

Inspera Integrity Browser (IIB) – Remote Proctored User Guide

It is essential that you read this guide fully before attempting any proctored assessment. 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.

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Inspera Integrity Browser is a piece of software that needs to be downloaded to your machine before you are able to sit any proctored assessments. This software will allow you to sit the exam whilst also recording your screen, audio from your microphone and video from your webcam. These recordings are made available to BPP to review to satisfy us and any Professional Statutory and Regulatory Body that you complied with academic regulations and did not commit any academic misconduct. This software will also prevent you from accessing any other documents / or websites on your computer. Please see video links throughout guide for further information.

Section 1: Before your Assessment

Please complete each step on the below checklist in preparation for your assessment. You will find further information to each step in this guide.

- 1. Check your computer compatibility**
- 2. Download the Inspera Integrity Browser (IIB) – [IIB link](#)**
- 3. Disable applications**
- 4. Test the system**
- 5. Check your assessment duration**

Your exam will appear on your IIB approximately 2 working days prior to the assessment date/time. If you are expecting to sit an exam that is not showing on your Inspera 2 working days prior to the assessment, please email: Inspera@bpp.com.

Computer Specification

In order to take an assessment using Inspera Integrity Browser (IIB) you need to make sure your machine meets the below minimum requirements:

- Windows 8.1 or 10 on 64-bit platforms OR MacOS X 10.15 and higher.
- A Sandy Bridge processor or newer (Inspera will check this for you)
- At least 500MB free hard drive space Web camera (internal or external) and microphone
- A single screen (Inspera will not allow any additional monitors to be connected unless there is an agreed LSA in place).
- A broadband internet connection with a minimum speed of 0.15Mbps

*Inspera Integrity Browser **does not run** on Google Chromebooks or machines running Linux, tablets or mobile phones.*

Please note: you must have full administrator rights on your computer to install and run the software. If you are using your own computer, it is likely that you are an administrator. If you are using a computer owned by your employer, then you are **not** likely to be an administrator. If the only computer you have access to is one owned by your employer and you do not have administrator access, please contact: Inspera@bpp.com

Disabling Applications

It is essential that when running Inspira Integrity Browser, there are no other programmes or applications running in the background on your machine as these are prohibited processes and such security violations could lead to an exam kickout. This includes any of the following:

- Communication applications such as WhatsApp
- Gaming applications such as Steam
- Antivirus software
- TabTip - (Touch Keyboard and Handwriting Panel) is also known as "Tablet Text Input Panel".
- Siri

WhatsApp and Steam may try to deliver notifications during your assessment, we strongly recommend you remove these applications prior to any exams.

If you are using an Apple Mac, we strongly recommend you disable Siri prior to launching Inspira Integrity Browser. Please follow the below instructions for how to do this:

1. Launch System Preferences from your dock or menu bar.
2. Find and select "Siri" in the bottom row of the menu.
3. On the left, under "Siri," deselect the check from "Enable Ask Siri" — this will turn off Siri completely.

4. Please also ensure the Dictate IM function is disabled, if this tool is activated during your assessment your keyboard will become inaccessible.

How to remove Windows applications:

Windows 10 →

Uninstall from the Start menu

1. Select **Start** [Windows Logo] > **All apps** and search for the app in the list shown.
2. Press and hold (or right-click) on the app, then select **Uninstall**.

Uninstall in Settings

1. Select **Start** [Windows Logo] > **Settings** [Gear Icon] > **Apps** > **Apps & features** [List Icon].
2. Find the app you want to remove, select **More** [Three Dots] > **Uninstall**.

Note: Some apps can't be uninstalled from the Settings app right now. For help uninstalling these apps, follow the instructions to uninstall from Control Panel.

Uninstall from Control Panel

1. In search on the taskbar, enter **Control Panel** and select it from the results.
2. Select **Programs** > **Programs and Features**.
3. Press and hold (or right-click) on the program you want to remove and select **Uninstall** or **Uninstall/Change**. Then follow the directions on the screen.

