

Getting started with Inspira online exams

The purpose of this guide is to demonstrate how to get started with your Inspira online exam and where to go for support.

Tips

- ✓ You should use a desktop or laptop computer. Chromebooks can be used with Inspira but may offer a variable user experience. Tablets and phones are not recommended.
- ✓ Always access your exam via Canvas.
- ✓ You can use any browser to access your exam, although Google Chrome is preferred.
- ✓ Ensure that you are log on to Canvas and Inspira at least 15 minutes before your exam starts. This will give you sufficient time to log in to the computer and read through the exam instructions.
- ✓ You will need to log in using your University-provided sign-in details, so please take note of these before your exam if you are not familiar with them.
- ✓ Save helpful guides such as this on your desktop or onto an easily accessible folder so that you could access it when needed or in an emergency
- ✓ If you are using a shared device remember to always check that you have logged on to your account and profile

! If you use an old browser your exam text may have parts missing!

How do I access my online exam?

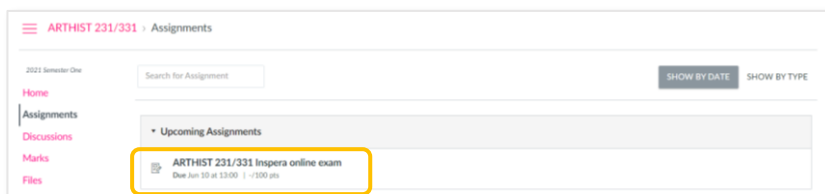
Log into Canvas

1. Select **Courses**
2. Click **Assignments**

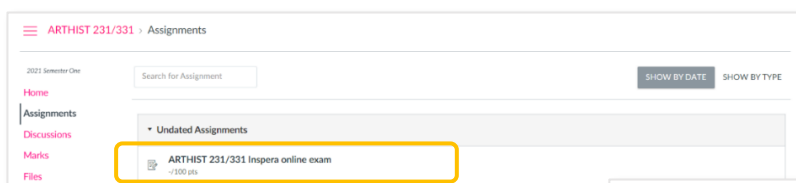
Here you will see a list of your assignments.

3. Click the **Inspira** exam link

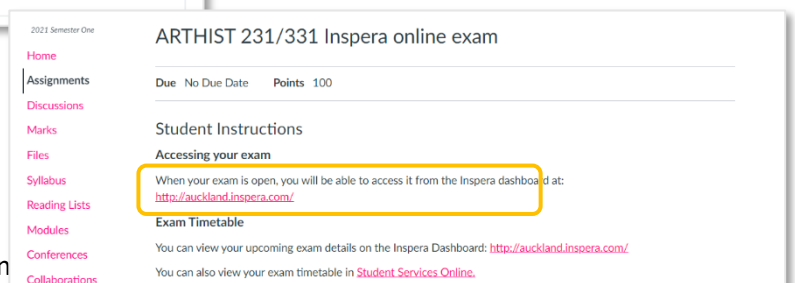
This will either be a Timetabled exam with a start time (e.g. 10th June 13:00):



OR will have no due date:



4. Click the **Inspira** link to access your exam ([Auckland.inspera.com](http://auckland.inspera.com))



You are now in Inspira...

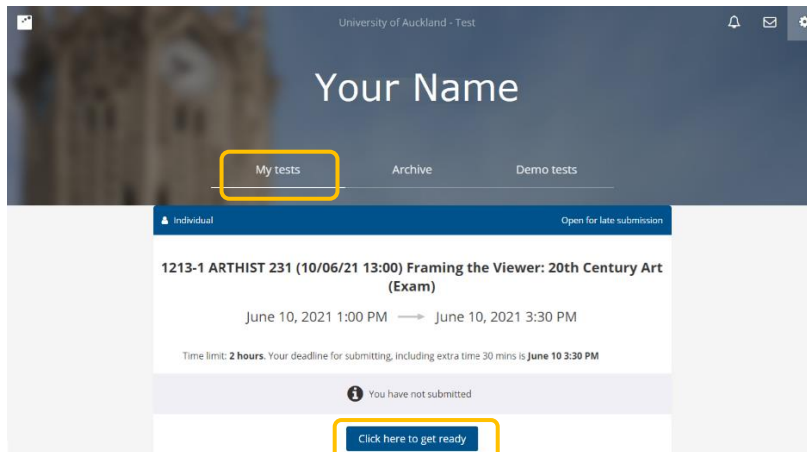
From your Inspira dashboard:

