

Submit an Inspira exam

Tips!



Don't leave it until the last minute!

Before submitting check you have followed the guidance on Academic Integrity.

Your work may be checked for plagiarism.

Ensure required files are uploaded and formatted as PDF.

Begin file uploads 30 minutes prior to submitting.

Don't leave it until the last minute!

Reminder notifications

You will receive alerts via Inspira letting you know you have 30 minutes left to complete your exam and again at 15 minutes.

The messages will appear in the top right corner of your page via the notification icon





30 Minutes left: (For file upload questions only)

You have 30 minutes left before the end of your exam. Please start uploading your files.

15 Minutes left: (For all exams not including a file upload question)

Please note, you have 15 minutes left before the end of your exam.

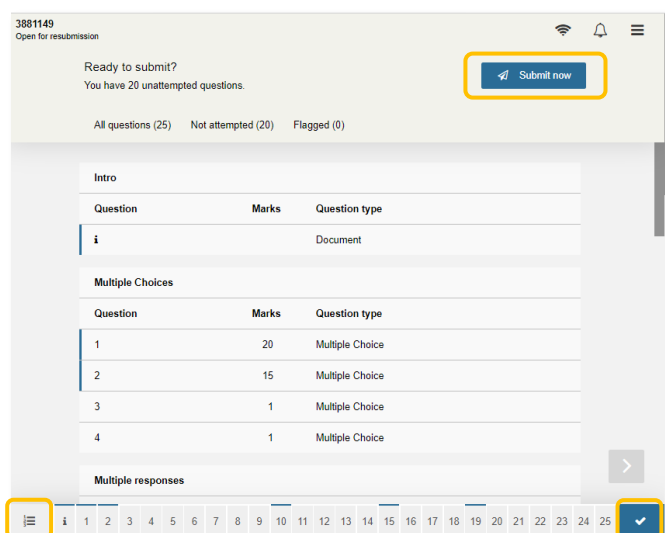
Submit your exam

Once you are ready to submit your exam click either the **Contents** icon  or the **Review** icon  located in the bottom navigation bar. This will return you to the contents page where you will find the **Submit now** button.

When you are certain you are ready to submit click **Submit now**.



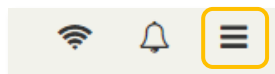
Once your exam duration has ended you will no longer be able to access it.



Submitting an exam offline

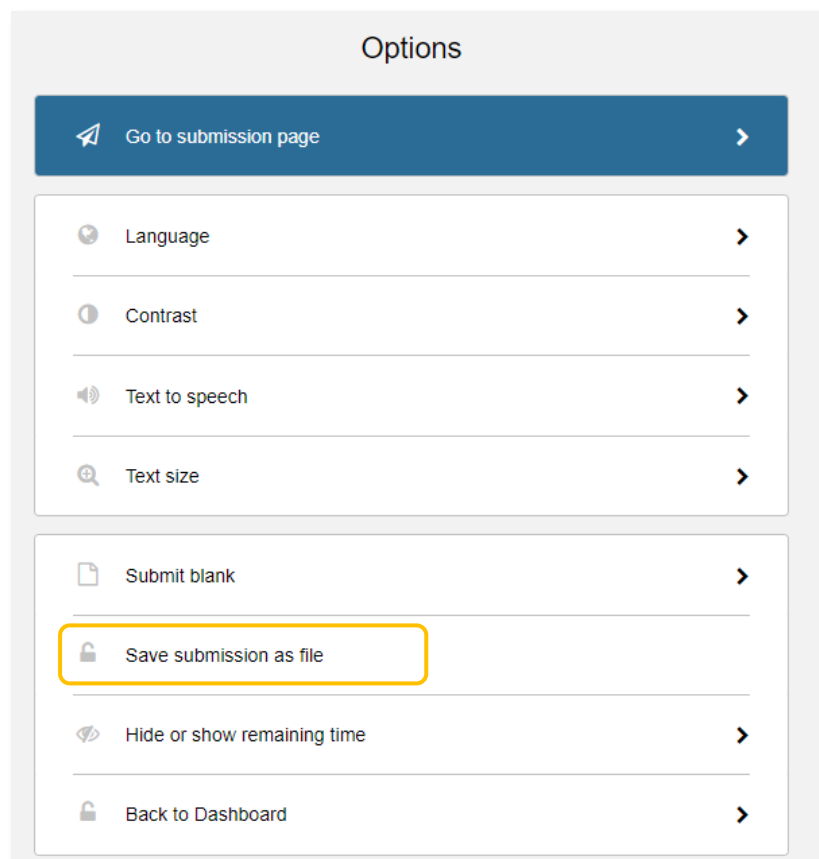
If you lose connectivity and cannot submit your exam follow the steps below:

