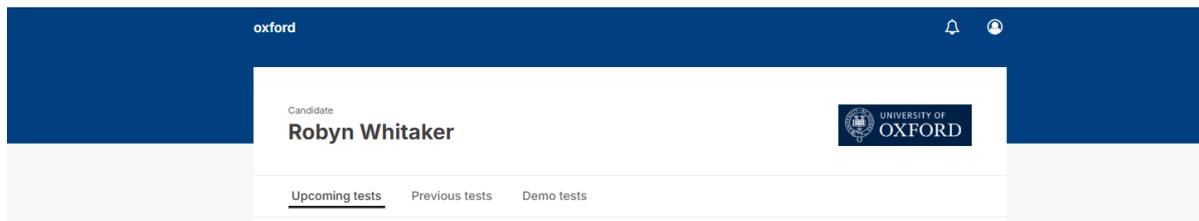




Updated February 2025

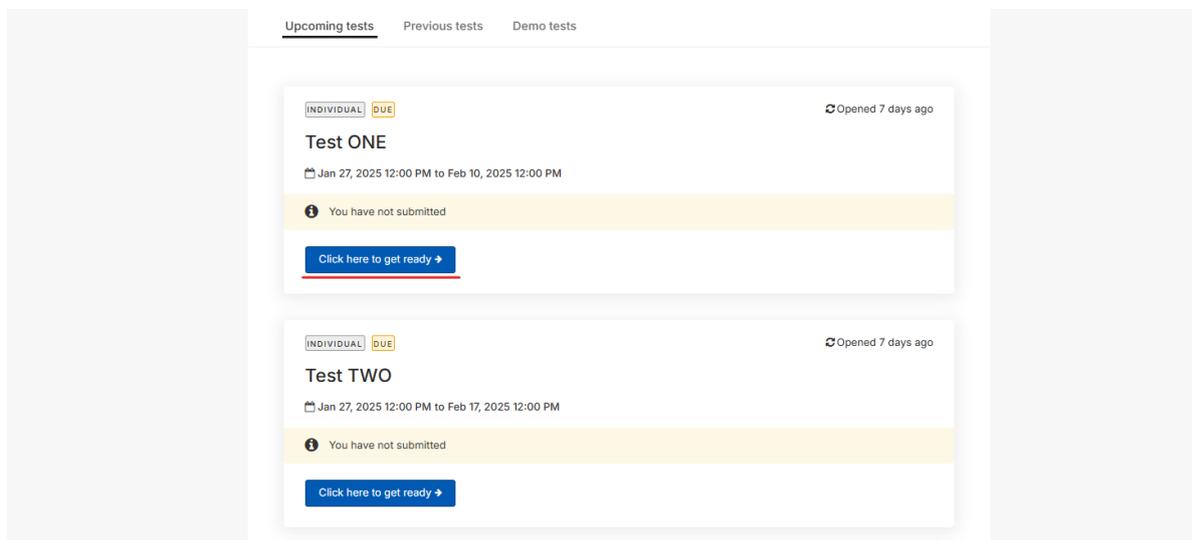
Submitting summative coursework assessments to Inpera

Once you have logged into Inpera, you will automatically be taken to your dashboard. At the top of the page, you will see your name as well as three tabs.



The 'Upcoming tests' tab shows all active Inpera tests that you can submit to. If you want to view any of your past submissions, you can find them under the 'Previous tests' tab.

You may see multiple active tests under the 'Upcoming tests' tab. Some of these might be called similar names or have deadlines within a short time frame, so make sure you have found the correct test for your submission. Then click the 'Click here to get ready' button.



You will then be taken to a page showing an important statement as well as the Declaration of Authorship.

oxford

INDIVIDUAL DUE

Test ONE

Opened 7 days ago

Test information

By pressing 'Start test', you, the candidate, are confirming your agreement to the following statement and Declaration of Authorship:

Uploading your response is the first step in the process to submit your work. After uploading, this can be checked to ensure the correct document has been selected. You may be asked to upload multiple documents. Once checked, the second step is to press 'Submit now'.

The date and time of submission will be displayed on screen. This confirmation message along with the submitted work will be stored in the Archive section of Inspera.

You should only click the 'Submit now' button once you are ready and confident that your work is complete and suitable for submission. You won't be able to edit your work in Inspera after you press 'submit now'.

