

TAKING YOUR OPEN-BOOK EXAMS



MIXED MODE

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

In Mixed Mode, you are mainly typing your response and submitting some additional scanned content.

For the 'typed' part of your response, select the number tab at the bottom of the screen for the question you're answering.

Now you can type in the response box.

Use the tool bar to expand your view of the response box, 'tile' your exam paper window, and format your content. See the Inspera Guide for more details. A word count and spellcheck is available in the bottom right corner.

For the handwritten parts of your response, use a ballpoint pen and write on A4 paper. Remember to leave enough time for scanning and uploading each of your answers and your overall exam response.

Uploading your exam response

When you are ready to do so, scan and save your handwritten elements as a separate PDF for each of your answers – see the Inspera Student Guide for instructions. You may prefer to scan and upload each answer as you go, it's your choice.

Review each PDF to make sure all scanned items have been inserted correctly. Use the filename for each PDF: **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 you're ready to upload each of your answers, click **Select file to upload** and select and upload the PDF files from your computer.

When you are satisfied that you have answered all the questions in the typed response boxes and have scanned and uploaded handwritten elements for each answer wherever needed, then you are ready to submit your overall exam response. If you'd like to submit early, click the 'tick' icon.

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).