IMPORTANT: Please download and save these instructions

Instructions for Students – Take Home Inspera Digital Exam

- There is no requirement to download any software to take an Inspera Digital Exam remotely. The exam will be accessed through Canvas.
- Responses are saved as you work through the exam.
- **If you lose internet connection during the exam, YOU MUST NOT CLOSE YOUR BROWSER OR INSPERA.** Continue to work and your work will continue to be saved in your browser. **If you do not reconnect by the end of the exam, you must 'save the submission as file' and submit via the form.** If your internet reconnects during the exam, you will be able to submit in Inspera at the end of the exam.
- Instructions on what to do and how to submit if you lose internet connection will be available on screen.
- **You must begin the exam with enough time before the end time**. For example, for a one-hour exam that is available until 2pm you must begin by 1pm to receive the full hour duration. If you are entitled to extra time, you can take this after the standard exam end time. For example, if you are entitled to 25% extra time, for a one-hour exam that is available until 2pm you must begin by 1pm and will be able to continue working on the exam until 2:15pm.

Starting the exam

The link to the exam in Canvas will be available from 30 minutes before the start time so you can get ready to start the exam promptly.

1. Open an Internet browser and go to https://canvas.ncl.ac.uk/login/
2. Go to the Canvas course for the module and then go to **assignments** (course navigation on left side menu).
3. Locate the **'[module code] Inspera Take Home Digital Exam [exam date]'** exam link and click on the title.
4. Click on 'Open **[module code] Inspera Take Home Digital Exam [exam date]** in a new window'.
5. You will be taken to the test screen. If you are entitled to extra time, it will be displayed here.
6. **Enter the exam password. The password can be found on the assignment page alongside the link to the exam.**
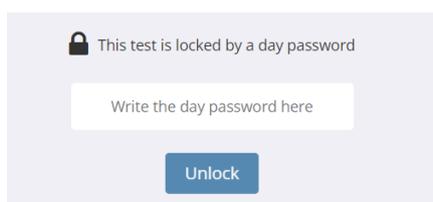
The 'Start test' button will turn blue when you are able to start the exam. Click on 'Start test' to begin. Once you have clicked on 'Start test' the timer will begin to countdown.
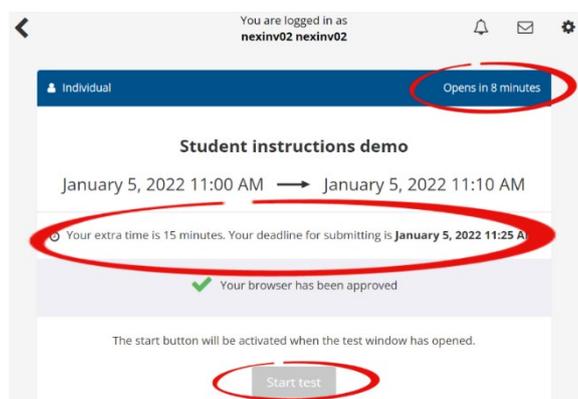
During the exam

Available time

The remaining time will display in the top left-hand corner of the screen. **This timer will continue to countdown if you navigate away from the exam or close the browser.**
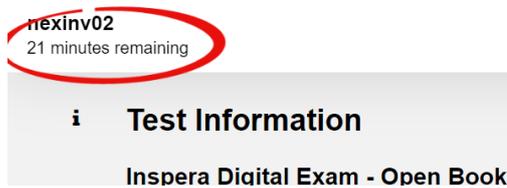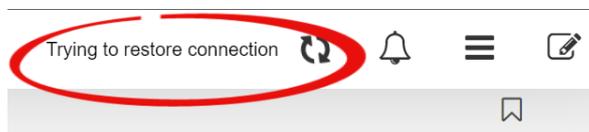

Internet connection

If you lose internet connection during the exam **IT IS ESSENTIAL THAT YOU DO NOT CLOSE YOUR BROWSER OR INSPERA.** You should continue to work, any work completed before connection was lost will be saved in Inspera. Any work completed when you do not have an internet connection will be saved in the browser.

The guidance on what to do at the end of the exam if you lose internet connection is available on page 3 of these instructions, and also on screen on the first page of the Inspera exam itself. IT IS NOT POSSIBLE TO RETRIEVE ANY WORK COMPLETED AFTER THE INTERNET CONNECTION WAS LOST IF YOU CLOSE THE BROWSER OR INSPERA WITHOUT DOWNLOADING THE FILE AT THE END OF THE EXAM.

In the top right-hand corner of the screen, you may see the following two messages. The first indicates that the system is trying to re-establish connection. The second confirms that internet connection has been lost and is accompanied by a message confirming what to do.

IT IS ESSENTIAL THAT YOU DO NOT CLOSE YOUR BROWSER OR INSPERA and that you follow the instructions to 'save submission as file' if connection is not restored before the available time runs out.

If connection is restored the messages will disappear and you will be able to submit in Inspera at the end of your exam.

Submitting the exam

The exam will automatically submit when your available time runs out unless internet connection is not available.

If you click submit before your available time has run out, you can return to the exam and continue to work until your available time runs out. Please note that the available time will continue to count down if you navigate away from the exam or submit before the available time runs out.

nexinv02
Timed out!

Test window is closed. You have submitted.
You can now return to your Dashboard.

🛦 Back to Dashboard

All questions (5)   Not attempted (2)   Flagged (0)

Submitting the exam if internet connection has been lost

If you can reconnect to the internet, for example by using a different network or mobile hotspot, **the exam will submit online upon reconnection if the browser has not been closed**.

If you are not able to reconnect to the internet click on 'Save submission as file'. <u>DO NOT CLOSE YOUR BROWSER OR INSPERA</u> until you are certain that the file has been saved. The file will be saved in the location you have set on your device as the default to save downloaded files. Ensure that you have located the downloaded file before you close your browser.

You must reconnect to the internet as soon as possible and submit the file by completing the Inspera Digital Exam submission form at the following URL https://forms.ncl.ac.uk/view.php?id=13352091.

The file is encrypted, and its contents cannot be viewed or opened outside of Inspera.

IT IS <u>NOT POSSIBLE</u> TO RETRIEVE ANY WORK COMPLETED AFTER THE INTERNET CONNECTION WAS LOST IF YOU CLOSE THE BROWSER OR CLOSE INSPERA WITHOUT DOWNLOADING THE FILE AT THE END OF THE EXAM.

nexinv05
Timed out!

No internet connection

Test window is closed. You are offline and have not submitted. **Please download your submission.**
You can now return to your Dashboard.

🛦 Save submission as file

All questions (5)   Not attempted (3)   Flagged (0)