ACCESSING INSPERA

Do you have an internet connection?
You must have access to the internet to take an exam in Inspera.

Do you have access to Inspera?
Prior to taking your exam, check you have access to Inspera, by visiting https://oxford.inspera.com/ and logging in with your Single Sign-On (SSO) username and password.

Is your browser supported?
Inspera can be accessed by using the following browsers:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox
- Apple Safari

Inspera is tested on Windows, macOS and Chromebooks and supports the two most recent releases of each of the four browsers listed above. Safari is supported on macOS only.

Make sure your browser is up to date. This will ensure you have access to the latest updates. If your browser is not supported contact your department course team.

Multi-factor Authentication (MFA)
You will log into Inspera with your Oxford Single Sign-on (SSO). Across the University, Oxford Single Sign-on (SSO) users have to complete Multi-factor Authentication (MFA). This means you will be asked to verify your account using a second factor, such as a code from an app on your phone, text message, or a phone call.

More information can be found on the MFA page on the IT Help website. There are also guides to setting up verification methods on the MFA: Help and Guidance page.

If you encounter any of issues with MFA and the advised fixes don’t resolve the issue, please contact the local IT Support in your department in the first instance. If they cannot resolve the issue, then you should contact the IT Service Desk at 01865 (6)12345.
# Logging into Inspera

Please follow the step-by-step instructions below to login to Inspera

<table>
<thead>
<tr>
<th>Use the following URL to login to Inspera</th>
<th><a href="https://oxford.inspera.com/">https://oxford.inspera.com/</a></th>
</tr>
</thead>
</table>

At the login screen click **University of Oxford**

You will be diverted to the Single Sign-On (SSO) page. Click on your account.

The Oxford Single Sign-On password page appears.

Enter your Single Sign-On password and click **Sign in**.

Multi-Factor Authentication (MFA) means that you will be prompted to authenticate using your chosen authentication method such as landline, SMS, authenticator app or another phone.

An example of approving a sign in request via the MS Authenticator app is shown.

The message will be different depending on which method has been used as an authentication method.

Once you have signed in you will then be diverted to the Inspera Dashboard page.
Using Inspera

Your Dashboard

Once you have logged in using your Single Sign-on (SSO) you will see the Inspera dashboard.

From the dashboard you can see:

My tests
Any tests you are enrolled on that are currently open.
*Note that both online exams and coursework submissions are referred to as ‘tests’ within Inspera.*

Archive
Any tests that are no longer open.

Demo tests
All the demo tests available to University of Oxford students.
*Demo tests can be opened an unlimited amount of times. Content typed or uploaded to a demo test is not saved.*
## Your Exam

**Click My tests** from the dashboard and find the relevant exam.

<table>
<thead>
<tr>
<th>Individual</th>
<th>Opens in 14 hours</th>
</tr>
</thead>
</table>

**NB:** Exams will be shown in ‘My tests’ when they have been activated. There are various reasons why an exam sat in a month’s time (for example) might be activated before an exam sat in a fortnight’s time. Please only contact the Online Exams Support Desk if an exam is not showing a couple of days before it is due to take place.

The exam name, date, and the time during which the exam is available to be completed, along with the time limit, are shown.

N.B. Dates, times, and duration shown in the image below are for illustration purposes only.

The exam start time (6 December 2021 at 9:30 AM in this example) is shown in your local time, as set on your computer. If your computer is not set to your local time zone, the time/date will be set according to whichever time zone your computer is using.

You will notice that the window for completing the exam closes 25 hours after the exam start time. This is to allow students sitting the exam abroad to complete the exam in local working hours. **You must start your exam according to the start time policy for your time zone**, or according to any approved exam adjustments for a different start time.

The start time policy is detailed at the [Online Exams page](#).
This is your 25-hour exam window

| December 6, 2021 9:30 AM | December 7, 2021 10:30 AM |
---|---|

This is the exam duration (standard writing time plus technical time if relevant)

| Time limit is 2 hours, 30 minutes |
---|

This is the approved extra time

| Your extra time is 1 hour |
---|

The candidate in this example will have a total of 3.5 hours to complete the exam.

