

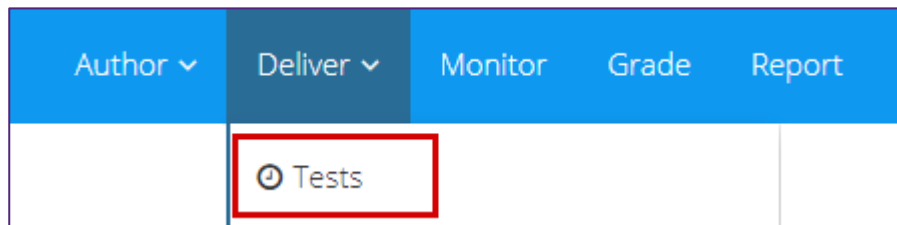
Inspira assessment settings: non-exam assessment

This guide provides the recommended setting for non-exam (typically at-home, low-stakes) assessments in Inspira.

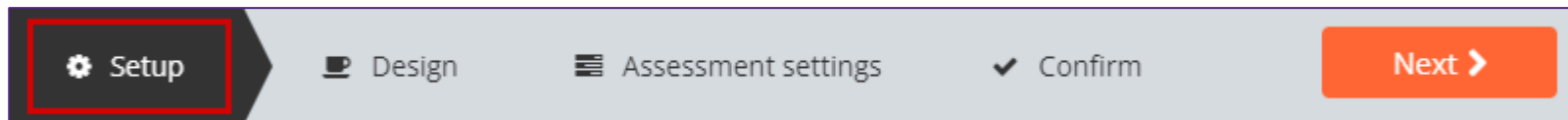
Getting started

You should have your Question Set created prior to setting up the assessment so it will be ready to attach.

Initiating the assessment creation will happen either in Blackboard (see the guide titled [Providing student access to Inspira assessments via Learn.UQ](#) for details) or by going directly to Inspira (<https://uqi.inspera.com/>) and navigating to **Deliver > Tests**.



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 Post-module quiz" with an edit icon.
- Question set selection:** A dropdown menu with the text "Select question set or create new" and "ABCD1234 2021 S2 Post-module quiz" below it, including a folder icon and an eye icon.
- Template:** A dropdown menu with the text "Select template" and a list icon.
- Test start time:** A date and time selector showing "10-18-2021" and "08:00 AM".
- Test end time:** A date and time selector showing "10-29-2021" and "11:30 PM".
- Duration (hh:mm):** A selector showing "No limit".

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

Follow the assessment naming convention, e.g.:

Course code Year Semester Assessment name
ABCD1234 2021 S2 Post-module quiz
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: Assignment (ongoing submission)
- TEMPLATE: Quiz (submit once)

Set the duration if this is a timed assessment. For assignments and projects, you would typically give students access for the entire assessment window, hence leave this field empty.

Set the open time according to when you wish for the assessment to be open and when it is due. Note: the end time overrides the duration (e.g., if you have a 30-minute duration and a student enters 2 minutes before the end time, they will only have 2 minutes to complete the assessment).

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

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

0 candidates [Manage](#)

[View all](#) 0 [Extra time](#) 0

0 Committees [Manage](#)

[View all](#) 0 [Primary round](#) 0 [Appeals](#) 0

If you have initiated this assessment set-up via 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 Inspira via Learn.UQ](#)
- [Inviting students to an assessment via Test Code](#)
- [Adding one-time users to Inspira](#)
- [Enrolling students in an assessment using CSV](#)

If adding one-time users or enrolling 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

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](#)

This option is for marking of oral assessments and can only be used if the Question Set only contains oral questions.

If enabled, assessments will automatically submit when the closing time is reached. **Note:** you will not be able to view student responses until the assessment has closed if you use this setting.

If enabled, students can re-enter the assessment to adjust responses until the assessment is closed. **Note:** this is **not** multiple attempts and students will not be able to see any automatic feedback until the assessment is closed.

If enabled, students cannot re-enter the assessment after clicking Submit. Student responses will be automatically submitted when the assessment closes. Students will not be able to see any automatic feedback until the assessment is closed.

Students will not be able to respond in Inspira if this setting is enabled – it is for uploading answers or grade recording only.

The Candidate Report is where students can see written feedback and the marks achieved per question and section.

This setting can be enabled after marking has been completed. More information about the Candidate Report can be found in the After test settings guide.

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 3346 4312 (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.

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

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

Choose **Custom message** and 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 3346 4312 (or <https://web.library.uq.edu.au/contact-us>).



After test

Leave all **After test** settings as they are (default). All of these settings, except for “**Enable Results Page**”, can be configured after marking has been completed.

See the After test settings guide for more details.

