

Inspera Exam Request

Instructions for requesting an Inspera exam to be centrally timetabled.

For on-campus invigilated or non-invigilated Inspera exams

Request a central online exam via the Exams Portal (https://mgt.exams.uq.edu.au/exam_request/).

Central Online exam

Invigilated & Non-invigilated online, centrally scheduled

REQUEST A CENTRAL ONLINE EXAM

Select required fields accordingly.

Exam Conditions

Please select one of each of the following options:

Exam Platform <small>REQUIRED</small>	<input type="radio"/> Blackboard invigilated (ProctorU) <input type="radio"/> Blackboard non-invigilated <input type="radio"/> Exam Soft (MEDI only) <input checked="" type="radio"/> Inspera (approved courses only)
Delivery Mode (Exam Technology) <small>REQUIRED</small>	<input type="radio"/> Blackboard Test <input type="radio"/> Combination - Part A. Blackboard Test / Part B. File upload to Bb Assignment <input type="radio"/> Combination - Part A. Blackboard Test / Part B. File upload to Turnitin <input type="radio"/> Exam Soft <input type="radio"/> File upload to Blackboard Assignment (Blackboard test is used to release the question paper) <input type="radio"/> File upload to Turnitin (Blackboard test is used to release the question paper) <input checked="" type="radio"/> Inspera
Open/Closed Book exam <small>REQUIRED</small>	<input type="radio"/> This is a Closed Book examination - no written materials permitted <input type="radio"/> This is a Closed Book examination - specified written materials permitted <input type="radio"/> This is an Open Book examination
Calculator <small>REQUIRED</small>	<input type="radio"/> Any calculator permitted - unrestricted <input type="radio"/> Casio FX82 series only <input type="radio"/> Casio FX82 series or a calculator on the UQ approved list <input type="radio"/> No calculators permitted
During Reading Time <small>REQUIRED</small>	<input checked="" type="radio"/> (Online invigilated exams only) During reading time - students are encouraged to review and plan responses to the exam questions <input type="radio"/> During reading time - write only on the rough paper provided

Specify the type in the scheduling question or the last question of exam request.

- **On-campus invigilated Inspera exam**

OR

- **Non-invigilated Inspera exam**

Do you have any essential scheduling requests?
eg. Please run in second week.

On-campus invigilated Inspera exam

OR

Non-invigilated Inspera exam

Is there anything else you would
like the Examinations Office to know?

On-campus invigilated Inspera exam

OR

Non-invigilated Inspera exam

The Examination section will apply AEAs and provide the list of AEAs to the Inspera team for configurations.

For school-based Inspera exams (of Prac nature such as Oral/Video and etc)

Request a school exam via the Exams Portal (https://mgt.exams.uq.edu.au/exam_request/)

School exam

School administered, centrally scheduled exam. Applicable for exams where Zoom invigilation will be used OR exams of a practical nature e.g. oral/videos OR exams which have a duration of less than 60 minutes.

REQUEST A SCHOOL EXAM

Description

If you have multiple exams for one Course this description will be added to the end of the exam's title.
eg. "Examinations 101 (Theory/Practical)"

Oral

Add any other information for Exams to know in the last question of exam request.

- If the course coordinator wishes to publish an 'important note' on the students' exam timetable, this information can be added to this field as well.

Is there anything else you would like the Examinations Office to know?

Inspira

The Examination section will **forward the exam adjustment information** to schools/course coordinators for their action. **AEAs to be applied by the school/course coordinator** if applicable for the type of assessment (Oral, Prac, etc)