## Inspera Integrity Browser (IIB) Invigilated In-person Assessments



# **Completing Your Assessment**

#### Starting your in-person invigilated test or exam

The purpose of this guide is to take you through what you will need to check your set up, access and submit your exam. You will need to have installed Inspera Integrity Browser beforehand (refer to the student 'Set Up' guide: There are two steps to go through before you start your exam. You will also need to submit your exam once your exam is complete:

- 1. Opening Inspera Integrity Browser (IIB) and running system checks
- 2. Logging in and selecting your exam or test

#### Tips

- ✓ Bring your University of Auckland campus ID card.
- ✓ You will need your University sign-in details (username and password), so please take note of these before your exam if you are not familiar with them.
- ✓ Usernames usually contain up to four letters, followed by three digits, and are unique to each person for example, "tuoa001".
- ✓ You will need the exam PIN-code to access the exam.

#### 1. Opening IIB and running system checks

*Each time you open Inspera Integrity Browser it repeats the system checks you followed when you originally installed it.* 

- Click the Inspera Integrity Browser icon on your desktop to launch IIB.



• The welcome page will open.

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troduction	System check	Login	Select test			
e inspe	ra assessme	nt				
		-				
Welco	ome to In	spera I	Integrity E	rowser		
(previously	Inspera Exam Port	tal)				
To start you	ur test, follow these	e steps:				
1. Systen 2. Login 3. Select	n check (have your login us the test	sername and	password ready)			
If your test	is remotely procto	red, you migh	nt have these additio	nal steps:		
4. Camer 5. Microp 6. Take y 7. Take a	a, screen recordin bhone check our photo photo of your ID	g and disk sp	ace check			
Please mak	e sure:					
8. You ar 9. Your s	e in a well-lit room peakers and micro	phone are co	nnected.			
Good Luck!						
			This step	is successfully completed. Click Next to co	ntinue.	Next

- Click Next to go to the System check.
- Inspera Integrity Browser will again automatically go through the system checks.
- Click **Next** to go to the login page.

### 2. Logging in and selecting your test or exam.

• You should now see the University login page.



Enter your University of Auckland username (e.g. "tuoa001") and password and click **Next**This will take you to the **Select Test** screen.

🎽 Inspera Exam	Portal 1.15.4							-						
(i) Introduction	System check	→] Login	Select test	Proctoring	<b>□1</b> Camera / Mic	[ <mark>옷]</mark> Photo	R≡ ID		Chat					
Select test														
Click Next to continue.														
Demo te	st IEP		A	H: 1										
			Fe	February 07, 2023 10:00 » February 08, 2023 12:00										
					Unlo									
You entered the correct PIN for the test. Please press <b>Next</b> button to continue.														
	This step is successfully completed. Click Next to continue.													

To access your exam at your exam start time, enter your PIN-code. The PIN-code is up to six characters (comprising of letters and/or numbers), which will be announced in the exam room on the exam day.

Under **Mode D** conditions, Inspera will close all other applications and websites. You will not be able to access any applications or websites during the examination period.

Under **Mode D\*** conditions, you will be able to access permitted applications and websites during the examination period.

Complete your exam.

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Congratulations on completing your Inspera invigilated exam!