

Set Up Guide



1. Preparing for an Inspira online invigilated exam or test

The purpose of this guide is to take you through what you will need to do before your exam day to prepare for your invigilated (supervised) online exam. There are four steps to prepare:

1. Checking your room for optimal set up
2. Checking your computer equipment
3. Installing Inspira Exam Portal
4. Running the Inspira Exam Portal system checks

Tips

- ✓ You will need to use a desktop or laptop computer to sit your invigilated online exam. You will not be able to access your exam on a tablet, phone or Chromebook.
- ✓ If you are using a shared device remember to always check that you have logged on to your account and profile.

If you have any trouble with the steps below you can:

- Check the 'Additional Info, Tips and Tricks' guide available on the [Invigilated \(supervised\) exams](#) webpage.
- Ring the student support team on **0800 61 62 63** (if you are in New Zealand) or **+64 9 373 7513** (if you are outside New Zealand).
- The student support team operates from **8:00am – 6:00pm** Monday to Friday (local New Zealand time).
- During the examinations period, the student support team operates from **8:30am – 9:30pm** Monday to Friday, and **12:00pm – 9:30pm** on Saturdays (local New Zealand time).

2. Checking your room set up

This section has some things you can do for optimal set up of your room for your exam. We all work in different environments, so not all of these will be possible for everyone. The points below are meant as a guide:

- Ensure all cables (for example power cord, external mouse and/or keyboard) are securely connected to your laptop/desktop computer
- Turn on your laptop/desktop computer and check the power indicator light shows your laptop/desktop computer is receiving power
- If you want to ensure your internet connection is not interrupted or slowed, ask other people in your house not to watch streaming services or download large files on the same internet connection during your exam.
- To protect the privacy of others around you, please ask them not to enter the space you'll be sitting your exam in
- Make sure you are sitting in a practical and well lit space

3. Checking your computer equipment

Before you install Inspira Exam Portal, please check your computer or laptop has the following:

Computer requirement	More information
Windows 10 and 11 on a 64-bit platform	See Microsoft article on how to check your operating system here
Mac OS X 10.15 and higher	See Apple support article to find out which OS your Mac is using here
100MB of free storage	See Microsoft article on how to check how much storage your PC has here OR MacWorld article on how to check a Mac's free hard drive space here

Computer requirement	More information
Web camera (internal or external), microphone	These will need to be on for the duration of your exam
External speakers	Headphones can not be used
A stable internet connection (0.15Mbps upload speed)	Your Internet Service Provider normally provides a free web app to measure speed

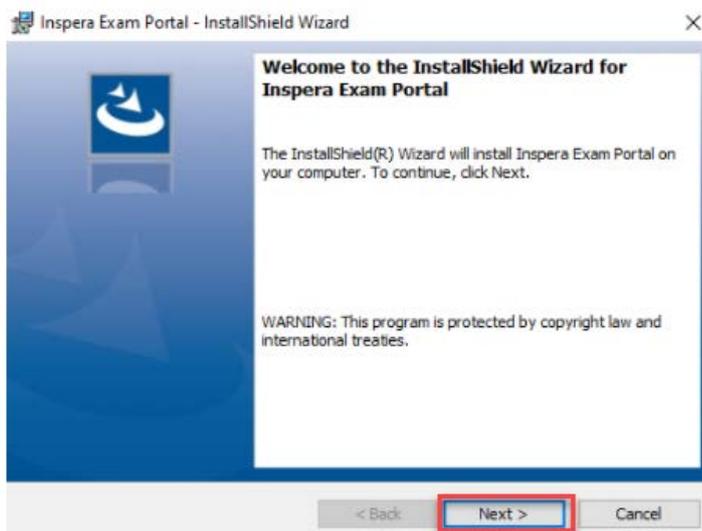
1 For your exam you can only use a single monitor connected to your computer.

4. Installing Inspera Exam Portal (IEP)

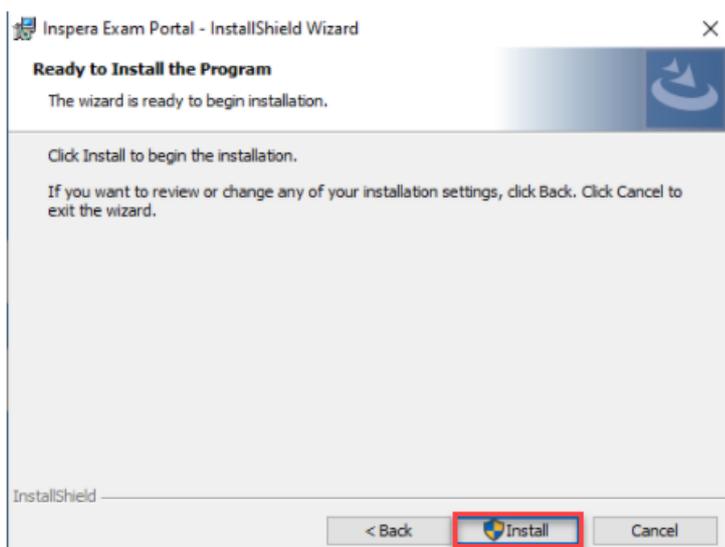
- You can access the IEP download links here:
 - <https://auckland.inspera.com/get-iep>