---

### START YOUR EXAM

Select [Click here to get ready](#) to proceed

| Click here to get ready |
---|

The exam details will be displayed once again, including the Honour Code Pledge.

By sitting the exam after viewing this pledge, you are agreeing to abide by it. You will also see a green tick if your browser is supported.

To begin your exam, click [Start test](#)

| Start test |
Your Exam Questions

As with an in-person exam, the content and layout of exams will vary.

Before an exam, you (and candidates enrolled on your exam) will be given a practice exam which will prepare you for how your exam will look. This will appear under ‘My Tests’.

Until this is available, you may wish to view the demo called ‘Centrally-Run Exams: Answering Questions in Inspera’. This shows the different ways in which examiners structure exams. It can be found in the ‘Demo tests’ tab.
<table>
<thead>
<tr>
<th>The arrows enable you to navigate to the <strong>Next</strong> or <strong>Previous</strong> question</th>
</tr>
</thead>
<tbody>
<tr>
<td>You may <strong>flag</strong> any question by clicking on this icon</td>
</tr>
<tr>
<td>Flagged questions will be clearly marked on the question tab, allowing you to easily navigate to them.</td>
</tr>
</tbody>
</table>

In the example below, the question tabs (1 - 17) reflect the number of questions in the exam paper. For example, the highlighted tab number 1 is used to respond to Question 1; likewise, tab number 2 is used for Question 2, and so on.

Select a question tab to jump to that question/ response box.

Some exams may instruct you to type or upload your answers to a single question tab.

⚠️ **Do not open the numbered response boxes in separate browser tabs.**

If a question has been answered, a blue line will be displayed above the specific question box.
Resources

Any resources attached to your test (and displayed at the bottom of the test window) will open in a separate tab in your browser when selected. We suggest opening each of these resources (where available) as soon as your start an exam. Keep these resources open, so they remain available if you lose internet connectivity.

<table>
<thead>
<tr>
<th>Opening resources in Microsoft Windows</th>
<th>Opening resources in MacOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The resource will open in a separate tab. Press and hold this tab and then drag this tab up or down. The resource will then be visible in its own browser window.</td>
<td>1. The resource will open in a separate tab. Press and hold the relevant tab and then drag this tab up or down. The resource will then be visible in its own browser window.</td>
</tr>
<tr>
<td>2. Select the browser window and click the Windows Logo Key + Left/Right Arrow to snap the window to the side of the screen where you want it to be.</td>
<td>2. Hover over the green button in the top-left of the window.</td>
</tr>
<tr>
<td>Click here to get more details from Microsoft</td>
<td>Click here for more details from Apple</td>
</tr>
</tbody>
</table>
Printing a Resource

When viewing a resource in Inspera, you can print it by clicking the print icon in the top right-hand corner of the screen.

EXAMINATION

ENTAL SCIENCE, PART I

RE AND TRANSFORMATIONS

ERM 2021

31 May
### Navigating the Inspera Test Window

In the top left you will have the following information displayed:

- Your candidate ID
- Time remaining for your exam – this includes any extra time and/or technical time you may have been given.

| 0005 | 2 hours, 57 minutes remaining |

This indicator confirms whether you are online and connected to the internet

| ![Wi-Fi icon](image) |

If you lose your internet connection this message will be displayed

| ![Trying to restore connection](image) |

If your internet connection does not restore itself, or you cannot reconnect successfully a message will be shown.

| ![No internet connection](image) |

On the Inspera dashboard it will also display a message confirming there is no internet connectivity.

| ![No internet connection](image) |

You can view any messages you have received from the invigilator by selecting the bell icon.

| ![Bell icon](image) |
### Additional options menu

<table>
<thead>
<tr>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
</tr>
<tr>
<td>Contrast</td>
</tr>
<tr>
<td>Text size</td>
</tr>
</tbody>
</table>

The additional options are listed.

Click the X button in the top right to return to the Dashboard.
YOUR EXAM RESPONSE(S)

Typing an Exam Response

In the typed response box, you can type your answer and the tool bar provides several formatting tools that allow you to modify your text and content.

