

Completing Your Assessment

Starting your online 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 Inspira Integrity Browser beforehand (refer to the student 'Set Up' guide: There are five steps to go through before you start your exam. You will also need to submit your exam once your exam is complete:

1. Opening Inspira Integrity Browser (IIB) and running system checks
2. Logging in and selecting your exam or test
3. Running pre-checks for online invigilation
4. Conducting a microphone test
5. Checking your identity
6. Submitting your exam on completion.

Tips

- ✓ 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.
- ✓ Make sure you have your photo ID handy.
- ✓ Photo ID can be your University of Auckland ID card (Campus Card), or photo ID that is state-issues (such as a passport or drivers license), or issues by another higher education provider.

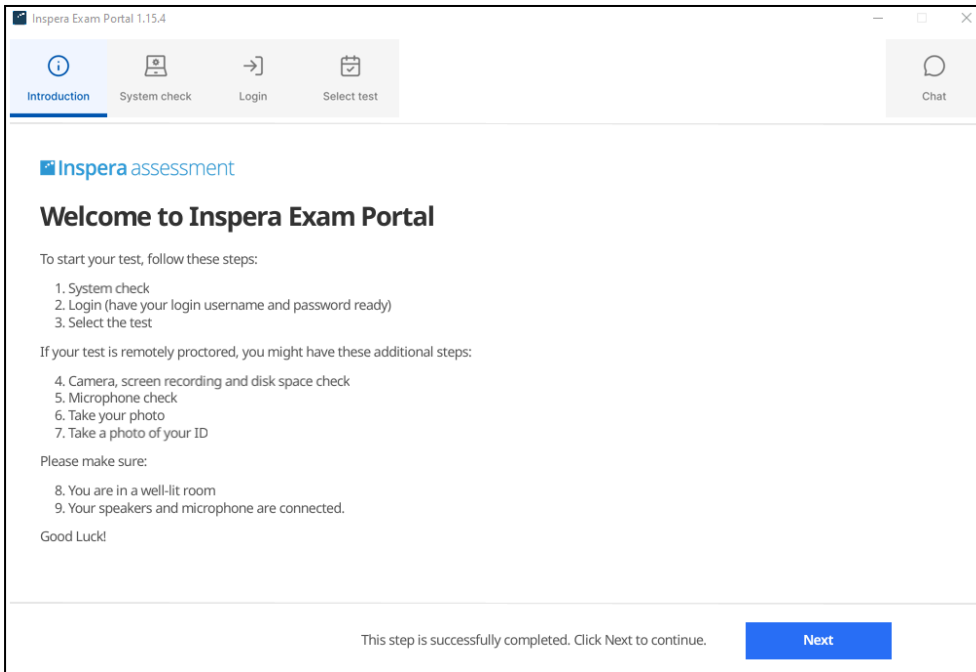
1. Opening IIB and running system checks

