

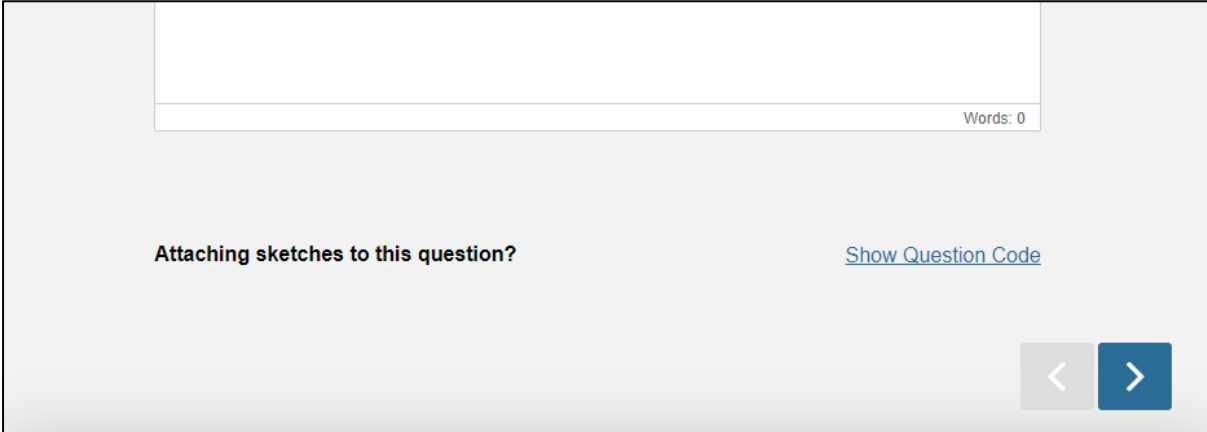
Using an 'Inspira Response Sheet' for hand-drawn elements of your exam

For **in-person, closed-book** exams that use Inspira, candidates can use Inspira Response Sheets to draw diagrams, graphs, equations or other content which cannot be entered directly into Inspira.

You **MUST NOT** use Inspira Response Sheets for rough working or text-based elements of your answer.

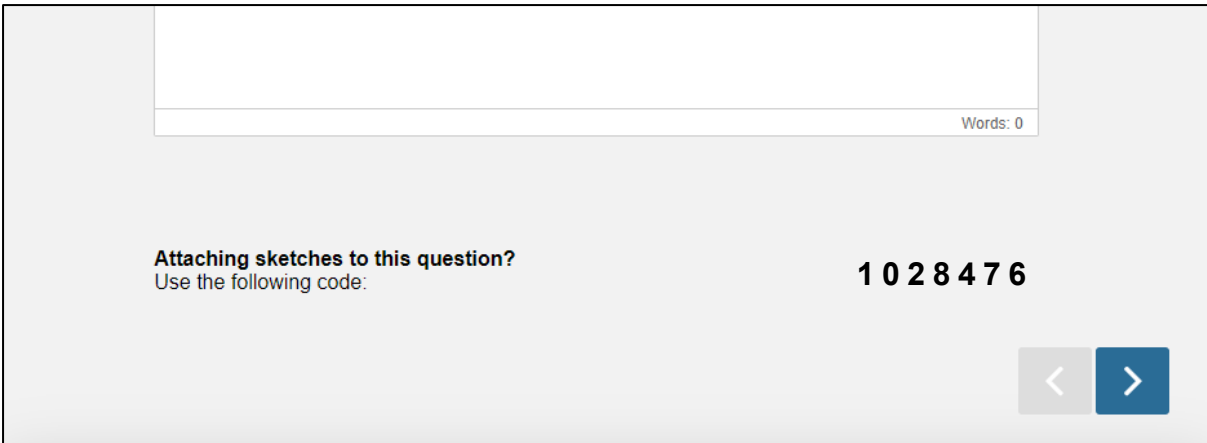
If you need to use an Inspira Response Sheet:

1. At the bottom of each question in Inspira, you will see the following:



The screenshot shows a question interface in Inspira. At the top, there is a large white text input field. Below it, on the right side, is a small grey box containing the text "Words: 0". In the center of the interface, there is the text "Attaching sketches to this question?". To the right of this text is a blue link labeled "Show Question Code". At the bottom right corner, there are two navigation buttons: a grey button with a left-pointing chevron and a blue button with a right-pointing chevron.

2. Click on 'Show Question Code' to reveal a code. **The code is unique to you and the question you are viewing.**



This screenshot shows the same question interface as the previous one, but with the question code revealed. The text "Attaching sketches to this question?" is now followed by "Use the following code:". To the right of this text, the code "1028476" is displayed in a large, bold, black font. The rest of the interface, including the text input field, the "Words: 0" counter, and the navigation buttons, remains the same.

3. On the left of the Inspera Response Sheet, fill out the 'Question Code' box with the **correct** numeric code (remember the code changes for each question). Write the code in the boxes and then shade the numbers below each box accordingly. You can use pen or pencil.

Question Code Oppgavekode	Date Dato	Subject code Emnekode	Candidate ID KandidatID	Question nr Oppgavenr	Page number Sidetall
1028476			0001	2	

Drawing area Tegneområde

If you use more than one sheet to answer the same question, you will need to add the question code to each sheet. Do not draw on the reverse side of the sheet – this will not be seen by your examiners.

4. Complete the additional fields at the top of the response sheet: your candidate number, the number of the question you are answering, etc.

If you do enter the wrong question code, this will allow us to attribute the Inspera Response Sheet to you after the exam. However, please do make every effort to enter the correct code – this is how Inspera knows where to upload your work, and incorrect codes will cause delays to marking.

5. At the end of the exam, you must not add to or amend your answer. However, the invigilator will allow you to fill in any identifying fields you have left blank (your candidate number, question number, etc.).

After the timer has expired, you **cannot** view the question codes in Inspera. We strongly recommend you write the code on the Inspera Response Sheet as soon as you decide to use it.

6. The invigilator will collect any Inspera Response Sheets used. They will then be scanned and imported into Inspera outside of the exam.