

# Creating Inspera Assessments via Learn.UQ

For school-based assessments during the semester, students should access their Inspera assessments via an LTI link in their Learn.UQ course site.

To create an Inspera Assessment via Learn.UQ, you'll need to complete the following four steps:

1. **Create a Question Set** ..... 1
2. **Create an Inspera LTI link in Learn.UQ** ..... 1
3. **Apply the correct template and schedule test** ..... 5
4. **Apply Alternative Exam Arrangements (AEAs) and Time Zone Adjustments** ..... 8

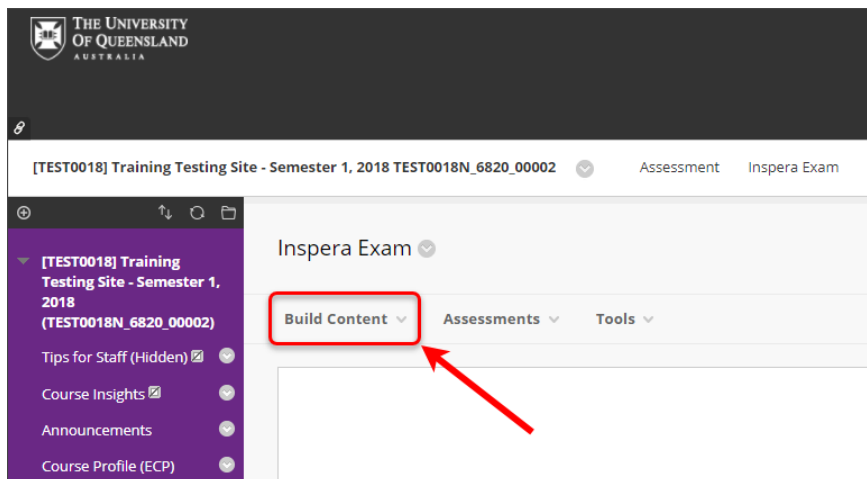
## 1. Create a Question Set

For more information on creating Question Sets, see the resource guides on the [eLearning website](#). If you need assistance with your assessment design, [book a consultation](#) with a Learning Designer.

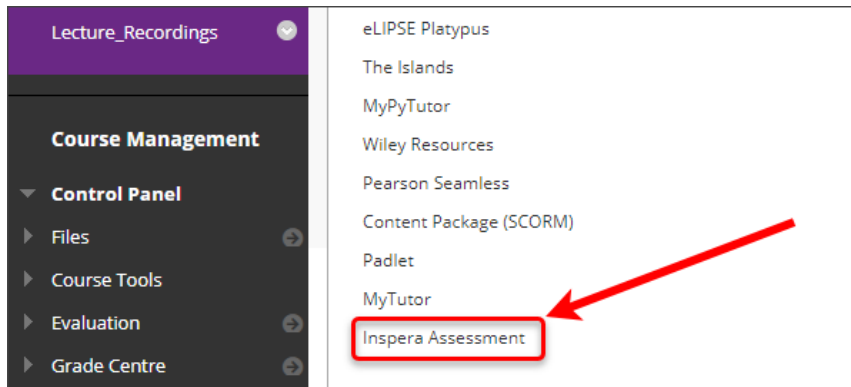
## 2. Create an Inspera LTI link in Learn.UQ

Access the **Assessment** folder in your Learn.UQ course site

Click on the **Build Content** button.

