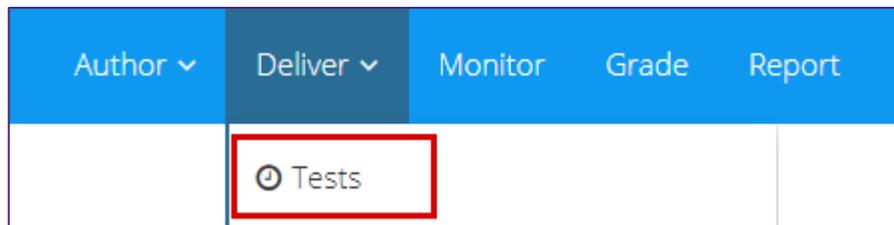


Inspira assessment settings: Invigilated on-campus exam

This guide provides the recommended setting for invigilated on-campus exams in Inspira (using Safe Exam Browser).

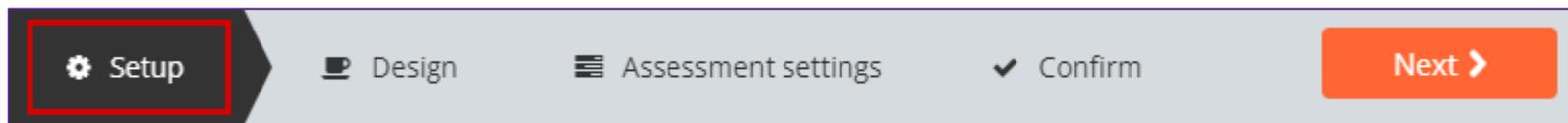
Getting started

For exams, initiating the assessment creation will typically be done by going directly to Inspira (<https://uqi.inspera.com/>) and navigating to **Deliver > Tests**.



(If initiating the assessment creation from Blackboard, see the guide titled [Providing student access to Inspira assessments via Learn.UQ](#) for details)

You will then land on the **Setup** page, as indicated by the navigation bar at the bottom of the page:



Assessment name, question set and timing

The screenshot shows the assessment configuration interface. Red boxes highlight the following elements:

- Test name:** A text input field containing "ABCD1234 2021 S2 EOS Exam".
- Question set selection:** A dropdown menu with "Select question set or create new" and "ABCD1234 2021 S2 EoS Exam" selected. A folder icon is visible on the right.
- Template:** A dropdown menu with "Select template".
- Test opens:** A date and time picker set to "10-25-2021" at "10:00 AM".
- Test end time:** A date and time picker set to "10-25-2021" at "12:55 PM".
- Duration (hh:mm):** A time picker set to "2:25".

Below these fields is a "Test information (optional)" section with a placeholder text "Replace this text."

Follow the assessment naming convention, e.g.:

Course code
Year
Semester
Assessment name

ABCD1234
2021
S2
EoS Exam

Space
Space
Space

Click the folder icon to choose a Question Set to attach to this assessment.

Important! In order for AskUs to have oversight of your assessment to support your students, you **must** apply a **Template**. If you do not use a template, AskUs cannot see your assessment to provide student support.

A **Template** will import many of the settings below for you. For a non-exam assessment, the following shared templates are available:

- TEMPLATE: Exam (Closed Browser)

Set the duration according to your exam timetable. This should factor in the **working time, planning time** and (if there are any **File Upload** questions) the extra allowance for **file upload time** (e.g., 2 hours working time plus 10 minutes planning time plus 15 minutes file upload time makes 2 hours and 25 minutes).

Set the open time according to your exam timetable. The end time should be set as the end time according to the exam timetable **PLUS an additional 30 minutes as on-campus exams do not always start on time.**

