



Downloading responses from Assumptions and Queries question in Inspera

If you have included an **Assumptions and Queries** question at the end of your exam/assessment in the form of an **Essay** or **Text Area** question (not a **Form**), you can download the student responses by following the instructions below:

1. Log into the Inspera Staff ("admin") area: <https://uqi.inspera.com/admin>
2. Click the **Grade** tab in the top menu



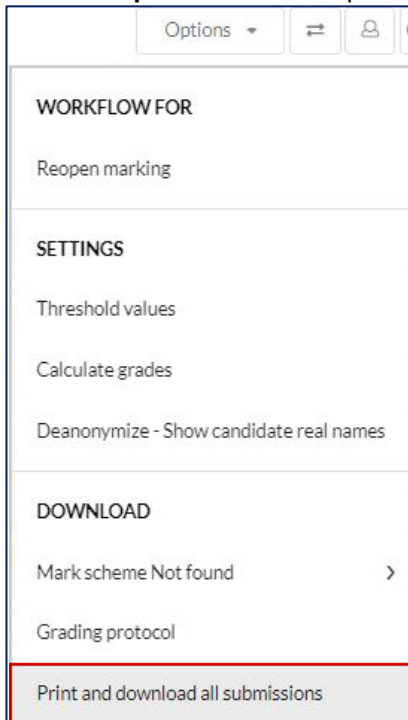
3. Click the assessment name to open it in the Grade area.

The screenshot shows the 'Tests' page in the Inspera admin interface. The page title is 'Tests' and the number of tests is '36'. There is a search bar and several filter buttons: 'Starts today', 'Starts tomorrow', 'Created by me', and 'Edited today'. There are also buttons for 'Filters 6', a refresh icon, a print icon, and a menu icon. The table below lists three tests:

<input type="checkbox"/>	Title	Status	Last edited	Start Time	End Time
<input type="checkbox"/>	DENT3071 2021 S2 ADDITIONAL ...	Finished	11/05/2021 1:10 PM	11/05/2021 1:00 PM	11/10/2021 11:59 PM
<input type="checkbox"/>	DENT4071 2021 S2 SEB Practice ...	Finished	11/03/2021 8:33 AM	10/25/2021 8:00 AM	11/03/2021 9:00 AM
<input type="checkbox"/>	DENT2040 2021 S2 Radiography ...	Graded	10/28/2021 5:27 PM	09/03/2021 2:00 PM	09/17/2021 2:00 PM



4. Click the **Options** button to open the options menu



5. Click **Print and download all submissions** from the options menu
6. In the section titled **Questions to include** select **Other** and then select the **Assumptions** question from the drop-down menu.



Download and print all (66) - Previewing candidate s4313243

34 Attempt every question to your best standard even if you have a query or assumption about a question.

Use the free question box below to specify any assumptions you have made or queries you had in completing this exam and which questions those assumptions or queries relate to.

Fill in your answer here

Thanks Dr Peters for a great course :)

Answered.

Questions to include

- All questions · 1 to 34
- Current question · 1 - E1.1
- Other

34 - Exams Assumptions and Que

Style options

Print style for written responses **NEW**

- Standard
- Optimised for reading
- Optimised for feedback

Settings

Language

English

Include

Questions and answers

- Cover page
- Documents
- Hide auto-marked questions
- Correct answers
- Table of contents
- Question page breaks

7. Click **Settings** and deselect **Cover page** and **Documents** so that only **Correct answers** is selected. The preview will change based on the options you have selected.
8. Scroll down and click **Merge PDFs and download**

Download

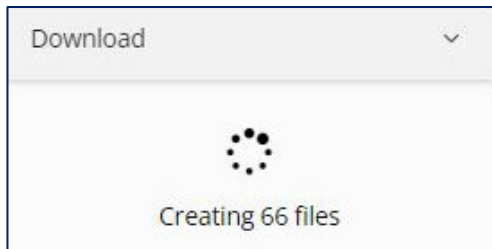
66 submissions selected

Merge PDFs and download

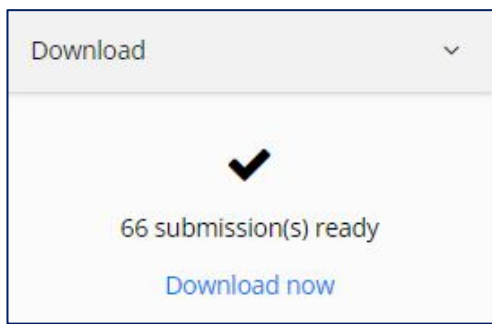
Download submissions as separate files



9. A message displays, indicating that the file is being created



10. When the file is ready, click **Download now** to download the PDF file



11. Once you open the downloaded file you will see a page for each response. The Assessment name can be viewed in the top left corner and the Candidate (student) number can be viewed in the top right corner. This file will contain pages for every student, even those that have not answered the question.