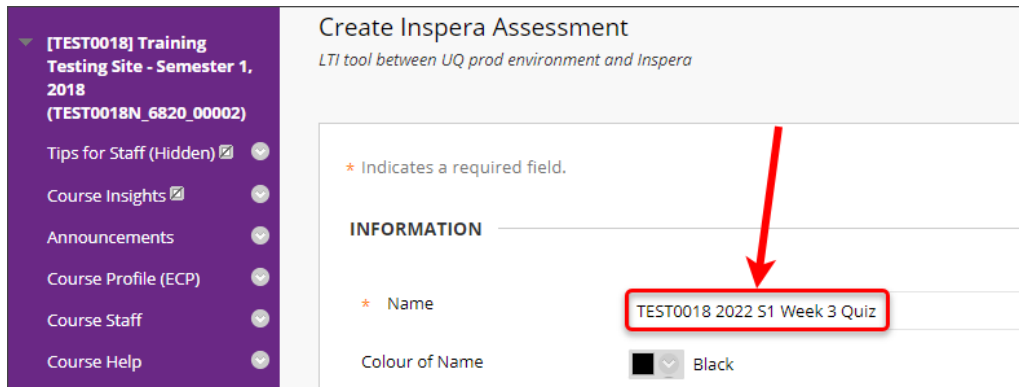


Select **Inspira Assessment** from the dropdown menu.



Add a title for the test in the **Name** textbox. The naming convention for your Inspira Assessment should be as follows; **Course code, year, Semester, Assessment name**.

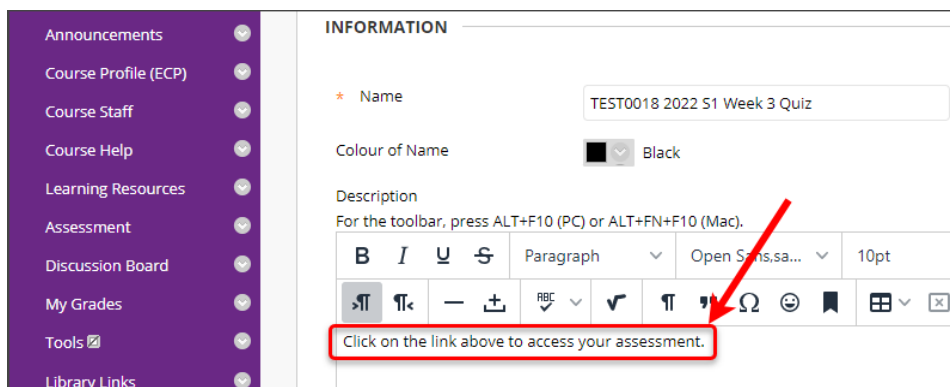
e.g. "ABCD1234 2022 S1 Week 3 Quiz."



**Note:** The title given in the Name textbox will be transferred into Inspira.

**Naming Conventions are important!** Using the correct title in your Assessment allows AskUs staff to support your students by searching for the correct assessment using naming conventions.

Add "**Click on the link above to access your assessment**" to the **Description** textbox.



**Tip:** You can add additional information to the Description textbox such as links to student guides and assessment information.

From the **Enable Evaluation** radio buttons:

**Yes**, creates a Grade Centre column for marks to automatically transfer to after the assessment is graded.

**No**, a Grade Centre column won't be created, and marks won't be transferred after grading.

Enter the total marks for the assessment into the **Points Possible** textbox.

From the **Visible to Students** radio buttons:

**Yes**, shows results to students in My Grades.

**No**, results are hidden from students in My Grades.

Leave the **Due Date** field blank, this is controlled by Inpera Assessment.

**GRADING**

Enable Evaluation  Yes  No

*To set additional grading options, use the Column settings in the Grade Centre*

\* Points Possible

Visible to Students  Yes  No

Due Date

*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

From the **Permit Users to View this Content** radio buttons:

**Yes**, the link will be available to students.

**No**, the link will be unavailable to students.

**Note:** You will need to select **Yes** to allow students to enrol in the assessment. Students will click the link and gain access to the Inpera assessment dashboard (which enrolls them as “candidates” in the assessment). Students will not be able to commence the assessment until the start date and time that you will specify in Inpera.

**OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

**Optional Settings:**

Select **Yes** from the **Track Number of Views** radio button if you need statistics on which students have viewed the content.