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](#)

The **Enable Results Page** setting is the only **After test** setting that **cannot** be changed after students have completed the assessment. Enable this now if you would like students to see which questions they answered correctly/incorrectly on a results page like the one below:

Section 1				
Question	Question title	Status	Marks	Question type
1	Australian Commission on Safety and Quality Health Care	Correct	1/1	Multiple Choice
2	AMS 1	Wrong	0/1	Multiple Choice



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

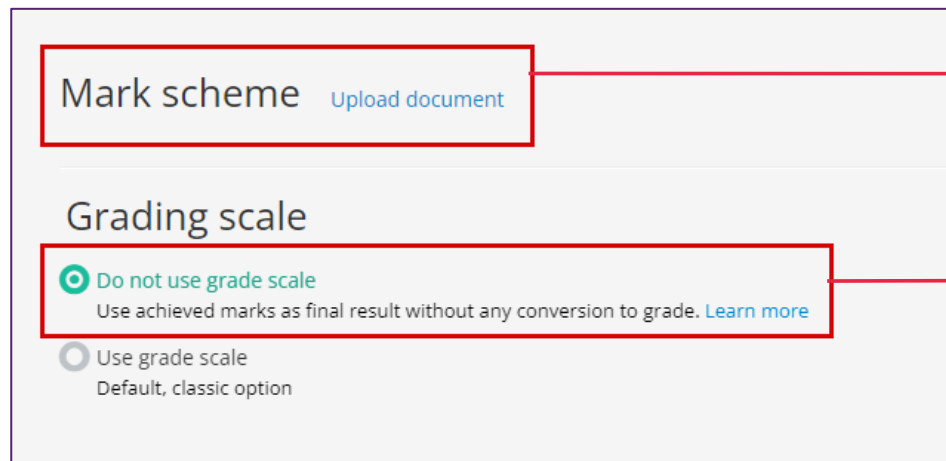
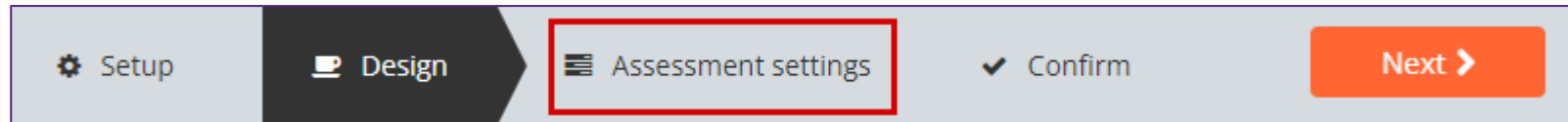
 Confirm

Next >

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

Assessment settings

Proceed to the **Assessment** settings.

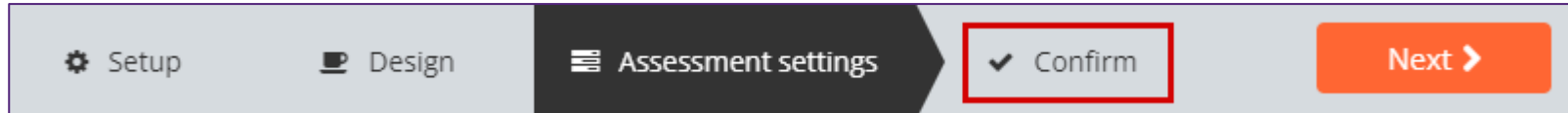


The **Mark scheme** option allows you to upload a guidance document for markers to assist with marking the assessment as a whole (it is not a rubric). This Mark scheme can be added at any time (not just during set-up).

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

Confirm

Proceed to the **Confirm** page.

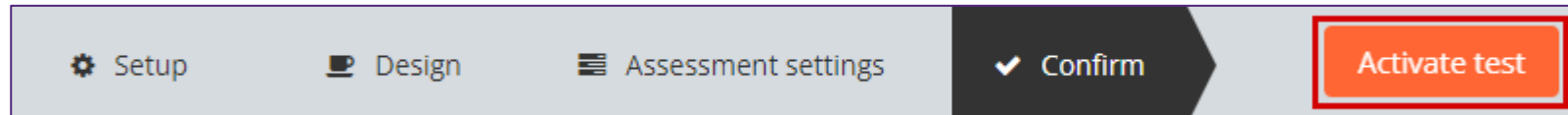


Important: Check all settings before activating the assessment to ensure they are all correct. This is important because **some settings cannot be changed after the assessment is activated and students have entered.**

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 this, key details are listed: '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'), and 'Duration 130 minutes'. A 'Highest extra time' of '60 minutes' is also shown. At the bottom, the 'URL for candidate login' is '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**



If you commenced the set-up of this assessment from **Blackboard**, students will now be added to the assessment when they click the assessment's link in Blackboard.

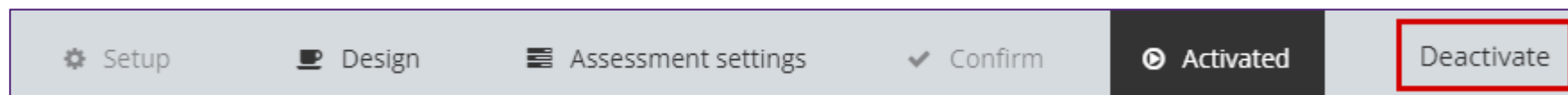
If you commenced set-up of this assessment within **Inspira** (CSV upload or Test Code entry methods), students will now have to log in via <https://uji.inspera.com/> to access their assessment.

More information on the student access methods can be found in the guide below that corresponds with the student enrolment method used:

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

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.