Uninstall from the Start menu

1. Select **Start** [Windows Logo] and look for the app or program in the list shown.
2. Press and hold (or right-click) on the app, then select **Uninstall**.

Uninstall from the Settings page

1. Select **Start** [Windows Logo], then select **Settings** [Gear Icon] > **Apps** > **Apps & features**.
2. Select the app you want to remove, and then select **Uninstall**.

Uninstall from the Control Panel (for programs)

1. In the search box on the taskbar, type **Control Panel** and select it from the results.
2. Select **Programs** > **Programs and Features**.
3. Press and hold (or right-click) on the program you want to remove and select **Uninstall** or **Uninstall/Change**. Then follow the directions on the screen.

← Windows 11



Downloading Inspera

To sit proctored assessments, Inspera Integrity Browser must be installed in advance, this can be downloaded from this link. Proctored assessments **cannot** be taken on the web-based version of Inspera.

[Inspera Integrity Browser Link](#)

Testing the system

Please [follow this link](#) for a video demonstrating how to test the system.

It is essential that you download and test the Inspera Integrity Browser software **at least 72 hours before your first assessment**. You should see a 'test your system' test appear on your IIB approximately one week before your first exam.

Completing this test will give you a chance to check your computer is compatible and raise any issues encountered. It will also give you an opportunity to test the functionality of the software. **Please make sure any issues are raised to Inspera@bpp.com at least 24hrs before your exam.**

Exam Duration and Learning Support Additional Time

To check your assessment duration, please follow the below instructions. If you have a learning support agreement and are entitled to extra time/rest breaks, this will have already been added on to Inspera as shown below.

- Using a Google Chrome or Safari browser, please go to:
<https://bpp.inspera.com/>
- Click on 'SSO login' and log in with your BPP email and password
- You will then see a screen similar to the below:

The screenshot shows the Inspera assessment interface. At the top, it says 'Individual' and 'Starting in 2 days'. The main heading is 'LS PGDL Public Law 1 - 10th December 2020'. Below this, there are two time slots: 'December 10, 2020 10:00 AM' and 'December 10, 2020 1:00 PM'. A red circle highlights the '10:00 AM' slot. Below the time slots, it says 'Time limit 2 hours. Your deadline for submitting, including extra time, 1 hour' and 'December 10, 2020 2:00 PM'. A red circle highlights the '2 hours' duration. To the right of the screenshot, there is a text box that says 'Assessment window (typically an hour longer than the assessment duration) The start time shows as 10:00am 10th December on this occasion.' Below the screenshot, there is a text box that says 'Standard exam time The duration would be 2 hours on this occasion.' To the right of the screenshot, there is a text box that says 'Extra time you have been given in total.'

If you are a learning support student, the standard exam time plus the extra time shown will give you your total exam duration (as shown in the above screenshot). **If you believe this time to be incorrect, please email: Inspera@bpp.com.** You need not feel obliged to take all of your extra time or rest breaks, however, please note once you press submit you will not be able to re-enter the exam even if you have not used your full-time allowance.

Please note: you are **not** able to take the assessment in Chrome/Safari, this can just be used to check your assessment duration.



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.

Exam environment

Please see the information below about the optimum set up required for proctored assessments:

Lighting – the camera needs sufficient light (without glare) to be able to function properly during the assessment.

Noise – as your microphone will be recorded throughout your assessment, you need to be in an environment with as little noise as possible.

Headphones and head coverings – headphones should not be worn during the assessment. You may use simple foam earplugs, but please ensure you show these to the camera before the assessment begins and also after returning from any comfort breaks. Head coverings are not allowed, except for religious reasons.

Other people – you must be in a room by yourself for the duration of the assessment, the system will flag if another person appears in the video recording or if any conversation is detected on the microphone. It may be deemed as an assessment offence if you communicate with another person during your assessment.

