Inspera User Guide for Students

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ACCESSING INSPERA

Do have an internet connection?

You must have access to the internet to take an exam in Inspera.

Do you have access to Inspera?

Prior to taking your exam, check you have access to Inspera, by visiting https://oxford.inspera.com/ and logging in with your Single Sign-On (SSO) username and password.

Is your browser supported?

Inspera can be accessed by using the following browsers:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox
- Apple Safari

Inspera is tested on Windows, macOS and Chromebooks and supports the two most recent releases of each of the four browsers listed above. Safari is supported on macOS only.

Make sure your browser is up to date. This will ensure you have access to the latest updates. If your browser is not supported contact your department course team.

Multi-factor Authentication (MFA)

You will log into Inspera with your Oxford Single Sign-on (SSO). Across the University, Oxford Single Sign-on (SSO) users have to complete Multi-factor Authentication (MFA). This means you will be asked to verify your account using a second factor, such as a code from an app on your phone, text message, or a phone call.

More information can be found on the MFA page on the IT Help website. There are also guides to setting up verification methods on the MFA: Help and Guidance page.

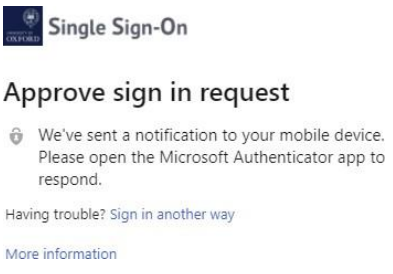
If you encounter any of issues with MFA and the advised fixes don't resolve the issue, please contact the local IT Support in your department in the first instance. If they cannot resolve the issue, then you should contact the IT Service Desk at 01865 (6)12345.

Logging into Inspera

Please follow the step-by-step instructions below to login to Inspera

Use the following URL to login to Inspera	https://oxford.inspera.com/
At the login screen click **University of Oxford**	
You will be diverted to the Single Sign-On (SSO) page. Click on your account.	
The Oxford Single Sign-On password page appears. Enter your Single Sign-On password and click **Sign in.**	

Multi-Factor Authentication (MFA) means that you will be prompted to authenticate using your chosen authentication method such as landline, SMS, authenticator app or another phone.

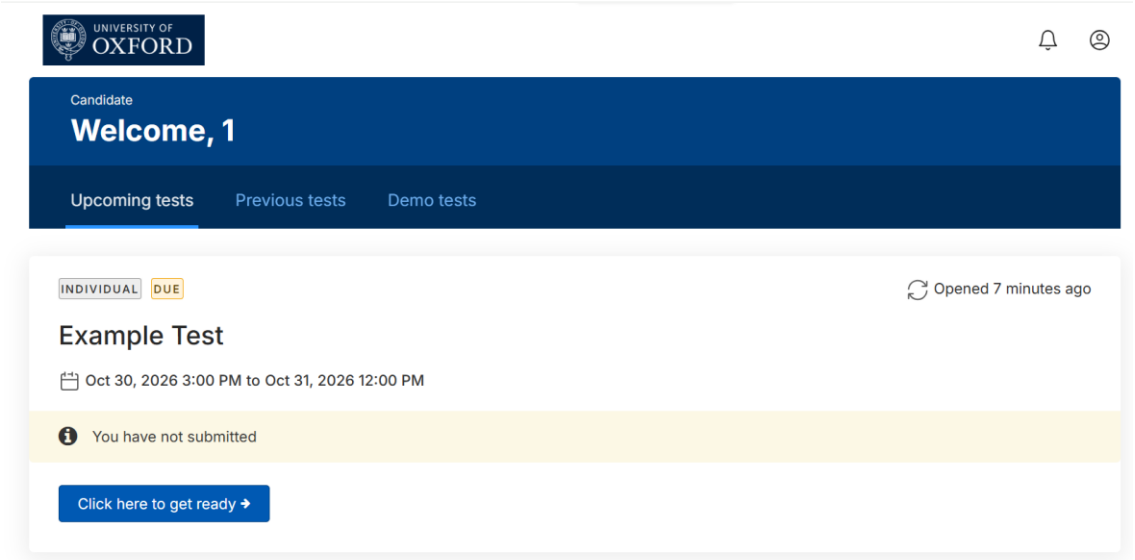
An example of approving a sign in request via the MS Authenticator app is shown. The message will be different depending on which method has been used as an authentication method.	

Once you have signed in you will then be diverted to the Inspera Dashboard page.

USING INSPERA

Your Dashboard

Once you have logged in using your Single Sign-on (SSO) you will see the Inspera dashboard.



From the dashboard you can see:



Upcoming tests
Any tests you are enrolled on that are currently open.
Note that both online exams and coursework submissions are referred to as 'tests' within Inspera.

Previous test
Any tests that you have completed or that are no longer open.

Demo tests
All the demo tests available to University of Oxford students.
Demo tests can be opened an unlimited amount of times. Content typed or uploaded to a demo test is not saved.