Note: you may need to copy and paste the link into your browser if clicking on the link gives you an error message.

- Once downloaded, open the file in recent downloads (named Inspera-Exam-Portal). A wizard installation window will pop up. Click **Next**.



- Read and accept the terms, and click **Next**
- Click on **Install** to finish installation

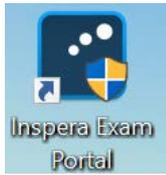


- IEP should be successfully installed. Click **Finish** to close the installation wizard.

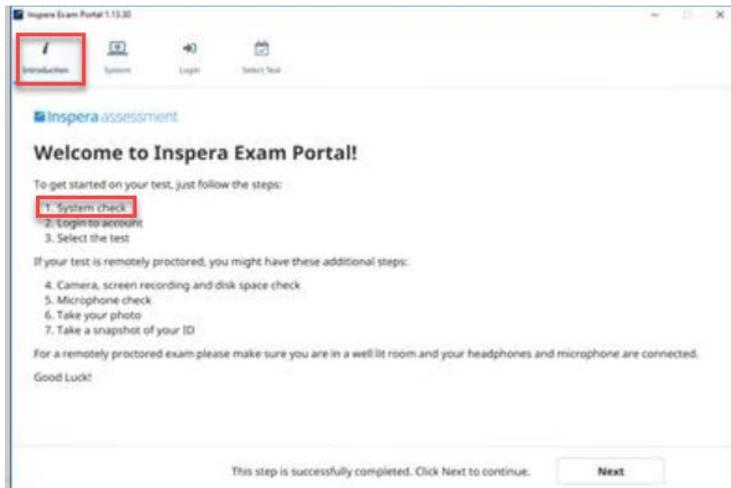
5. Running the Inspera Exam Portal system checks

This step is to check that your computer is ready for your exam and that Inspera Exam Portal has been installed correctly.

- Click the Inspera Exam Portal icon on your desktop to launch IEP.



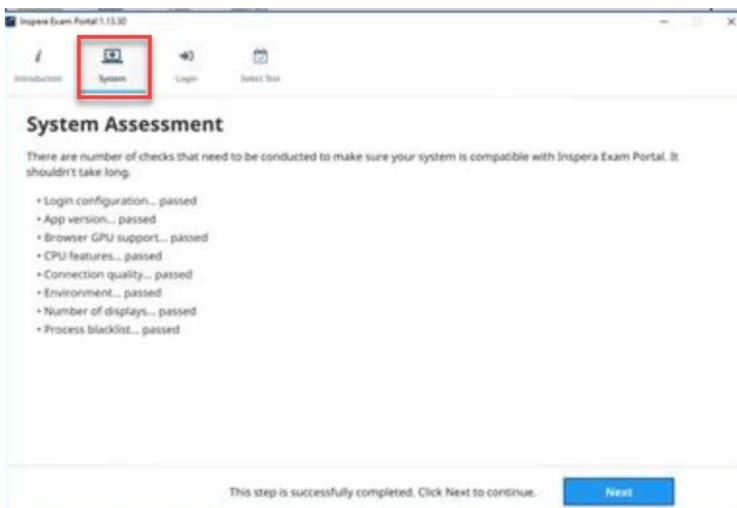
- The welcome page will open



For now, just run the **System check** to ensure your computer is set up correctly. The other steps will be required for your exam day, and to complete the practice exam, and are described in the next guide 'Starting your online invigilated exam or test'.

- Click **Next** to go to the **System check**.
- Inspera Exam Portal will automatically go through a set of system checks that go through the application version, environment, number of displays and login configuration. This can take a couple of minutes, especially the check of your connection quality.

i Inspera Exam Portal will run these system checks each time it is launched, including before your exam.



Congratulations! You have successfully installed Inspera Exam Portal and have completed the computer set up for your online invigilated exam, you can now close Inspera Exam Portal. If you want to continue to a practice or real exam, click next and refer to the student guide 'Completing your assessment'.