1. Open the Options menu located at the top right-side of your screen

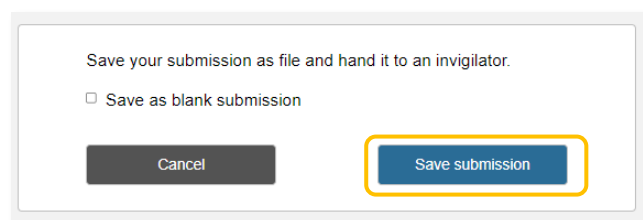


Result: the **Options** menu displays

2. Select **Save submission as file**



3. Click the **Save submission** button
4. Save the file to your directory. **DO NOT** change the file name.

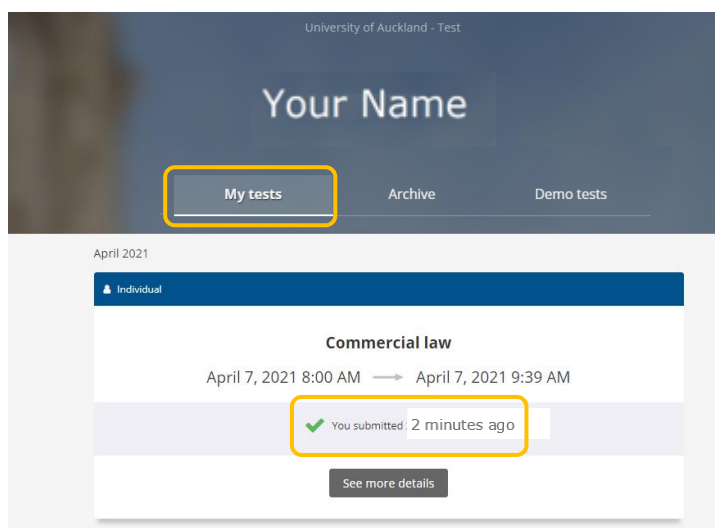


When you regain access to the internet: **Email the file** to Exams@Auckland.ac.nz with a subject line of **"Offline exam submission"** together with the course code.

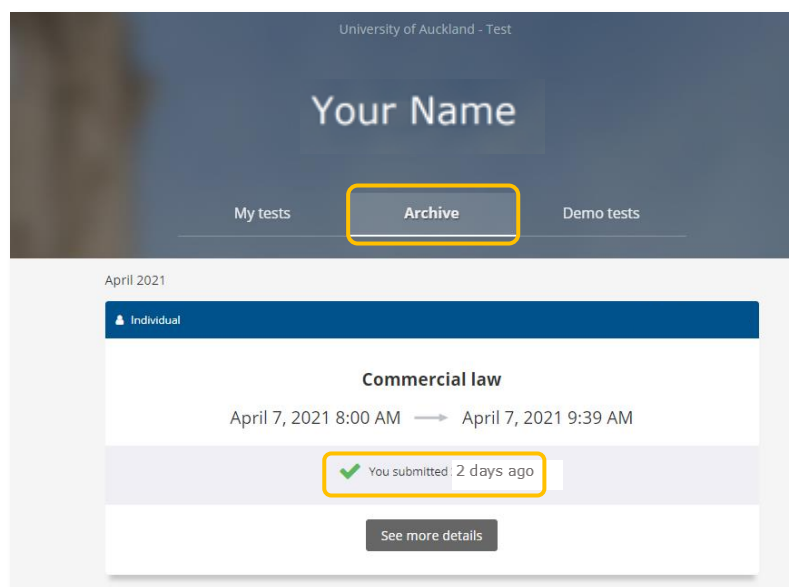
If you cannot reconnect and submit your exam straight away, **email exams@auckland.ac.nz** within 48 hours. Offline exams must be submitted within one week of the exam date.

Check the submission has been received

1. Go to your Inspira dashboard
2. If the exam is still open you will find it under **My Tests** - a green tick You have submitted X minutes ago.



3. If the exam has ended you will find it under **Archive** – a green tick You have submitted X minutes/days ago.



After your exam has been graded and your results have been published, you can view your results by logging in to your Inspira dashboard. You will be able to see your submitted exam script under the 'Archive' tab.

Support

Call **0800 61 62 63** (if you are in New Zealand) or **+64 9 373 7513** (if you are outside New Zealand).

You can also email studentinfo@auckland.ac.nz. But please be aware that emailed responses may not be able to be provided before your exam-submission deadline.