**Set Select Date and Time Restrictions:**

- If required, select the **Display After** checkbox and enter the date using the **Date Selection Calendar** and enter the time using the **Time Selection Menu**.
- If required, select the **Display Until** checkbox and enter the date using the **Date Selection Calendar** and enter the time using the **Time Selection Menu**.

**Note:** The **Display After** and **Display Until** dates and times only control the link availability and not the availability of the Inspira Assessment.

Click on the **Submit** button.

**OPTIONS**

Permit Users to View this Content  
 Yes  No

Track Number of Views  
 Yes  No

Select Date and Time Restrictions

Display After

*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

Click **Submit** to proceed.

Cancel **Submit**

Click on the Inspira Assessment link to complete the setup and apply the appropriate template and standard settings.

Success: ABCD1234 2022 S1 Week 3 Quiz. created.

Inspira Exam

Build Content Assessments Tools

**ABCD1234 2022 S1 Week 3 Quiz.**

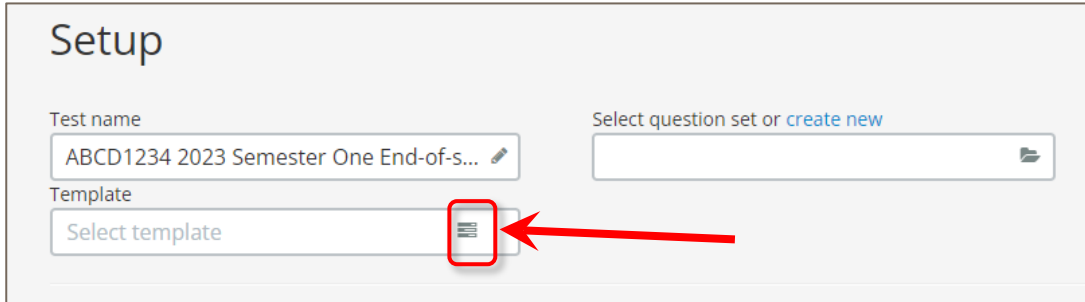
Click on the link above to access your assessment.

**Important:** students should use this link to access their assessment to ensure their details are brought into Inspira and their marks from Inspira successfully transfer back to the Grade Centre.

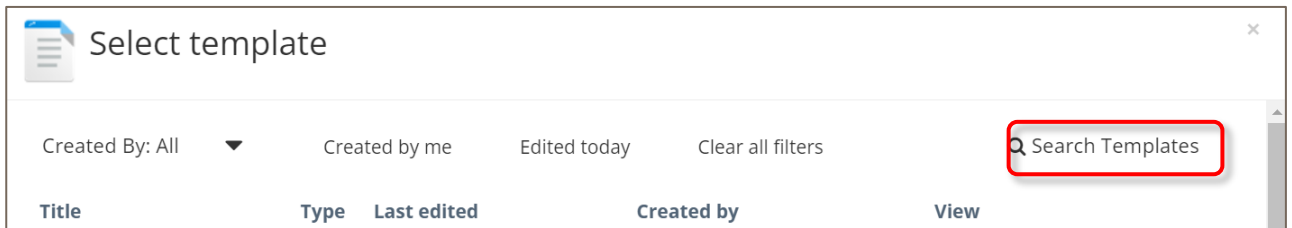
### 3. Apply the correct template and schedule test

Once you have created your Inspera Assessment in Learn.UQ, click on the link to open the assessment in the **Deliver** module of Inspera.

