Completing Your Assessment

Starting your online invigilated exam or test

The purpose of this guide is to take you through what you will need to check your set up, access and submit your exam. You will need to have installed Inspera Exam Portal beforehand (refer to the student 'Set Up' guide: There are five steps to go through before you start your exam. You will also need to submit your exam once your exam is complete:

1. Opening Inspera Exam Portal (IEP) and running system checks
2. Logging in and selecting your exam or test
3. Running pre-checks for online invigilation
4. Conducting a microphone test
5. Checking your identity
6. Submitting your exam on completion

Tips

✓ You will need your University sign-in details (username and password), so please take note of these before your exam if you are not familiar with them.

✓ Usernames usually contain up to four letters, followed by three digits, and are unique to each person – for example, "tuoa001".

✓ You will need the exam PIN-code to access the exam.

✓ Make sure you have your photo ID handy.

✓ Photo ID can be your University of Auckland ID card (Campus Card), or photo ID that is state-issued (such as a passport or drivers licence), or issued by another higher education provider

1. Opening IEP and running system checks

ⓘ Each time you open Inspera Exam Portal it repeats the system checks you followed when you originally installed it.

▪ Click the Inspera Exam Portal icon on your desktop to launch IEP.
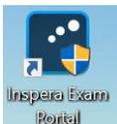
▪ The welcome page will open
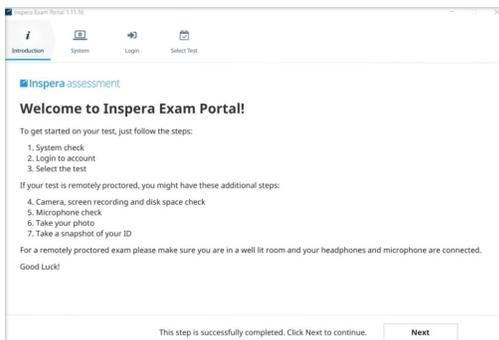
▪ Click **Next** to go to the **System check.**
▪ Inspera Exam Portal will again automatically go through the system checks.
▪ Click **Next** to go to the login page

2. Logging in and selecting your exam or test

- You should now see the University login page

- Enter your University of Auckland username (e.g. "tuoa001") and password and click **Next**

- This will take you to the **Select Test** screen
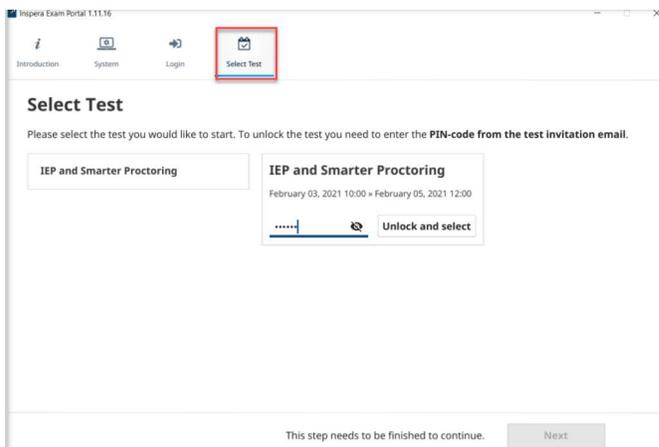
- To access your exam at your exam start time, enter your PIN-code. This is the six character code (three letters and three numbers) that was sent to you via email and/or Canvas announcement in the lead up to the examination period.

3. Running pre checks for online invigilation

This step is to check that your system is set up for online invigilation
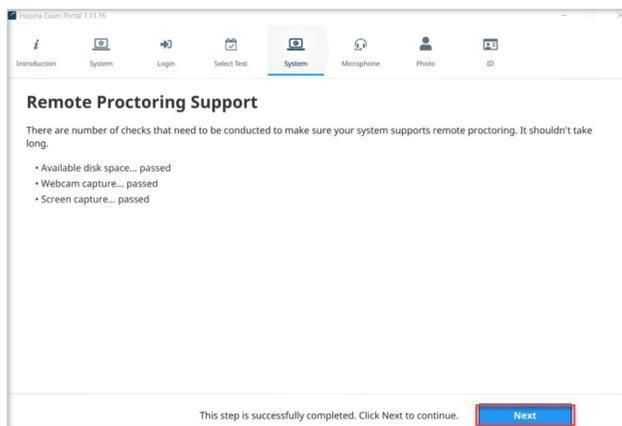
- The system will run through these checks automatically. Once completed, click **Next**.

4. Conducting the microphone test

Your microphone needs to be on throughout the exam. This step is to check the volume.
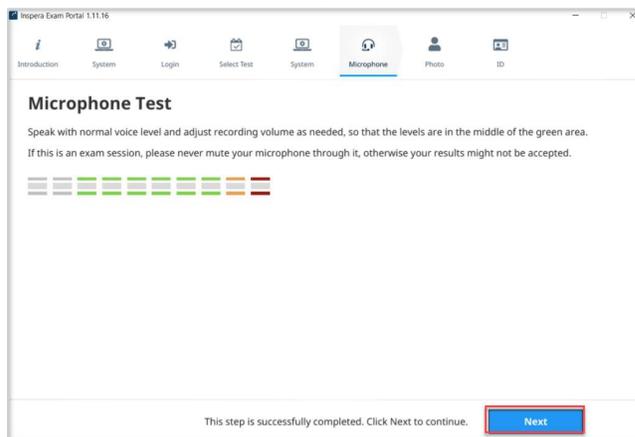
- Speak into the microphone (say anything you like – it's just checking volume and sound)
- Adjust the volume if needed
- Once the volume line shows in the green area, the "*This step is successfully completed*" message will appear and you can click **Next**

5. Checking your identity

The last step before you start your exam is to check your identity, by taking your photo and comparing it with your photo ID.

