

TAKING YOUR OPEN-BOOK EXAMS



TYPED

Before your exam day

Please read the essential guidance on the [TT21 open-book exams student webpage](#) and in the [Inspira 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 [Inspira](#) using your **Oxford single sign-on (SSO)**.

Exams are called 'tests' in Inspira.

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

Select the **number tab** at the bottom of the screen for the question you're answering.

Now you can type your answer in the **typed 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 Inspira Guide for more details.

A word count and spellcheck is available in the bottom right corner.

Submitting your exam response

Your exam response will be **submitted automatically** at the end of your exam time.

To submit early, click the 'tick' icon and you'll see a summary of the questions you've attempted. 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).