

ice

Institution of Civil Engineers

Membership



Professional Review Communication Task Guidance

Contents

Introduction	3
IEng-level Communication Task	3
Format of the Communication Task at Professional Review	4
Joining the Communication Task	5
Accessing your Communication Task	5
Communication Task instructions	7
Starting the Communication Task	8
Submitting your response	8
Uploading your response	8
Marking of the Communication Task	10
Preparation	10
ANNEX A – CEng-level scenario themes and response formats	12
Scenarios	12
Response formats	12
Frequently Asked Questions	14



Introduction

The Written Exercise at Incorporated Professional Review (IPR), Chartered Professional Review (CPR) and Chartered Professional Review (Progressive) (CPRP) was replaced with a new '**Communication Task**' on 1 January 2022. This document provides information on the ICE Communication Task and sets out the process for accessing, completing and submitting it ready for your Reviewers to view.

The Communication Task will form part of the assessment of the Interpersonal Skill and Communication attribute. It will be based on current issues within the industry, and you will be expected to respond as an engaged civil engineer, not a technical expert.

The aim and style of the Communication Task varies according to whether you are taking part in an IEng-level or a CEng-level Professional Review.

IEng-level Communication Task

At **IPR**, the objective is to confirm that you can produce straightforward documents without assistance from others and you have the ability to report factual information clearly. You will have 60 minutes to complete the task. Your Reviewers will set two questions and you will have to answer one.

Some examples of the type of questions you can expect are:

- Describe the process you would use to put a 3-weekly look-ahead programme together including activities, dates, and resources (labour, plant, materials)
- What activities do you undertake to ensure the safety of yourself and those around you in your job
- Discuss and explain the elements of an Inspection and Test Plan you have used and how this ensures quality

At the **CPR** and **CPRP**, the aim is to test your ability to take a piece of information, digest it, organise your thoughts and put them forward logically and clearly in writing. You will have 90 minutes to complete the task. Your Reviewers will set two questions, each made up of a scenario and a response format, and you will have to answer one.

Some examples of the type of questions you can expect are:

- **Nuclear energy and the balance of risk and reward**

With global emissions on a seemingly unstoppable upward trend there are clear concerns that civil engineers are adding to the problem of climate change, but the construction of nuclear facilities could be one of a range of ways to reduce emissions. However, when Greenpeace claims “nuclear power is incredibly expensive, hazardous and slow to build” and with the catastrophic failure at Fukushima in 2011 in recent memory, many feel this is the wrong technology to use, and alternatives must be sought.

You have been asked to write a piece by a journalist on this subject for inclusion in an industry supplement.

- **The need for resilience of infrastructure and how to achieve it.**

Covid-19 has shown us that there is a need for resilience to unexpected economic shocks in terms of our infrastructure and its design and maintenance. The time has come for a rethink of what kind of infrastructure is required and how engineers design, build and maintain such infrastructure, as well as what training and development is needed to allow engineers to ensure its fitness for purpose.

Write a blog for people with a technical background but without specialist knowledge in civil engineering.

An indication of the type of scenarios and response formats that may come up can be found in [Annex A](#).

Format of the Communication Task at Professional Review

Incorporated Professional Review (IPR)

You will be set two questions and will have to answer one. You will have 60 minutes to complete the task. At IPR the objective is to ascertain that you can produce straightforward documents without assistance from others and that you have the ability to report factual information clearly.

Chartered Professional Review / Chartered Professional Review Progressive (CPR/CPRP)

You will be set two questions, each containing a scenario and a format. You will have to choose one question to respond to, and you will have 90 minutes to complete the task. At the CPR and CPRP, the aim is to test your ability to take a piece of information, digest it, organise your thoughts and present them logically and clearly, bearing in mind the audience that you are writing to.

Joining the Communication Task

If your Professional Review is **online**, you will receive an invitation to an MS Teams meeting. You will need to click the specific Communication Task MS teams link provided in your online review meeting request. Please join this meeting 15 minutes before the start allocated time of your Communication Task.

This will bring you into a lobby where you will be accepted in by your invigilator. You must turn your video and audio on and keep your video on for the entirety of your Communication Task.

If you are attending an **in-person** Professional Review, you will receive instructions of the location and start time of you Communication Task when you register at the venue, you should arrive to be seated at least 15 minutes before the allocated start time of your Communication Task. This allows time for you to set yourself up.