Tips

✓ It can take a couple of minutes before the system detects your face and is ready to take a photo.
✓ Your face needs to be within the red circle showing on your screen.
✓ Ensure there is good lighting on your face (the light on your face should be brighter than the light behind you), and move backwards and forward so your face is in the circle on the screen if it does not work at first.
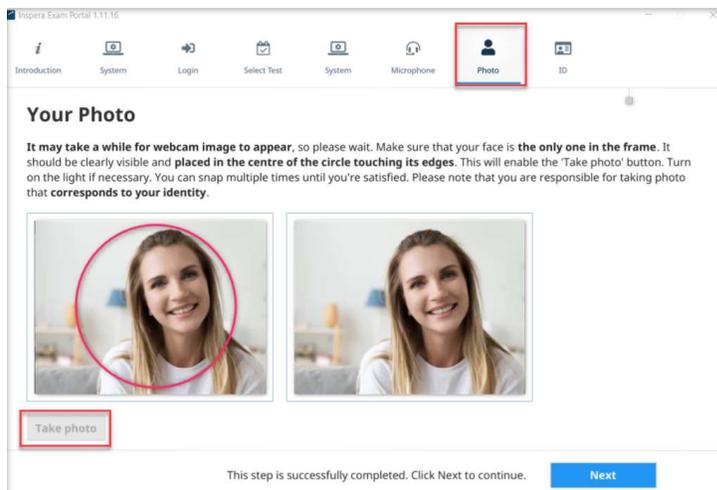
- Move your face so it is centred in the circle
- When the **Take a photo** button activates click on it
- Your photo will appear on the right-hand side
- Click **Next**
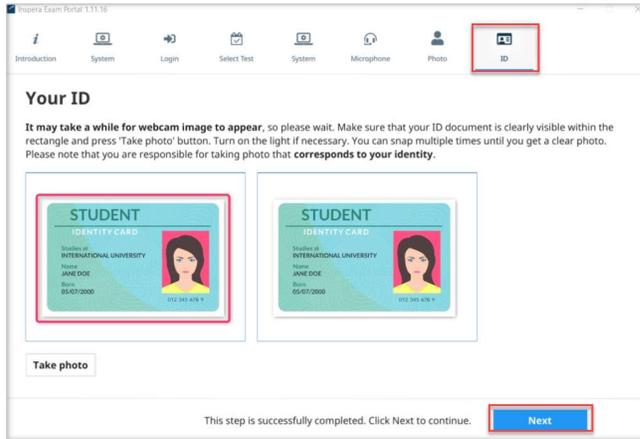
- Hold your photo ID (your University of Auckland student ID card, state-issued ID (for example a passport or drivers licence), or ID issued by another higher education provider) up so it shows in the red rectangle.
- When the **Take a photo** button activates, click on it. This will take you to your exam cover page.

You are now ready to start your exam

Once you are at the exam cover page the exam works in the same way as an Inspera standard exam until you have completed your exam are are ready to submit.

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6. Submitting your exam on completion

Once you have completed your exam you need to click on 'Submit now'. There is no auto-submit for an exam through Inspera Exam Portal.
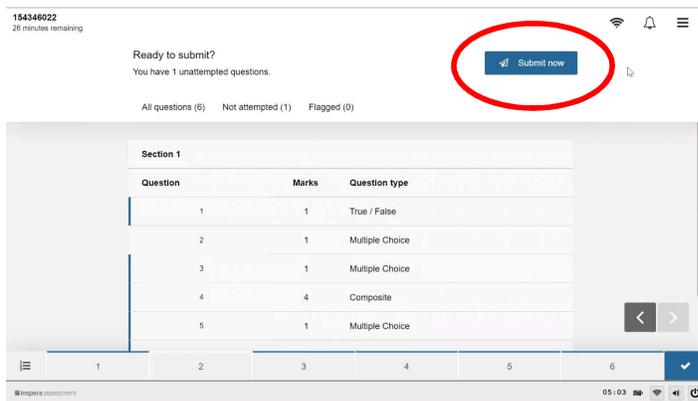
- Click on '**Submit now'**
- Then you can click on '**Quit Safe Exam Browser'**. If you forget to do this, the system will automatically process the exam and close the browser.
- **Wait**! Do not close this window. Once the exam has been processed, this window will close automatically.
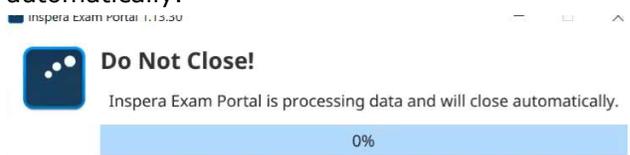
Congratulations on completing your Inspera invigilated exam!