

Chief Supervisor Announcements (Inspira)



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1 20 minutes before students enter the examination venue

[3 minutes to read all instructions below]

Venue confirmation | All exams (✓)

Students, can I have your attention. Please listen carefully.

This is (name of venue).

Please make sure that this is the correct room as per your personalised examination timetable.

.....

Essential Equipment | Inspera Exams Only (✓)

Students, this exam will be conducted in Inspera Assessment. You must have a personal laptop and your power cable with you, or you have reserved a laptop on the Libraries' website.

Whilst this exam will be completed on your device, you will still require a pen to complete your attendance slip.

Please ensure you have a pen prior to entering the exam room.

You may need to use your nominated device to authenticate your login to Inspera Assessment. This will usually be your smartphone with the Duo mobile app.

Please ensure you bring your nominated device for Multi-Factor Authentication into the exam room.

ID Card | All exams (✓)

You must have your UQ Student ID Card to gain entry to this exam.

You can get a single use temporary ID card emailed to you by contacting Student Central immediately. The contact details for Student Central can be found on here (point to QR code).

Calculators | All exams with calculators (✓)

If a calculator is permitted for your exam, it must be either a Casio FX82 or have a UQ Approved label attached to it. The only exception is if your exam allows for an unrestricted calculator.

Please ensure you have an approved calculator for your course with you before entry as you cannot borrow one or leave the venue to obtain one.

Bags | All exams (✓)

Please leave your bags.... (*Give precise instruction for your venue*)

Follow Instructions | Inspera Only

Students, when you enter the venue, you will see instructions [on the projector screens] / [printed on your desk] to prepare your device and open your exam.

Once you are seated at your desk, please open your laptop and follow the instructions as shown. If you experience any difficulties following these instructions, please raise your hand and a technical assistant will assist you. Once you have opened your exam and your device is ready to commence, turn your laptop screen to face the front of the room.

Entry (Students requesting a laptop) | Inspera Only

I will now ask any students who have requested a laptop to enter the exam room.

Please only come forward if you have submitted a request on the Libraries' website to use a laptop or to be seated with access to power for this exam.

Hold your UQ Student ID Card up so it can be seen on entry.

Please enter now.

Entry (Remaining Students) | Inspera Only

All remaining students, hold your UQ Student ID Card up so it can be seen on entry.

Please enter now.

Once all students have entered the room

Students, please follow the instructions on screen. When you are looking at a Start button, please turn your laptop screen to the front of the room for the Technical Support person/team to check you have opened your exam correctly.

If you have any difficulties with these instructions, please raise your hand and a Tech Assistant will assist you.

Instructions for Chief Invigilators for Inspera Exams

For Inspera exams, please allow extra time for students to get seated, log into their device, open their exam and receive any technical support required from the Tech Assistants.

The Senior Technical Assistant will indicate when all students have opened their exam and are ready to proceed.

This may take between 10 – 15 minutes for all students to get ready.

Please wait for the Senior Technical Assistant to indicate when the room is ready to proceed with the remaining announcements.

Once all students have successfully loaded their exam

[4 minutes and 30 seconds to read – including pauses]

To be read 5 minutes before the examination starts

Welcome Students. Please listen carefully to these instructions.

You are now under exam conditions. Unless addressing a question to an exam supervisor, you must not communicate in any way with another person during the exam.

Illness | Mid-semester and End of Semester exams only (✓)

This is your last chance if you are not feeling well to decide whether or not to sit this exam or to seek advice from Student Central on the possibility of applying for a deferred exam. Please raise your hand now if you wish to leave. (Pause to check)

All papers will now be marked regardless of whether you finish or leave early.

ID Card | All exams (✓)

Please put your Student ID card face up on the front of your desk and leave it there for the duration of the exam. If you have kept your mask on, you may be requested to pull your mask down briefly so a supervisor can check your ID. (Pause)

Leaving the venue | All exams (✓)

You will not be allowed to leave the venue in the first 60 minutes or last 30 minutes of the exam.

If you choose to leave after the first 60 minutes and before the last 30 minutes, put your hand up and remain in your seat. A supervisor will ensure you have submitted your exam and quit Safe Exam Browser before allowing you to leave the room.

Face mask Check | **All exams (✓)**

If you are wearing a face mask and need to leave the exam area for a restroom break, upon both exit and re-entry you will be asked to remove your mask briefly for checking.

Permitted Materials | **All exams (✓)**

The materials that are permitted for the exam have been specified on your personal exam timetable.

If you are wearing a watch, please take it off now and put it on the corner of your desk for the duration of the examination.

Once you have successfully logged into Inspera, please turn your phone off and place your phone on the floor under your desk. The supervisors will now check that all students have placed their mobile devices under their desk.

(pause whilst students place phones on the floor)

You are permitted to wear a face mask if you have brought one in with you. If you decide to remove your face mask once seated, please place it at the front of your desk.

If you are found to be in possession of non-permitted materials during the exam or if your mobile phone rings, an allegation of academic misconduct may be made against you.

Remove from your desk all but your laptop, essential writing implements and permitted materials. Please put pencil cases, glasses cases and calculator covers on the floor under your desk now.

(Pause)

Attendance Form | **All exams (✓)**

Now please complete your attendance form.

When complete, place your form, Student ID card and seat number on the front of your desk. *(Pause)*

Questions about the Exam | End of Semester and Def/Sup (✓)

If you have an enquiry, please write this in the Assumptions and Queries text box at the end of your exam

Planning Time | All exams (✓)

You will be given 10 minutes planning time.

This time is added to the scheduled duration of the exam. You are encouraged to use this time to read the questions and plan your examination, but you may commence working and writing if you wish.

Technical Issues and Incident Time | All Exams (✓)

If you experience any technical difficulties during the exam, please raise your hand and a Tech Assistant will be with you. If a technical issue prevents you from working on your exam for some time, you will have additional minutes added to the end of your exam to accommodate the delay.

We ask that all students remain in the exam room up to 10 minutes after your exam timer has ended to ensure all students can finish their exam under exam conditions.

Starting Time | All exams (✓)

Notes for Chief Invigilators for Inspera Exams

*Inspira Assessment will not allow students to start the exam until the scheduled start time. When the scheduled start time is reached, the Start button on the students' screen will turn **blue**.*

*Once all announcements have concluded, ask the Senior Technical Assistant to confirm when this button has turned **blue**.*

The time is XX. Please turn your laptop towards you and click Start to commence your exam.

[Record the time on the Exam Script and Slide shown on screen]

During the exam (Incident Time may be added)

Notes for Chief Invigilators for Inspira Exams

Once the students have reached the maximum amount of time they have been provided, their devices will prevent them from continuing to work on their exam.

Some students may encounter technical incidents that require assistance from the Technical Advisor(s). When incidents take some time to resolve, the Technical Support staff will add additional minutes to the student's total exam duration to accommodate for the delay. This will mean that some students may continue to work after the rest of the students have finished.

Students are required to remain in the exam room for up to 10 minutes after the conclusion of the exam to allow students with Incident Time to complete their exam under exam conditions.

The Senior Technical Advisor will indicate when all students in the exam room have received their maximum allowed time.

Concluding announcement

[Record the time on the Exam Script]

The exam has now finished. Please ensure you have clicked '**Submit**' and have clicked '**Quit Safe Exam Browser**'.

Please remember to collect your phone and any other possessions from under your desk as well as your Student ID card.

If you have any rubbish, please place these in the bins by the exit.

Please leave quietly through the designated exit. Thank you.