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

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



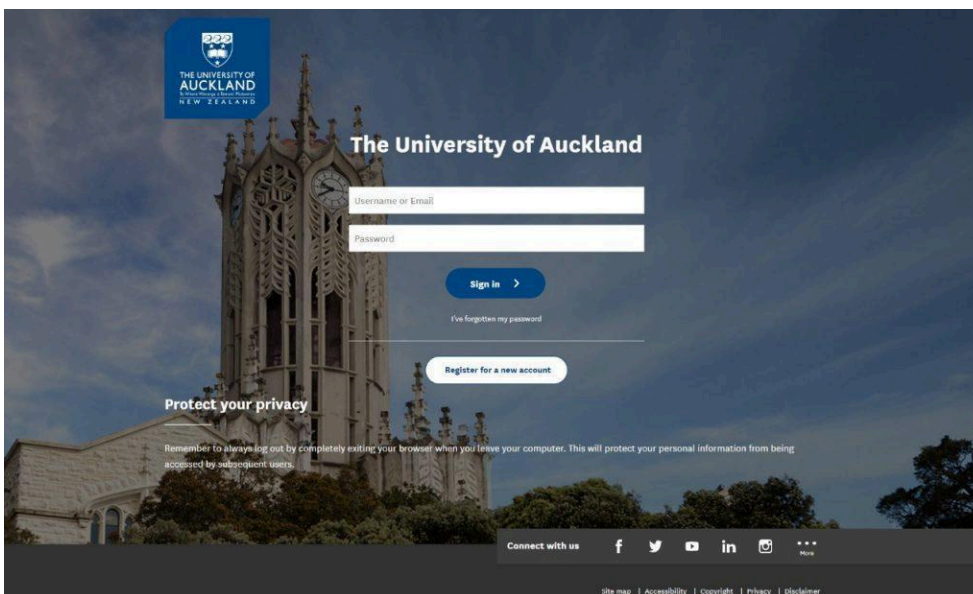
- The welcome page will open



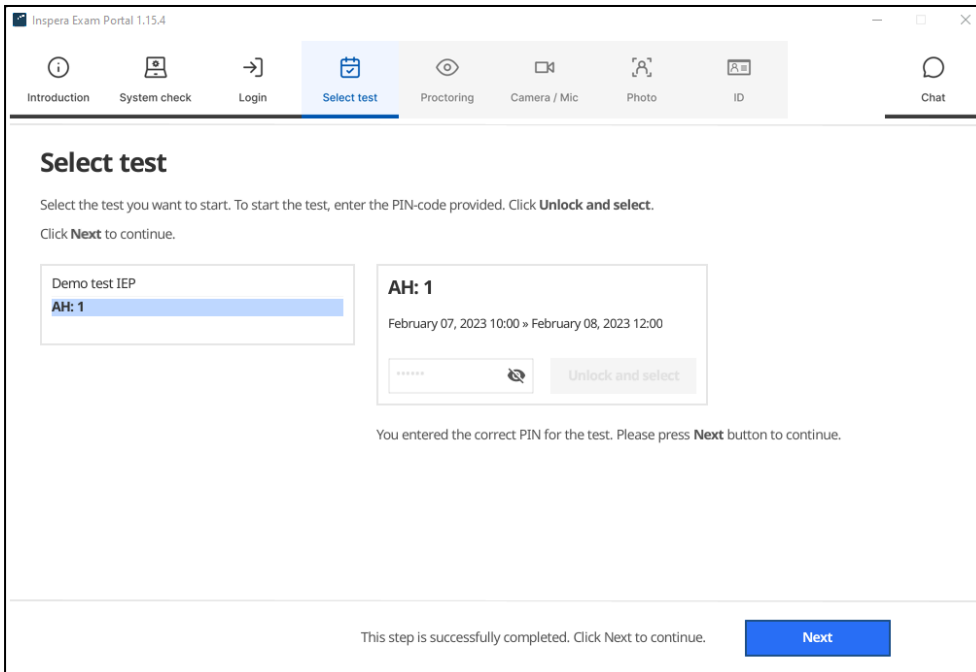
- Click **Next** to go to the **System check**.
- Inspera Integrity Browser will again automatically go through the system checks.
- Click **Next** to go to the login page

