TAKING YOUR OPEN-BOOK EXAMS

HANDWRITTEN

Before your exam day

Please read the essential guidance on the **TT21 open-book exams student webpage** and in the **Inspera Student Guide**.

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.

Starting your exam

On the day of your exam, log in to **Inspera** using your **Oxford single sign-on (SSO)**.

Exams are called 'tests' in Inspera.

In **My tests**, you should see the exam name, date, time, and duration of your exam – including any technical and extra time.

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**.

Your **Exam Paper** is attached at the bottom left of the screen along with any additional material.

Writing your exam response

You may handwrite your answers if you have been advised that your exam response needs to be handwritten or you have been granted permission by the University to handwrite your response for personal reasons.

Use a ballpoint pen and write on A4 paper.

Remember to write the paper number and paper title at the top of your page. Do **not** include your name, candidate number, or any other personal information – your exam response needs to remain anonymous. Remember to leave enough time for scanning and uploading your exam response.

Uploading your exam response

When you are ready to do so, scan and save your handwritten answers. Depending on the instructions given to you by your department:

Either scan and save all your handwritten answers and upload as a single PDF
Or scan and save each handwritten answer and upload to each question as a separate PDF.

If you have a single PDF for all your answers, your filename should match your **Paper Number**, e.g. A15947W1.

If you have a PDF per answer, the filename for each PDF should be: **Paper Number_Question Number**.pdf, e.g., if you have answered Q. 2, 4, and 6, your filenames could be A15947W1_2.pdf, A15947W1_4.pdf, and A15947W1_6.pdf.

You can find the paper number in the top left corner of your **exam paper**.

Do not include your Name, Student No, or Candidate No in the filename, or anywhere - your exam response needs to remain anonymous.

When ready to upload, click **Select file to upload** and select the PDF file(s) from your computer. If you are uploading per question, ensure you are uploading the correct PDF to the correct question number.

Submitting your exam response

When you're ready to submit, click **Submit and return to the Dashboard**. You'll be taken back to the Honour Code Pledge page with the message *You have submitted. You can still edit your submission until the test closes*.

This confirms that you have submitted your exam response. There will NOT be an email confirmation.

Please don't be alarmed by the option to Start test, this is only needed if you want to edit your response and you still have enough allocated time left.

! If you experience any technical problems during exams, please complete the help form at: **ox.ac.uk/online-exams-help** or if you cannot get online, call +44 1865 612121 (Phoneline open from Week 0).