A **word count** is also available in the bottom right-hand corner.
<table>
<thead>
<tr>
<th>Formatting Paragraphs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold, Italic, Underline, Subscript, Superscript and Remove format</td>
</tr>
<tr>
<td>Copy, paste, Undo, Redo</td>
</tr>
<tr>
<td>Insert/Remove Numbered List, Insert/Remove Bulleted List</td>
</tr>
<tr>
<td>Insert Special Character, Table, Insert Drawing</td>
</tr>
<tr>
<td>Edit Formula</td>
</tr>
<tr>
<td>Expand the typed response box</td>
</tr>
</tbody>
</table>

Note: this will make the typed response box take up the available screen space and will hide the navigation to other question tabs.

To exit this view, click on the button again.
Spell check in Inspera

The majority of exams will have spell checker turned on.

There will be an orange icon at the bottom right of the textbox indicating the number of errors found. Red underlines will highlight these in the text.

Can I turn off the spell checker?

You may find the inline highlighting distracting. To turn it off you should hover over the orange icon in the bottom right, which then shows three extra icons.
Clicking left icon will disable spell checker for that text area. This will default back to enabled when you move to another question, and if you return to this question.

How can I configure the language?

The spell checker defaults to ‘Auto Detect’. When English is typed, it will automatically spell check using British English spellings.

Clicking the cog icon will open a settings window, where the spell checker can be configured.

You should then use the dropdown, which is set to Auto Detect.

Then select the language you want the spell check to use for this question.
Using the spell checker?

There are two ways to correct spelling mistakes highlighted by the spell checker in Inspera.

**Inline**

When a word is underlined as a spelling error, and you click on it, corrections will be suggested.

You should click on the suggestion to accept the correct one or click ‘Ignore all’ if you disagree that the word is incorrect.

**Pop out**

You can alternatively use the pop-out spell check.

This is accessed by hovering over the orange icon in the bottom right corner and selecting the expanding arrows icon.
As with the inline checking, you can click on the correct spelling suggestion to accept it.

Clicking ‘ignore all’ stops the spell check making suggestions.

Clicking the forward and back arrows skips through to the next spelling mistake.

**Will the spell checker correct my grammar?**

No, this functionality will correct spelling only.
Uploading an Exam Response

Instructions on how to scan and save handwritten responses to a PDF are covered in Appendix 1: “Using Microsoft Office Lens”.

This mode of response should only be used if:

- Your exam paper requires a handwritten/uploaded element to your response
- You have been granted dispensation through the existing exam adjustments process e.g. to handwrite on the basis of disability, or a medical condition.

You will need to save your exam response as a PDF, using the correct filename, which is Paper Number _ Question number. Do not include your Student Number, or Name, in the filename, or anywhere in your response. Your candidate number is on the top left of the screen, and your paper number should be on the top left of the exam paper.

Instructions on how to upload a PDF to Inspera are covered below.

Where part of the submission requires a PDF to be uploaded, click Select file to upload.

Select and upload the PDF file from your computer.

Please note the file size cannot exceed 1GB.

While it is sometimes possible to copy an image from your browser and paste it into the text area, the recommendation is to always upload any images as a PDF attachment.
You will see a confirmation that your file was successfully uploaded and saved to your submission. The document can be removed or replaced using the buttons.

The uploaded PDF can be reviewed by clicking the ‘Download’ button.

The file name, file type, file size, the time it was uploaded, and the status of the document are also shown.

<table>
<thead>
<tr>
<th>File name</th>
<th>Paper Number_Question Number.pdf</th>
</tr>
</thead>
<tbody>
<tr>
<td>File type</td>
<td>application/pdf</td>
</tr>
<tr>
<td>File size</td>
<td>66.15 KB</td>
</tr>
<tr>
<td>Time uploaded</td>
<td>26.03.2021 09:25</td>
</tr>
<tr>
<td>Status</td>
<td>Saved</td>
</tr>
</tbody>
</table>
CHECK YOUR EXAM RESPONSE(S)

It is important to leave enough time before the end of the exam to check your exam responses, so you are confident you are submitting the correct content.