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

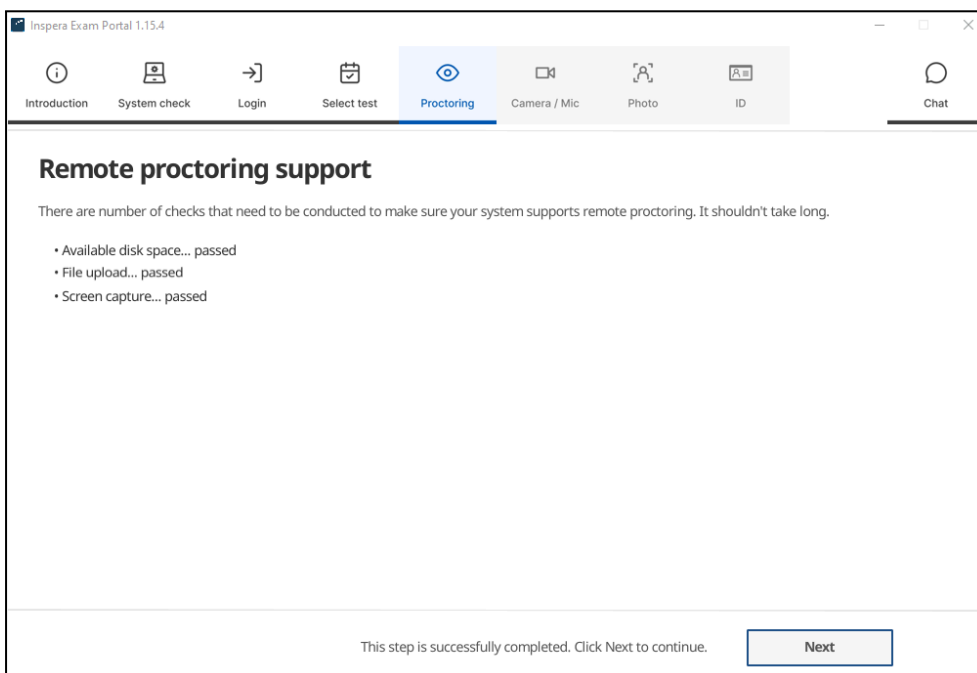


- To access your exam at your exam start time, enter your PIN-code. This is the six character code (three letters and three numbers) that was sent to you via email and/or Canvas announcement in the lead up to the examination period.

Note: you will be able to enter the PIN code and perform the subsequent steps one hour before the exam start time.

3. Running pre-checks for online invigilation

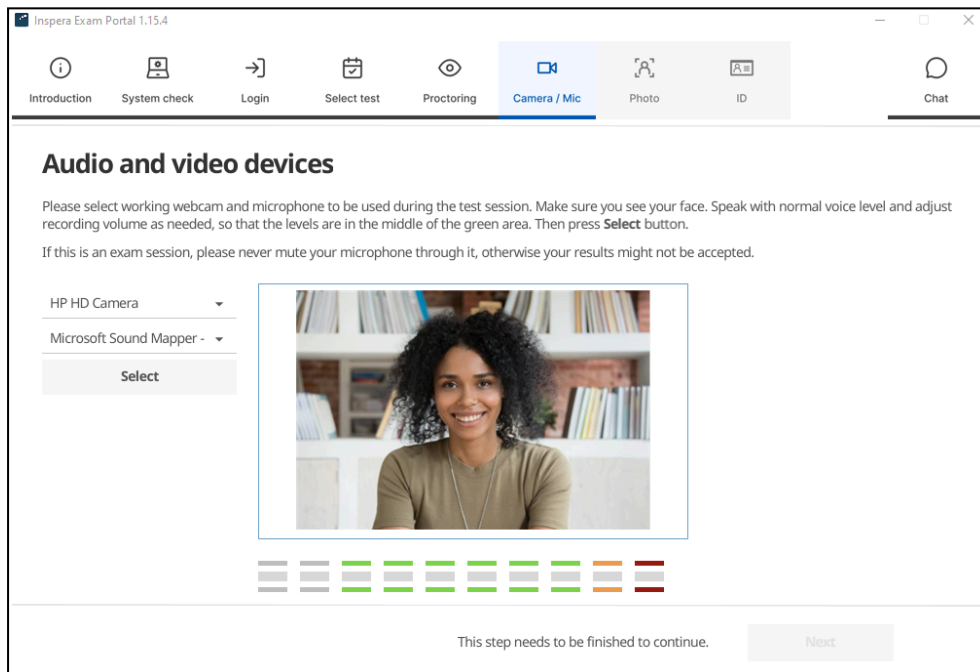
This step is to check that your system is set up for online invigilation



- The system will run through these checks automatically. Once completed, click **Next**.

4. Conducting the camera and microphone test

Your webcam and microphone needs to be on throughout the exam. This step is to check volume and video.



