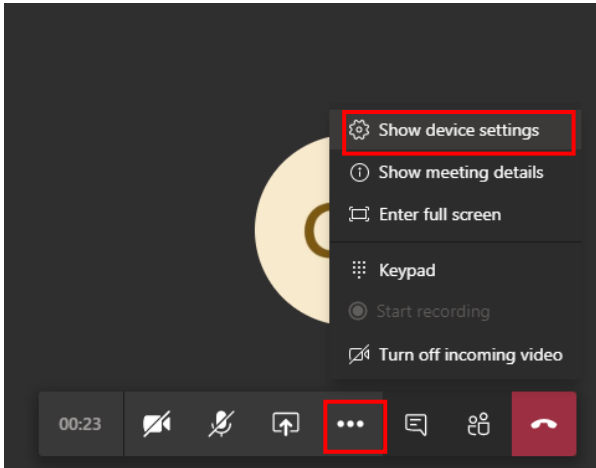


- Click dismiss and close the window. **Please do not re-join the meeting.**

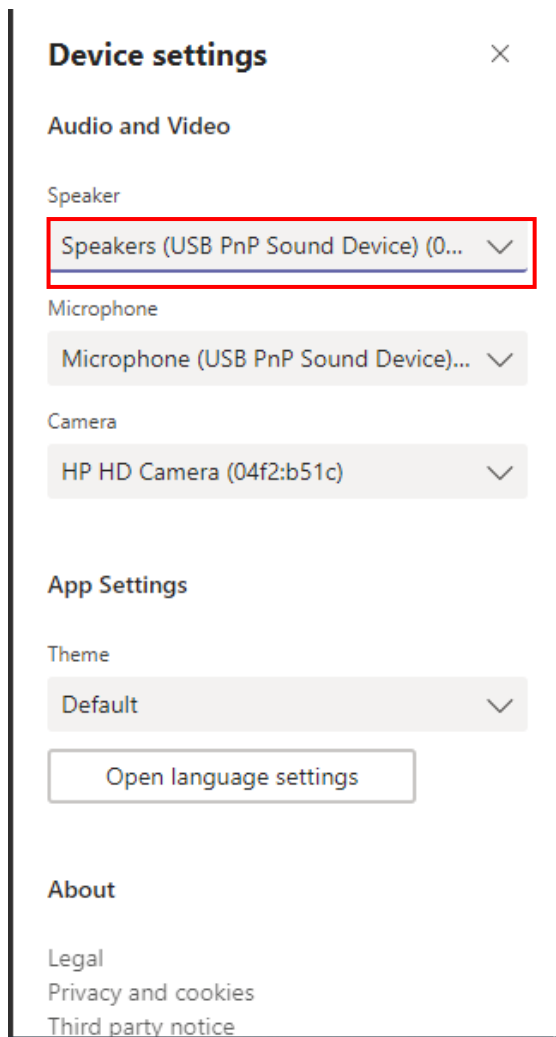
Audio/Video device settings

If you are experiencing issues with your audio or video, you can check and amend the settings:

- Click the 3 dots icon
- Click 'Show device setting'



- A panel on the right-hand side of your screen will appear and you can amend the set up by clicking the relevant drop-down options.



The Online Professional Review

This section provides advice on the practicalities and stages of the online Professional Review.

The presentation and interview

Getting ready

If dialling in from **home**, you must make sure that you are in a suitable area where you will be undisturbed for the duration of the Professional Review.

If connecting from **work**, you must make sure that you will have undisturbed use of a meeting room within a place of work for the entire duration of the Professional Review.

Connecting to your online Professional Review

We ask that you connect to your online Professional Review using the link provided in the meeting request sent to you at least **10 minutes** before the start time, to set up your camera and microphone and to open your presentation and report, ready for sharing with your reviewers.

Please refer to the '[sharing your screen](#)' section of this guidance to familiarise yourself with the process of sharing content.

Introductions and identification check

When you log on you will be held in a lobby, and you will then be admitted into the Professional Review by an ICE staff member. Your Reviewers will already be waiting when you are admitted.

You will be asked by the ICE staff member to show your passport or photo ID to the camera to confirm your identity. You will also be asked to confirm that there are no other people present in the room with you and may be asked to confirm this by rotating your camera around the room. You will also be reminded that the recording of the Professional Review on any device is prohibited throughout the process, and to turn your mobile phone off or onto silent. The ICE staff member will share their contact details with you and then leave.

The lead reviewer will introduce themselves and the co-reviewer and will then explain the process so that the presentation/interview can begin. There may be an auditor present, but they will play no part of the Professional Review.

Your presentation

If you are sitting the CPR/IPR, the review will begin with a 15-minute presentation to your reviewers based on a topic, or topics, covered in your Professional Review report.

If you are sitting the CPRP, the review will begin with a 5 – 10 minute presentation to your reviewers based on an aspect of your Professional Review report

If you are sitting the Technical Report Route the review will begin with a 30-minute presentation based on your technical report. If you are sitting the Technician Professional Review you have the option of giving a five-minute presentation at the start of the interview.

You should share the content of your presentation with your reviewers, at which point you will be invited to begin your presentation. Your reviewers will mute their microphones while you are presenting. If you are going over the time allocation, the lead reviewer will notify you.

Your report

At the end of your presentation, you should share the content of your report/submission. Your report/submission is a vehicle for you to demonstrate how you have achieved the attributes for the grade you have applied for. The interview will then commence.

The interview

You and your reviewers are advised to speak in turn, and not interrupt one another.