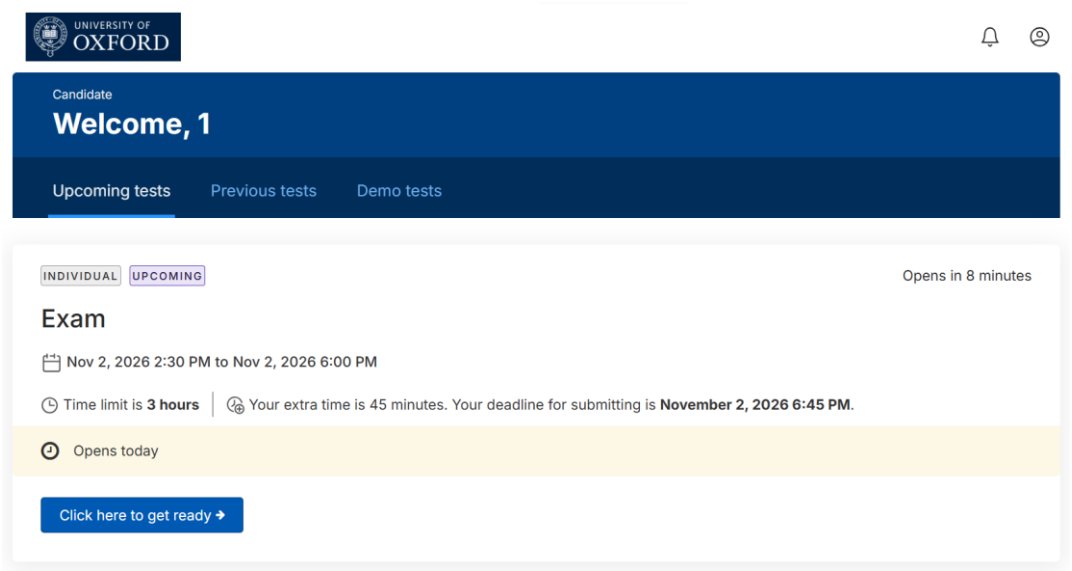
Your Exam

Click **Upcoming test** from the dashboard and find the relevant exam.	

NB: Exams will be shown in 'Upcoming tests' when they have been activated. There are various reasons why an exam sat in a month's time (for example) might be activated before an exam sat in a fortnight's time. Please only contact the Online Exams Support Desk if an exam is not showing a couple of days before it is due to take place.

The exam name, date, and the time during which the exam is available to be completed, along with the time limit, are shown.

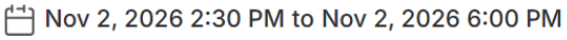
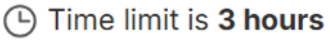
N.B. Dates, times, and duration shown in the image below are for illustration purposes only.



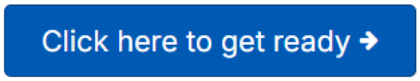
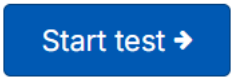
The exam start time (2 November 2026 at 2:30 PM in this example) is shown in **your local time**, as set on your computer. If your computer is not set to your local time zone, the time/date will be set according to whichever time zone your computer is using. **You must start your exam according to the start time policy for your time zone**, or according to any approved exam adjustments for a different start time.

In the example exam above, the duration of the exam is 3 hours, but the test window is open for 3 hours, 30 minutes. This is to allow candidates experiencing any technical difficulties to start up to 30 minutes late but still receive the full exam duration. Please note that this 30-minute buffer is separate to any extra time. Taking into account the extra time in the example, if this candidate starts on time, their deadline for submitting will be 6:15 PM.

The start time policy is detailed at the Online Exams page.

This is your exam window. Please note that a buffer of 30 minutes is added to all Inspera exams to allow students to start up to 30 minutes late (in-case they encounter any technical difficulties) but still receive the full exam duration.	
This is the exam duration (standard typing time plus technical time if relevant)	
This is the approved extra time The candidate in this example will have a total of 3 hours and 45 minutes to complete the exam.	

