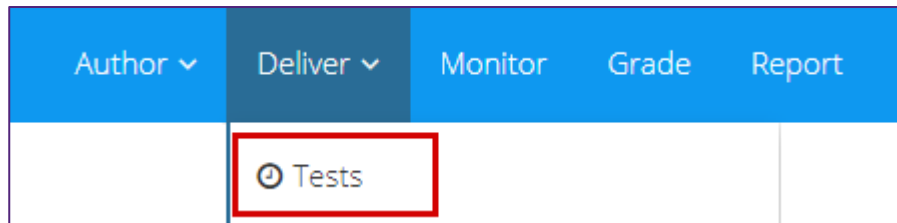


Inspira assessment settings: Off-campus exam

This guide provides the recommended setting for on-campus exams (non-invigilated or Zoom-invigilated) in Inspira.

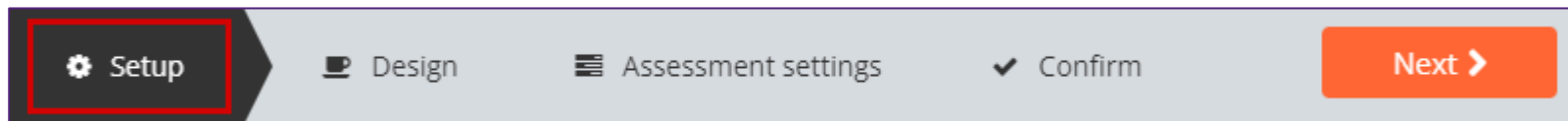
Getting started

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

Test name
ABCD1234 2021 S2 EOS Exam

Template
Select template

Select question set or [create new](#)
ABCD1234 2021 S2 EoS Exam

Test opens
10-25-2021 10:00 AM

Test end time
10-25-2021 12:55 PM

Duration (hh:mm)
2:25

Test information (optional)
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 (Open 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. **If the exam is being Zoom invigilated, add an additional 30 minutes to allow for Zoom set-up 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.

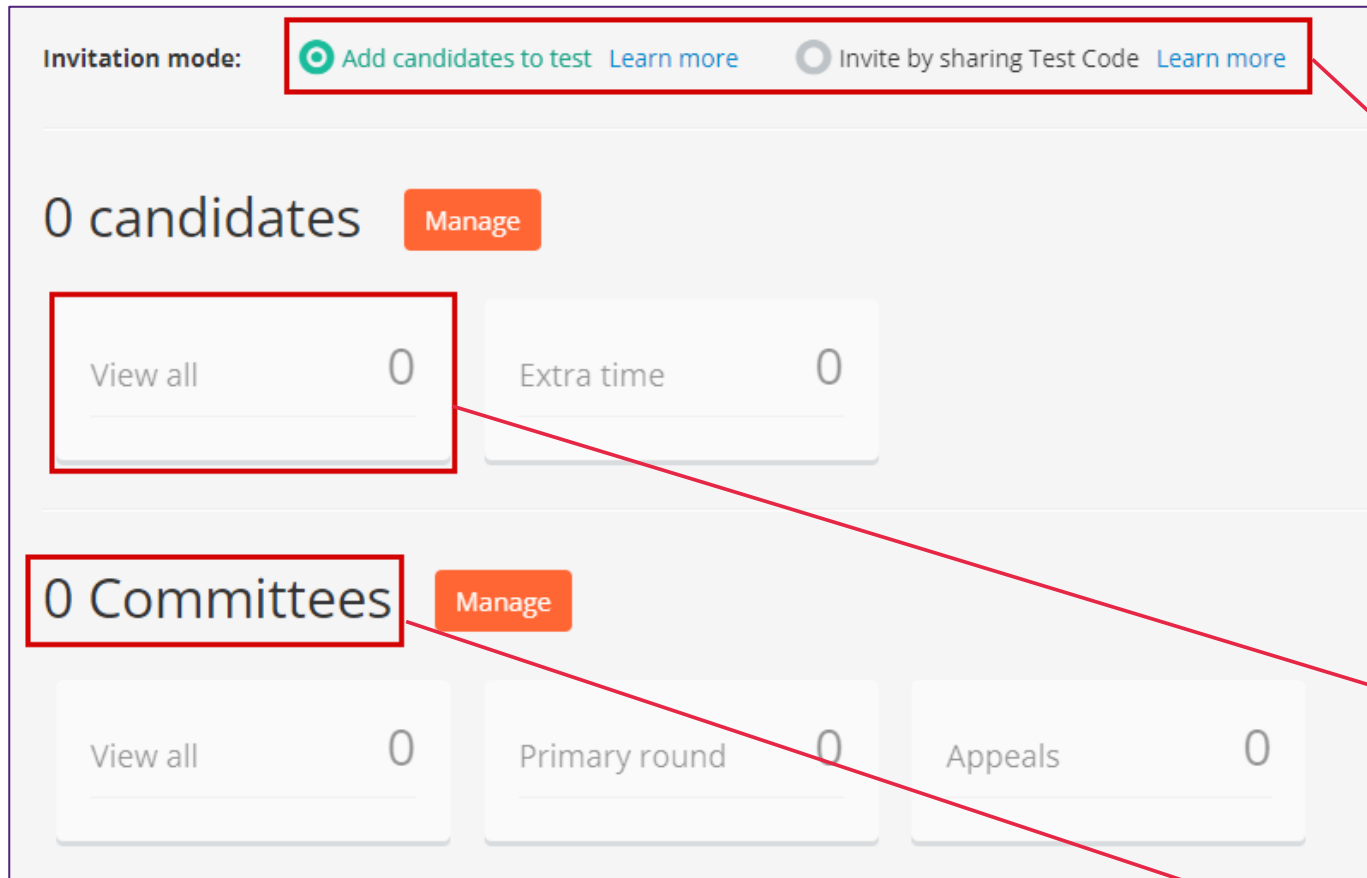
Note: this information does not get imported when using a Template.

