

Inspira - Non-Proctored Assessment User Guide

This guide is for students at BPP taking non-proctored assessments using Inspira. If after reading this guide you are still facing difficulties with Inspira, please email: Inspira@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.

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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.

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Section 1: Before your Assessment

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.

Please ensure each step on the below checklist has been completed in preparation for your assessment:

1. **Check computer compatibility**
2. **Check assessment access**
3. **Check exam duration**
4. **Ensure there are no disturbances during your exam**

Computer Specification

In order to take a non-proctored assessment on Inspera you need to make sure your machine meets the below minimum requirements:

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

Please note: 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](#).

Checking assessment access

All assessments take place on our Inspera website portal: <https://bpp.inspera.com/>

Please note, non-proctored exams **cannot** be accessed on the Inspera Integrity Browser (IIB) application, it must be accessed via the web portal link above.

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.

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.

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.



Exam Duration

For each assessment you will be given a start time and we recommend you log in and commence your assessment at that time.

When logging into Inspera the duration shown will include the assessment grace period. For example, if the exam starts at 10.00am and is a 2-hour paper. The exam time on Inspera will be shown as 10.00am-1.00pm. This means that so long as you start the assessment before 11.00am you will receive the full exam duration.

The screenshot shows the Inspera assessment interface for 'LS PGDL Public Law 1 - 10th December 2020'. The main assessment window is highlighted with a red oval, showing the start time 'December 10, 2020 10:00 AM' and end time 'December 10, 2020 1:00 PM'. Below this, the 'Time limit 2 hours' is circled in red, with a callout box explaining that the duration would be 2 hours. Another red oval highlights the text 'including extra time, 1 hour', with a callout box explaining that this is the extra time given in total. A third red oval highlights the 'December 10, 2020 2:00 PM' deadline, with a callout box explaining that this is the assessment window, typically an hour longer than the assessment duration. The interface also shows 'Starting in 2 days', 'Starts on Thursday', and a 'See more details' button.

Assessment window
(typically an hour longer than the assessment duration)
The start time shows as 10:00am 10th December on this occasion.

Standard exam time
The duration would be 2 hours on this occasion.

Extra time you have been given in total.

If your learning support minutes are incorrect, please email inspera@bpp.com at least **24 hours** before your assessment start time.

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.

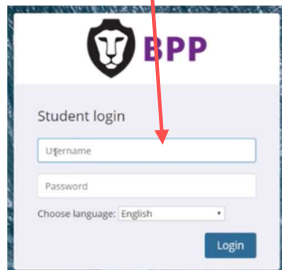
If you are logging in from a different time zone (overseas) or your computer is showing a different time to BST, the timings on Inspera will be adjusted accordingly so may appear differently to the scheduled time.

Section 2: Taking your assessment

Now you have completed the checks in Section 1 you are ready to take your assessment. Please read the guidance in this section on taking your assessment.

Logging into your exam

Step 1 – Go to <https://bpp.inspera.com/> and login into Inspera using your BPP login credentials.



Student login

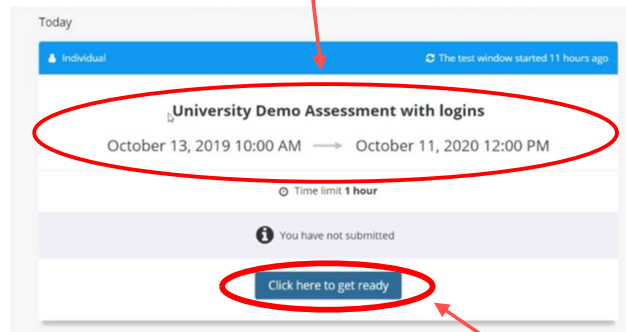
Username

Password

Choose language: English

Login

Step 2 – Your assessment title and duration will appear. (Please see [exam duration](#) section for more information on this)



Today

Individual The test window started 11 hours ago

University Demo Assessment with logins

October 13, 2019 10:00 AM → October 11, 2020 12:00 PM

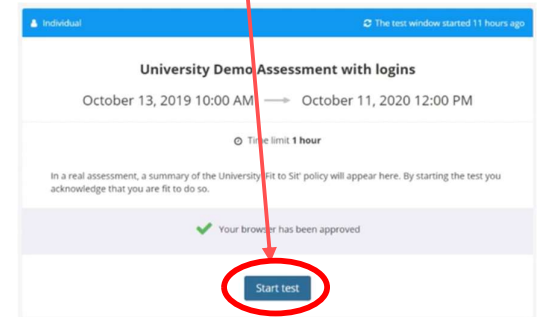
Time limit 1 hour

You have not submitted

Click here to get ready

Check this appears correct and click 'Click here to get ready'.

Step 3 – Then you can click 'Start Test', this will take you into your exam and start your assessment timer.



Individual The test window started 11 hours ago

University Demo Assessment with logins

October 13, 2019 10:00 AM → October 11, 2020 12:00 PM

Time limit 1 hour

In a real assessment, a summary of the University's 'Fit to Sit' policy will appear here. By starting the test you acknowledge that you are fit to do so.

✓ Your browser has been approved

Start test

Inspira Functionality

Please see the functions circled below that you may find helpful to navigate throughout your exam.