1. Ensure you are in the **My tests** tab

Here you will see:

- Your name at the top of the page
- The name of the exam
- The dates and times the exam will be open
- You have not submitted this exam.

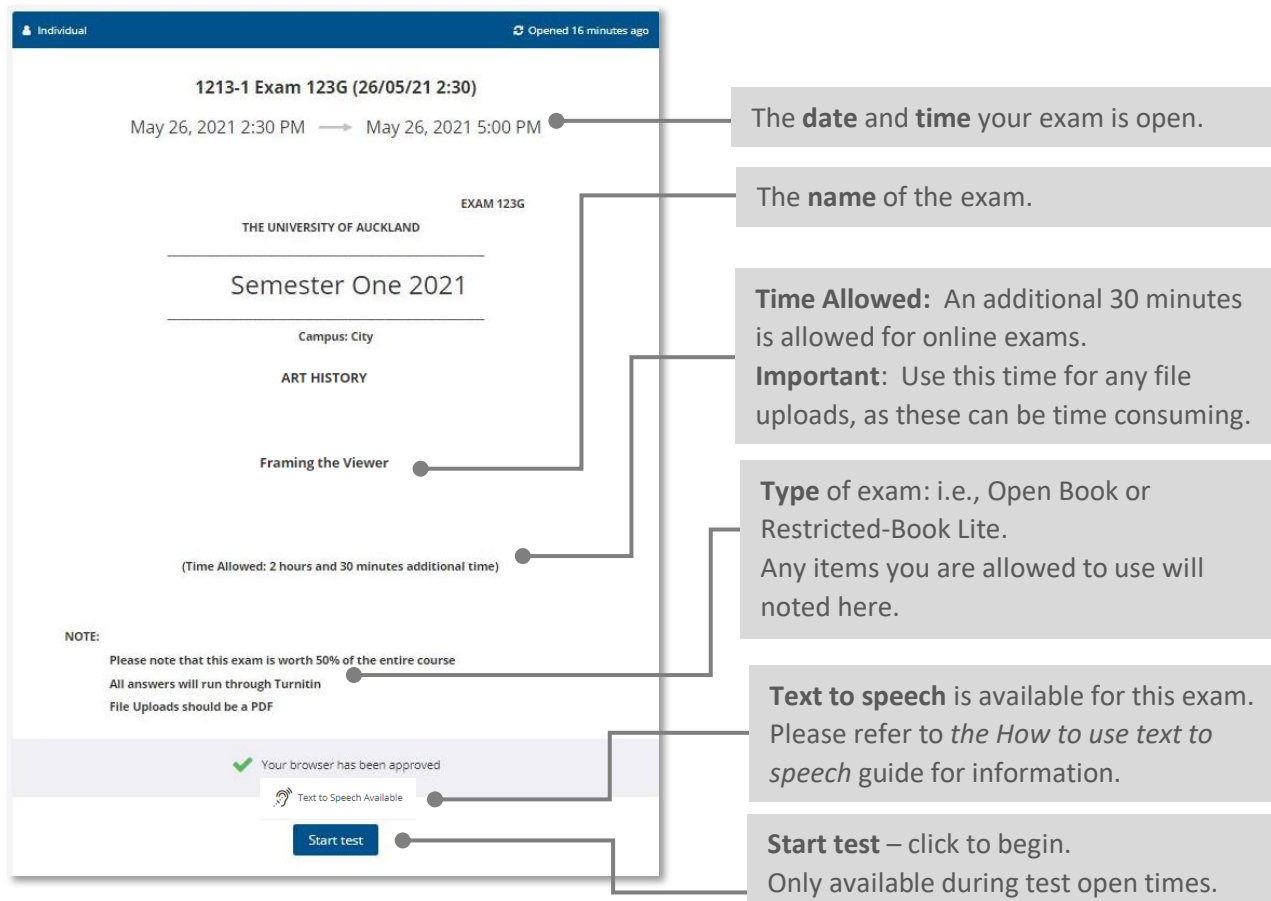
2. Click the **Click here to get ready** button