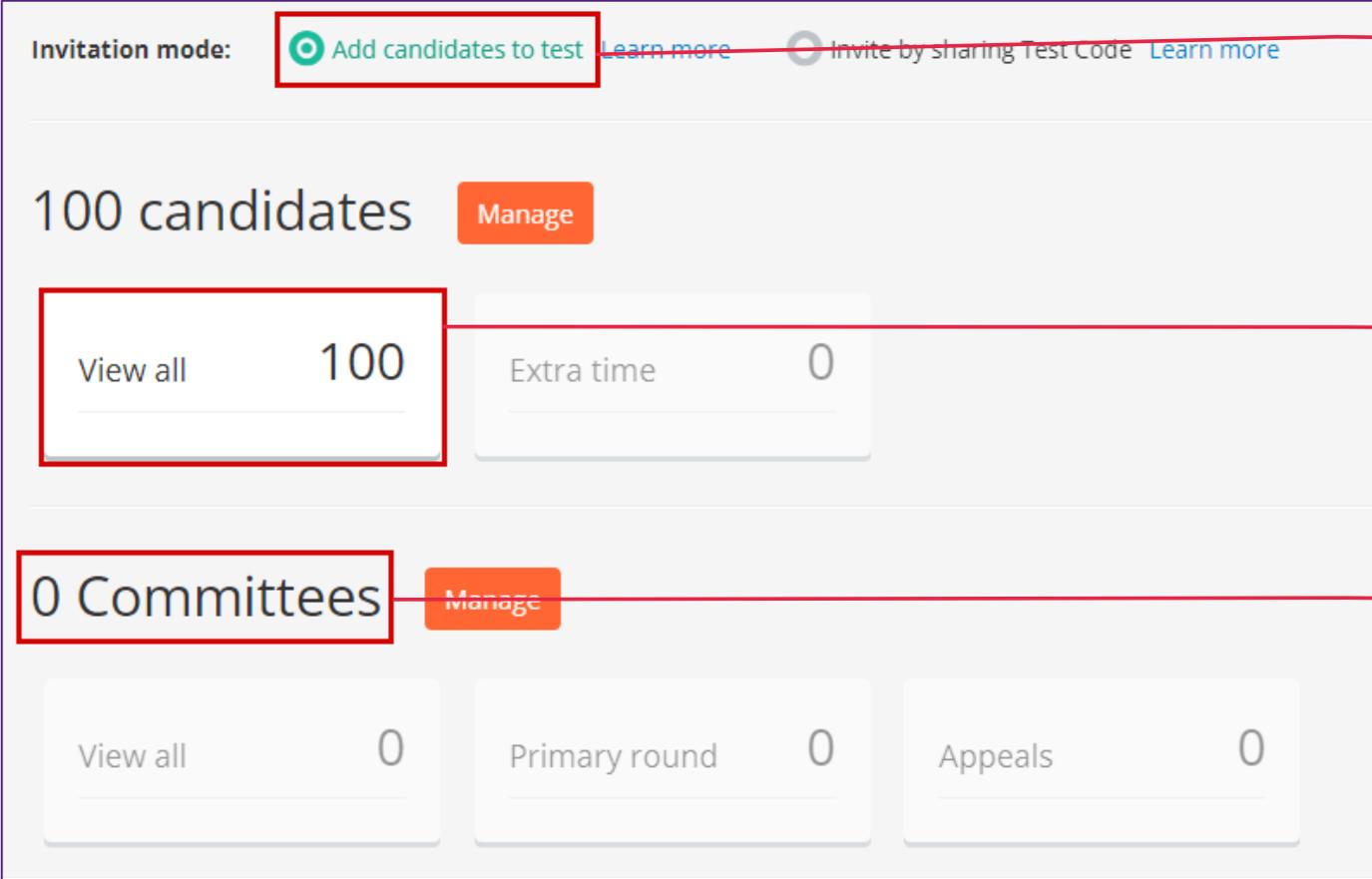
Note: It is important to include the duration as students will not see a countdown timer while completing the assessment if a duration is not set.

Note: If using a template, you will still need to check the **Design** settings. You may need to select **Standard mode** from the dropdown menu in the bottom left corner if it has changed to Quick mode to view/edit the Design settings or to Fetch from Question Set. Check all settings before clicking the Activate test button.

Standard mode ▼

Students and Marking Committees

Note: Adding students to the exam is typically handled centrally (refer to semester communications to confirm). The instructions in this section – “Students and Marking Committees” – are for your information only.



The screenshot shows a user interface for managing students and marking committees. It features two main sections: '100 candidates' and '0 Committees'. Each section has a 'View all' button, a 'Manage' button, and a summary card showing the current count. The '100 candidates' section also includes an 'Extra time' card showing '0'. The '0 Committees' section includes three summary cards: 'View all' (0), 'Primary round' (0), and 'Appeals' (0). Three callout boxes provide additional context: the first points to the 'Add candidates to test' button, the second points to the '100' candidate count, and the third points to the '0 Committees' count.

