Getting started with Inspera online exams

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

Tips

- ✓ You should use a desktop or laptop computer. Chromebooks can be used with Inspera 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 Inspera 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!

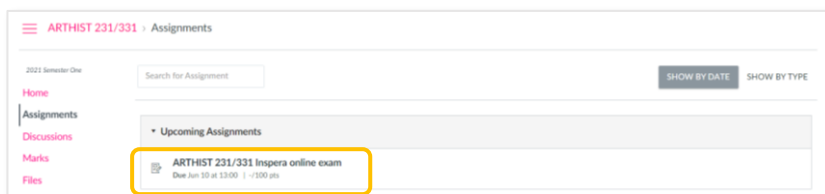## How do I access my online exam?

Log into Canvas

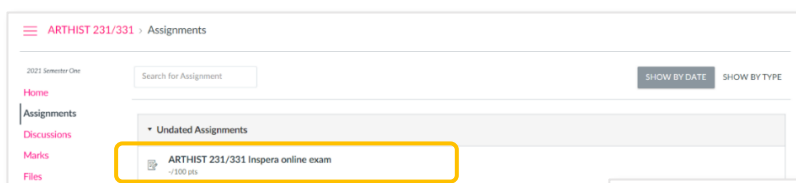1. Select **Courses**
2. Click **Assignments**

Here you will see a list of your assignments.

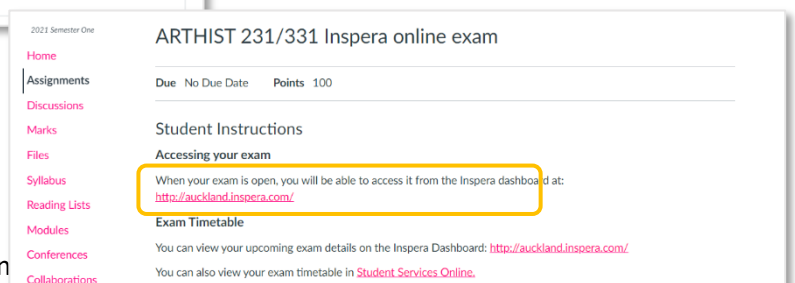3. Click the **Inspera** exam link
   This will either be a Timetabled exam with a start time (e.g. 10th June 13:00):

OR will have no due date:

4. Click the **Inspera** link to access your exam (Auckland.inspera.com)

Inspera online assessments
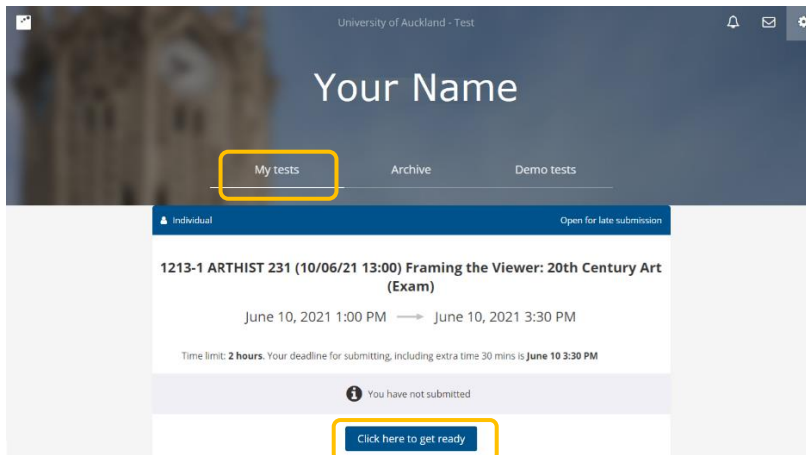
You are now in Inspera…

