Using an ‘Inspera Response Sheet’ for hand-drawn elements of your exam

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

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

If you need to use an Inspera Response Sheet:

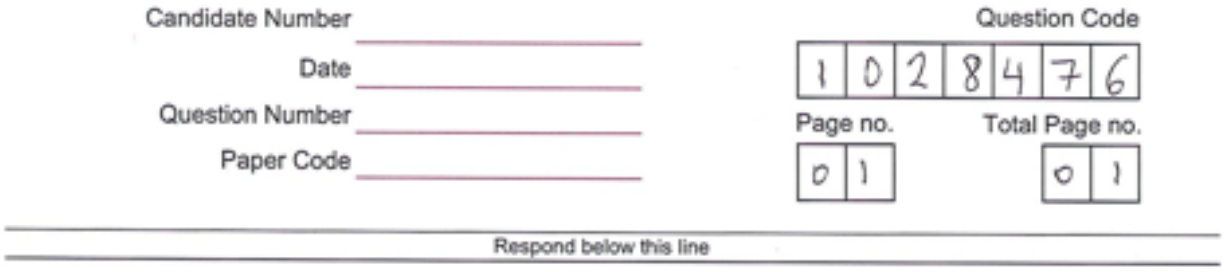
1. At the bottom of each question in Inspera, you will see the following:



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



3. On the right 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 provided. You can use pen or pencil.



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:
Candidate Number, Date, Question Number, Paper Code, Page no. and the Total Page no.

   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.