



IMPORTANT REMINDER FOR STUDENTS TAKING ONLINE OPEN-BOOK EXAMS IN TRINITY TERM 2021

24 May 2021

Here are some essential reminders as you prepare to take your exams using Inspera, Oxford's new digital assessment platform:

1. How much time do I actually have for my exam, including extra time?

If you have not already, please see the explanation of the exam time window in the [Inspera Student Guide](#). Here is a reminder of the guidance:

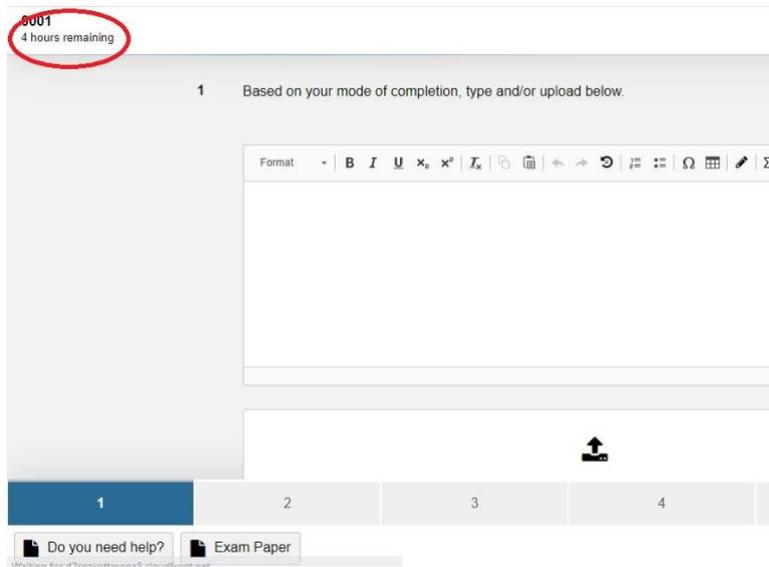
The 'time limit' is the standard exam duration provided for all candidates to complete that exam. Any approved extra time will then be shown separately. Add both the 'time limit' and 'extra time' together to see the total time you have for your exam.

For example... John's exam:

John's exam is 2.5 hours long but includes handwritten elements, so he has an extra 30-minutes of technical time, bringing the standard exam duration to 3-hours. John also has a pre-agreed personal exam adjustment which means he has one hour of extra time that has been added to his standard exam duration. Therefore, Inspera will show that John has been allocated 4-hours to complete his exam.

The screenshot displays the Inspera exam interface. At the top, there are navigation tabs: 'My tests', 'Archive', and 'Demo tests'. Below this, the page is titled 'Today'. A blue header bar contains 'Individual' on the left and 'Opened 3 hours ago' on the right. The main content area shows the exam title 'A1234567 Exam Example 2020/21' and the time window 'May 24, 2021 9:30 AM → May 25, 2021 10:30 AM'. A line of text below states: 'Time limit: 3 hours. Your deadline for submitting, including extra time, 1 hour is May 25, 2021 11:30 AM'. The '3 hours' and '1 hour' are circled in red. At the bottom, there is an information icon and the text 'You have not submitted', followed by a blue button that says 'Click here to get ready'.

The **countdown clock** in John's example, has calculated the full exam duration, so he (like you) does not need to do the calculations himself:



2. Are you using the Inspera Student Guide?

The [Inspera Student Guide](#) provides guidance on using Inspera for your exams. It may seem like a long document, so in the table of contents on page 3, click the relevant link and jump straight to the part you need. The current Guide was last updated on 18 May 2021.

3. Have you browsed the online exams webpage?

If you haven't already done so, please carefully read the vital guidance on the [TT21 exams webpage](#) before your exams. In particular:

- There are 6 tabs (numbered 1 to 6) at the top of the page to help guide you.
- The three red buttons direct you to the [Inspera Student Guide](#), the [Inspera system](#) itself, and a link to take [practice exams](#).
- **NEED HELP?** If you experience any technical problems, please complete the help form at: ox.ac.uk/online-exams-help
- Have you refreshed the page? Please make sure you refresh / reload your view of the [TT21 exams webpage](#) in case your computer is still showing a previous version.

4. Have you set up MFA? Please do so before your exam.

Before your exam, please make sure you have at least two methods of [multi-factor authentication \(MFA\)](#) set up, e.g. on your mobile and the Authy app. That way, if one method is not available you can use your second method to authenticate.

If you'd like to discuss or check anything, please contact your course team directly.