1. Before applying any other settings, click the **Template** picker icon to bring up a list of templates available.



2. Search for one of the standard templates by typing “**TEMPLATE:**” in the **Search Templates** field:



**Note:** Templates must be used for all Inspera assessments. Using templates ensures:

AskUs staff are added as contributors to view student progress and provide advice and troubleshooting if required

The correct settings are applied based on the assessment type

Students receive all relevant instructions to prepare their device in the **Test Information** section

3. Select one of the templates below based on the assessment type:

Template Name	Use this template for:
<b>Exam Templates</b>	
<b>TEMPLATE: Safe Exam Browser</b>	On-campus invigilated exams
<b>TEMPLATE: Safe Exam Browser (with InsperaScan)</b>	On-campus invigilated exams using InsperaScan paper for one or more questions
<b>TEMPLATE: Inspera Exam Portal Off-campus (closed)</b>	Closed book remote exams invigilated with Inspera Exam Portal (pilot courses only)
<b>TEMPLATE: Inspera Exam Portal Off-campus (open)</b>	Open book remote exams invigilated with Inspera Exam Portal (pilot courses only)
<b>TEMPLATE: Non-Invigilated Exam</b>	Non-invigilated open book remote exam



Template Name	Use this template for:
<b>Other Assessment Templates</b>	
<b>TEMPLATE: Quiz (submit once)</b>	Quizzes and other assessment types where the student will only access the assessment once
<b>TEMPLATE: Assignment (Ongoing submission)</b>	Assignments and other assessment types where the student may continue to return to the assessment multiple times before the due date.
<b>TEMPLATE: Assignment (Submit once WITH late submission enabled)</b>	Assignments and other assessment types where the student may continue to return to the assessment multiple times before the due date. Select this option where students may be given the option to submit their assignment late (with or without penalties)

**Note:** See [Appendix A – Exam Template Settings](#) and [Appendix B – Other Assessment Template Settings](#) for a list of all settings applied by the above templates

- Select the Question Set you designed earlier in the **Select Question Set or Create New** field.

The screenshot shows a 'Setup' form with the following fields:

- Test name: ABCD1234 2023 Semester One End-of-s...
- Template: Select template
- Select question set or create new: [Empty field with a dropdown arrow icon highlighted by a red box and a red arrow pointing to it]

- Set the **Duration (hh:mm)** as:  
= Working time + Planning Time (+ an additional 15 minutes if using a file upload question)

**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.

- Set the **Test Start Time** (date and time) according to your scheduled exam time.

- Set the **Test End Time** (date and time) as:  
= Test Start Time + Duration (+ an additional 30 minutes if using a lockdown browser such as Safe Exam Browser or Inpera Exam Portal\*)

\* Exams using lockdown browsers may experience some technical difficulties getting started so an additional 30 minutes should be allowed to accommodate troubleshooting time.

The screenshot shows three fields highlighted with red boxes:

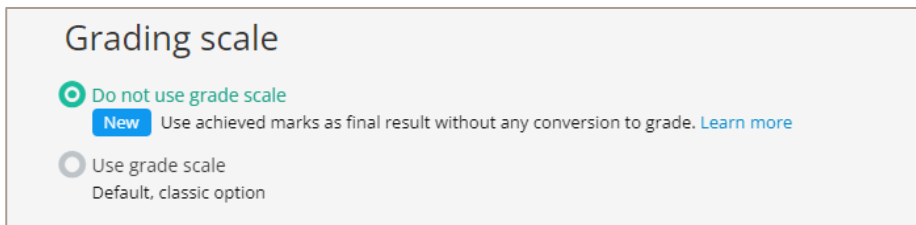
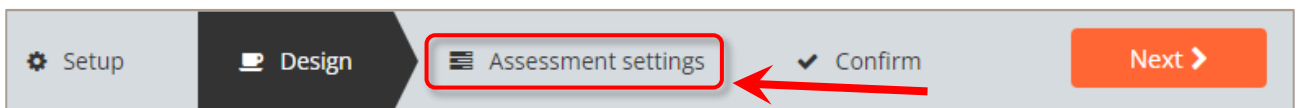
- Test start time: [Calendar icon] Not set [Clock icon] 10:00 AM
- Test end time: [Calendar icon] Not set [Clock icon] 12:00 PM
- Duration (hh:mm): [Clock icon] No limit

- Click **Design** on the toolbar at the bottom of the screen to make sure the assessment design settings have been applied correctly.