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

100 candidates [Manage](#)

View all 100 Extra time 0

0 Committees [Manage](#)

View all 0 Primary round 0 Appeals 0

The current practice for exams is to enrol students via CSV file. Please see the [Enrolling students in an assessment using CSV](#) guide for instructions (**to be handled by Central**).

After adding students via CSV, the total number of enrolled students will appear here.

Committees are used for distributing groups of students to different markers. This can be set up later.



General settings

Test options

Oral exam

Enable auto submission (home exam) [Learn more](#)
Answers are automatically submitted upon test end time

Grading Only - Disable candidates from taking this test online

Marking 2.0 [Learn more](#)

Enable Marking 2.0 on this test

Candidate report

Allow candidates to review results in the new candidate report. [Learn more](#)

Enable Candidate Report

Workspace scheme for Marking 2.0

Standard Scheme (Default) [Manage](#)

Note: Enable auto submission (home exam) is unavailable for on-campus invigilated exams. The option becomes disabled when the **Safe Exam Browser** option is ticked (below).

Security

Require Lockdown Browser

Safe Exam Browser for PC and Mac

Invigilator password:

[Hide advanced options](#)

SEB password:

Allow candidates to change WiFi [Learn more](#)

Enable Inspera Exam Portal

Options for Computer Labs

⚠ Requires SEB version 2.15 and Microsoft Windows [Learn more](#)

Microsoft Excel

Microsoft Word

IBM SPSS *

Lingdys *

Custom *:

* Might require Windows Registry update. [Learn more](#)

Inspera Lockdown for Chromebooks

Request Similarity report

ID check. [Learn more](#)

Require Day Password [Learn more](#)

Invigilator instructions PDF

[Upload](#)

Always tick **Request Similarity report**, even if you don't think you'll need it. This setting cannot be enabled later so should be enabled now during set-up.

Tick **Safe Exam Browser for PC and Mac**. Additional settings will become available below.

Make note of the unique **Invigilator password**. This will be required during the exam if an invigilator needs to assist a student. It should NEVER be shared with students.

Click **Show advanced options** (which changes to **Hide advanced options** when clicked) to show the additional Safe Exam Browser options.

Make note of the unique **SEB password**. This will need to be provided to students on exam day for them to enter the exam. Do NOT provide it to students prior to the exam.

Tick **Allow candidates to change WiFi**.



Exam Day

Candidate tools and aids

New spell checker The spell checker service for Essay questions has been updated to WProofreader. Since this includes Spell-check-as-you-type, this is no longer a separate option below.
[Learn more](#) [Visit online demo](#)

Enable Text to Speech reading aid [Learn more](#)

Enable Spell Checker [Learn more](#)

Enable spell check as you type

Disable sketches in essay questions [Learn more](#)

Hand drawing on paper

Enable Sketches (Inspira Scan)

Lost Connection Alert

Show Lost Connection Alert (Recommended)

The Lost Connection Alert is a notification that is displayed when internet connection has been lost for more than one minute. [Learn more](#)

Default message **Custom message**

You may be experiencing network issues. Please raise your hand and wait for an exam supervisor.

Enable Text to Speech reading aid box (accessibility setting) should not be enabled in on-campus exam venues. Students who require this setting to be turned on for accessibility reasons should be scheduled in a separate AEA venue and a separate exam instance may need to be set up.

Tick **Enable Spell Checker**. Note: this option will be ticked if using a Template but you can untick it if it is not required for your assessment.

Enable Sketches (Inspira Scan) is used in exams that have a paper-based component. This should be pre-arranged with the eAssessment Team.

Tick the **Show Lost Connection Alert** box.

Choose **Custom message** and enter the following into the text field:

You may be experiencing network issues. Please raise your hand and wait for an exam supervisor.



After test

Leave all **After test** settings as they are (default).

