# 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 [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

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 Inspera 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 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.

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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.