

# TAKING YOUR ONLINE EXAM



## HANDWRITTEN

Last updated: Tuesday 7 December 2021

### Before your exam

**Know the date** your exam is taking place and the **start time**.

Log into Inspera with your Oxford single-sign on (SSO) to make sure you can.

Have multi-factor authentication (MFA) set up on your mobile and also have an additional method of authentication, e.g. the Authy app setup on your computer.

**PRATICE** using Inspera.

Explore the relevant **demo tests**.

Practice scanning pages of handwritten work and uploading them as a PDF.

Take the **practice test** associated with your exam. This will be found under 'My tests' when it is available.

### Starting your exam

At least a few days before it opens, you will see your exam in **My tests**.

Select **Click here to get ready**.

You'll see the Honour Code Pledge - you're agreeing to this by proceeding.

When you're ready to begin, click **Start test**. Your time starts **now**.

### Writing your exam response

Your exam **questions** will be presented within the test, or attached to the test as a PDF (which opens in a separate browser window).

Use a ballpoint pen and write on A4 paper. You can also write with a stylus on a device, e.g. an iPad.

Number each page of your response.

Do not include your name or student number - your exam response needs to remain anonymous.

Leave enough time to scan and upload your responses, checking that you have included all the pages and that they are in the correct order.

### Submitting your exam response

When you select the 'tick' icon, you'll see a summary of the questions you've attempted and the option to submit.

**When you press 'submit', your responses will be considered final**, and you will not be able to edit them.

Only press 'submit' when your test has ended (the timer has expired).

Or - if you want to submit early - make sure you *triple* check your completed responses before you press 'submit'.

### After your exam

A message on-screen will confirm you have submitted.

You will be provided with a read-only copy of your exam responses. These are for your own reference only.

Other students may still be sitting this exam, due to exam adjustments or being resident outside of the UK. You must not discuss this exam with other students, or on social media, until 36 hours after the exam opened.



**Need help before, during or after your exam?** Please complete the help form at: [ox.ac.uk/online-exams-help](https://ox.ac.uk/online-exams-help). If your exam is in progress and you cannot complete the form, call +44 1865 612121.