1. I have read and understood the University's disciplinary regulations concerning conduct in examinations [The University Student Handbook Section 7.7](#) and, in particular, the regulations on plagiarism
2. I have read and understood the Education Committee's information and guidance on [academic good practice and plagiarism](#)
3. The thesis/dissertation/extended essay/assignment/project/other submitted work I am submitting is entirely my own work except where otherwise indicated.
4. It has not been submitted, either partially or in full, either for this Honour School or qualification or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution.
5. I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.
6. I have clearly indicated the presence of all paraphrased material with appropriate references.
7. I have acknowledged appropriately any assistance I have received in addition to that provided by my tutor/supervisor/adviser.
8. I have not copied from the work of any other candidate.
9. I have not used the services of any agency providing specimen, model or ghost-written work, or unauthorised artificial intelligence in the preparation of this thesis/dissertation/extended essay/assignment/project/other

You must read this page carefully before continuing. It contains information you must understand and agree to before you can access the test.

Once you have read through everything thoroughly, click 'Start test'. This confirms your agreement to what you have read.

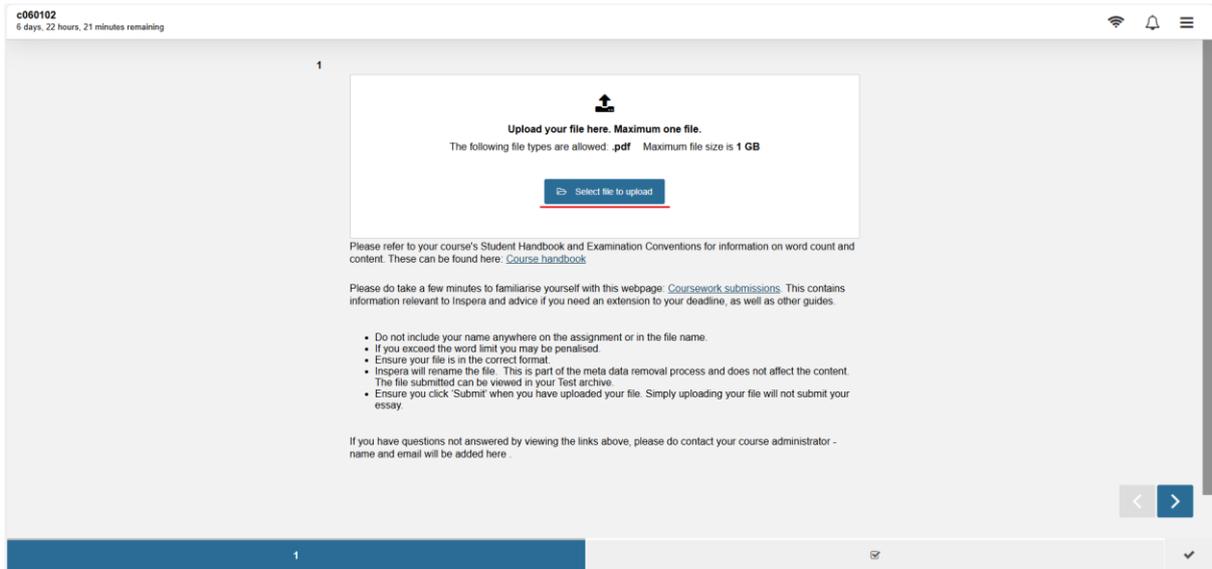
10. I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission in hand-written format is permitted.
11. I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