START YOUR EXAM

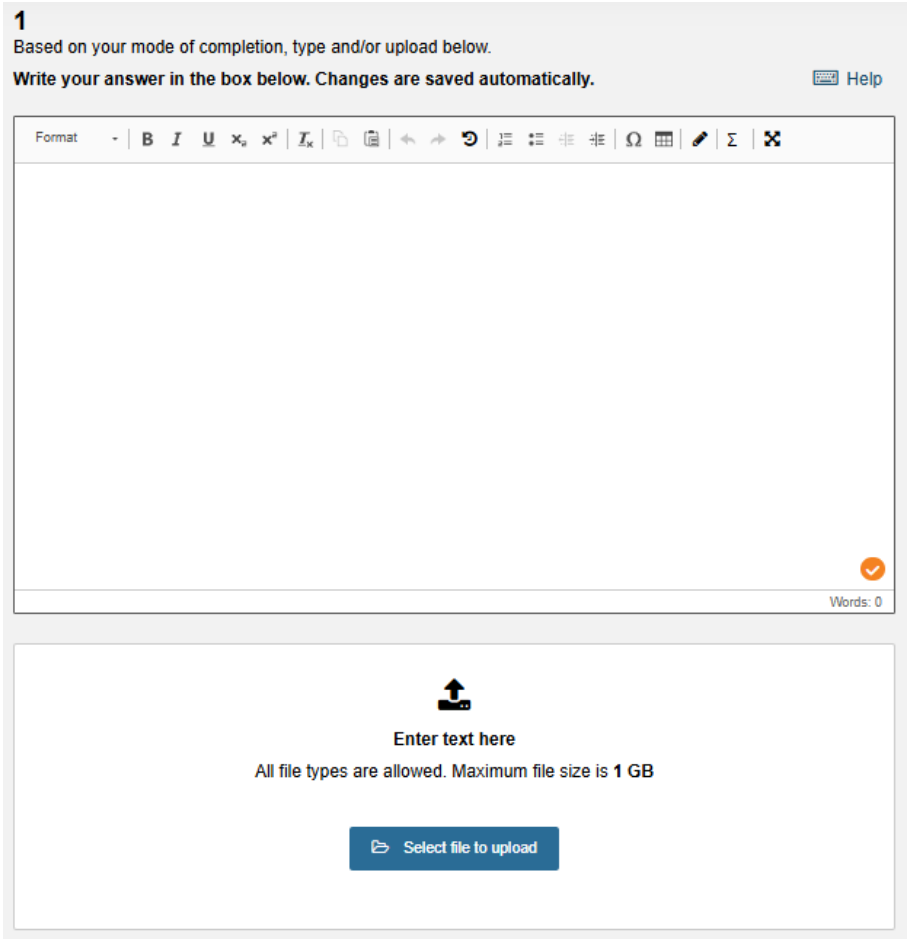
Select **Click here to get ready** to proceed	
The exam details will be displayed once again, including the Honour Code Pledge. By sitting the exam after viewing this pledge, you are agreeing to abide by it. You will also see a green tick if your browser is supported.	
To begin your exam, click **Start test**	

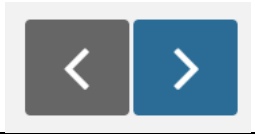
Your Exam Questions

As with an in-person exam, the content and layout of exams will vary.

Before an exam, you (and candidates enrolled on your exam) will be given **a practice exam** which will prepare you for how your exam will look. This will appear under 'Upcoming tests'.

Until this is available, you may wish to view the demo called '**Centrally-Run Exams: Answering Questions in Inspera'**. This shows the different ways in which examiners structure exams. It can be found in the 'Demo tests' tab.



The arrows enable you to navigate to the **Next** or **Previous** question	

In the example below, the question tabs (1 - 17) reflect the number of questions in the exam paper. For example, the highlighted tab number 1 is used to respond to Question 1; likewise, tab number 2 is used for Question 2, and so on.

Select a question tab to jump to that question/ response box.



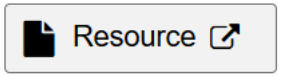
Some exams may instruct you to type or upload your answers to a single question tab.

Do not open the numbered response boxes in separate browser tabs.

If a question has been answered, a blue line will be displayed above the specific question box.



Resources

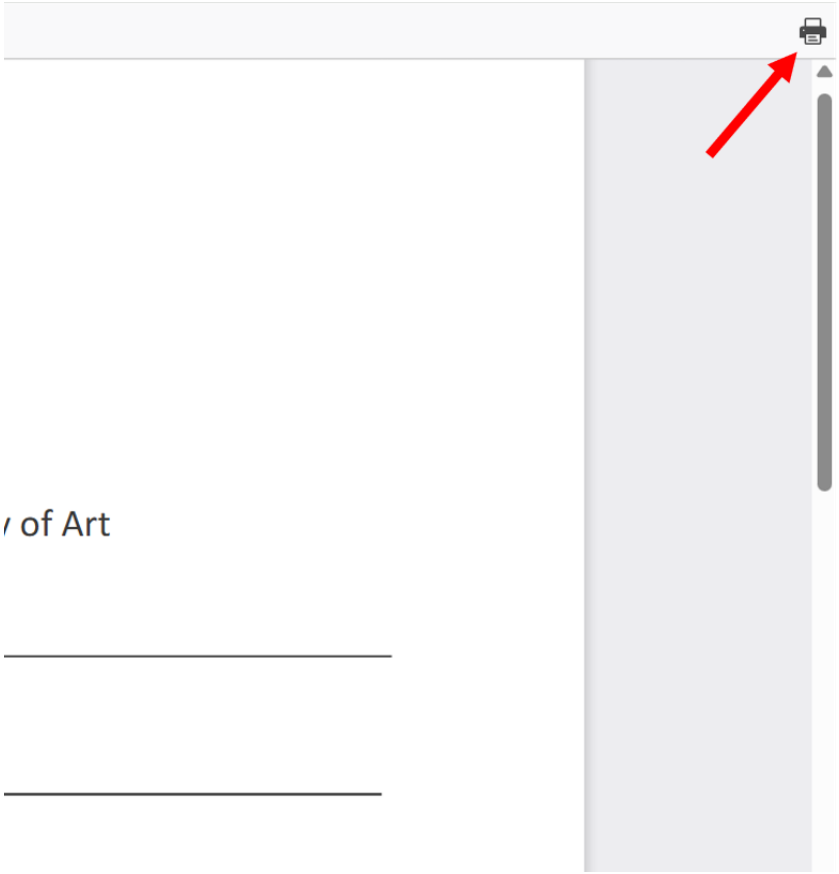
Any resources attached to your test (and displayed at the bottom of the test window) will open in a separate tab in your browser when selected. We suggest opening each of these resources (where available) as soon as your start an exam. Keep these resources open, so they remain available if you lose internet connectivity.	

