# Information sheet for on-campus invigilated exams using Inspera

#### Document History

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| Date | Changes |
| 17 July 2024 | Change to the Semester field replacing particular semester and year with a flexible option (dropdown lists), allowing staff to select relevant semester and year themselves. |
| 13 Mar 2024 | Updates for In-semester exam; semester 1, 2024; adding <https://uqi.inspera.com/> |
| 10 Oct 2023 | Updates for End of Semester 2, 2023 |
| 24 Jul 2023 | Updates for Mid-Semester 2, 2023 |
| 01 Mar 2023 | Variant created for Safe Exam Browser on-campus exams using existing on-campus Exam Information Sheet for Safe Exam Browser |
| 23 Feb 2023 | Semester 1, 2023 update |
| 18 Nov 2022 | Summer Semester update |
| 29 Sept 2022 | Update for Semester 2, 2022 and inclusion of MFA |
| 27 Apr 2022 | Updated wording in “Important exam condition information” to use same terminology as elsewhere in the document (“permitted materials” instead of “allowed resources”) |
| 24 Mar 2022 | Changed the semester and year. Additional line added to Exam technology section informing students that: “On exam day you will access your exam via the link to your Exam in the Assessment folder of your Learn.UQ course site”. Changed step 3 of the Instructions to allow for different places the exam information sheet might be added. |

## Instructions

1. Open this document in your Word desktop application (not in a web browser)
2. Enter or select the required text within the   fields to complete the **Exam information** table.

**Note:** These fields will disappear when the table is copied.

1. When complete, select the **Exam information** table and copy it.
2. Within your Learn.UQ course, select the **Examinations/Mid-Semester Exam** link in the course menu (if you have one) or alternatively navigate to the Assessment folder where students will access their exam.
3. Select **Build Content > Item** from the menu.
4. Enter “**Exam Information**” in the **Name** textbox.
5. Paste the **Exam information** table into the **Text** textbox.
6. Ensure **Permit Users to View this Content** is set to **Yes**, so the information will be visible when the course menu link is made available to students.
7. Click on the **Submit** button.

**Note:** DO NOT upload this Word document to Blackboard.

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| **Exam information** | |
| **Course code and title** | Course code (i.e. ABCD1234)  Course title |
| **Semester** | Semester Select semester, Select year |
| **Exam type** | Digital, on-campus, invigilated, Select an option, Select an option |
| **Exam technology** | The exam will be completed in Inspera Assessment <https://uqi.inspera.com/> using **Safe Exam Browser (SEB)**  Please ensure that you have already downloaded Safe Exam Browser (SEB) to your computer. You can do this by visiting <https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/inspera-assessment/safe-exam-browser-inspera> and completing the steps to install the application (Windows or MacOS) and test it on your computer by completing a preparation test.  On exam day you will be provided with instructions on how to access your exam via the Safe Exam Browser (SEB) application. |
| **Exam date and time** | Refer to your personal exam timetable for the scheduled date and time of this exam. |
| **Exam duration** | Your invigilator will provide you with a Safe Exam Browser password on exam day. You will need to enter this password to commence the exam when the invigilator indicates it is time to do so.  The exam duration will be working time (XX minutes) plus planning time (10 minutes) = **TOTAL exam duration: XX hour(s) and XX minute(s)**. You are **permitted** to commence the exam during planning time.  **Please note:** You will not be able to access the examination after this time. |
| **Submission details** | The exam will only be available in Inspera Assessment for the duration of your exam. You will not be permitted to click START until directed to do so by your Exam Invigilator.  You will submit your exam by clicking ‘Submit Now’. Once you have clicked ‘Submit Now’ you will **not** be able to access the exam. So **do not** click submit until you are sure you do not want to make any further changes.  When the exam window has closed, you will be directed to the Summary page where you must click ‘**Submit Now**’. If you do not click ‘**Submit Now’**, you will not be able to exit Safe Exam Browser. You will not be able to access the exam after the exam window has closed. |
| **Permitted materials** | You are permitted to use your nominated device for the purpose of Multi-Factor Authentication only (see below). After this time, your phone must remain switched off for the duration of the exam.  Select an option  Select a Dictionary option  Select a Calculator option..  Scratch paper will be provided. |
| **Recommended materials** | Ensure the following materials are available during the exam:  Bilingual dictionary; phone/camera/scanner |
| **Instructions** | Answer all questions in Inspera.  Select an option if applicable |
| **Who to contact** | Given the nature of this examination, responding to student queries and/or relaying corrections to exam content during the exam is not feasible.  Therefore, at the end of the exam there will be a free text question box. Please use this to specify any assumptions you have made or queries you had in completing the exam and which questions those assumptions or queries relate to.  If you experience any technical difficulties or are prompted for an Invigilator Password, please raise your hand and an invigilator will assist you. |
| **Important exam condition information** | You are responsible for [managing your multi-factor authentication](https://my.uq.edu.au/information-and-services/information-technology/uq-accounts-and-passwords/multi-factor-authentication-mfa) in this examination. Please check the guidance on [How do I MFA before an online exam?](https://support.my.uq.edu.au/app/answers/detail/a_id/3182)  Academic integrity is a core value of the UQ community and as such high academic integrity expectations apply to all examinations, whether undertaken face-to-face or online.  This means:   * Select an option * You are not permitted to consult any other person – whether directly, online, or through any other means – about any aspect of this examination during the period that it is available. * If it is found that you have given or sought outside assistance with this examination, then that will be deemed to be cheating.   Undertaking this examination deems your commitment to UQ’s academic integrity pledge as summarised in the following declaration:  *“I certify that I have completed this examination in an honest, fair and trustworthy manner, that my submitted answers are entirely my own work, and that I have neither given nor received any unauthorised assistance on this examination”.* |