Jan 27, 2025 12:00 PM to Feb 10, 2025 12:00 PM

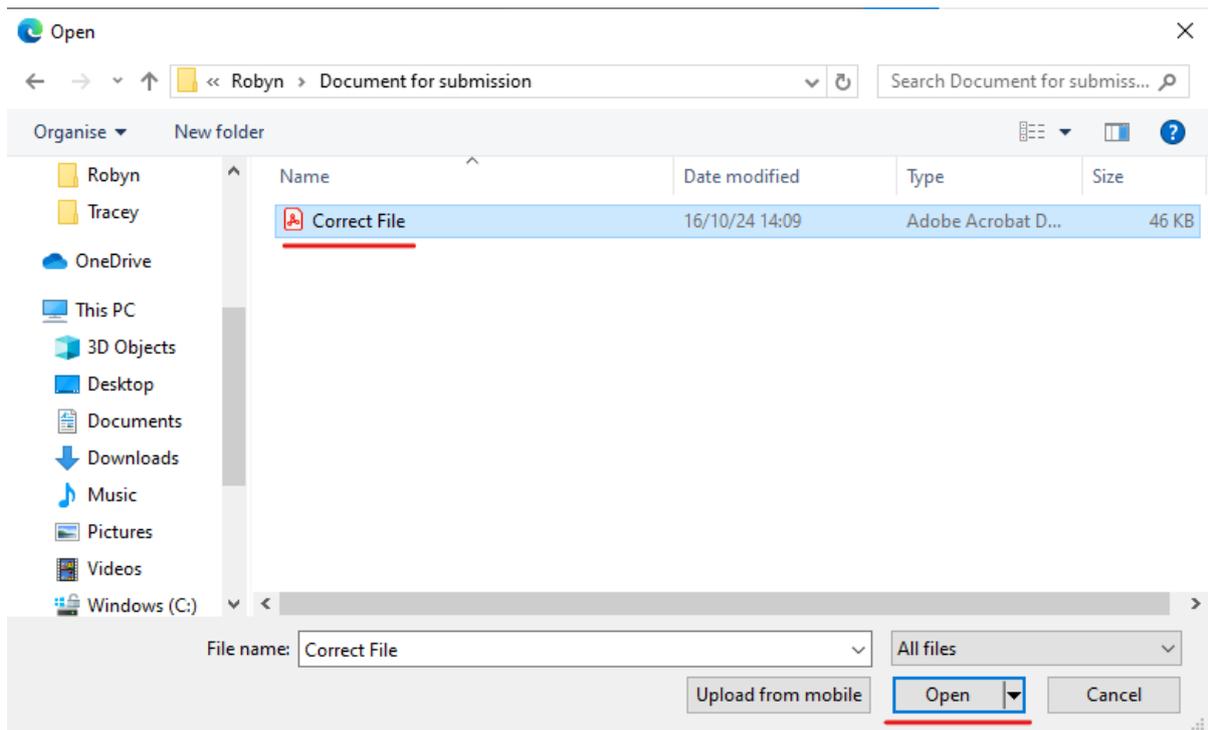
✓ Your browser has been approved

[Start test →](#)

The next page is where you will upload your assessment, but first, there should be some further information given here which you are advised to check. Your course administrator's email should be listed here alongside links to your course handbook and to the coursework submissions student guidance page.



Once you're ready, click the 'Select file to upload' button. In the window that opens, locate your file and select it. Then press 'Open'. Your file is now **uploaded** but is **not yet submitted**.



You will be given the opportunity to download, remove, or replace your file at this point. Click 'Download'.

c060102
6 days, 22 hours, 20 minutes remaining

1



Your file was successfully uploaded and saved to your submission.

[Download](#)
[Remove](#)
[Replace](#)

File name:	Correct File.pdf
File type:	application/pdf
File size:	45.25 KB
Time uploaded:	03.02.2025 13:39
Status:	Saved

Please refer to your course's Student Handbook and Examination Conventions for information on word count and content. These can be found here: [Course handbook](#)

Please do take a few minutes to familiarise yourself with this webpage: [Coursework submissions](#). This contains information relevant to Inspera and advice if you need an extension to your deadline, as well as other guides.

- Do not include your name anywhere on the assignment or in the file name.
- If you exceed the word limit you may be penalised.
- Ensure your file is in the correct format.
- Inspera will rename the file. This is part of the meta data removal process and does not affect the content. The file submitted can be viewed in your Test archive.
- Ensure you click 'Submit' when you have uploaded your file. Simply uploading your file will not submit your

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Your file will open in a new tab. You should **read through your work** and **ensure that this is the correct file**. Check that there is **no identifying information contained within this file**.

Next, return to the Inspera tab. If you want to upload a different version of your assessment, click either 'Remove' or 'Replace' and repeat the upload process. If you are sure that this is the correct file, click the arrow button in the bottom right corner.

c060102
6 days, 22 hours, 19 minutes remaining

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Your file was successfully uploaded and saved to your submission.