If you need to view a resource side-by-side with the Inspera test window:

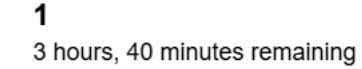
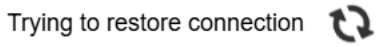
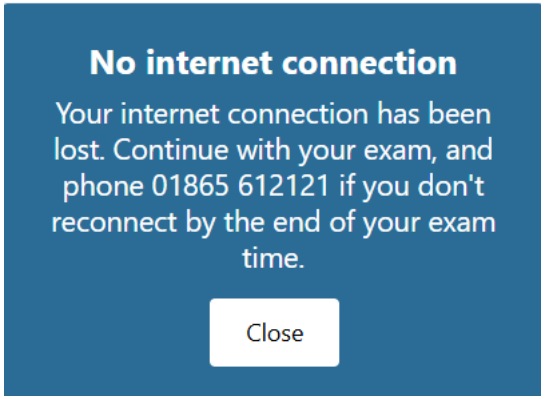
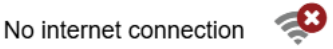
Opening resources in Microsoft Windows 1. The resource will open in a separate tab. Press and hold this tab and then drag this tab up or down. The resource will then be visible in its own browser window. 2. Select the browser window and click the Windows Logo Key + Left/Right Arrow to snap the window to the side of the screen where you want it to be. Click here to get more details from Microsoft	**Opening resources in MacOS** 1. The resource will open in a separate tab. Press and hold the relevant tab and then drag this tab up or down. The resource will then be visible in its own browser window. 2. Hover over the green button in the top-left of the window.  3. Choose where you want the app window to go. Click here for more details from Apple

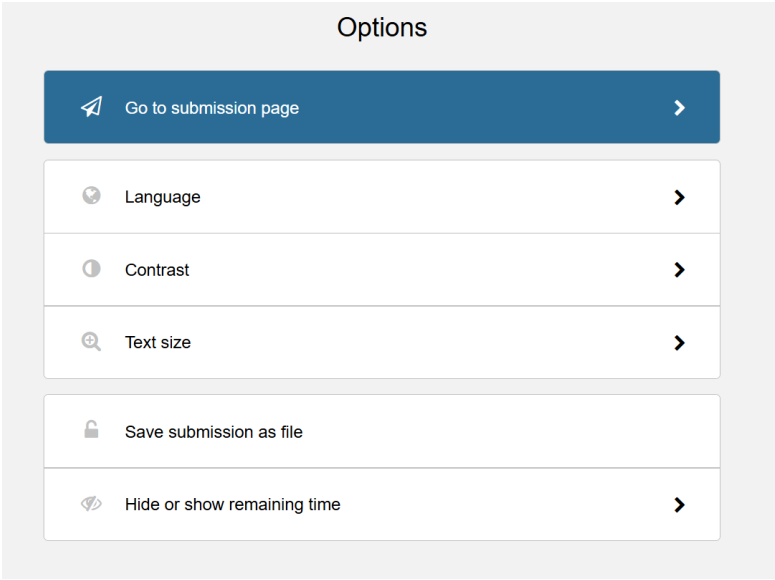
Printing a Resource

When viewing a resource in Inspera, you can print it by clicking the print icon in the top right-hand corner of the screen.