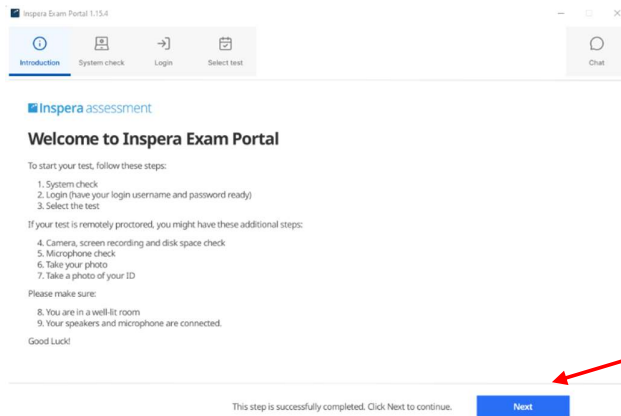
Food and Drink – you are permitted to have food and drink during the assessment, however, please be sensible about the quantities and have it to hand from the beginning of the assessment.

Logging into your Assessment

When logging into your assessment you will be taken through the following stages.

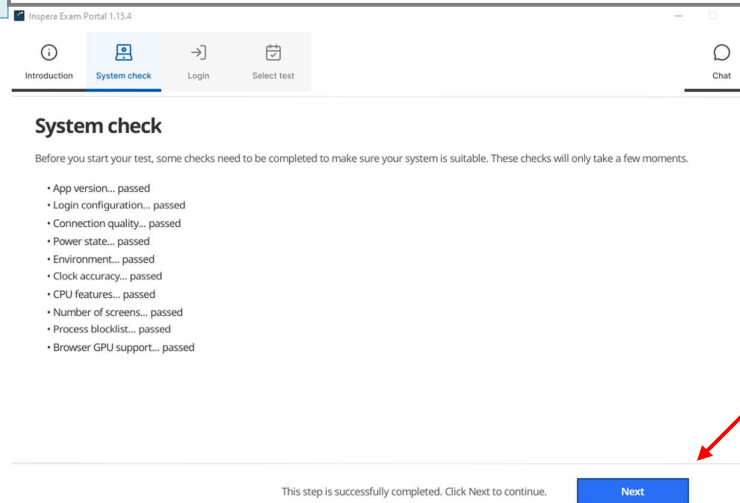
- Step 1: Inspera Assessment will run a systems check
- Step 2: Login (have your login username and password ready)
- Step 3: Select the test
- Step 4: Camera, screen recording, and disk space check
- Step 5: Microphone check
- Step 6: Take your photo
- Step 7: Take a photo of your ID

In order to take an assessment, you will need to launch Inspera Integrity Browser from your desktop.



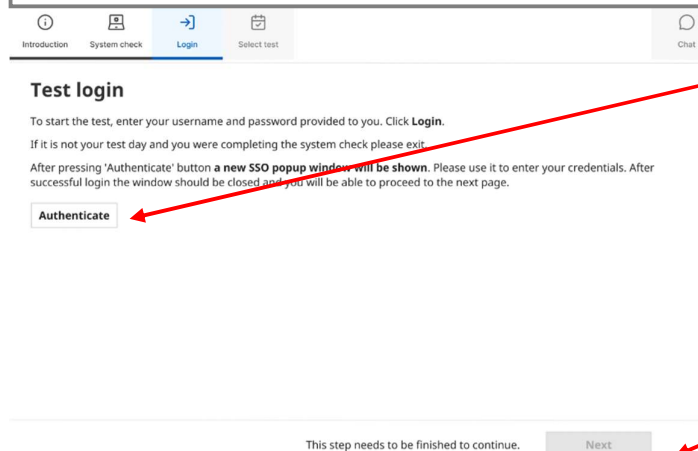
This will then open the introduction page of your Inspera assessment.

Step 1: Inspera Assessment will run systems checks

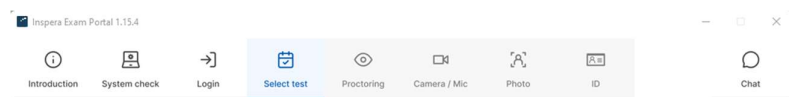


When all checks have passed, you will be prompted to click **Next** to continue.

Step 2: Log into your account



1. Click **Authenticate**.
2. A login page will open prompting you to choose an SSO provider.
3. When you've logged in, click **Next**.