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: For non-invigilated exams, the assessment should be set up via Learn.UQ (Blackboard) and student enrolments will flow from there as students click the assessment link in the course site.



The screenshot shows the assessment setup interface. At the top, the 'Invitation mode' is set to 'Add candidates to test' (indicated by a selected radio button). Below this, there are two main sections: '0 candidates' and '0 Committees'. Each section has a 'View all' button and a '0' count, along with a 'Manage' button. The '0 candidates' section also includes an 'Extra time' button with a '0' count. The '0 Committees' section includes 'Primary round' and 'Appeals' buttons, each with a '0' count.

If you have initiated this assessment set-up via Learn.UQ (Blackboard), you do not need to add candidates to the assessment. They are automatically enrolled in the assessment when they click the link in Blackboard.

For student enrolment options see:

- [Providing student access to Inpera via Learn.UQ](#)
- [Inviting students to an assessment via Test Code](#)
- [Adding one-time users to Inpera](#)
- [Enrolling students in an assessment using CSV](#)

If students are enrolled via Learn.UQ (Blackboard), the number of candidates will appear as 0 initially and students will be added after they click the link to the assessment in Learn.UQ (Blackboard).

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

Options for manual submission within test window

Allow candidates to manually submit **multiple times** within test window
Recommended for Home exams

Allow candidates to manually submit **once** within test window
Candidates can only submit once. (Not recommended for general home exams).

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](#)

Security

Require Lockdown Browser

- Safe Exam Browser for PC and Mac
- 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.

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 (Inspera 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**

Local network issues. Keep working through your assessment if possible. If the internet is not restored, or you do not have full functionality, DO NOT close your browser. Contact AskUs on +61 7 3335 7047 (or <https://web.library.uq.edu.au/contact-us>).

Tick the **Enable Text to Speech reading aid box** (accessibility setting).

Enable Spell Checker enables a built-in spell checker on Essay questions only. This is **optional**. If students are being assessed on their ability to spell words without assistance, this option should not be enabled.

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

Choose **Custom message**.

For non-invigilated exams, enter the following into the text field:
Local network issues. Keep working through your assessment if possible. If the internet is not restored, or you do not have full functionality, DO NOT close your browser. Contact AskUs on +61 7 3335 7047 (or <https://web.library.uq.edu.au/contact-us>).

For Zoom invigilated exams, enter the following into the text field:
Local network issues. Keep working through your assessment if possible. If the internet is not restored, or you do not have full functionality, DO NOT close your browser. Alert your invigilator, then contact AskUs on +61 7 3335 7047 (or <https://web.library.uq.edu.au/contact-us>).

Note: The Text to Speech and Spell Checker settings will be ticked if using a Template but you can untick them if they are not required for your assessment.



After test

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

Post-submission review

Allow student post-submission review

Results page (when submitting)

Enable Results Page

Final Grades

Show Final Grade on Student Dashboard

Marks

Show achieved marks per question

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](#)

Share comments and correct answers with candidate. [Learn more.](#)

Not shared.
Comments are private to each grader.

Shared with candidate.
Available for candidates with status *Graded*.

Comment settings

Allow graders to post annotations and page notes of the following types:

Allow graders to post comments to each other
The Co-grader channel is only available if multiple graders are assigned

[Show all commenting permissions](#)

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.