3. Click the **Start test** button

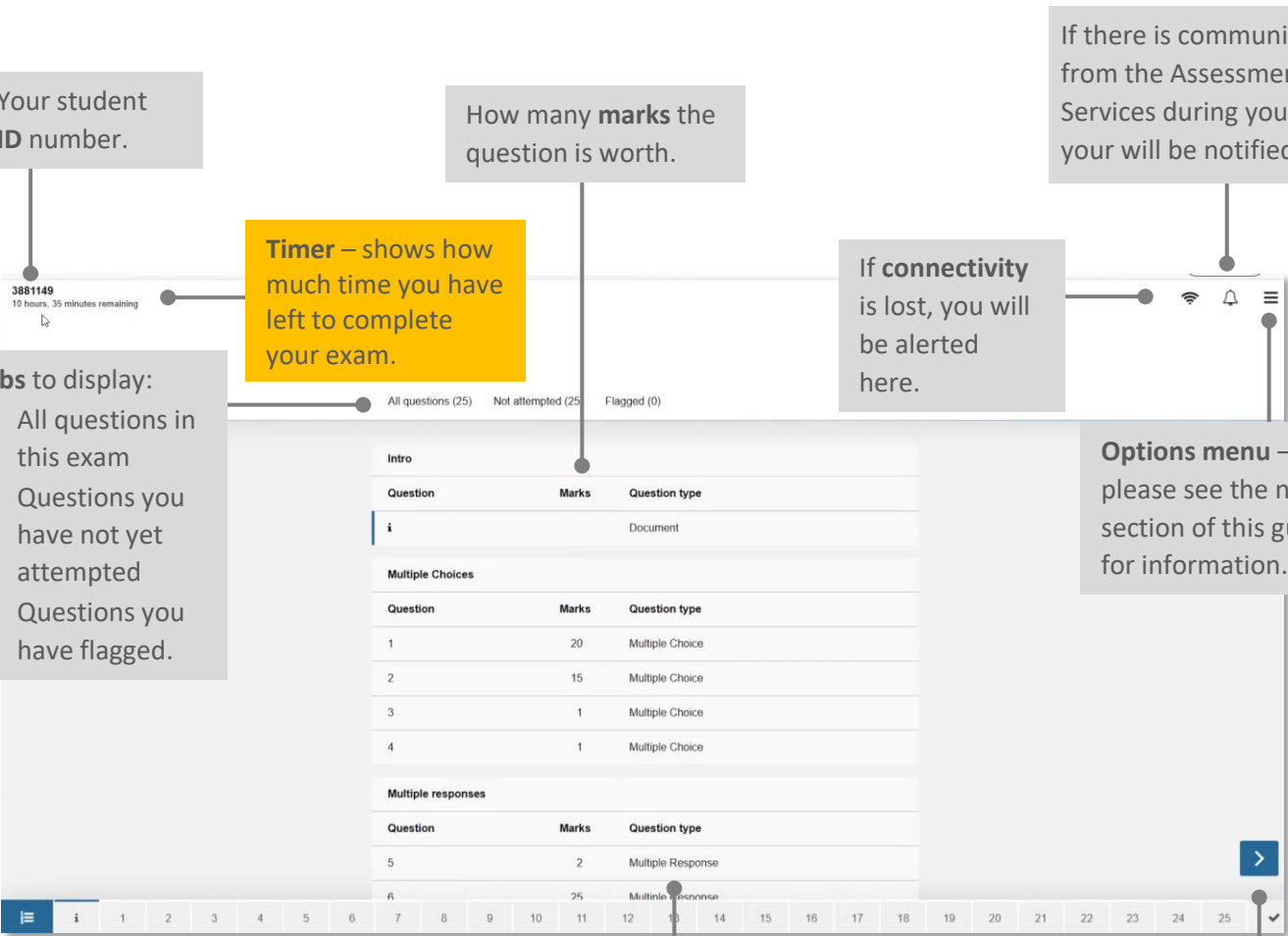
Note: The **Start test** button will only be available during the test open time