Select test

Select the test you want to start. To start the test, enter the PIN-code provided. Click **Unlock and select**.
Click **Next** to continue.

Demo test IEP
AH: 1

February 07, 2023 10:00 - February 08, 2023 12:00

Unlock and select

You entered the correct PIN for the test. Please press **Next** button to continue.

This step is successfully completed. Click Next to continue.

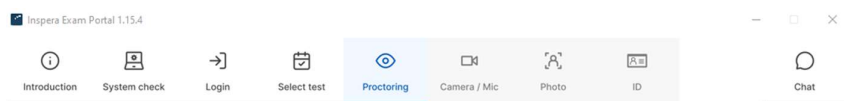
Next

Step 3: Select your test

Tests will open at the test start time.

Tests that are not yet started or are finished will be at the bottom of the list.

1. Select a test to take.
2. Enter your test Login code.
3. Click **Unlock and select**.
4. Click **Next** to continue.



Remote proctoring support

There are number of checks that need to be conducted to make sure your system supports remote proctoring. It shouldn't take long.

- Available disk space: **passed**
- File upload... passed
- Screen capture... passed

This step is successfully completed. Click Next to continue.

Next

Step 4: Camera, screen recording, and disk space check

After a successful login, Proctored exams will perform an additional set of checks.

- **Available disk space:** 500 MB
- **File upload:** Access to log files.
- **Screen Capture:** Access to screen recording.
- **Webcam Capture:** Access to webcam.

When all the checks are passed, click **Next** to continue.

Inspera Exam Portal 1.15.4

Introduction System check Login Select test Proctoring **Camera / Mic** Photo ID Chat

Audio and video devices

Please select working webcam and microphone to be used during the test session. Make sure you see your face. Speak with normal voice level and adjust recording volume as needed, so that the levels are in the middle of the green area. Then press **Select** button.

If this is an exam session, please never mute your microphone through it, otherwise your results might not be accepted.

HP HD Camera
Microsoft Sound Mapper

Select

This step needs to be finished to continue. Next

Step 5: Camera/Mic

Choose your preferred camera and microphone capture hardware by selecting on the Audio and Video devices dropdown.

- A microphone test is conducted to test voice levels. Make sure that your levels are in the green area by testing your voice in the microphone.

Click **Next** to continue.

Inspera Exam Portal 1.15.4

Introduction System check Login Select test Proctoring Camera / Mic **Photo** ID Chat

Your photo

It may take a while for the webcam image to appear, so please wait. Make sure that your face is the **only one in the frame**. It should be clearly visible and **placed in the centre of the circle touching its edges**. This will enable the 'Take photo' button. Turn on the light if necessary. You can take your photo multiple times until you're satisfied. Please note that you are responsible for taking a photo that **corresponds to your identity**.

Take photo

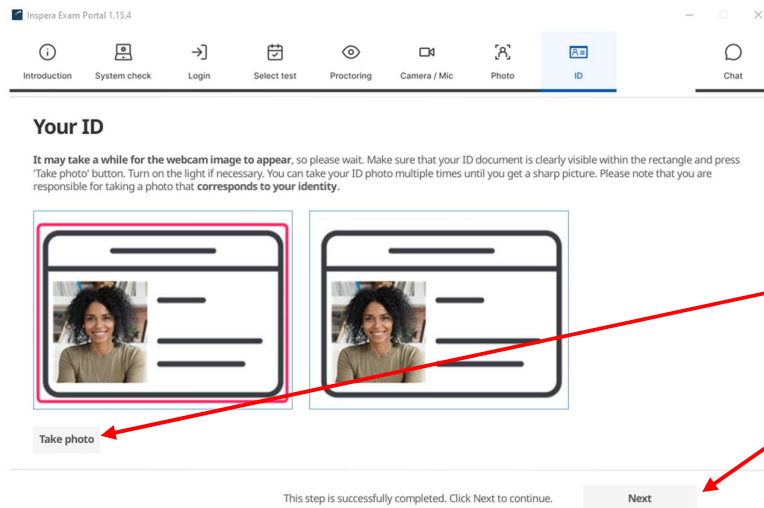
This step is successfully completed. Click Next to continue. Next

Step 6: Take your photo

You will be prompted to take a photo of yourself. This requires alignment and good lighting.