You will then be asked to state your name and membership number as confirmation of identity.

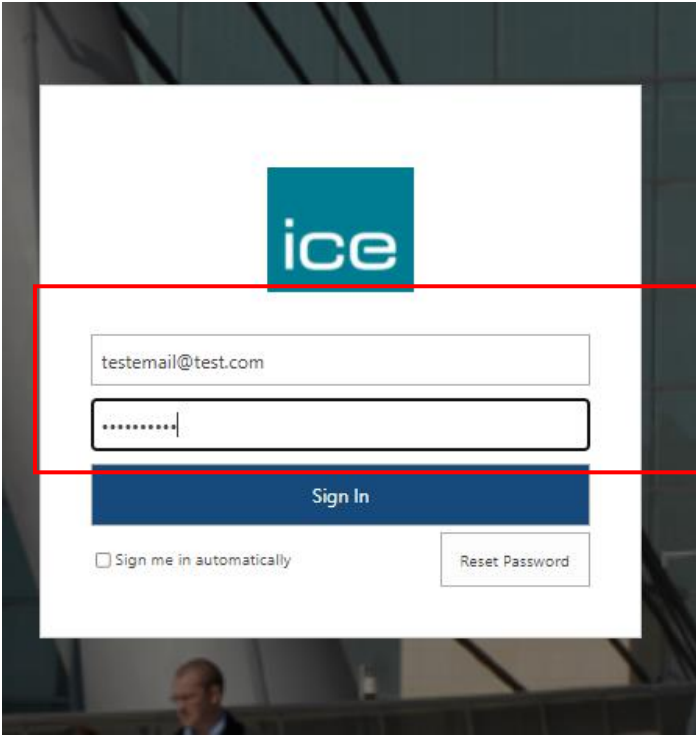
Please be advised that if you are late and do not join your Communication Task meeting before the start time written in your notification letter, you will not be allowed to join this sitting. If you have missed joining your allocated slot, if online you should contact the Professional Reviews team immediately at professional.reviews@ice.org.uk or speak to a member of ICE staff at the venue. You will be required to provide an explanation as to why you were unable to join, and you will be given a new timeslot.

Accessing your Communication Task

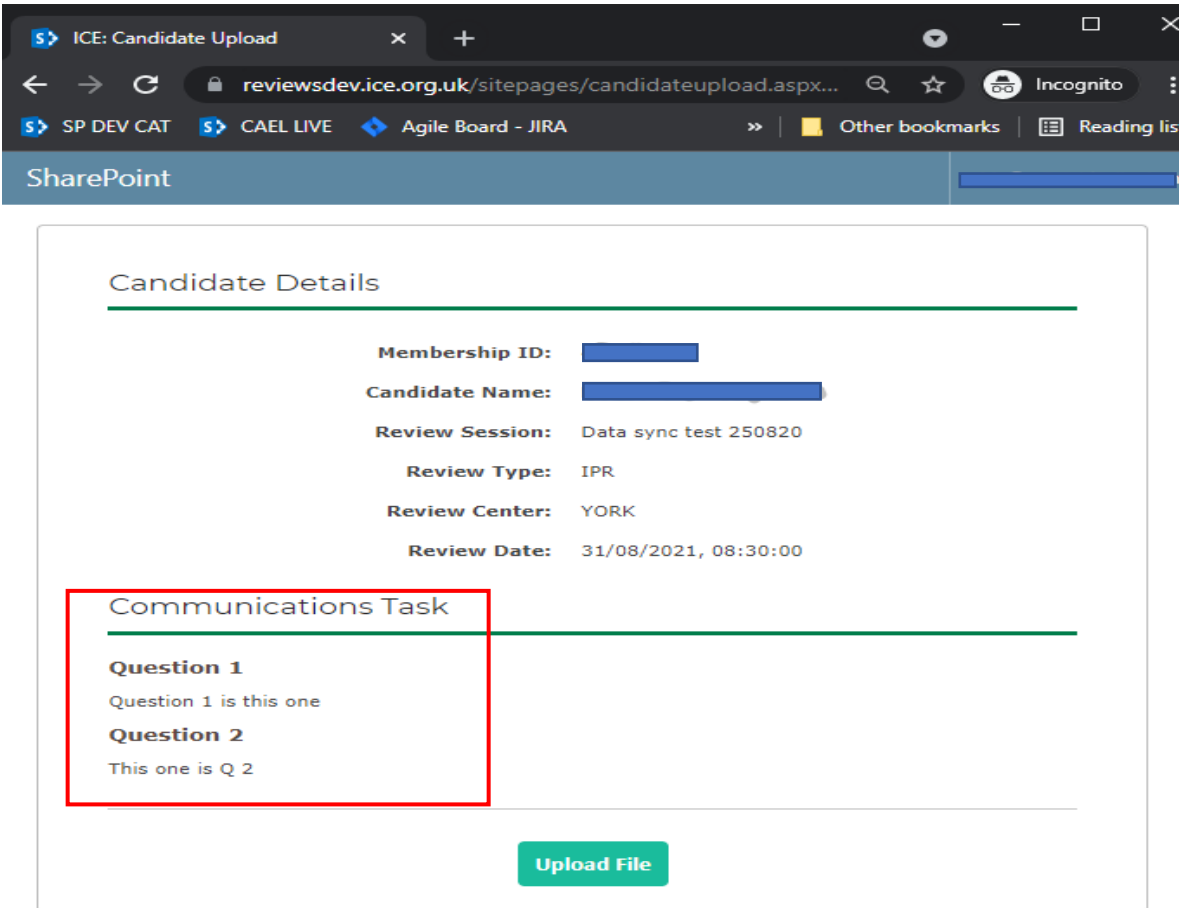
Approximately 5 minutes before the start time you will receive an email from ICE. This will contain your username (which will be your email address) and password, as well as the link to access the Communication Task.