<p>Post-submission review</p> <p><input type="checkbox"/> Allow student post-submission review</p>	<p>Share comments and correct answers with candidate. Learn more.</p>
<p>Results page (when submitting)</p> <p><input type="checkbox"/> Enable Results Page</p>	<p><input checked="" type="radio"/> Not shared. Comments are private to each grader.</p>
<p>Final Grades</p> <p><input type="checkbox"/> Show Final Grade on Student Dashboard</p>	<p><input type="radio"/> Shared with candidate. Available for candidates with status <i>Graded</i>.</p>
<p>Marks</p> <p><input type="checkbox"/> Show achieved marks per question</p> <p>Marking 2.0 and Student Report required. Allow students to view total marks and marks per question results in the new student report. Learn more</p>	<p>Comment settings</p> <p>Allow graders to post annotations and page notes of the following types:</p> <p><input type="checkbox"/> Allow graders to post comments to each other The Co-grader channel is only available if multiple graders are assigned</p> <p>Show all commenting permissions</p>



Grading workflow

Grading workflow

General workflow

How should the grading process be completed? [Learn more](#)

Confirm all candidates at once (Default)

Collaboration settings

Setting marks and grades [Learn more](#)

Private marking and results alignment
Graders set marks and/or grades privately. Then they must share and align results before they can be confirmed.

Shared marking
Collaborative marking and grading.

Sharing marks and grades with committee [Learn more](#)

Allow completing Own Grades by committee
Recommended for committees with separate deadlines

Require Own Grades to be confirmed across all committees
Recommended for committees with coinciding deadlines

Sharing and confirming across committees not supported in Marking 2.0. This feature is deprecated and will be removed in 2021. [Learn more](#)

Confirmation of marks and grades [Learn more](#)

All graders must confirm
Require all graders to confirm Final Grades.

One grader can confirm
Allow one grader to confirm Final Grades on behalf of all graders.

Question assignment [Learn more](#)

Marking 2.0 and Shared marking required.

Enable question assignment

Leave the **General workflow** set to "Confirm all candidates at once".

Choose **Shared marking**, even if you will only have one person marking the assessment. This just allows you to have the option to share the marking load if circumstances change later.

Choose **One grader can confirm**. This will allow one member of your marking team to confirm the marks for all students. This is useful in cases where the main marker is unable to confirm marks (e.g., due to illness).

Question assignment will allow you to allocate certain questions to be marked by certain markers in the **Grade** area. This setting can be changed at any time prior to marking.



Explanation of Grades

Written explanations of grades

Enable administration of Explanations

Options

Request explanations of all grades

Allow graders to send explanations directly to candidates

Set deadline for explanation

Tick **Enable administration of Explanations** to provide markers with the option of providing an “explanation” (i.e., overall feedback for the student’s submission).

Other options become available when this is ticked. These settings will be determined by the coordinator. See [Administration of explanations](#) for details.

Design Settings

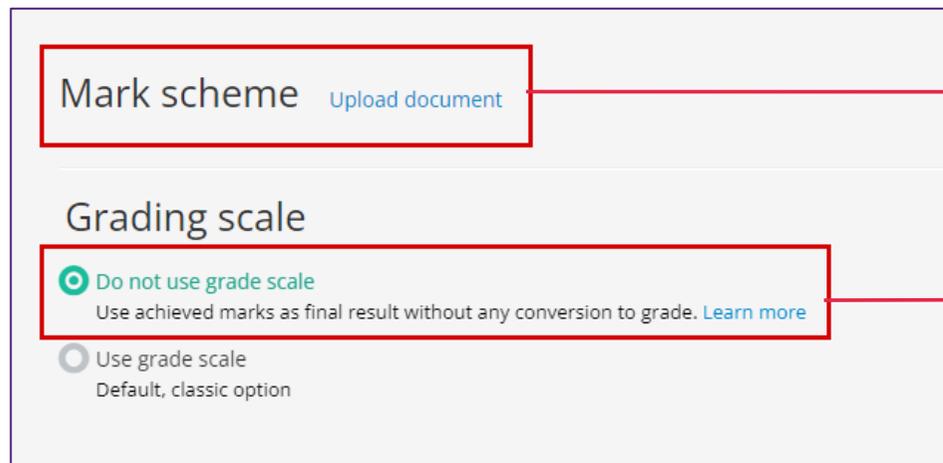
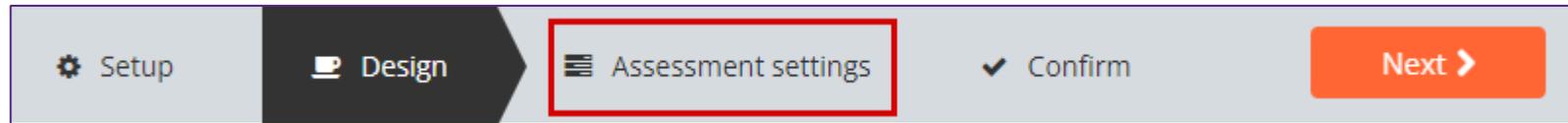
Proceed to the **Design** settings.

