

Inviting students to an assessment via Test Code

A Test Code is a unique code that can be provided to students to give them access to an assessment in Inspira. Using this method, students will only be added as candidates to an assessment if they successfully enter the assessment's Test Code. This option provides the ability to deanonymise candidates, which means their first name, last name and UQ email address (which includes their s-number (e.g. s1234567)) will appear in Inspira, unlike other entry methods that only reveal the s-number. Marks will not automatically transfer back to the Learn.UQ (Blackboard) Grade Centre using this method and will need to be exported from Inspira and imported into Learn.UQ (Blackboard) via CSV file.

Setting up an assessment to use the Test Code invitation mode

1. Log into Inspira Assessment (<https://uqi.inspera.com/admin>)
2. Navigate to **Deliver > Tests**

Invitation mode: Add candidates to test [Learn more](#) Invite by sharing Test Code [Learn more](#)

Anonymization [Learn more](#)

Anonymous.
Graders and planners can't see the real names of the candidates.

Non-anonymous.
Graders and planners can see the real names of the candidates.

5. Proceed with other assessment settings on the **Setup** page.

Setup
 Design
 Assessment settings
 Confirm

Activate test

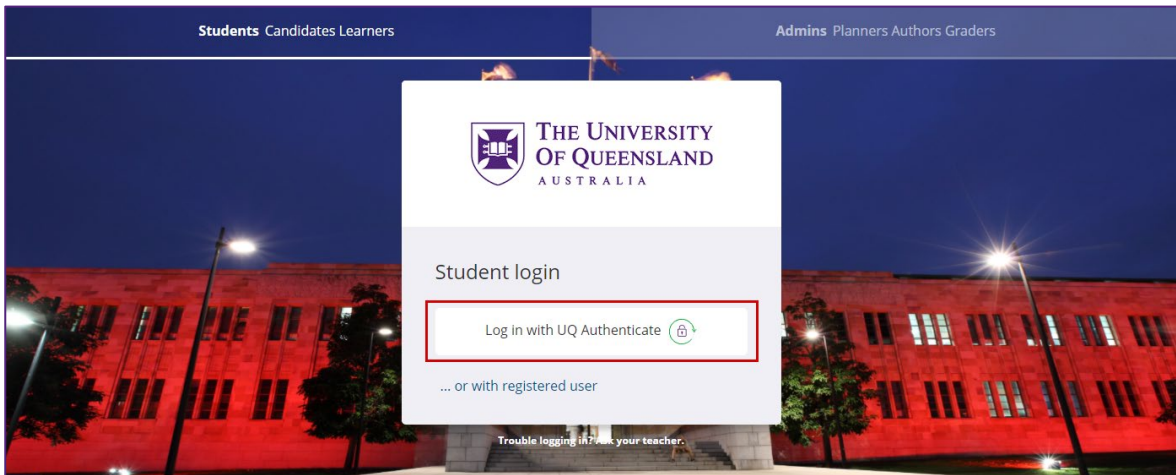
⚙️ Setup
🎨 Design
☰ Assessment settings
✓ Confirm
🔘 **Activated**
Deactivate

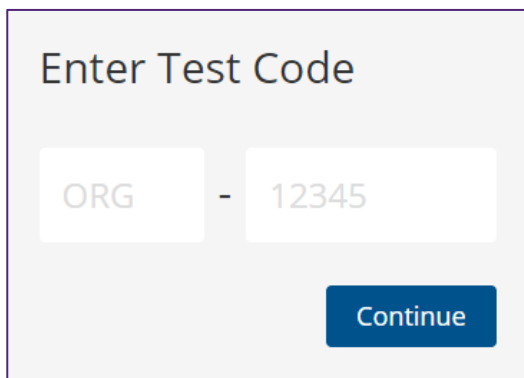
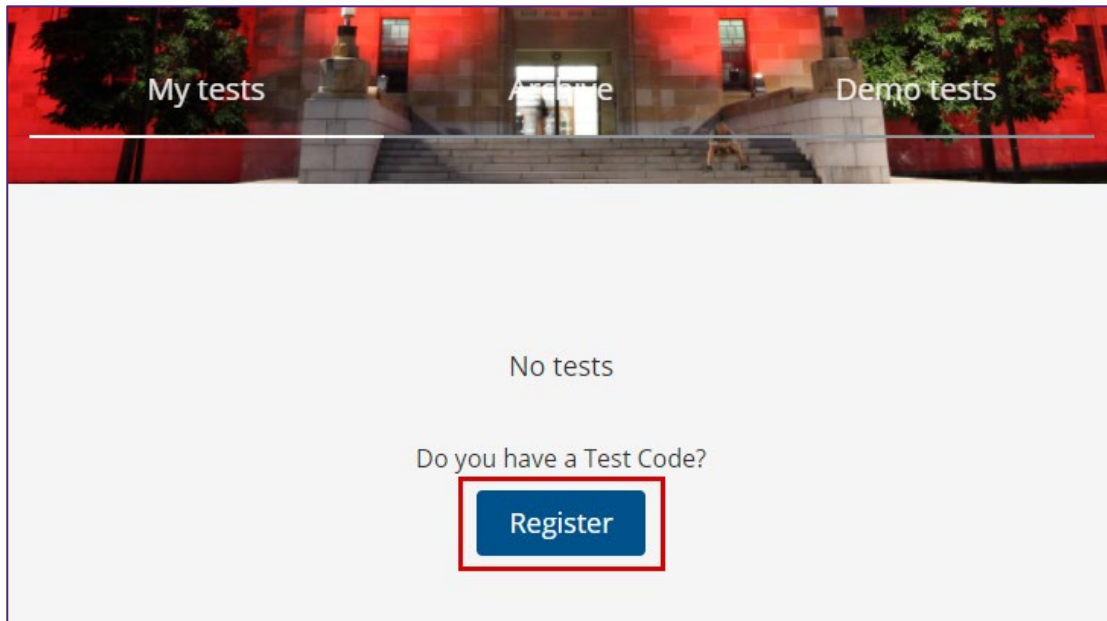
<p>Test Code</p> <p>UQX-81618190</p>	<p>URL for candidate login</p> <p>https://uqi.inspera.com</p>
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Instructions to provide to students

You may wish to run through these instructions in class or provide a customised version of these in your course site, ensuring the Test Code specific to your assessment is provided to students.

1. Log into Inspera (<https://uqi.inspera.com>) using your **UQ Authenticate** single sign-on details





4. Click **Continue**
5. Click **Start test** to commence work on the assessment

After this, students should continue working through the assessment as they would any other assessment in Inspira.

Next steps

If you have chosen to use this method for an assessment that requires Alternative Examination Arrangements to be applied, you will need apply these before the day that the assessment is due to open. As this method does not enrol students in the assessment until they've entered the corresponding Test Code, you will need to ask relevant students to do this before the day that the assessment opens. They will land on the assessment's dashboard, but won't yet see the assessment questions. You can then search students' names or email addresses and apply appropriate adjustments.

Marks transfer to Learn.UQ (Blackboard)

Once your assessment has been marked, you will need to manually transfer these marks across to Learn.UQ (Blackboard). See the guide [Transferring marks from Inspira to Learn.UQ \(Blackboard\)](#).