Once you have received the email, you will need to:

- a) Open your browser **in Incognito/InPrivate mode**. (This is to avoid disruption if you already have a SharePoint account)
- b) Copy the link and paste it into your browser which will take you to the login page
- c) Input your email address and the randomly generated password included with the email you have received



You will then be taken to your Communication Task questions - example screenshot below:



Please confirm to your invigilator that you have successfully accessed the questions and are ready to proceed, by putting a message in the chat function if online or confirming to the invigilator when asked if at a venue.

Do not start the Communication Task until you are instructed to do so by your invigilator.

Communication Task instructions

Outlined below are some important rules that must be adhered to during the Communication Task: -

- In addition to the internet browser/tab being open the only other programs open on your desktop should be the following:
 - MS Teams – with only the ICE meeting open (if online)
 - MS Word or a similar program where you are completing your Communication Task – with a blank template to complete your Communication Task
 - Communication Task instructions (this document)
 - two sides of A4 material that you have prepared for reference (this is optional). The material can be either printed hardcopy or an MS Word document. Other reference materials and notes are not permitted.
- If the invigilator notices that you are using unauthorised materials, they will ask you to stop, and a note will be recorded, and your Reviewers informed
- You are not permitted to talk to anyone during the Communication Task. If you are online, then you should be alone in the room and free of distractions
- You must answer **only one out of the two** questions
- You will be given a 15-minute warning before the Communication Task is due to finish and then you will be told when you need to stop. You will then be given 15 minutes to upload your response through the portal
- Leaving your seat should be avoided but if you do need to leave for any reason – toilet breaks, getting a glass of water etc - you must let your invigilator know, by either putting a message in the chat function or raising your hand. You will not be granted extra time
- If you leave for a significant amount of time or you do not inform the invigilator that you are leaving, this will be considered as breaking the rules and will need to be recorded and your Reviewers informed
- The Communication Task must be your own work. Where you need to quote exactly from

material developed by others, be sure to fully reference the source, and where appropriate, enclose the material in quotation marks.

- The use of the internet on your computer or any mobile devices is **not permitted** during the Communication Task, except to access the Teams meeting, the login email from ICE, and the Communication Task page required to carry out the Communication Task
- The use of external hard drives and USB memory sticks are **not permitted**
- Plagiarism is not acceptable and is taken seriously by ICE. Samples of the Communication Task response will be selected and put through plagiarism detection software, and if this shows significant levels of similarity with any unattributed sources then you will be contacted by the ICE and asked to provide an explanation. Your Reviewers will be provided with a copy of the plagiarism report and your response. Your Reviewers may use this information in the assessment of your Communication Task or other attributes
- Mobile phones must be turned to silent and put to the side

Starting the Communication Task

The invigilator will tell you when to start.