Once the timer has expired, you will not be able to edit or upload any responses in Inspera.

Click on the ‘tick’ icon in the bottom right of the screen to go to the submission tab.

The submission tab provides an opportunity to review the number of questions answered and the number of questions not attempted.

For typed responses, we recommend that you proofread your answer, use the spell checker, and confirm that the response is displayed as you would expect. For uploaded content, click the ‘Download’ button to check that you have uploaded the correct document. You can use the ‘Replace’ button if you need to replace it with a different one.
SUBMIT YOUR EXAM RESPONSE(S)

When you are ready to submit your exam, or the exam timer has expired, click **Submit and return to the Dashboard**

Note: You will **not** receive an email confirming that you have submitted your exam.

If you have lost internet connectivity

⚠️ **Please Note:** If you lose internet connectivity, and you are still offline when the exam ends, **please do not close your browser**, but immediately save your submission as a file.

The option to save your submission only appears if you lose internet connectivity.

To save your exam response, click **Save submission as file** (the saved file from Inspera will be a .ia file).

You will then need to contact the Online Exams Support Desk and send this file to them, alongside any PDFs you were unable to upload, so they can upload it into Inspera on your behalf.

Details of how to contact the support team can be found on the [Online Exams webpage](#).
# Logging out

Click the back-arrow to return to your Inspera dashboard.

To Logout, click **Settings** and select **Logout**.
APPENDIX 1: HOW TO SCAN AND SAVE HANDWRITTEN RESPONSES IN A PDF

Using Microsoft Office Lens

We recommend downloading and using the latest version of Microsoft Lens for Android or Microsoft Lens for iOS on your mobile device.

Android

1. Open the Microsoft Office Lens app on your device

   ![Microsoft Office Lens app icon]

   Please note: If you are opening the Lens app for the first time you may receive the prompts in steps

2. Click **ALLOW** to allow MS Lens to take pictures

   ![Allow to take photos and record video]

3. Click **ALLOW** to allow MS Lens access to photos, media and other files on your device.

   ![Allow to access files on device]

4. Click **START SCANNING**

   ![Start scanning icon]
5. Complete the below steps:
   
a. Click **Next** on the Microsoft Privacy screen
b. Accept or Decline to send optional data to Microsoft
c. Click **Close** on the Powering your experiences screen

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6. Once the app is open you can choose a capture mode. By default, this is normally set to Document.

   If set to something else such as picture, swipe left or right and set to the **Document** mode

7. Click the **capture icon** to take a picture of the document you wish to upload.

8. If you are not happy with the image, click the back button on your device or click **Cancel**

   Then retake the picture
9. Once the picture is taken you can edit/crop it accordingly

10. When you are happy with the picture, click **Confirm**

11. To take another picture click **Add**

   It is recommended you take pictures of your handwritten exam paper in the correct order

12. When you are happy with the picture, click **Confirm**

Note: MS Lens has a restriction where only a maximum of 30 images can be included in one PDF document. Please go to the ‘Additional guidance if you need to scan more than 30 pages in your exam response section’.

13. To review the pictures taken click the camera roll icon, which also displays the number of pictures already taken.

   The image and image number will be displayed. Swipe right or left to view the images.
14. Once you have reviewed your pictures, click **Done**

15. Click the pencil icon to edit the existing filename.

   Add a filename for your PDF in the correct format, which is **Paper Number_Question Number**.

16. Click **PDF** (if not already selected)

   If more than 30 images need to be uploaded, click **Gallery** and follow the instructions in the:

   ‘**Additional guidance if you need to scan more than 30 pages in your exam response**’ section

17. If prompted click **Phone Storage**

   This prompt appears if you are signed into a Microsoft OneDrive app on your device.