From your Inspera 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
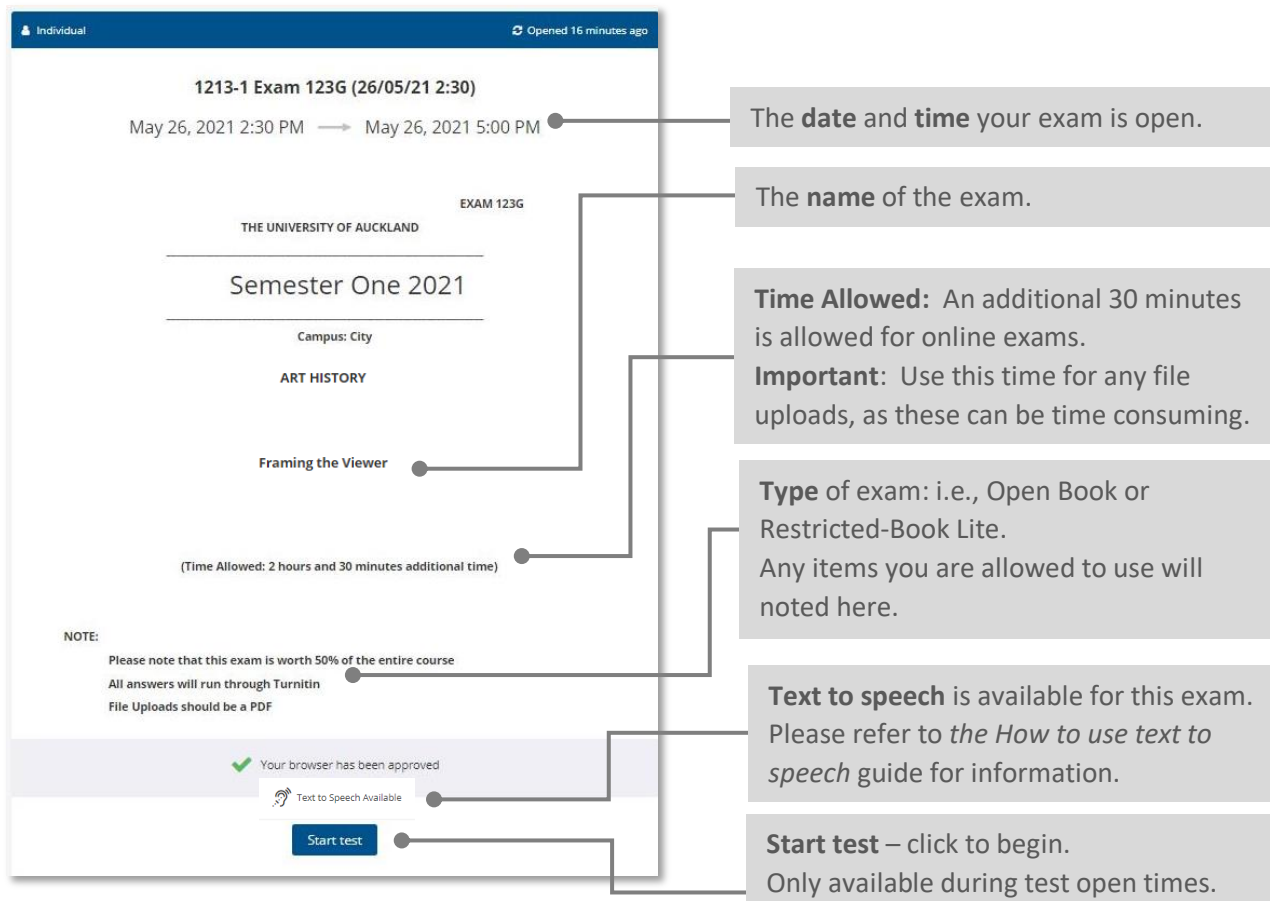   - You have not submitted this exam.