Setup Design Assessment settings Confirm

Please refer to the [Assessment Design settings](#) guide for more information.

Assessment settings

Proceed to the **Assessment** settings.

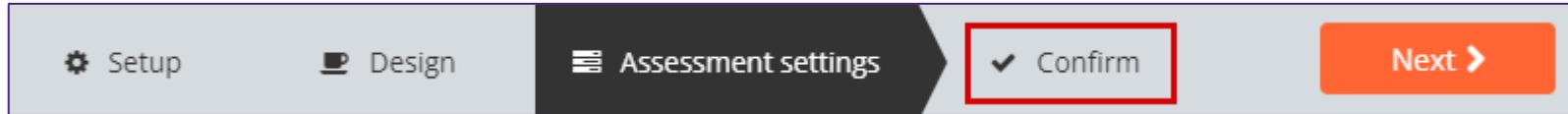


The **Mark scheme** option allows you to upload a guidance document for markers to assist with marking the assessment as a whole (it is not a rubric). This Mark scheme can be added at any time (not just during set-up).

Choose **Do not use grade scale** here.

Confirm

Proceed to the **Confirm** page.



Important: Check all settings before activating the assessment to ensure they are all correct. This is important because **some settings cannot be changed after the assessment is activated and students have entered.**

The screenshot shows the 'Deliver' tab of an assessment configuration page. The main heading is 'PHRM3011 2021 S1 Deferred/Supp EoS... is being graded' with an 'Open in Grade' button below it. Key details include:

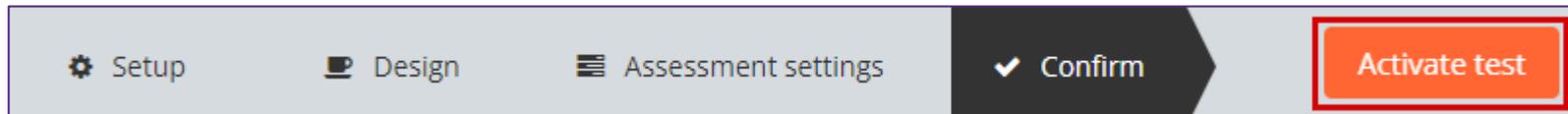
- Test opens: 07-21-2021 8:00 AM
- Test end time: 07-21-2021 10:10 AM (with a link for 'Open for late submission')
- Duration: 130 minutes
- Highest extra time: 60 minutes
- URL for candidate login: https://uqi.inspera.com

 On the right, a dropdown menu for '2 contributors' is open, showing options: Manage, Import from CSV, Add planner, Add chief invigilator, Add author, Add invigilator, Add grader (highlighted in blue), and Add reporter.

Add Graders to your assessment now if you know who will be assisting you with marking. See the [Adding staff \(contributors\) to an Inspera assessment](#) guide for instructions.

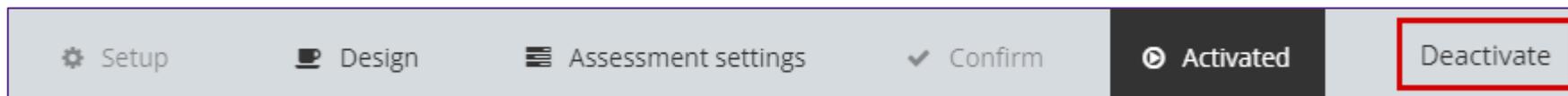
Note: This next step will be handled by Central after adding students.

Click **Activate test** (to be handled by Central)



Modifying settings after activation

Some settings can be modified after the assessment has been activated by returning to the **Activated** page. Other settings **cannot** be changed and will be disabled. Settings such as the **opening time** and **duration** cannot be changed unless the assessment is deactivated first, using the **Deactivate** button:



Important: The Deactivate button is only available while no students have entered the assessment. After the first student enters the assessment, the Deactivate button will disappear.