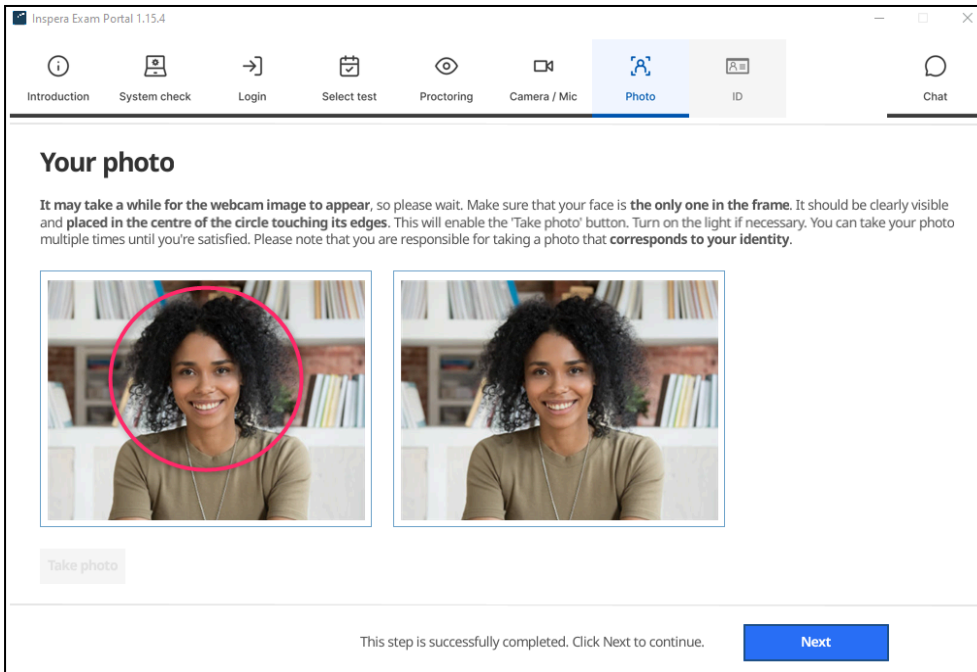
- If you have more than one webcam or microphone connected to your device, you will be able to select which one Inspera will use for the exam.
- Speak **loudly** into the microphone - it's just checking volume and sound
- Adjust the volume and camera if needed
- Once the volume line shows in the green area or above, the "This step is successfully completed" message will appear and you can click **Next**.

5. Checking your identity

The last step before you start your exam is to check your identity, by taking your photo and comparing it with your photo ID.

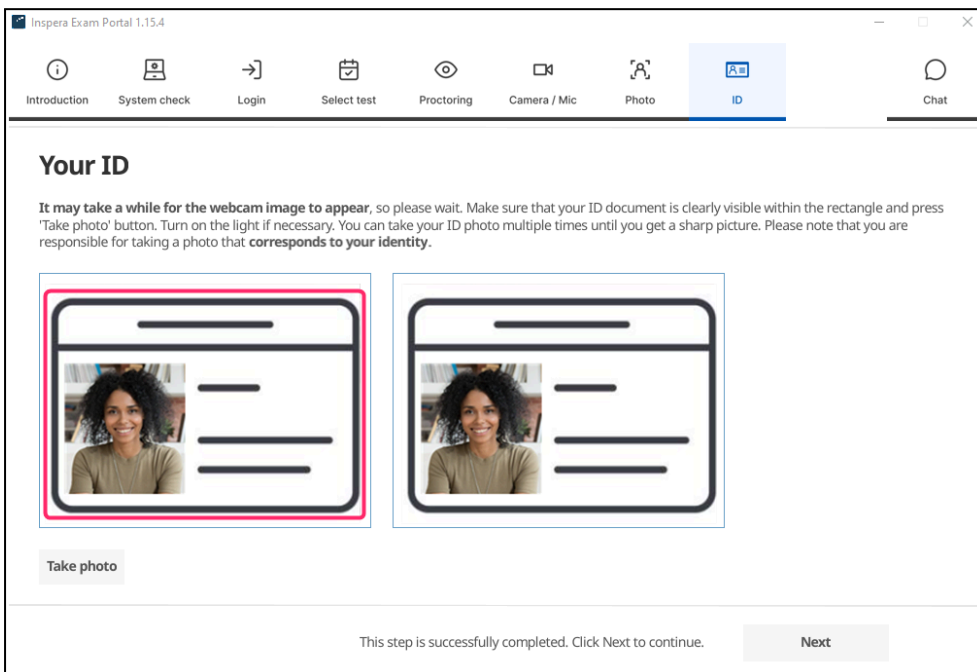
Tips

- ✓ It can take a couple of minutes before the system detects your face and is ready to take a photo.
- ✓ Your face needs to be within the red circle showing on your screen.
- ✓ Ensure there is good lighting on your face (the light on your face should be brighter than the light behind you), and move backwards and forward so your face is in the circle on the screen if it does not work at first.



