

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".
- \checkmark 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 stateissued (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

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Introduction	System	Login	Select Test.				
Welc	ra assessm ome to 1	_{ent} Inspera	Exam Po	ortal!			
To get sta	irted on your te	est, just follow	the steps:				
1. Syste 2. Logir 3. Selec	m check h to account t the test						
If your te	st is remotely p	roctored, you	might have thes	e additional steps:			
4. Cam 5. Micro 6. Take 7. Take	era, screen reco ophone check your photo a snapshot of y	ording and dis your ID	k space check				
For a rem	otely proctored	d exam please	make sure you a	are in a well lit room and your headphones an	d microphone are con	nected.	
Good Luc	kl						
			This step is succ	cessfully completed. Click Next to continue.	Next		

- 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

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<i>i</i> troduction	System	+) Login	Select Test				
Select Please sele	t Test	u would like to	o start. To unlock the test y	rou need to	enter the PIN-code f i	rom the test invita	ation email.
IEP and	l Smarter Pro	ctoring	IEP and Si February 03, 20	marter P 021 10:00 » Fe छे	roctoring bruary 05, 2021 12:00 Jnlock and select		
			This step	needs to be	finished to continue	Next	

 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

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Introduction	System	Login	Select Test	System	Microphone	Photo	ID	
Remo	ote Proc	toring	Support					
There are long.	number of ch	ecks that need	to be conduct	ed to make su	re your system s	upports remo	te proctoring. It	shouldn't take
Availab	ole disk space.	passed						
• Webca	m capture p	assed						
 Screen 	capture pas	ised						
			This step is an		entered Click No.			
			This step is su	ccessfully con	npleted. Click Ne	xt to continue.	Ne	xt

• 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.

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Introduction	System	Login	Select Test	System	Microphone	Photo	ID		
Micro	phone	Test							
Speak with	h pormal voice	lough and adi	ust recording us	aluma ac poor	ded co that the k	wels are in the	a middla of tha	27000 2702	
If this is a	n exam sessio	n please neve	er mute vour mit	crophone three	ough it otherwise	e vour results	might not be ac	cented	
11 0 13 13 01	n exam sessio	n, pieuse neve	a mate your mi	crophone and	Juginie, outerwis	e your results	inight not be at	cepted.	
			This step is su	ccessfully con	npleted. Click Ne	xt to continue.	Ne	xt	
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- 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.
- \checkmark 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

INSPERA ONLINE INVIGILATION – STUDENT GUIDE

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rectangle	and press 'Take	photo' butto	n. Turn on the	light if necess	ary. You can sha	ip multiple tin	nes until you get a	clear photo.
lease not	e that you are re	sponsible fo	or taking photo	that correspo	onds to your id	entity.	_	
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- 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.

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.

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	You have 1 unattempted ques	tions.		- ¥0 Submit Nov		
	All questions (6) Not att	empted (1) Flagged	d (0)	\sim		_
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	Question	Marks	Question type			- 1
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	2	1	Multiple Choice			
	3	1	Multiple Choice			
	4	4	Composite			
	5	1	Multiple Choice			
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- 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.
 Inspersion protection of the exam has been processed.

 Do Not Close!
Inspera Exam Portal is processing data and will close automatically.
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Congratulations on completing your Inspera invigilated exam!