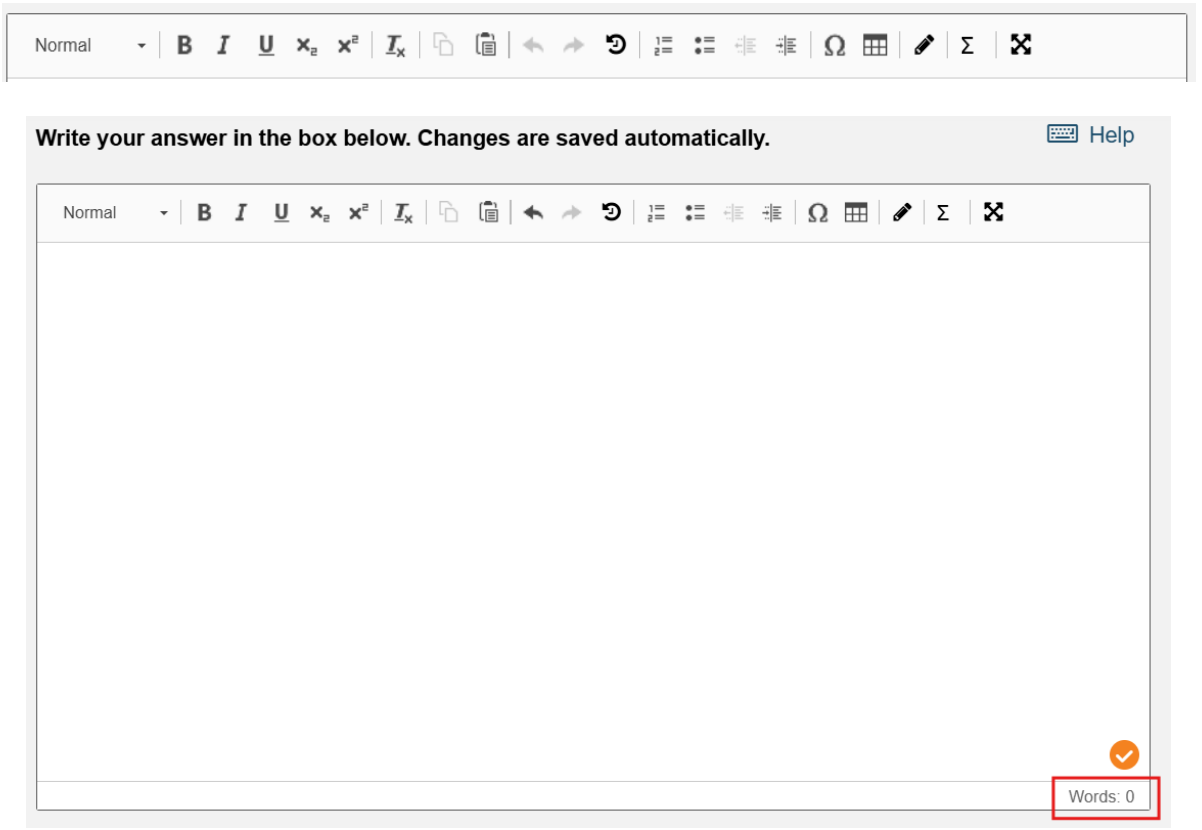
Navigating the Inspera Test Window

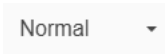
In the top left you will have the following information displayed: • Your candidate ID • Time remaining for your exam – this includes any extra time and/or technical time you may have been given.	
This indicator confirms whether you are online and connected to the internet	
If you lose your internet connection this message will be displayed	
If your internet connection does not restore itself, or you cannot reconnect successfully a message will be shown.	
On the Inspera dashboard it will also display a message confirming there is no internet connectivity.	

You can view any messages you have received from the invigilator by selecting the bell icon.	
Additional options menu	
The additional options are listed. Click the **X** button in the top right to return to the Dashboard.	

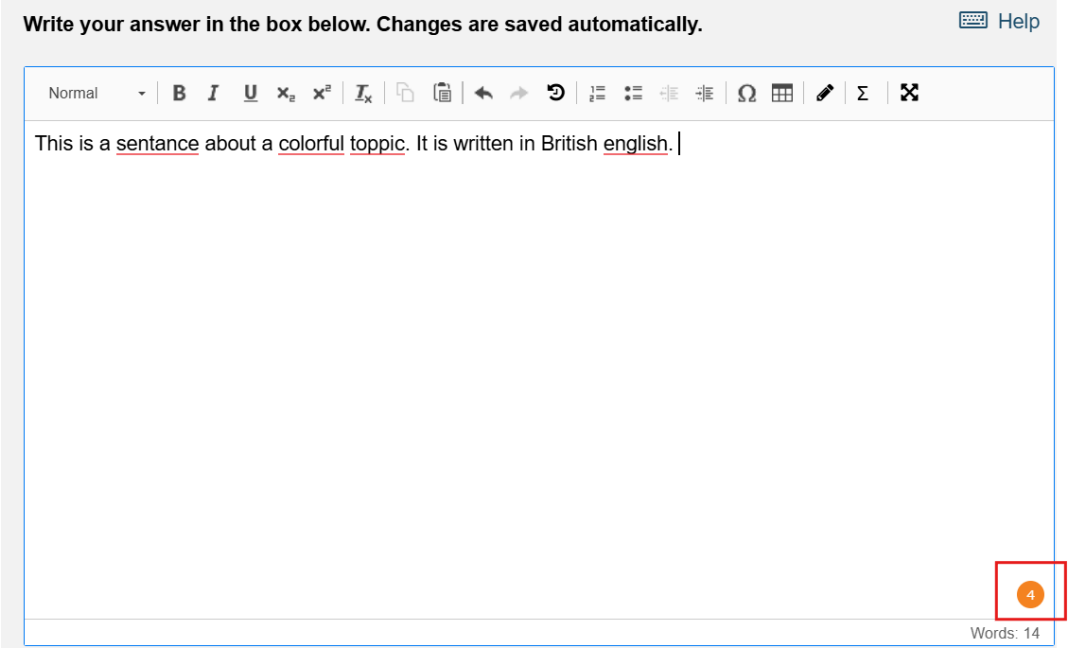
YOUR EXAM RESPONSE(S)

Typing an Exam Response

In the typed response box, you can type your answer and the tool bar provides several formatting tools that allow you to modify your text and content. Keyboard shortcuts are shown when you hover over some of the options. A **word count** is also available in the bottom right-hand corner.	

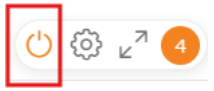
Formatting Paragraphs	
Bold, Italic, Underline, Subscript, Superscript and Remove format	
Copy, Paste, Undo, Redo, Temporary Backup Snapshots	
Insert/Remove Numbered List, Insert/Remove Bulleted List, Decrease Indent, Increase Indent	
Insert Special Character, Table, Insert Drawing	
Edit Formula	
Expand the typed response box To exit this view, click on the button again.	