[Download](#)
[Remove](#)
[Replace](#)

File name:	Correct File.pdf
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Time uploaded:	03.02.2025 13:39
Status:	Saved

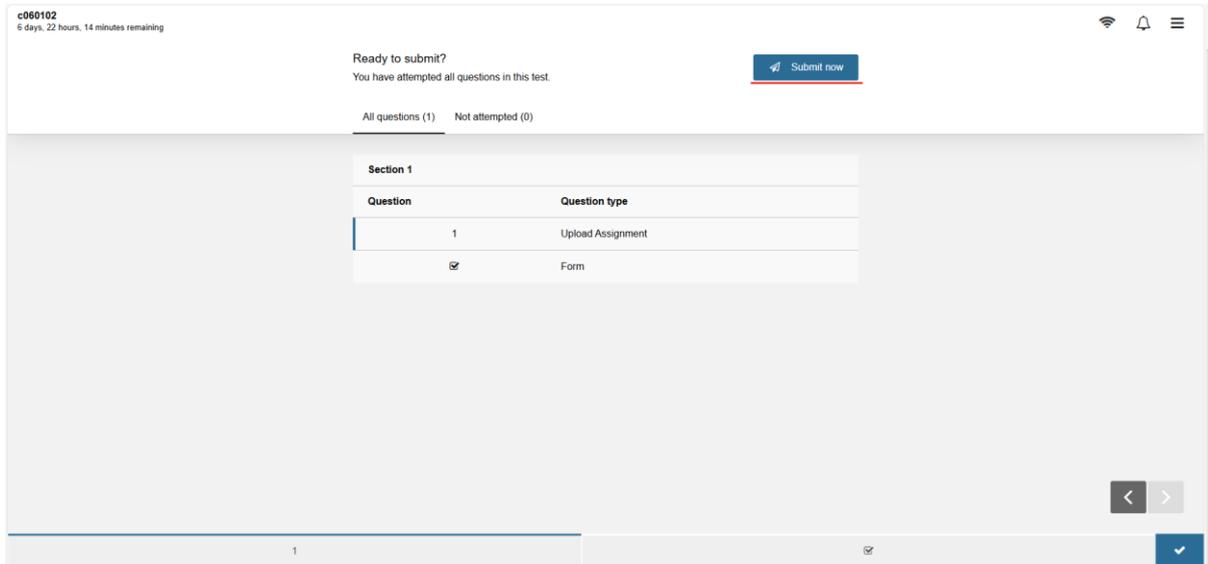
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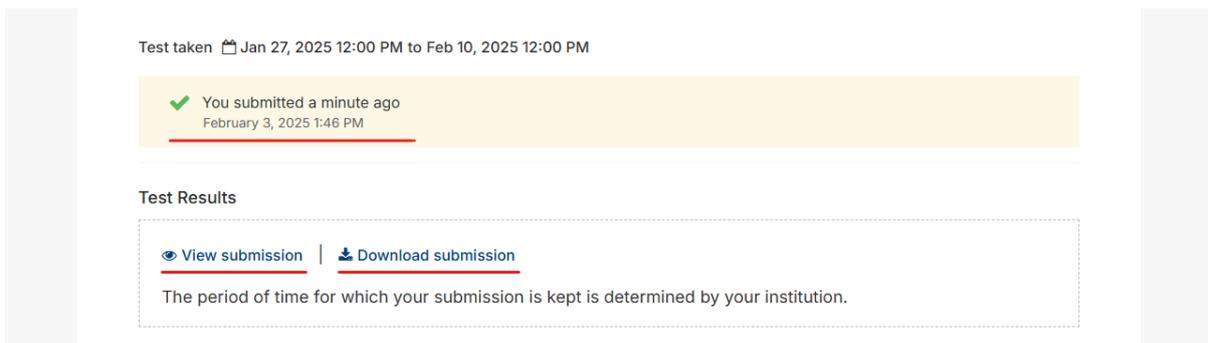
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You can now submit your uploaded file using the 'Submit now' button. Please note that **you can only submit to Inspera once per assessment**, so ensure that this is the correct and finalised version of your work before you submit.



Once you have pressed the 'Submit now' button, you will be brought to a confirmation screen. Scroll down to see a confirmation message which will tell you the date and time your submission was made. Please note that Inspera does not send confirmation emails or notifications upon submission.



At this point, you are advised to check your submission again to make sure that you have submitted the correct and finalised file. You can do this using the 'View submission' and the 'Download submission' buttons. Inspera will automatically rename your file upon submission, so expect that the version you download will be called something different.

If anything goes wrong during this process, email your course administrator as soon as possible. You should also contact your course administrator if you have any further unanswered questions.