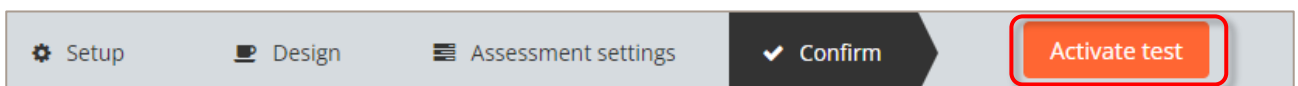
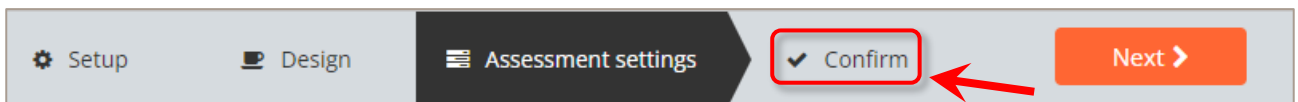
See the [Assessment Design Settings](#) guide for more information.



- Click **Assessment Settings** on the toolbar at the bottom of the screen and make sure **Do not use grade scale** is selected so that marks are transferred to your Grade Centre as raw marks rather than grades.



- Click **Confirm** to perform a final review of all settings. Once you've reviewed the **Confirm** page, click **Activate test**.



## 4. Apply Alternative Exam Arrangements (AEAs) and Time Zone Adjustments

Once you have created your test in Inspira using an LTI link from Learn.UQ, students can self-enrol using the link.

However, students who require extra time as an Alternative Exam Arrangement (AEA) will need to be enrolled in advance so that their extra time can be applied.

1. Download the **AEA Enrolment Template** below and follow the instructions to create a csv file for students with AEAs.

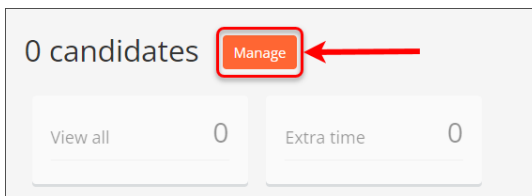


AEA Enrolment  
Template.xlsx

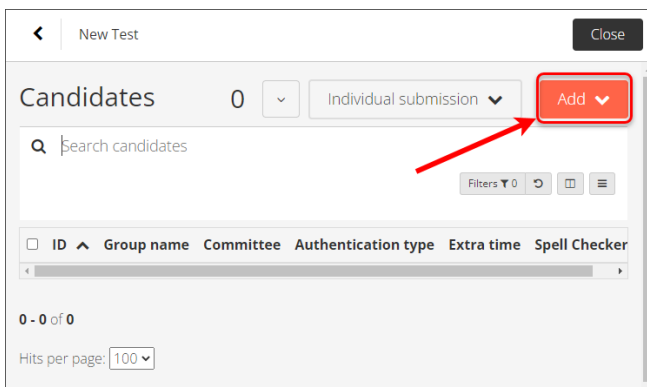
2. In the Deliver module of Inspira, go to the **Setup** screen



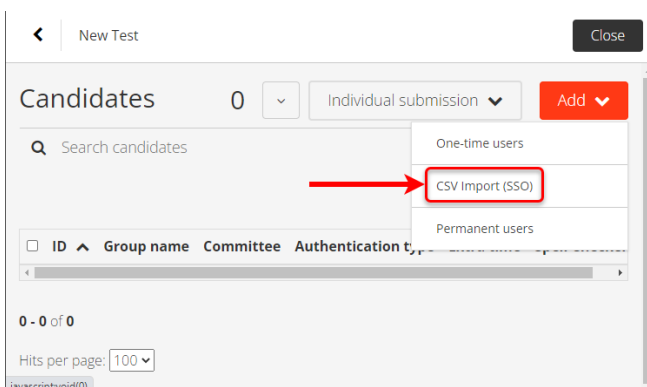
3. Scroll down to the Candidates heading and click on the **Manage** button.