If you are using MS Teams you will be asked to turn your audio off, but you must keep your video on at all times. You will also be asked to turn off any background effects, therefore please make sure that there are no personal details in sight behind you.

Submitting your response

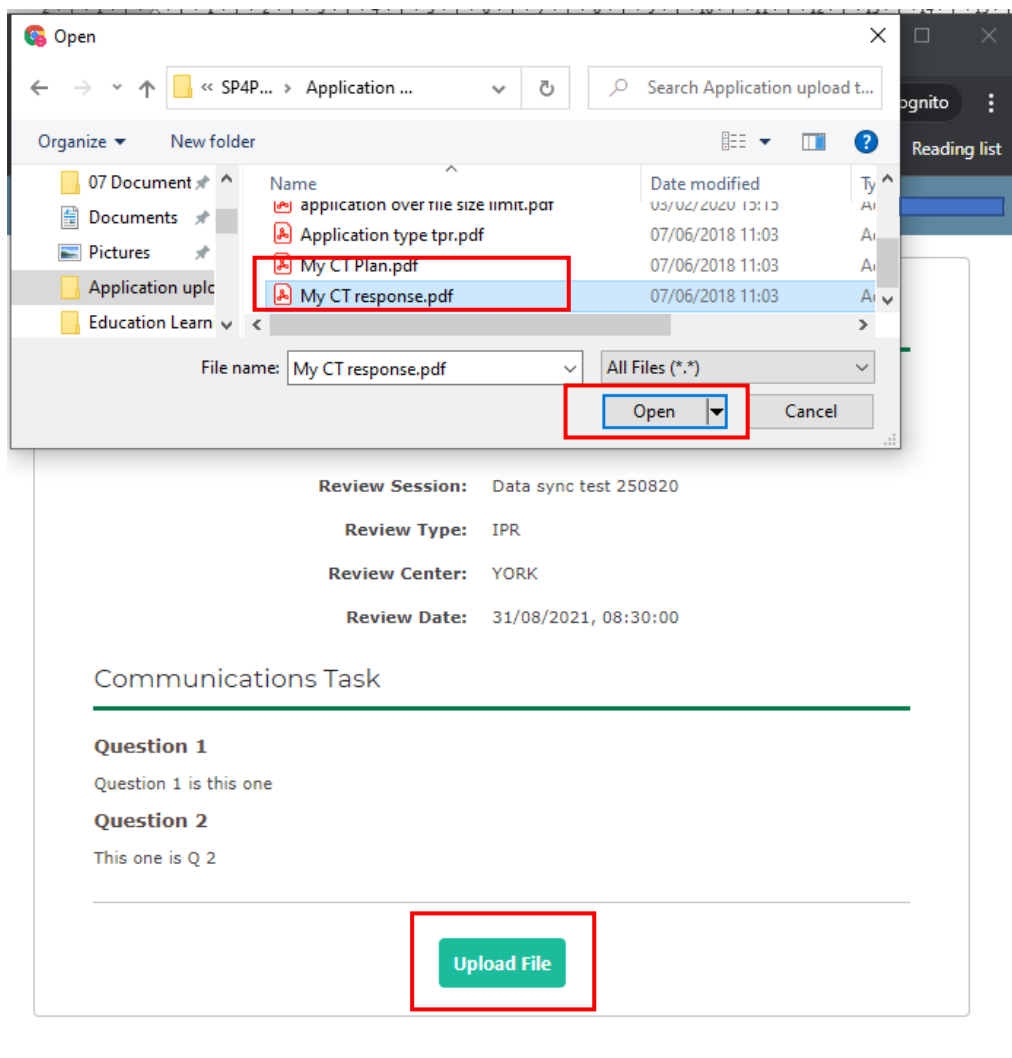
At the end of the allocated time your invigilator will ask you to stop writing. You will then have 15 minutes to save and upload your answer document. Please save your answer as a PDF file.

If you have handwritten your response, you should take a picture or scan it and upload it to the portal if online, or hand it to the invigilator at the venue who will arrange for it to be scanned and uploaded.