Move your face so it is centred in the circle

- When the **Take a photo** button activates, click on it
- Your photo will appear on the right-hand side
- Click **Next**



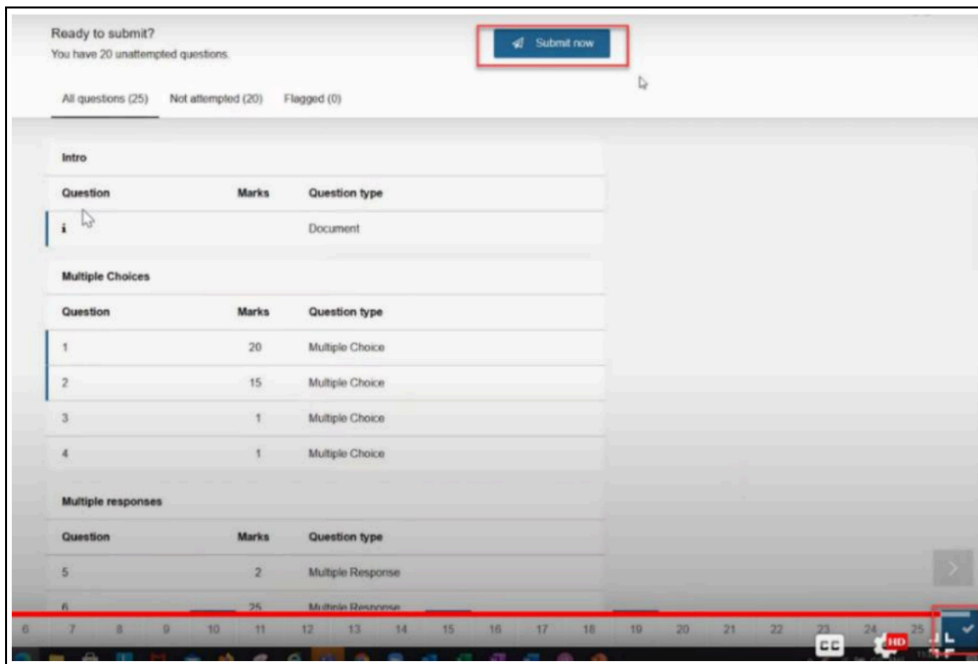
- Hold your photo ID (your University of Auckland student ID card, state-issues ID such as a passport or drivers license or ID issues by another higher education provider) up so it shows in the red rectangle.
- When the **Take a photo** button activates, click on it.
- Click **Next**. This will take you to your exam cover page.

You are now ready to start your exam

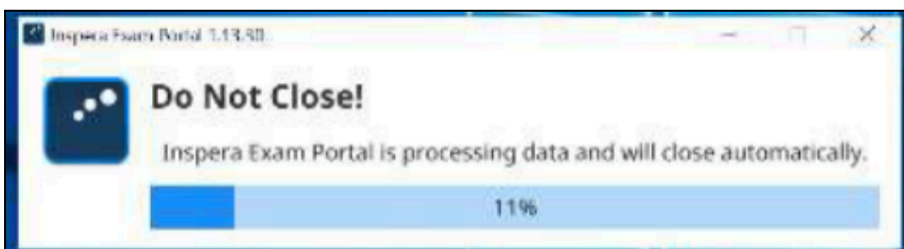
Once you are at the exam cover page the exam works in the same way as an Inspera standard exam until you have completed your exam and are ready to submit.

6. Submitting your exam on completion

Once you have completed your exam you will need to click '**Submit now**'. There is **no** auto-submit for an exam through Inspera Integrity Browser.



- Click on '**Submit now**'
- Then you can quit Inspera Integrity Browser. If you forget to do this, the system will automatically process the exam and close the browser.
- **Wait!** Do not close this window. Once the exam has been processed, this window will close automatically



Congratulations on completing your Inspera remote invigilated exam!