Assessment duration

– Once you click start, your exam duration will count down in the top left corner of the screen. Please make sure you reference this, rather than the clock. As this is the most accurate way to check how much time you have remaining.

Candidate ID

11 months, 1 week, 21 hours, 19 minutes remaining

1 University Demo Test 1

This is what an multiple choice question looks like.

Select one alternative:

☐ Answer

☐ Answer

☐ Answer

☐ Answer

Reset

Maximum marks: 1

PLEASE NOTE

Whilst it is possible to copy and paste text in Inspira, 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.

Menu – You can change the text size using the options menu in the top right corner of the screen.

Flag questions – You are able to flag questions to come back to at any point.

Arrows to navigate through questions – You can click back and forth between the questions as frequently as you wish using the arrows.

Question numbers – The question numbers will appear along the bottom of the screen, you are able to click back and forth between the questions as frequently as you wish.

Submissions page – The last screen is a summary page; this will show which questions you have attempted and any you have not answered.

Assessment Materials

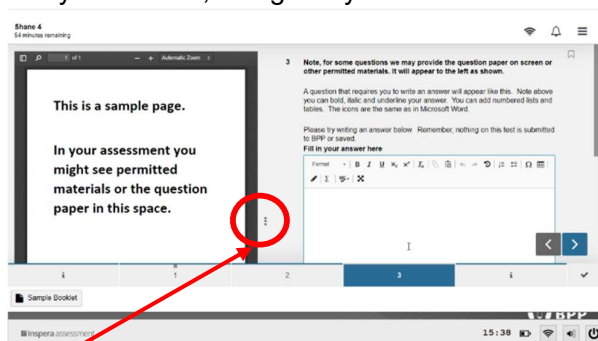
When taking your assessments on non-proctored Inspera, you can refer to any materials (hard copy and soft copy) that you wish. You can use your PC to access materials on your device (e.g., emails, internet, stored files) whilst the assessment is ongoing.

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.

The 'PDF Panel'- this is attached to a specific question and will appear on the left side of your screen, alongside your answer box.

So long as you have an active internet connection these documents will appear next to the relevant question as you progress through the exam.

It is also possible to resize the pdf panel; this can be done by pulling down the three dots at the bottom of the panel. It is a good idea to practice this when completing the system test mentioned above.



Extra time and rest breaks

This information is for learning support students only.

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.

Accessibility features in Inspera

This information is for learning support students only.

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.

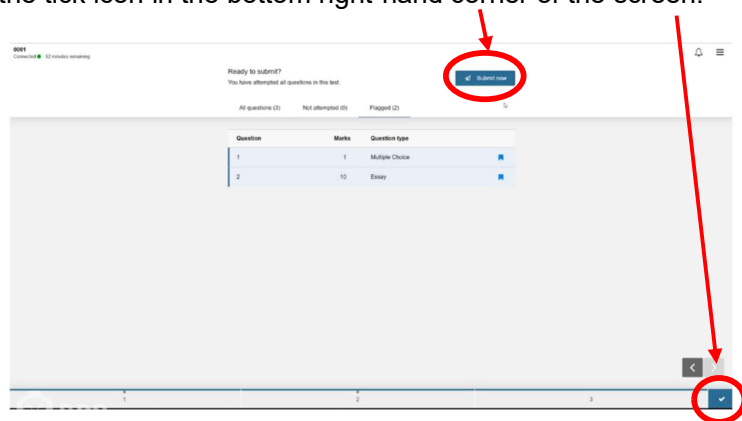
If the assessment format is in MS Office students are advised to consider exploring the following: My Computer My way and Microsoft's accessibility, features such as Read Aloud and Dictate in Word.

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>

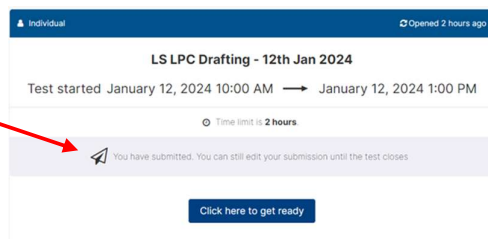
Submitting your assessment

Once you are ready to submit your answers, please press submit on the final summary screen. You can access this page by clicking on the tick icon in the bottom right-hand corner of the screen.



If you are submitting early on your non-proctored exam, you should receive this message.

Please be aware, once you have submitted your answers, you will not be able to amend your submission.

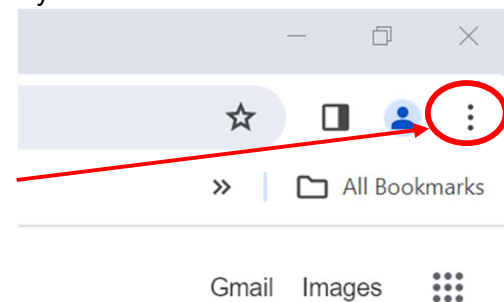


For non-proctored exams, when the assessment window closes, your answers will automatically be submitted if you have not submitted them already.

General points to note

Please see the list below on some points to be aware of during your assessment.

- 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.
- Inspira 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.
- You are not permitted to print the question paper.
- You may use an additional screen for timed at home assessments.



Section 3: Troubleshooting and FAQ's

This section will help answer a few common queries that you may come across during your assessment.

If you are still experiencing issues with your assessment after reading this, please contact inspera@bpp.com

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.

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.

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.

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.