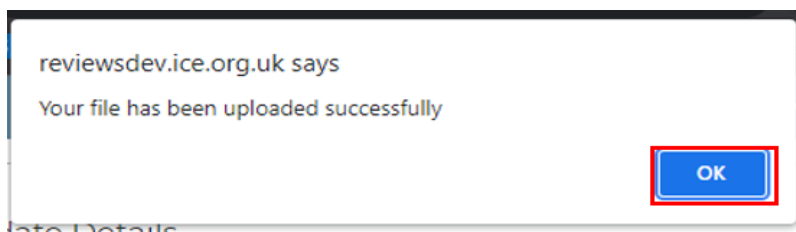
Uploading your response

Once you have completed your Communication Task you must upload your response. You need to return to the Communication Task page where you accessed your questions and click the 'Upload

file' button at the bottom of the page. You can then locate your response and upload the file.



Once the upload is complete, you will receive the message below, click 'OK'.

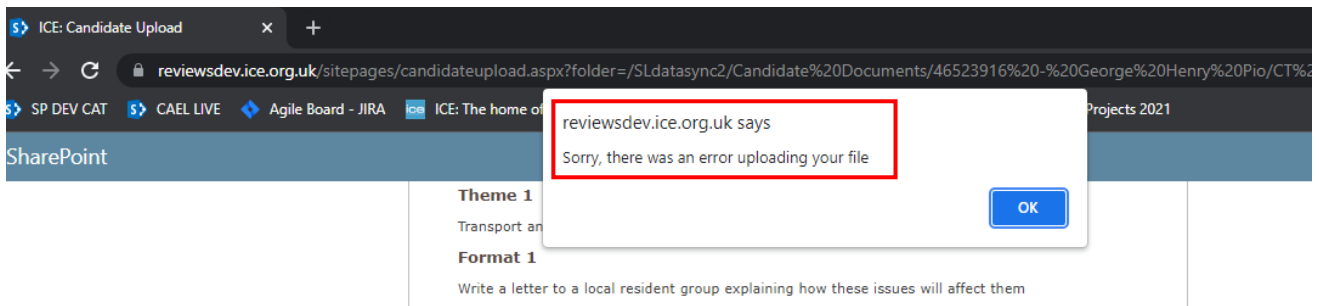


You can upload other supporting documents, for example, your Communication Task plan. However, you will not receive an acknowledgement message. If further confirmation is needed that the document/s has been uploaded, please ask your invigilator.

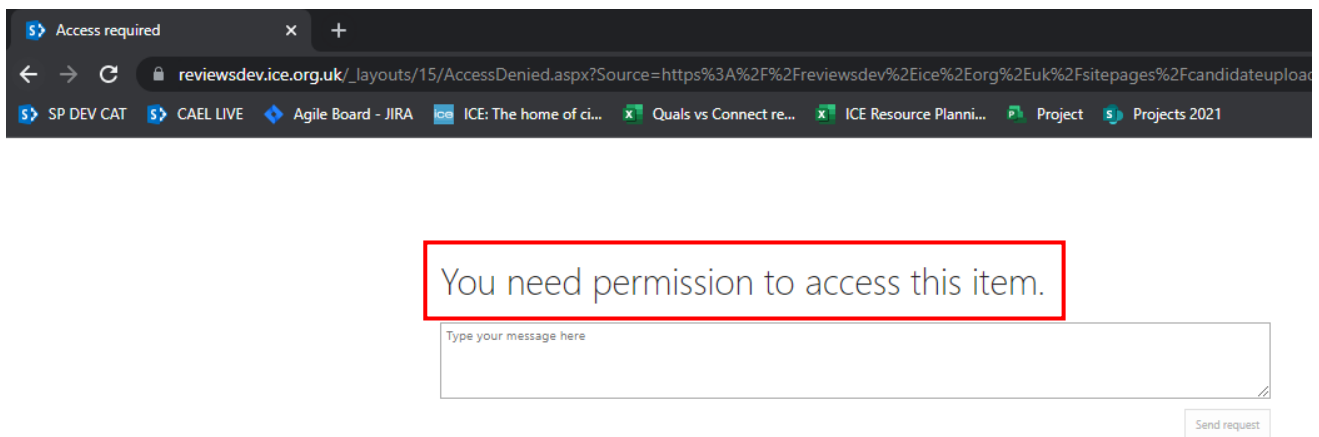
The invigilator will check the submissions in case of corrupted files or incorrect document upload.