- Click **Take photo** to take a photo of yourself using the webcam.
- Click **Next** to continue.

Photo and ID check will only take place the first time you log into the test. This process will be skipped if you log in again to take the same test. The original ID and photo will be used for invigilation.



Step 7: Take a photo of your ID

When taking a photo of your ID, make sure that the photo on your ID is clearly visible.

1. When your ID is clearly visible and is centred in the rectangle, click **Take photo**.
2. Click **Next** to launch your test. Good luck!

ID Checks

Please see the demo video on this [link](#).

There are 3 acceptable forms of ID (listed in order of preference):

1. A BPP student ID card if you've had one issued to you (this will still be acceptable if it has expired or if it is a printed version, so long as the name and photo are clear).
2. A photo Driving License or other government issued photo ID
3. A passport

The picture of your ID will be securely stored on the Inspira servers which are located within the EU. The picture can only be accessed by BPP staff and will be securely deleted once your mark has been confirmed.

Room Scan

Once you have started your assessment, the first thing you will be asked to do is scan your room (as shown on page 11). This is so we can be sure you are in a suitable exam environment and have no prohibited materials in your vicinity.

We will, for a period of time hold this recording, so please remove anything from your room that you do not want recorded (i.e. sensitive documents, personal items).

You are not permitted to have any electronic devices near you whilst sitting an exam (even if these are switched off). Please therefore make sure any extra computers / iPads / mobile phones are not in the vicinity of your desk. **You will not be able to see what you are recording, please rotate the camera slowly around your room twice - once at chest level and once at floor level.** We have added 5 minutes to your assessment time to allow for this. **Please note** the room scan should not take more than 60 seconds to complete.

This Room Scan is mandatory. If you do not carry out a room scan, or the camera becomes blocked at any time during the exam, your assessment attempt may become void.

Breaks

For most courses you are permitted to briefly use the bathroom during an assessment. We will, however, monitor the number of breaks you take and the duration of each break. If you are wearing earplugs, please show these to the camera before you restart your assessment.

If your course is regulated by the SRA, you are not entitled to take breaks during your assessment (unless you are a learning support student) please see your course specific information on the HUB/VLE for full information regarding breaks.

If you are entitled to breaks as part of your learning support agreement, these have already been added onto your assessment time. It is up to you how you use these breaks, but please stay in front of your camera for as much of your break as possible. As your exam duration includes your break allowances the assessment time will keep running during your breaks.

Inspira Functionality

Inspira Functionality

Please see the screenshot below (page 11) to see the Inspira functions, and the videos here on [starting](#) and [taking](#) an assessment.

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.

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

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

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

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

WiFi Connection – If you lose internet connection during your assessment **DO NOT** log out of your assessment or refresh.

Inspira will continue to run and your assessment will continue to be saved locally on your computer. See the [troubleshooting guide](#) for guidance on how to submit without internet connection.

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.

-It is possible to resize the question and answer boxes on your screen by using the arrows that appear when you move your cursor to the sides and bottom of each section. This can be used to allow you to view both the question and answer window, and the documents window at the same time during your assessment.

- Copy and paste functionality works as usual, however, this has to be done via the keyboard shortcuts rather than by right clicking the mouse. **However, do not copy and paste text from the Inspira PDF panels into the answer box.**