18. Click **OK**

19. Click **Save**

20. Your saved document(s) will now be displayed in my files.

21. To email the PDF document, click the 3 dots menu

22. Click **Share**
23. Select an existing email app on your device e.g. Gmail

24. A new email will be open. Your selected document should be attached within your email.

25. Email this to yourself so it can be accessed from same computer/device which you are taking your exam on.

26. Once the email is received, download and save the PDF attachment so you can upload it to Inspera.
Apple iOS

1. Open the Microsoft Office Lens app on your device

Please note: If you are opening the Lens app for the first time you may receive the prompts in steps

2. Swipe left or right to progress through the ‘Your pocket scanner screens’

3. Click **Allow Access** to allow MS Lens to take pictures
4. Complete the below steps:
   a. Click Next on the Microsoft Privacy screen
   b. Accept or Decline on the Getting better together screen
   c. Click OK on the Powering your experiences screen

5. Click OK to allow Office Lens access to the Camera

6. Click Allow Access to All Photos
7. Once the app is open you can choose a capture mode. By default, this is normally set to Document.

8. Click the capture icon to take a picture of the document you wish to upload.

9. If you are not happy with the image, click the back button your device or click Cancel. Then retake the picture.

10. Once the picture is taken you can edit/crop it accordingly.

11. When you are happy with the picture, click Confirm.

12. To take another picture click Add.

   It is recommended you take pictures of your handwritten exam paper in the correct order.
13. When you are happy with the picture, click **Confirm**

14. To review the pictures taken click the camera roll icon, which also displays the number of pictures already taken.

   The image and image number will be displayed. Swipe right or left to view the images.

15. Once you have reviewed your pictures, click **Done**

16. Click the title field and remove the existing title.

   Add a filename for your PDF in the correct format, which is **Paper Number_Question Number**.

17. Then click **PDF**

   If more than 30 images need to be uploaded, click Photo Library and follow the instructions in the:
   ‘**Additional guidance if you need to scan more than 30 pages in your exam response**’ section.

18. Click **Phone Storage**

19. Your saved document(s) will now be displayed in My Files.
20. To email the PDF document, click on the file you want to email.

21. Then click Upload/Share

22. Select an existing email app on your device e.g. Mail

23. A new email will be open

Your selected document will be attached within your email as PDF.

24. Email this to yourself so it can be accessed from same computer/device which you are taking your Inspera exam on.

25. Once the email is received, download and save the PDF attachment so you can upload it to Inspera.
Additional Guidance

If you need to scan more than 30 pages in your exam response.

MS Lens has a restriction where only a maximum of 30 images can be included in one document. If you need to scan more than 30 pages of your work, please save your first 30 images to the Gallery or Photo Library.

Repeat the capture process for additional images (i.e. 31-60) and save them to your Photo Library or Gallery.

Once you have saved your captured images of each page of your work to the Gallery or Photo Library on your device you should email the images to yourself.

Open your email and save the images somewhere securely where you can access them. Ideally this will be from the device you will use to upload your exam response into Inspera.

As you can only upload a single document to Inspera for your exam response, your images will need to be saved into a Microsoft Word document to upload.

Open MS Word and click Insert

Click Pictures
Locate and select the images on your computer, and insert these into the word document, in the correct order. While it is sometimes possible to copy an image from your browser and paste it into the text area, the recommendation is to always upload any images as a PDF attachment.

<table>
<thead>
<tr>
<th>Now save your Word document as a PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Click <strong>File</strong></td>
</tr>
<tr>
<td>• Click <strong>Save As</strong></td>
</tr>
<tr>
<td>• Choose where you want to save your document</td>
</tr>
<tr>
<td>• Add a filename</td>
</tr>
<tr>
<td>Make sure the file name is in the correct format.</td>
</tr>
<tr>
<td>• From <strong>Save as type</strong>, click and the drop-down menu and select <strong>PDF</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Click <strong>Save</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Then follow the steps in the following section to upload your PDF file into Inspera.</td>
</tr>
</tbody>
</table>
REPORTING TECHNICAL ISSUES

See the ‘Get help’ section on the student webpage for online exams.

OTHER HELP AND GUIDANCE

Further information and guidance on how to use Microsoft Office Lens can be found for Android and Apple devices. Adobe Scan can also be used as an alternative to Lens and guidance is available on the Adobe website.

Further information on the policies governing online exams at Oxford can be found on the student webpage for online exams.