Inspera non-proctored Assessment User Guide

This guide is for students at BPP taking non-proctored assessments using Inspera. If after reading this guide you are still facing difficulties with Inspera, please email: Inspera@bpp.com and we will do our best to assist you. Please do not contact your programme team or IT support during your exam as they will be unable to assist with specific queries.

We have taken steps to ensure that your assessment closely replicates the format as it would have been had you taken it on paper in an exam hall. The number and type of questions remains the same. The only potential difference is that the assessments are open book. You are therefore permitted to use any materials you wish while taking your assessment.

As ever, we wish you the best of luck with your assessment.

Contents

1 Before the Assessment

1.1 Inspera

Prior to your assessment it is highly recommended that you watch the demonstration video and use the demonstration assessment to familiarise yourself with the assessment environment.

1.2 Checking assessment access and additional time

All assessments take place on our Inspera website – https://bpp.inspera.com/

You log onto that site using your BPP username and password. We ask that you log in 48 hours before the assessment to check that you have been given access to it. If you do not have access, please email: Inspera@bpp.com – making sure you include which exam you are due to sit and your SRN.

When you log into Inspera using your BPP credentials, you will see the name of the exam, the start and end times and any extra time and rest breaks you may have. If your learning support minutes are incorrect, please also email the inbox above.

1.3 Computer minimum requirements

Operating System	Windows	Mac	Chrome OS
Version Requirement	Windows 7 or above	Mac OS 10.12 or above	Chrome 47 or above

1.4 Browser Specification

The only supported browser is Google Chrome; we cannot guarantee any other browser will work and we will not be able to support you with when Chrome is not in use. Google Chrome is free and can be downloaded here.

1.5 Disturbances

Please let anyone else in your house know that you are taking a timed assessment and must not be disturbed. Similarly, we recommend that you put a 'do not disturb' sign on your door, turn off notifications on any applications running on your computer (better still, shut them down) and turn off your phone and put it away.

2 Taking an Assessment

2.1 Accessing the exam in good time

Assessment window (typically an hour longer than the assessment duration).

Standard Exam time

Extra time you have been given in total.

For each assessment you will be given a start time and we recommend you log in and commence your assessment at that time. If you log in within 60 minutes of the start time, we can guarantee that you will get your full time allowance including any extra learning support time. Your

assessment will run for the allocated time from when you commence your assessment, e.g., if the assessment is 3 hours and starts at 10.00am and you log in and commence the assessment at 10.12am, your assessment will close at 1.12pm. If you log in later than 60 minutes of the start time you will have less time to complete your assessment, e.g., if the assessment is 3 hours and starts at 10.00am and you log in and commence the assessment at 11.12am, your assessment will close at 2.00pm, i.e., you will lose 12 minutes because you commenced the assessment 12 minutes after the 60 minute log in window closed.

If you miss your assessment it will count as missing a sit and you would be given a mark of zero. We are not able to give you another opportunity to log in later the same day.

If you are logging in from a different time zone (overseas) or your computer is showing a different time to BST, the timings on Inspera will be adjusted accordingly so may appear differently to the scheduled time.

2.2 Assessment materials

When taking your assessments on non-proctored Inspera, you can refer to any materials (hard copy and soft copy) that you wish. You can use your PC to access materials on your device (e.g., emails, internet, stored files) whilst the assessment is ongoing.

Where an Additional Document Booklet is normally supplied by BPP in advance of your assessment (e.g., Advanced Commercial Property), we will release this document as a pdf and you will be able to access this pdf during your assessment.

2.3 What to expect when viewing the assessment
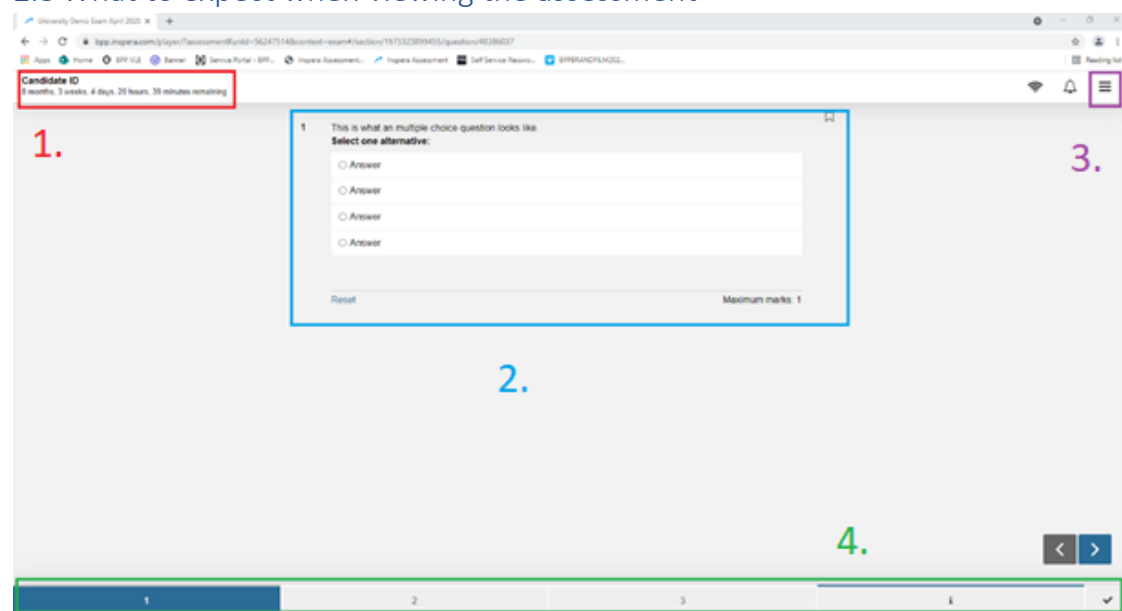
1. When you log in on Inspera using your BPP credentials, either your name or SRN will show at the top of the page. When your paper is marked, the marker will only see your SRN. You will also see the total exam time. If you are a learning support candidate, this will include your extra time.