Please ensure to:

- Mute your microphone when you are not talking
- Look at the camera (laptop) when responding to questions
- Allow the reviewer to complete their question before answering
- If you require clarification of the question, ask the reviewer
- Try to avoid making noises near the microphone (shuffling papers, bottles of water) and speak clearly

Your reviewers will be seeking to confirm that the evidence of competence, which you have provided, is supported by your responses to their questioning and meets the requirements of the application type you have applied for.

Your reviewers will give you ample opportunity to think and fully respond to their questions. If a reviewer does need to interrupt you while you are speaking, for example if they are conscious of running out of time, they will raise their hand to get your attention in the first instance.

If sitting the Technical Report Route review, at the end of the academic interview you will be asked to exit the interview and re-join at a specific time to proceed with the process. Full details will be provided in advance of your Professional Review.

Sketches

At times, your reviewers may ask you to do a sketch. For this we recommend that you use the application MS Paint. Please familiarise yourself with the features of Paint to help you with your sketch during the review. (See '[sketches](#)' section above). However, you may have an alternative tool that you use in the workplace or you may also draw a sketch on a piece of paper and hold it up to your camera.

You must share your screen whilst drawing your sketch.

Interview closure

You will be informed by the lead reviewer when the interview has come to an end, at this point please remove yourself from the meeting. You should click dismiss and close the window.

Please do not attempt to re-join the meeting.

The Communication Task *

The timing of your Communication Task and instructions on the process will be provided in your notification letter.

We ask that you connect to your online Communication Task session using the link provided in the meeting request sent to you at least **15 minutes** before the start time. You will be sent a reminder email by an ICE staff member who will be the invigilator for the Communication Task session you will be joining.

Once you have joined the Communication Task session you will be asked to confirm your identity by an ICE staff member. Once confirmed you will be sent an email that contains instructions on how to access your Communication Task. You should confirm that you have received your email either verbally or through the chat function in MS Teams.

You will be asked to mute yourself but keep your camera on during the entire Communication Task. The ICE staff member will then confirm that the Communication Task can start and will enter a start and finish time into the chat box. If you have any issues during the Communication Task then you should contact the ICE Administrator via the Teams meeting chat or via phone. Their number will be provided prior to the start of the Communication Task

The invigilator will be on hand to help you should you experience any issues.

*** Please note the Communication Task is not required at the Technician Professional Review**



Online review body language advice

Look at the camera (laptop), when responding to questions. This will allow eye contact with your reviewers. Keep motion natural and avoid large gestures such as waving your hands when making a point.

Choose clothing that you would normally wear to a business meeting. Try to avoid bright colours and stripes or intricate patterns. Be aware that large items of jewellery may catch the light on the screen.

Try and avoid making noises near the microphone (shuffling papers, bottles of water) and speak clearly.

Problems on the day

If a problem occurs that can be rectified immediately, the interview will proceed with additional time being given for any downtime which occurred. If the problem cannot be rectified, alternative arrangements will be made for you to re-take your review.

Use of outside sources of information

If your Reviewers have concerns that you are obtaining responses to questions by other means (such as search engines, contacting another person or accessing other devices), or are recording the Review, they will make their concerns known to you and these will be reported back to ICE.

FAQs

How many weeks' notice will I receive?

We will endeavour to give candidates at least 4 weeks of notice before their Professional Review date, in line with our professional review guidance documents.

Do we have to use MS Paint, or can we use other applications?

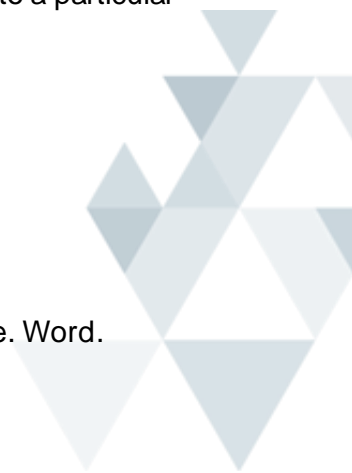
MS Paint is one of the options ICE has suggested, however other tools can be used as long as they can be shared and, if necessary, control passed to your reviewers to mark or point to a particular section.

When can I expect the result of my Professional Review?

Approximately 6 weeks after your Professional Review has taken place.

What application do I need to complete my Communication Task on?

You will complete the Communication Task using your normal writing application i.e. Word.



Will the Communication Task plan need to be submitted when I upload my response?

Your plan can be merged with your response and submitted at the same time, uploading of the plan is not mandatory,

What happens if I have an emergency on the day?

You must notify ICE as soon as possible, and we will do our best to reschedule your Professional Review.

If my reviewer is no longer able to make it on the day, will my Professional Review be reorganised, or will I get another reviewer?

It is highly likely that your Professional Review will be rescheduled - due to the number of online Professional Reviews taking place at the same time, ICE may not have a replacement reviewer available.

What platform is being used? I may need permission from my IT department to download new software.

ICE has chosen to use MS Teams as its online review platform as we are aware that many organisations have been successfully utilizing it. If you do not have Teams installed on your PC or laptop, it is recommended that you download it for full functionality as opposed to using it on a webpage. Teams is a free application.

Is the ICE taking into account any special requirements that candidates may have, e.g. dyslexia? Is extra time allowed?

Yes, an ICE Staff member will be in touch to confirm the arrangements directly with individual candidates. Please make sure to submit any specific requirements in the 'individual requirements' section of your Professional Review application.

Further information

If you have any queries about online Professional Reviews, please contact the Professional Reviews team on

+44 (0)207 665 2344 or by email professional.reviews@ice.org.uk



Our vision

Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

Core purpose

- To develop and qualify professionals engaged in civil engineering
- To exchange knowledge and best practice for the creation of a sustainable and built environment
- To promote our contribution to society worldwide

Diversity statement

As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement

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