CRICOS Provider 00025B

7

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

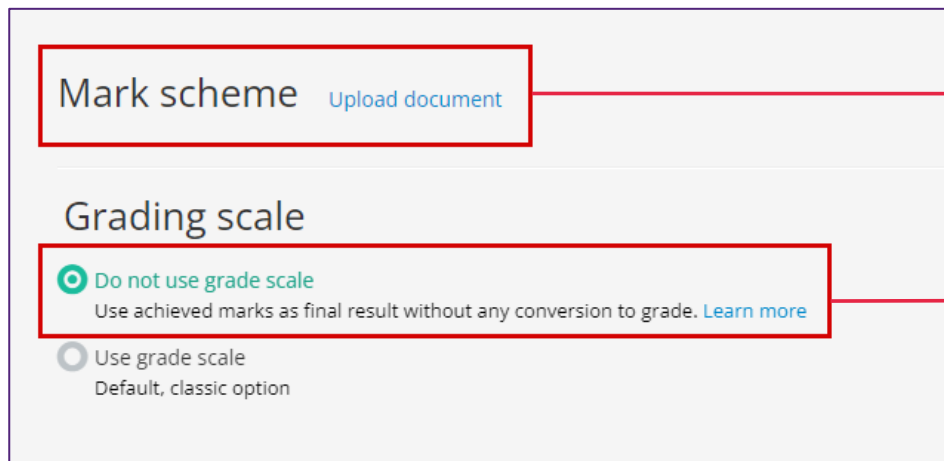
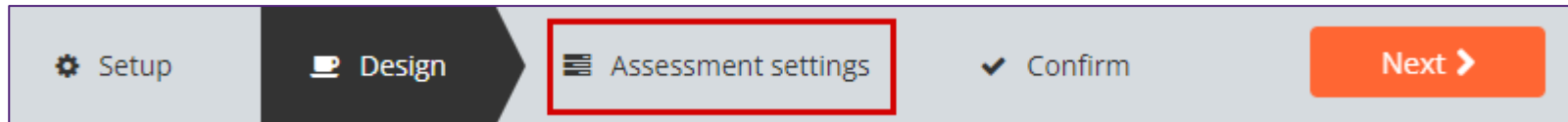
 Confirm

Next >

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

Assessment settings

Proceed to the **Assessment** settings.

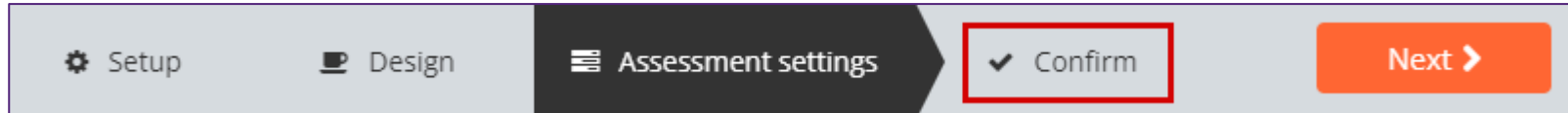


The **Mark scheme** option allows you to upload a guidance document for markers to assist with marking the assessment as a whole (it is not a rubric). This Mark scheme can be added at any time (not just during set-up).

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.**

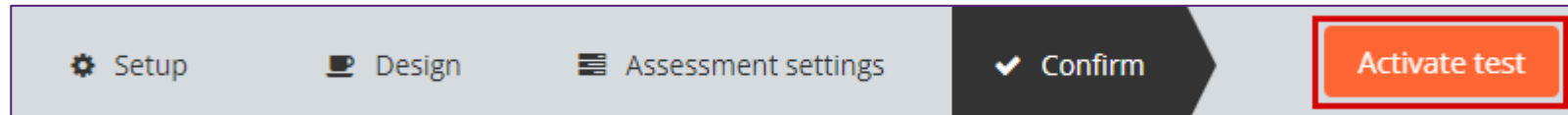
The screenshot shows the 'Deliver' tab of an assessment configuration page. The main heading is 'PHRM3011 2021 S1 Deferred/Supp EoS... is being graded' with an 'Open in Grade' button below it. Key details include:

- 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.

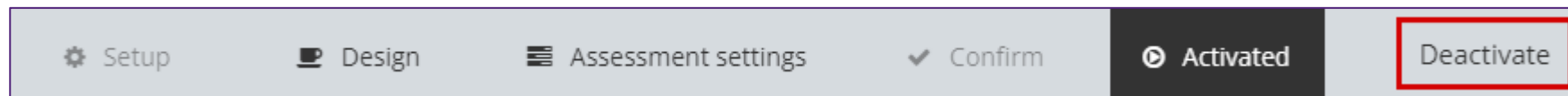
Add Graders to your assessment now if you know who will be assisting you with marking. See the [Adding staff \(contributors\) to an Inspera assessment](#) guide for instructions.

Click **Activate test**



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.