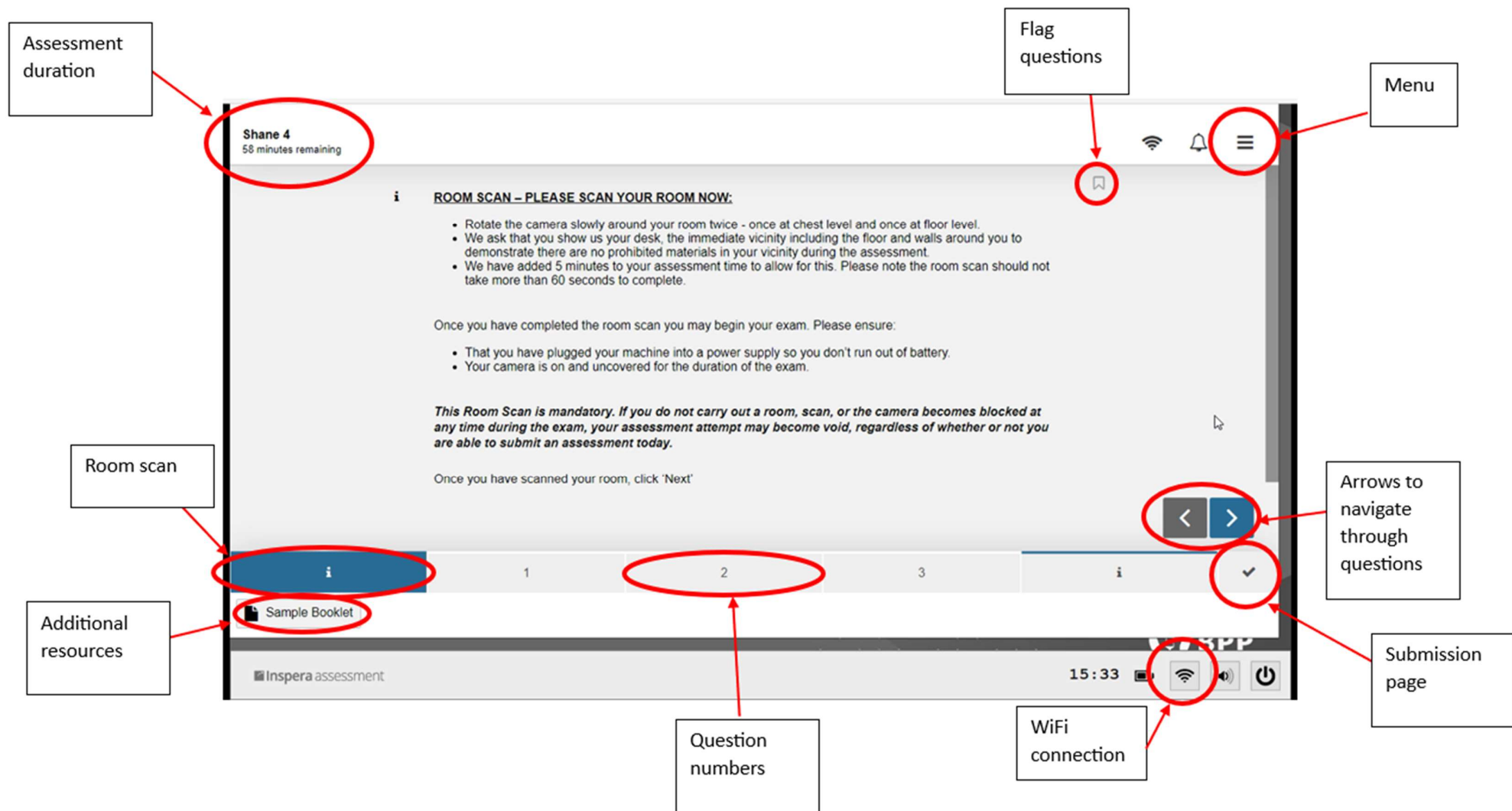
- Inspira will automatically save your work every minute or so.

- You are not permitted to print the question paper.

- You are not permitted to have an additional monitor.

- You are permitted to use rough paper, pens and pencils during the assessment. Please consult your course notes to check if any other materials are permitted for each exam.

- Spell check is enabled on all exams. If you click on the orange circle in the bottom right of the answer box, you can see the options available. Please ensure you test this function during the test your system exam.