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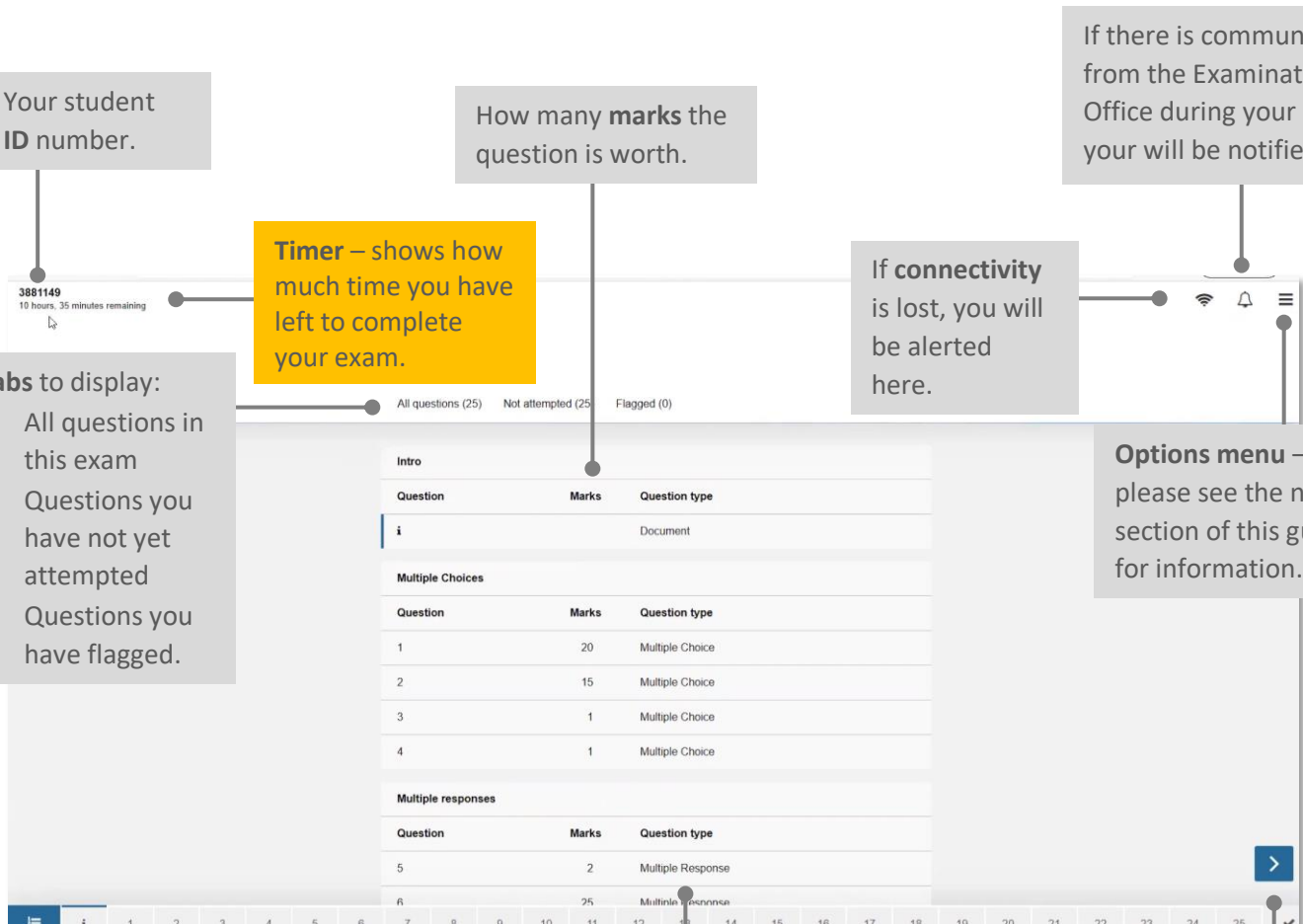

3. Click the **Start test** button
   Note: The **Start test** button will only be available during the test open time
   Here's what you will see on this page:

The **date** and **time** your exam is open.

The **name** of the exam.

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.

Type of exam: i.e., Open Book or Restricted-Book Lite.
Any items you are allowed to use will noted here.

Text to speech is available for this exam. Please refer to *the How to use text to speech* guide for information.

Start test – click to begin.
Only available during test open times.

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How do I navigate my contents page?

Your student **ID** number.

How many **marks** the question is worth.

If there is communication from the Examinations Office during your exam, your will be notified here.

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

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

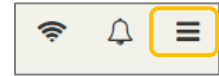**Tabs** to display:
- All questions in this exam
- Questions you have not yet attempted
- Questions you have flagged.

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

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.

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 ›

✔ Normal
Inverted

Contrast - Change the background to black and text to white

✔ Regular
Large
Extra large

Make your text larger

Save your submission as fi...
☐ Save as blank submissio...
Cancel | Save submission

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

Return to your exam cover page.

How do I know Inspera has saved my work?

Inspera 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

3

1. Aotearoa means [New Zealand] .
2. [_____] is the Maori name for the country of New Zealand.
3. [_____] 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.
4. Auckland is also known as [_____] .
5. [_____] is the southernmost capital city in the world.

Maximum marks: 5

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