2. The question-and-answer area will be found centrally and may take multiple forms.

3. Settings for text size can be found in this menu.

4. The question number bar can be used to navigate through the questions and return to previous answers for editing.

2.4 Copy & Paste

Whilst it is possible to copy and paste text in Inspera, please note that you cannot right click during the assessment. You need to copy by highlighting the relevant text and using the relevant copy and paste keyboard shortcuts for your PC.

2.5 General points to note

- You are permitted to briefly use the bathroom.
- You are also permitted to leave your screen for other reasons, but you must ensure that nobody else can access your computer while you are away from it.
- Inspera features a spellcheck function which you may find useful
- You can zoom in and zoom out either by using the arrows in the "Customize and control Google Chrome" menu in the top right corner of the screen or by using the keyboard shortcuts on your Mac PC/laptop.
- You are permitted to have rough paper and pencils/pens to make notes.
- You are permitted to have food and drink with you during the exam as you would in an exam hall.

3 Information for Learning Support candidates only

3.1 Extra time and rest breaks

Extra time and rest breaks will be automatically added to your assessment duration. If you feel you have spent sufficient time on an assessment, do not feel obliged to take all your extra time or rest breaks.

It is advised that you take your rest breaks in the normal way. The time of the assessment will keep running as you have had your extra time and rest breaks added to the overall assessment time.

3.2 Accessibility features in Inspera

In most cases screen readers and zoom software, such as JAWS, Windows Narrator for Windows, VoiceOver on macOS and iOS and ChromeVox Next on Chromebook should function correctly. There is also a built-in Text to Speech feature.

If the assessment format is in MS Office students are advised to consider exploring the following: My Computer My way and Microsoft's accessibility, features such as Read Aloud and Dictate in Word.

Students who normally use a reader or a scribe have the opportunity to use a family member who is already residing in the student's household as a reader or scribe.

https://www.inspera.com/legal/accessibility

4 Troubleshooting and other FAQs

4.1 If your assessment is not showing in Inspera

Email inspera@bpp.com and we will endeavour to add you, however, if this request is submitted on the day of the assessment this cannot be guaranteed. We strongly advise you to contact us at least 24 hours before your assessment if you have any issues.

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4.2 My extra time is incorrect, what should I do?

If your learning support time is incorrect, please email: Inspera@bpp.com at least 24 hours in advance of your assessment.

4.3 I have been logged out of the assessment, what do I do?

You can log back in and continue your assessment. The system saves your work as you type. You may lose 1-2 minutes work if you are logged out or quit Google Chrome by mistake.

4.4 The system appears to have stopped responding, what should I do?

Close down your browser and log back into the system. So long as your time has not expired, you will be able to go back into your exam and continue and then press submit.

If your time has expired, you should still be able to go back into your assessment. Log in again, press 'Start Test' and you will see the submission page where you will be able to press SUBMIT to submit your assessment.

If instead of a submit button you see one that says 'Download now' then please see the next FAQ below.

If you are unable to log in to your assessment time again because time has expired, the system will have saved your work before it stopped responding and we will be able to submit it for you.

4.5 I am unable to submit my answers at the end of the assessment, what should I do?

The system will automatically create a file of your answers that must be emailed immediately to Inspera@bpp.com. The file will either be automatically saved in your downloads folder or you will be prompted to save it in a location of your choice. The filename will contain your SRN and other randomly generated characters and have .ia at the end. Remember, we will already have the last saved version, i.e. when you were last connected to the internet as a backup. If you do lose connection at the point of submission and download a file, please email it to us asap so that we can update your submission.

4.6 I think I've found an error in the assessment, what should I do?

Carry on with the assessment. We have extensive quality assurance processes before and after each assessment. In the unlikely event that there is an error, it will be taken into account in the marking process. Please do not contact us during the assessment as we will not extend the time of your assessment or answer any queries.

4.7 Can I use an additional screen?

Yes, you may use an additional screen for timed at home assessments.

4.8 Can I print the exam paper?

No, you are not permitted to print the question paper.