

Exporting a Question Set to PDF

This guide details the steps involved in exporting a PDF of your Question Set for the following scenarios:

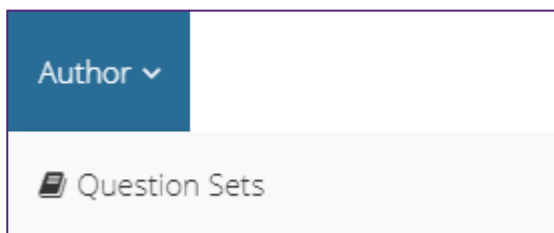
- Sharing a PDF copy of your Question Set for peer review or Observed User Testing (OUT)
- Providing a PDF copy of your exam to the library

Instructions for each scenario are below.

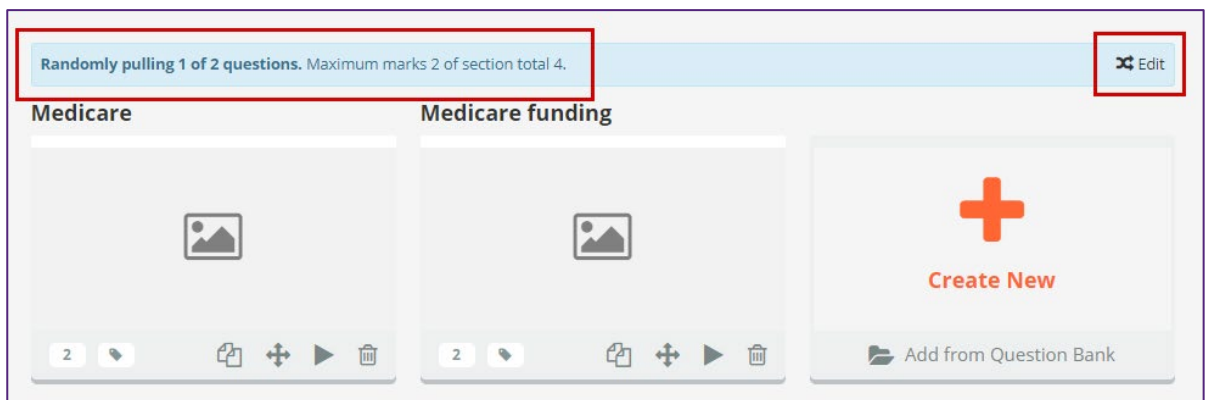
Exporting your Question Set for peer review or Observed User Testing (OUT)

If you are printing/exporting this Question Set for testing or review, you will need to turn Random Pull off so those who are testing/reviewing the questions can see all of the questions in your assessment.

1. Log into the admin area of Inspira Assessment (<https://uqi.inspera.com/admin> for the Production environment)
2. Navigate to **Author > Question Sets**




3. Locate your Question Set from the list and click to open it
4. Check if your Question Set contains any sections with Random Pull enabled. This is the setting that allows you to display a portion of questions randomly to each student from a larger pool and is indicated by a blue bar under the section title.



5. Click the **Edit** button at the right of the blue bar beneath the section title.
6. The **Randomisation, pulling and selection** window opens.

Make a note of the Random Pull settings for each section before turning them off as you may wish to turn these back on later.

7. Choose **No randomization, pull or selection from section** to turn of the Random Pull setting.

 Randomisation, pulling and selection from Section 2
✕

No randomization, pull or selection from section

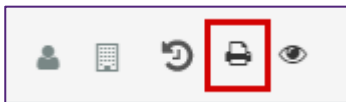
Randomize order of questions. [Learn more](#)

Pull of 2 questions from this section. [Learn more](#)

Section 2	From section total	Question set total
Number of questions	2	30
Maximum marks	4	38

Close
Done

8. Click **Done** to close the window.
9. Repeat this for all sections within the Question Set that have Random Pull enabled.
10. From the buttons in the top-right corner of the screen, click the **Print** button.