Spell check in Inspera

The majority of exams will have spell checker turned on. There will be an orange icon at the bottom right of the textbox indicating the number of errors found. Red underlines will highlight these in the text.	

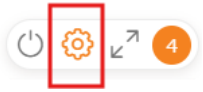
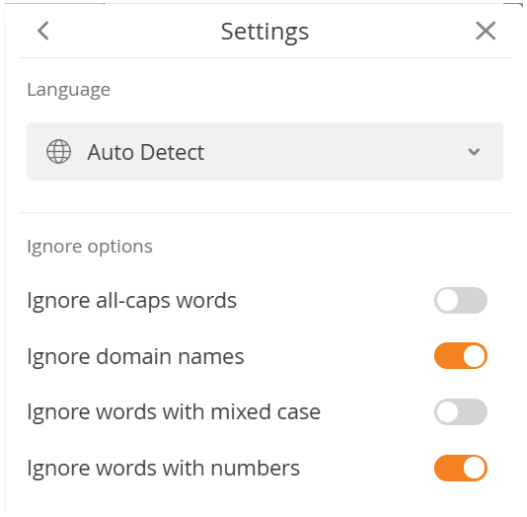
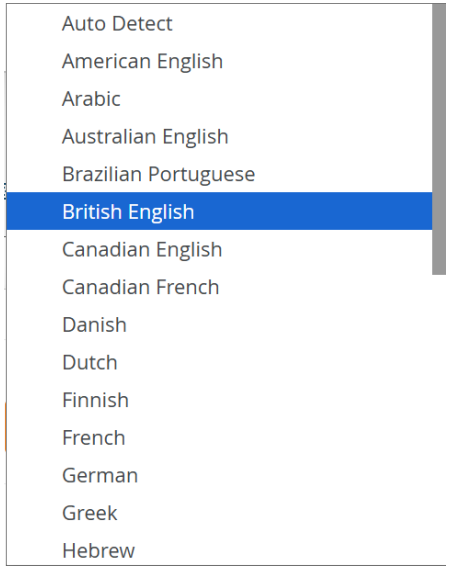
Can I turn off the spell checker?

You may find the inline highlighting distracting. To turn it off you should hover over the orange icon in the bottom right, which then shows three extra icons.	

Clicking left icon will disable spell checker for that text area. This will default back to enabled when you move to another question, and if you return to this question.	

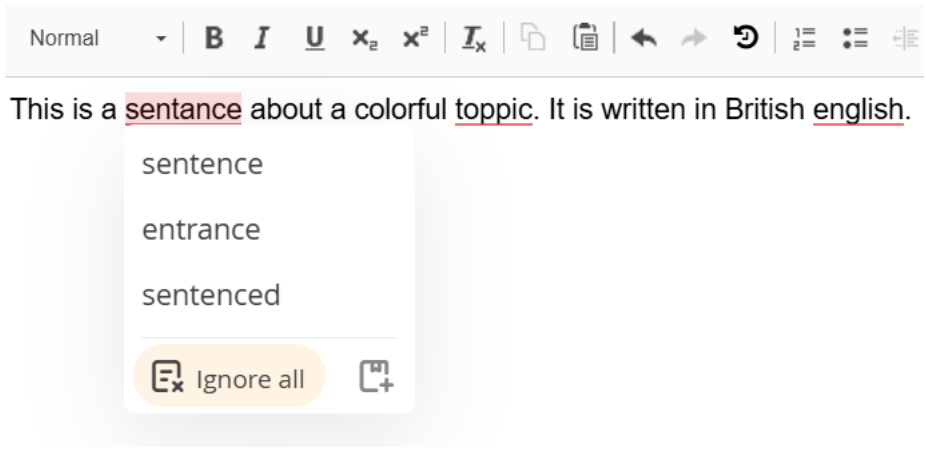
How can I configure the language?

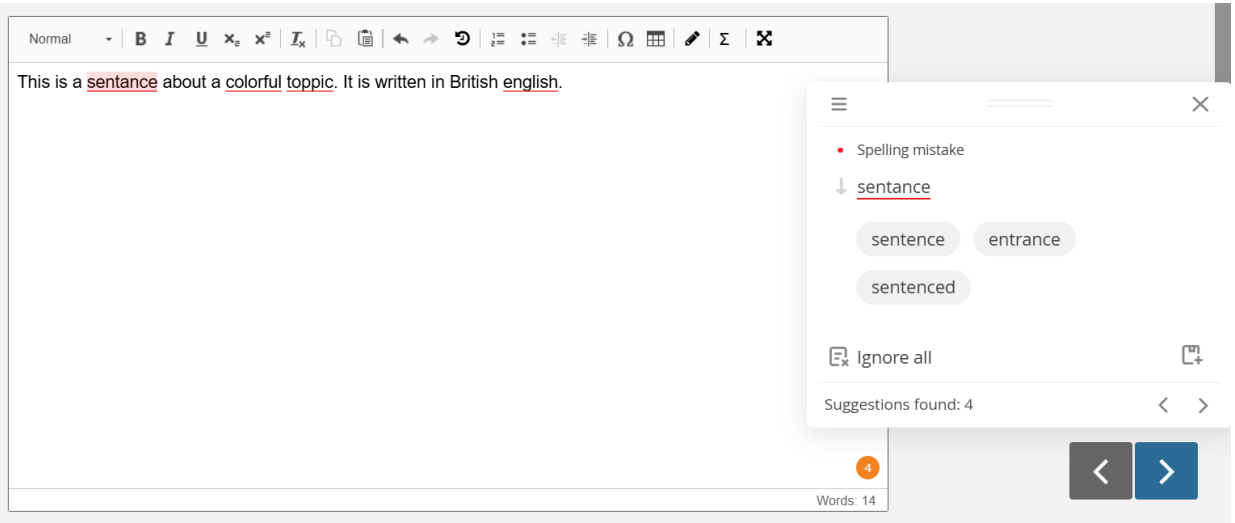
The spell checker defaults to 'Auto Detect'. When English is typed, it will automatically spell check using British English spellings.

