

Submit an Inspira exam

Tips

- Before submitting the check you have followed the guidance of Academic Integrity.
- Your work may be checked for plagiarism.
- Ensure required files are uploaded and formatted as a PDF.
- Start uploading your files 30 minutes prior to submitting.

Do NOT leave it until the last minute!

Reminder notifications

You will receive some form of the following alerts before the end of your exam:

For all exams:

- **15 minutes left**
You have 15 minutes to the end of your exam.

For exams with a file upload question:

- **30 minutes left**
You have 30 minutes to the end of your exam. Please start uploading your file(s).
- **15 minutes left**
You have 15 minutes to the end of your exam. This is your last opportunity to upload your exam answers.

Please remember to click SUBMIT!!!

Submit your exam

Once you are ready to submit your exam click either the **Contents** icon or the **Review** icon located in the bottom navigation bar. This will return you to the contents page where you will find the **Submit now** button.

When you are certain you are ready to submit click **Submit now**.

Once your exam duration has ended you will no longer be able to access it.

0001
37 minutes remaining

Ready to submit?
You have attempted all questions in this test.

Submit now

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

Test Qs		
Question	Marks	Question type
1	1	Multiple Choice
2	1	Multiple Response

1 2

Submitting an exam offline

If you lose connectivity and cannot submit your exam follow the steps below:

1. Open the **Options** menu located at the top right-side of your screen.



2. Select **Save submission as file**

Options

Go to submission page

Language

Contrast

Text size

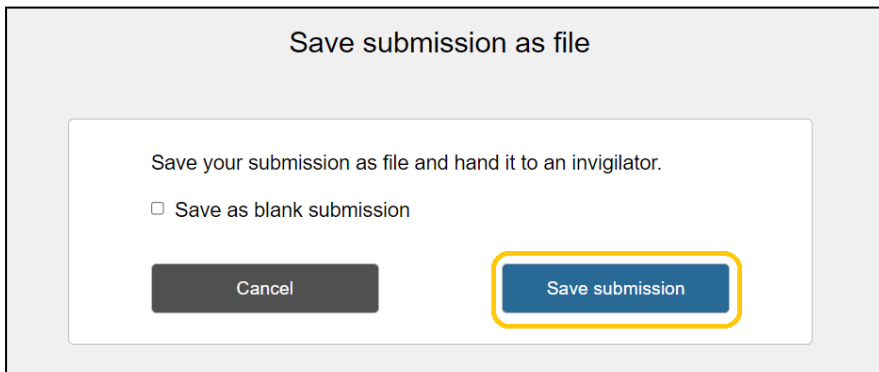
Submit blank

Save submission as file

Hide or show remaining time

Back to Dashboard

3. Click the **Save submission** button



Save submission as file

Save your submission as file and hand it to an invigilator.

Save as blank submission

Cancel Save submission

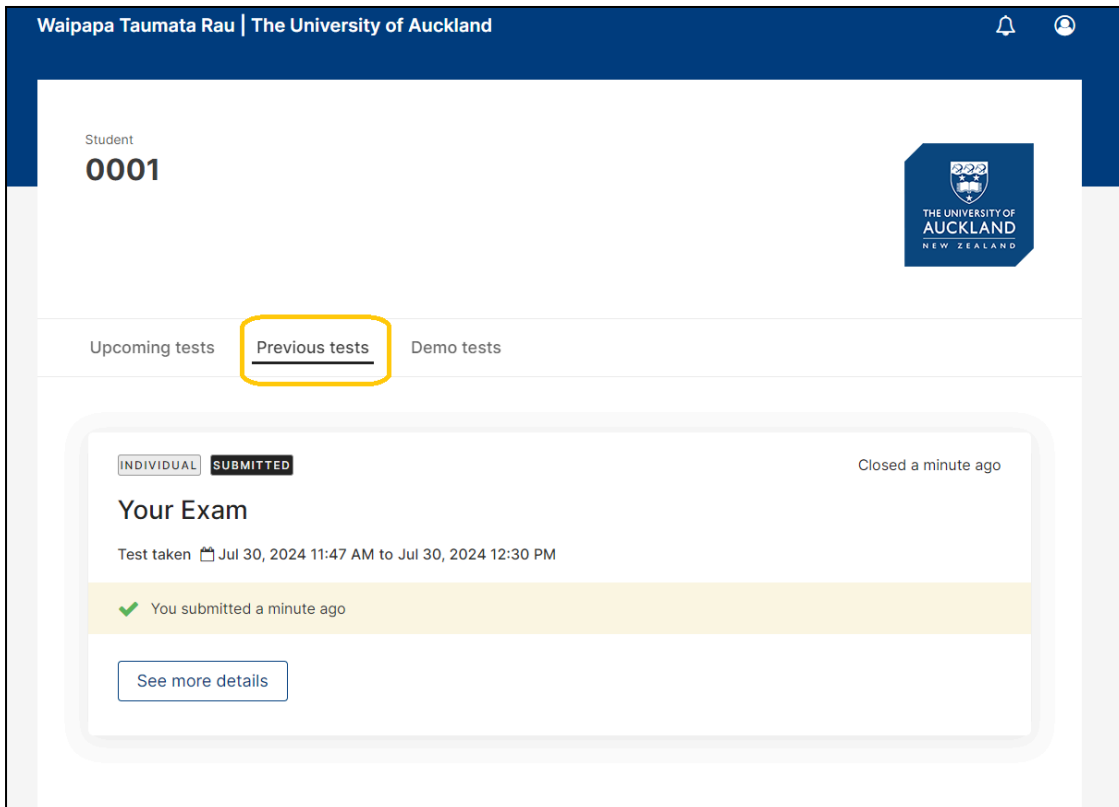
4. Save the file to your directory. **DO NOT** change the file name

When you regain access to the internet, email the file to exams@auckland.ac.nz with the subject line "**Offline exam submission**" together with the course code.

If you cannot reconnect and submit your exam straight away, email exams@auckland.ac.nz within 48 hours. Offline exams must be submitted within one week of the exam date.

Check the submission has been received

1. Go to the Inpera dashboard.
2. If you have submitted your exam you will find it under the **Previous tests** tab. A green tick and a notification that you submitted X minutes ago.



After your exam has been graded and your results have been published, you can view your results by logging into your Inpera dashboard. You will be able to see your submitted exam script under the **Previous tests** tab.

Support

Call **0800 61 62 63** (if you are in New Zealand) or **+64 9 373 7513** (if you are outside New Zealand)

You can also email studentinfo@auckland.ac.nz. But please be aware that emailed responses may not be able to be provided before your exam-submission deadline.