11. A preview of the Question Set as a document will display. Expand the **Settings** area on the right.

Settings
▼

Language

Documents

Hide auto-marked questions

Question maximum marks

Correct answers

Table of contents

Question page breaks


Hide large interactions elements

12. Adjust the settings as needed:

- a. **Documents:** Include the non-marked “Document” question types that are part of the assessment.
- b. **Hide auto-marked questions:** Automatically marked questions will be excluded from the printed/exported copy, leaving only manually-marked questions.
- c. **Question maximum marks:** Display the highest possible number of marks under each question.
- d. **Correct answers:** Include the correct answer as set by the author on automatically-marked questions. **This should *not* be enabled on exams you submit to the library.** Exported files showing correct answers should be handled with the utmost care and only stored in secure locations.
- e. **Table of contents:** Include a table of contents of questions at the beginning of the Question Set.
- f. **Question page breaks:** Each question starts on a new page instead of directly after the previous question.
- g. **Hide large interactions elements:** The text field will be hidden in certain question types such as Essay, Upload Assignment and Programming.

13. Expand the **Download** area on the right and set the paper size, margin and header/footer settings as desired.

Download ▼


[Download question set](#)

Paper size

A4 ▼

Page margins

Top mm

Bottom mm

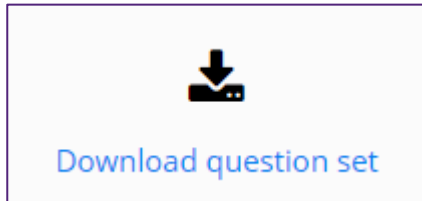
Left mm

Right mm

Options

Display headers and footers

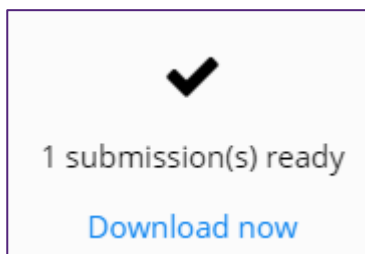
14. Click the **Download question set** button:



15. Inpera will prepare a PDF of your Question Set for export. This may take a few moments. If Question Set contains file attachments (e.g., an mp3 file that you uploaded to a question in Inpera), the PDF will be bundled with the file attachments in a ZIP archive.

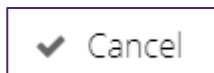
Note: Content that is embedded from external sources (like YouTube or SoundCloud) will **not** be exported.

16. Click **Download now**.

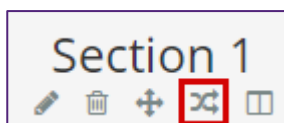


The file will download to your computer.

17. Click **Cancel** to return to the Question Set



18. Re-enable any Random Pull settings you disabled earlier by clicking the **Randomise** icon beneath the relevant section titles.

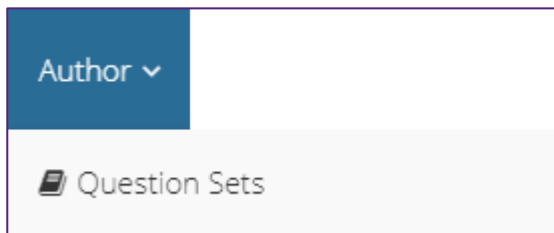


19. If you wish to convert the exported PDF to a Word document to enable commenting in a peer review session, open the file in Adobe Acrobat Pro and choose **File > Export To > Microsoft Word > Word Document**

Exporting your Question Set for the library

When exporting your Question Set for submission to the library (for Past Exam Papers), typically you need only provide one version of your exam, hence the **Random Pull** setting can **remain on** (be sure to confirm this with your school if you are unsure). If you do require all questions to be exported, see the section above, “Exporting your Question Set for peer review or Observed User Testing (OUT)”, which details how to turn the Random Pull setting off.