4. The Candidates window appears. Click on the **Add** button.

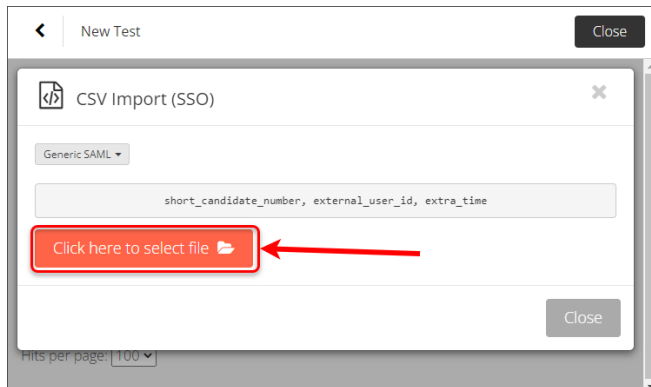


5. From the drop-down menu, select **CSV Import (SSO)**.

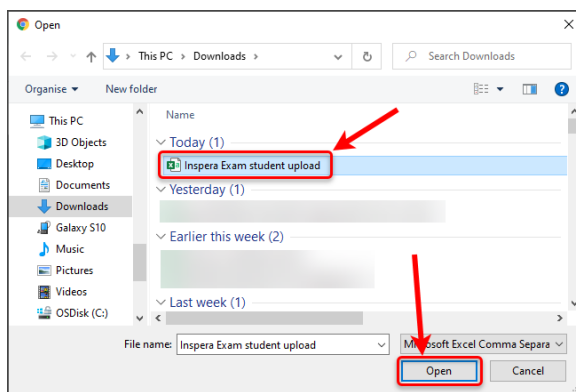




6. Click on the **Click here to select file** button from the CSV Import (SSO) dialogue box.

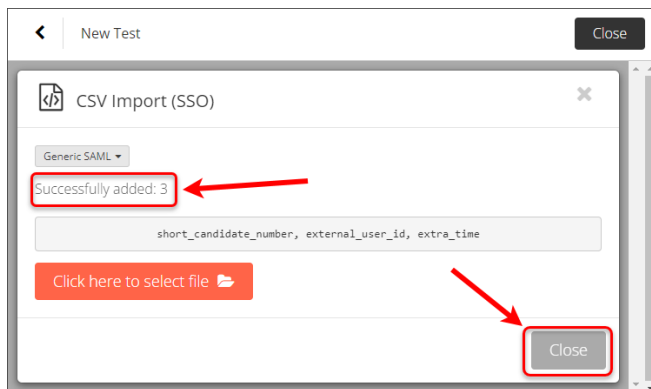


7. Select the CSV file you saved in Step 1 and click the **Open** button.

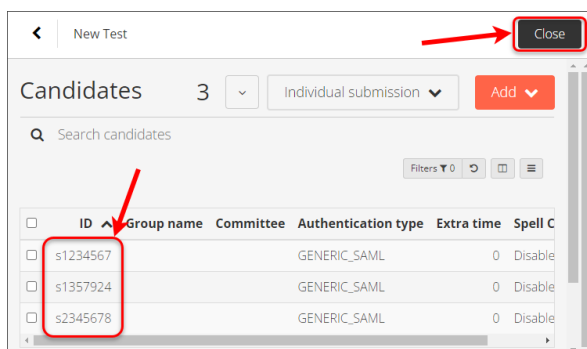


8. The file will upload, and a message will display if the students have been successfully added.

9. Click on the **Close** button.



10. The student's Usernames (e.g., s1234567) will appear in the Candidates list. Click on the **Close** button to return to the main assessment setup page.