Clicking the cog icon will open a settings window, where the spell checker can be configured.		
You should then use the dropdown, which is set to Auto Detect. Then select the language you want the spell check to use for this question.		

Using the spell checker?

There are two ways to correct spelling mistakes highlighted by the spell checker in Inspera.

Inline When a word is underlined as a spelling error, and you click on it, corrections will be suggested. You should click on the suggestion to accept the correct one or click '**Ignore all**' if you disagree that the word is incorrect.	
Pop out You can alternatively use the pop-out spell check. This is accessed by hovering over the orange icon in the bottom right corner and selecting the expanding arrows icon.	

As with the inline checking, you can click on the correct spelling suggestion to accept it. Clicking '**ignore all'** stops the spell check making suggestions. Clicking the forward and back arrows skips through to the next spelling mistake.	

Will the spell checker correct my grammar?

No, this functionality will correct spelling only.

Uploading an Exam Response

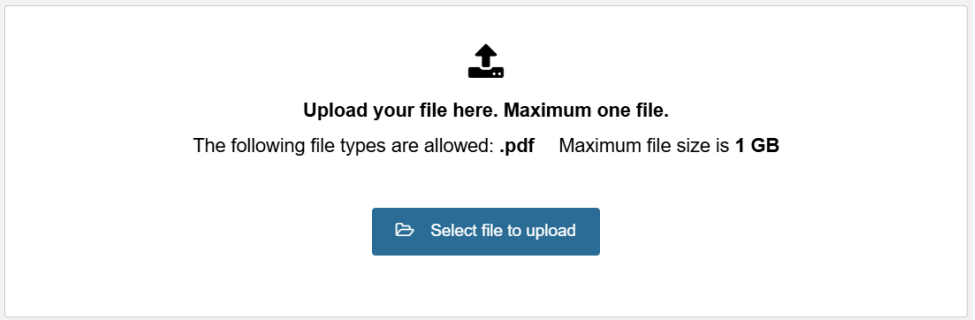
Instructions on how to scan and save handwritten responses to a PDF are covered in Scanning Inspera Responses (PDF).

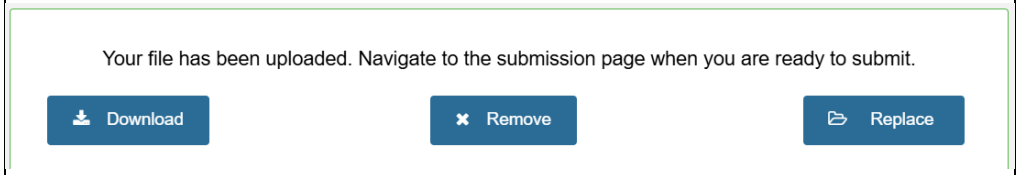
This mode of response should only be used if:

- Your exam paper requires a handwritten/uploaded element to your response
- You have been granted dispensation through the existing exam adjustments process e.g. to handwrite on the basis of disability, or a medical condition.

The name of your uploaded file will be wiped after you submit your completed exam responses and replaced with a numerical string. This is to support anonymised marking. However, when naming your PDF, you are still advised to use a format that helps you to upload the correct document to the exam. For example, the name of the paper and the question number you are answering.

Instructions on how to upload a PDF to Inspera are covered below.

Where part of the submission requires a PDF to be uploaded, click **Select file to upload**. Select and upload the PDF file from your computer. Please note the file size cannot exceed 1GB. While it is sometimes possible to copy an image from your browser and paste it into the text area, the recommendation is to always upload any images as a PDF attachment.	

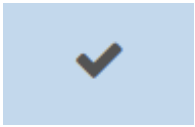
You will see a confirmation that your file was successfully uploaded and saved to your submission. The document can be removed or replaced using the buttons. The uploaded PDF can be viewed by clicking the **'Download'** button.	
The file name, file type, file size, the time it was uploaded, and the status of the document are also shown.	