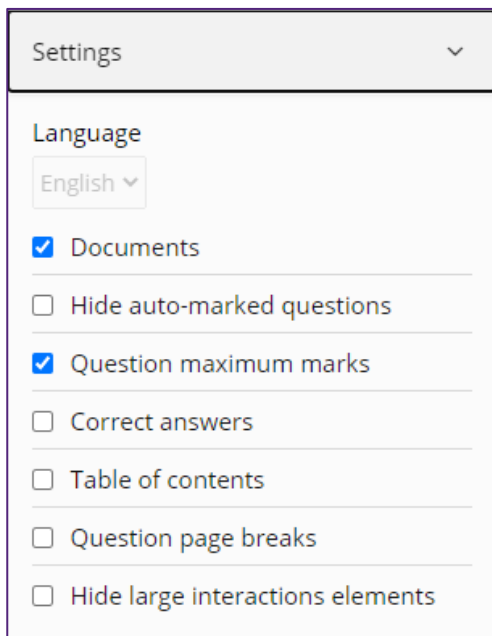
1. Log into the admin area of InSpera Assessment (<https://uqi.inspera.com/admin> for the Production environment)
2. Navigate to **Author > Question Sets**



3. Locate your Question Set from the list and click to open it
4. From the buttons in the top-right corner of the screen, click the **Print** button.




5. A preview of the Question Set as a document will display. Expand the **Settings** area on the right.



6. Adjust the settings as needed:
 - a. **Documents:** Include the non-marked “Document” question types that are part of the assessment.
 - b. **Hide auto-marked questions:** Automatically marked questions will be excluded from the printed/exported copy, leaving only manually-marked questions.
 - c. **Question maximum marks:** Display the highest possible number of marks under each question.
 - d. **Correct answers:** Include the correct answer as set by the author on automatically-marked questions. **This should *not* be enabled on the exam you submit to the library.** Exported files showing correct answers should be handled with the utmost care and only stored in secure locations.
 - e. **Table of contents:** Include a table of contents of questions at the beginning of the Question Set.
 - f. **Question page breaks:** Each question starts on a new page instead of directly after the previous question.
 - g. **Hide large interactions elements:** The text field will be hidden in certain question types such as Essay, Upload Assignment and Programming.
7. Expand the **Download** area on the right and set the paper size, margin and header/footer settings as desired.

Download ▼


[Download question set](#)

Paper size

A4 ▼

Page margins

Top mm

Bottom mm

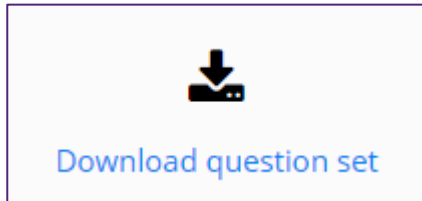
Left mm

Right mm

Options

Display headers and footers

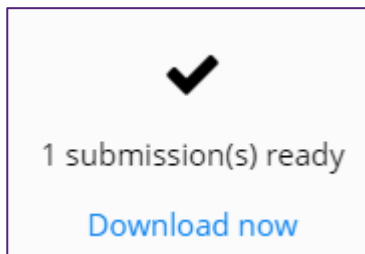
- Click the **Download question set** button:



- Inspira will prepare a PDF of your Question Set for export. This may take a few moments. If Question Set contains file attachments (e.g., an mp3 file that you uploaded to a question in Inspira), the PDF will be bundled with the file attachments in a ZIP archive.

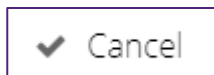
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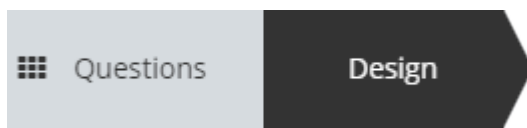
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- Click **Cancel** to return to the Question Set



Things to note

- Consider the security implications for the method by which you are sharing your exported Question Set (e.g., a password-protected, cloud-based folder would be more secure than email)
- If you have sections with **stimulus panels** or **PDF panels** in your Question Set, be aware that these may appear at the bottom of the exported PDF.
- Question Sets with video or audio clips will only display the video/audio player as a static image in PDF export. The PDF exports are not interactive.
- **Remember to re-enable the Random Pull setting if you have disabled it for the purpose of printing/exporting your Question Set.**
- In addition to the blue bar shown beneath the section titles on the Question Set page, another visual cue that the Random Pull setting is turned on can be seen in the **Design** settings.



- The right panel indicates the number of randomly pulled questions while previewing the design settings on the Question Set. You can pull another random set of question out by clicking **Randomize/pull again** here.

Number of questions	30
Maximum marks	10
Randomly pulled questions	7
Maximum marks after pull	10
↻ Randomize / pull again	