## Appendix A – Exam Template Settings

TEMPLATE:	Safe Exam Browser	Safe Exam Browser (with Inspera Scan)	Inspira Exam Portal Off-campus (open)	Inspira Exam Portal Off-campus (closed)	Non-Invigilated
<b>Setup</b>					
Enable late submissions	✗	✗	✗	✗	✗
<b>General Settings</b>					
Oral Exam	✗	✗	✗	✗	✗
Enable auto submission (home exam)	✗	✗	✗	✗	✓ Submit Once
Enable Candidate report	✗	✗	✗	✗	✗
<b>Security Settings</b>					
Require Lockdown Browser (Safe Exam Browser for PC and MAC)	✓	✓	✓	✓	✗
Allow candidates to change WiFi	✓	✓	✓	✓	n/a
Enable Inspira Exam Portal	✗	✗	✓	✓	n/a
Security Policy	n/a	n/a	Open	Moderate	n/a
Smarter Proctoring	n/a	n/a	Automated Proctoring	Automated Proctoring	n/a
Recording options	n/a	n/a	✓ Video ✓ Audio ✓ Screen	✓ Video ✓ Audio ✓ Screen	n/a
Request Similarity Report	✓	✓	✓	✓	✓
<b>Exam Day</b>					
Enable Test to Speech reading aid	✗	✗	✓	✓	✓
Enable Spell Check	✓	✓	✓	✓	✓
Enable Sketches (Inspira Scan)	✗	✓	✗	✗	✗
Show Lost Connection Alert	✓	✓	✓	✓	✓
Custom message:	<i>You may be experiencing network issues. Please raise your hand and wait for an exam supervisor.</i>		<i>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 Inspira Exam Portal. Contact AskUs on +61 7 3335 7047 (or <a href="http://web.library.uq.edu.au/contact-us">http://web.library.uq.edu.au/contact-us</a>).</i>		
<b>After test</b>					
Allow student post-submission review	✗	✗	✗	✗	✗
Enable Results Page	✗	✗	✗	✗	✗
Show Final Grade on Student Dashboard	✗	✗	✗	✗	✗
Share comments and correct answers	Not shared	Not shared	Not shared	Not shared	Not shared
<b>Grading Workflow</b>					
Setting marks and grades	Shared	Shared	Shared	Shared	Shared
Confirmation of marks and grades	One grader can confirm	One grader can confirm	One grader can confirm	One grader can confirm	One grader can confirm
<b>Explanation of Grades</b>					
Enable administration of explanations	✓	✓	✓	✓	✓



## Appendix B – Other Assessment Template Settings

TEMPLATE:	Quiz (submit once)	Assignment (Ongoing submission)	Assignment (Submit once WITH late submission enabled)
<b>Setup</b>			
Enable late submissions	✗	✗	✓
<b>General Settings</b>			
Oral Exam	✗	✗	✗
Enable auto submission (home exam)	Submit Once ✓	Multiple Times ✓	✗
Enable Candidate report	✗	✗	✗
<b>Security Settings</b>			
Require Lockdown Browser (Safe Exam Browser for PC and MAC)	✗	✗	✗
Request Similarity Report	✓	✓	✓
<b>Exam Day</b>			
Enable Test to Speech reading aid	✓	✓	✓
Enable Spell Check	✓	✓	✓
Enable Sketches (Inspira Scan)	✗	✗	✗
Show Lost Connection Alert	✓	✓	✓
Custom message:	<i>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 Inspira Exam Portal. Contact AskUs on +61 7 3335 7047 (or <a href="http://web.library.uq.edu.au/contact-us">http://web.library.uq.edu.au/contact-us</a>).</i>		
<b>After test</b>			
Allow student post-submission review	✗	✗	✗
Enable Results Page	✗	✗	✗
Show Final Grade on Student Dashboard	✗	✗	✗
Share comments and correct answers	Not shared	Not shared	Not shared
<b>Grading Workflow</b>			
Setting marks and grades	Shared	Shared	Shared
Confirmation of marks and grades	One grader can confirm	One grader can confirm	One grader can confirm
<b>Explanation of Grades</b>			
Enable administration of explanations	✓	✓	✓