CHECK YOUR EXAM RESPONSE(S)

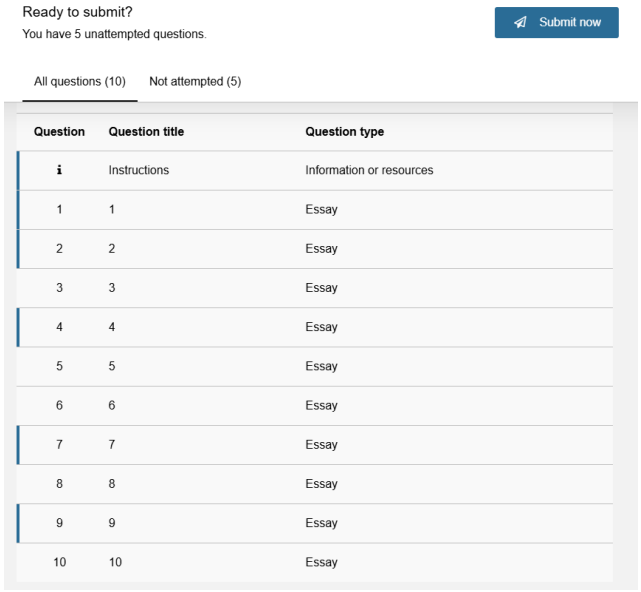
It is important to leave enough time before the end of the exam to check your exam responses, so you are confident you are submitting the correct content.

Once the timer has expired, you will **not** be able to edit or upload any further responses in Inspera.

Click on the '**tick**' icon in the bottom right of the screen to go to the submission tab.



The submission tab provides an opportunity to review the number of questions answered and the number of questions not attempted.



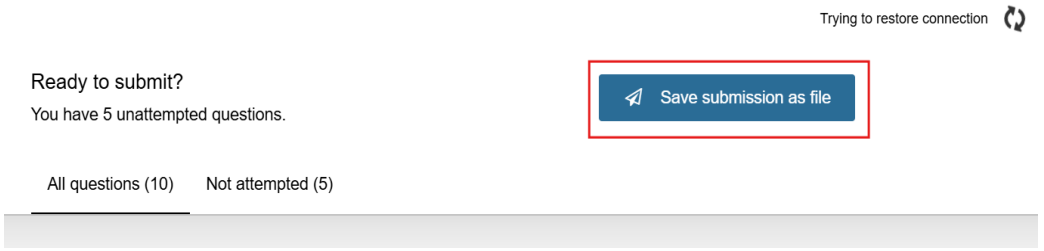
For **typed responses**, we recommend that you proofread your answer and use the spell checker. For **uploaded content**, click the 'Download' button to check that you have uploaded the correct document. You can use the 'Replace' button if you need to replace it with a different one.

SUBMIT YOUR EXAM RESPONSE(S)

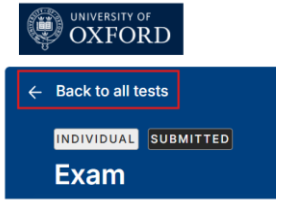
When the exam timer has expired, click **'Submit now'.** This will send your responses to the examiners. If you want to finish your exam before the exam timer has expired, make sure you check your responses carefully before you click 'Submit now'. You won't be able to return to the test and edit your responses after you've clicked 'Submit now'. You will see a message confirming that you have submitted your exam, and the exam will move from 'My tests' to the 'Archive'. You will not receive an email confirmation.	

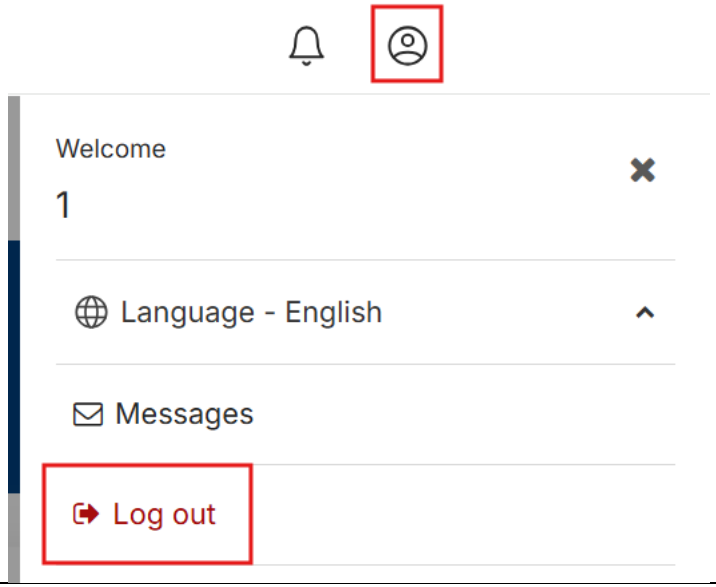
If you have lost internet connectivity

Please Note: If you lose internet connectivity, and you are still offline when the exam ends, **please do not close your browser**, but immediately save your submission as a file.

The option to save your submission only appears if you lose internet connectivity. To save your exam response, click **Save submission as file** (the saved file from Inspera will be a .ia file). You will then need to contact the Online Exams Support Desk and send this file to them, alongside any PDFs you were unable to upload, so they can upload it into Inspera on your behalf. Details of how to contact the support team can be found on the Online Exams webpage.	

Logging out

Click 'Back to all tests' to return to your Inspera dashboard.	

To Logout, click the **user icon** and select **Log out**.	

REPORTING TECHNICAL ISSUES

See the 'Need help' section on the student webpage for online exams.

OTHER HELP AND GUIDANCE

Further information and guidance on how to use OneDrive for scanning handwritten responses can be found for Android and Apple devices.

Further information on the policies governing online exams at Oxford can be found on the student webpage for online exams.