Once this has been undertaken you may leave the meeting or room.

Please note that at the end of the Communication Task session your access will be revoked. If you try to upload further documents, you will receive an error message:



If you try to refresh the page, you will see a 'you need permission to access this site' message:



Marking of the Communication Task

The Communication Task forms part of the assessment of the Interpersonal Skills and Communication attribute, your written response will be assessed against the following three criteria:

- Knowledge and relevance
- Use of English (grammar and syntax)
- Clarity and presentation

Please remember that at IEng-level your Reviewers are looking for evidence that you can report factual information clearly, while at CEng-level they will be looking for you to organise your thoughts and deliver them in writing in a clear and logical fashion, bearing in mind the needs of the audience you are writing for.

Preparation

In terms of general awareness, we encourage you to follow industry and institution developments,

both in the news and trade press, and to read around the subject. You should also be familiar with the two most recent Presidential addresses.

In terms of practising critical thinking and written skills, organised discussion groups can help develop your writing skills and encourage debates between engineers. Your local Graduate and Student group can give you more information about discussion groups. Find your local contact at www.ice.org.uk/nearyou.



ANNEX A – CEng-level scenario themes and response formats

Questions will not be published in advance, but we recognise that you will want an indication of the type of scenarios and response formats that may come up if you are sitting a CEng-level Communication Task.

Scenarios

The 2022-2023 scenarios will be based on the following themes:

- The Presidential themes from 2020 (Rachel Skinner and 2021 (Ed McCann)¹
 - Decarbonisation
 - Climate impacts
 - Infrastructure resilience
 - Transport and connectivity
 - Asset Management
 - Water and sanitation
 - Energy supply
 - Productivity challenge
 - Digital and data
 - Emerging technologies
 - Security of Assets
 - Future of civil engineering
 - Education and skills (Careers and Skills shortages)
 - Diversity and Inclusion

Response formats

You can expect to be presented with two of the following response formats, one for each scenario:

1. You have been asked to write a piece by a journalist for inclusion in an industry supplement
2. You have been asked to write a summary note to inform civil engineering students at your local university undertaking a piece of coursework
3. Write a letter to a local resident group explaining how these issues will affect them

¹ Note that themes from a given inaugural address typically appear in Communication Tasks questions after 6 months.

4. Write a blog for people with a technical background but without specialist knowledge in civil engineering
5. Write to students in your local secondary school explaining the main issues involved
6. Write a briefing note to your local government representative outlining the main points

We recognise that the themes are broad headings, but we reiterate that you will be expected to respond as an engaged civil engineer, not as a technical expert. We would expect any candidate who can write clearly, and who is familiar with current issues within the industry, to be able to respond well.



Frequently Asked Questions

I have not received an email

If you have not received the email with your joining instructions, let the invigilator know and they will arrange for a further copy to be sent.

I am having technical issues

If you experience any technical issues during your Communication Task, contact the invigilator on the phone number that they provide at the beginning of the session. If the technical issues cannot be resolved your Communication Task will be re-arranged. If you are only delayed for a short time by technical issues, then additional time will be added to match the duration that was lost.

My access has been revoked but I have not uploaded my response

If your access has been revoked then this means you have missed the upload timeframe. You should contact the invigilator, who will ask for an explanation and this will be recorded. The invigilator will then reinstate your access to allow you to complete the upload.

Can I have a copy of my Communication Task questions?

Yes, if you require a copy of your Communication Task, you can either take a screenshot of the screen you accessed to view the questions or ICE staff can do this for you.

Can I access other sources during the Communication Task?

No, the Communication Task is a closed book examination. The only exception is two sides of A4 material you have prepared for reference. This can be hardcopy or as an MS word document. Other reference materials and notes are not permitted.

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

Institution of Civil Engineers
One Great George Street
Westminster
London SW1P3AA
UK

T: +44 (0) 20 7665 2344
E: professional.reviews@ice.org.uk
W: ice.org.uk

Institution of Civil Engineers is a Registered Charity in England & Wales (no 210252) and Scotland (SC038629).

