

TAKING YOUR OPEN-BOOK EXAMS



HANDWRITTEN

Last updated: Tuesday 18 May 2021

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 permission from the University to handwrite for personal reasons.

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

Write the paper number and paper title at the top of the page. Remember to leave enough time for you to scan and upload 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 or Student 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.

Once your allocated exam time ends, you will not be able to upload any more content for your exam response.

Submitting your exam response

Your exam response and everything you've uploaded will be submitted automatically at the end of your allocated 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 page with a message confirming that you have submitted your exam response.

There will NOT be an email confirmation.

You still have the option to amend your exam responses until your individual allocated exam time runs out.



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.