Here's what you will see on this page:



The screenshot shows the exam page for '1213-1 Exam 123G (26/05/21 2:30)'. The page includes the exam title, dates, and times. A callout points to the date and time: 'The **date** and **time** your exam is open.' Another callout points to the exam name: 'The **name** of the exam.' A third callout points to the time allowed: '**Time Allowed:** An additional 30 minutes is allowed for online exams. **Important:** Use this time for any file uploads, as these can be time consuming.' A fourth callout points to the exam type: '**Type** of exam: i.e., Open Book or Restricted-Book Lite. Any items you are allowed to use will noted here.' A fifth callout points to the text-to-speech feature: '**Text to speech** is available for this exam. Please refer to *the How to use text to speech* guide for information.' A sixth callout points to the 'Start test' button: '**Start test** – click to begin. Only available during test open times.'

How do I navigate my contents page?



Your student ID number.

Timer – shows how much time you have left to complete your exam.

How many marks the question is worth.

If there is communication from the Assessment Services during your exam, you will be notified here.

If **connectivity** is lost, you will be alerted here.

Options menu – please see the next section of this guide for information.

Timer shows: 3881149, 10 hours, 35 minutes remaining

Navigation tabs: All questions (25) Not attempted (25) Flagged (0)

Intro		
Question	Marks	Question type
i		Document
Multiple Choices		
Question	Marks	Question type
1	20	Multiple Choice
2	15	Multiple Choice
3	1	Multiple Choice
4	1	Multiple Choice
Multiple responses		
Question	Marks	Question type
5	2	Multiple Response
6	25	Multiple Response

Navigation bar: i 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 ✓

Return to the contents page.

Question navigation bar, navigate to/from questions here.

The question type e.g. multiple choice, essay, file upload

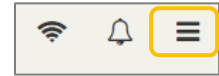
Move to the next question.

Tabs to display:

- All questions in this exam
- Questions you have not yet attempted
- Questions you have flagged.

How do I navigate the options menus?

Click the menu icon in the top right-side of the page to display the options available to you:



Options

- Go to submission page
- Language
- Contrast
- Text to speech
- Text size
- Submit blank
- Save submission as file
- Hide or show remaining time
- Back to Dashboard

Contrast - Change the background to black and text to white

Make your text larger

If you lose connectivity and need to save your submission offline.

Return to your exam cover page.

How do I know Inspira has saved my work?

Inspira will automatically save your work every few seconds.

You will notice the word **Saved** appear in the top right-side of your page. This shows your work has been saved.

Candidate ID
1 hour, 21 minutes remaining

Saved Wi-Fi Notification Menu

3

- Aotearoa means
- is the Maori name for the country of New Zealand.
- is the New Zealand mountain which is 23 kilometres North East of Ohakune, 40 kilometres South West of the southern shore of Lake Taupo and is part of Tongariro National Park.
- Auckland is also known as
- is the southernmost capital city in the world.

Maximum marks: 5

Please refer to the **Inspira Online Assessments – Student Support** guide for information on where to go for help during your online exam.