PDF Materials

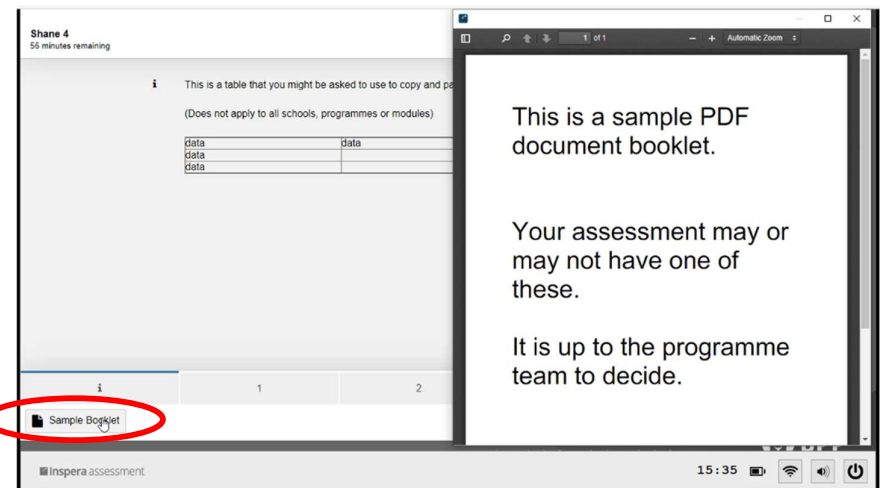
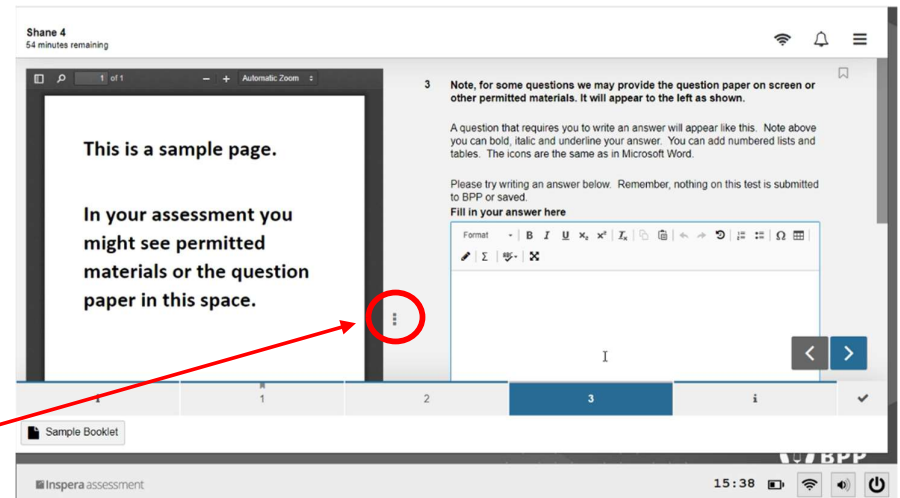
If a question requires a supplemental document, this will be added to your exam as a PDF document. These PDFs will be displayed in two places during the exam: -

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.

Additional resources – It is very important that you click to load these at the start of the assessment, so that if you lose internet at any point during the assessment you will still be able to access these versions of the PDF documents.

Please note that unlike the PDF panel, any additional resources will appear in their own screen. Do not copy and paste from the PDF into the answer box.



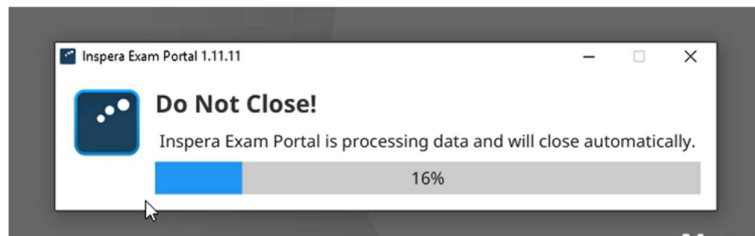
Submitting your assessment

Please see the demo video on how to submit your assessment [here](#).

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. **Note if your exam time expires, you will automatically be taken to this screen and will no longer be able to access any of the other exam pages.**

After you press submit you will see a countdown on screen telling you that the Inspera Integrity Browser is closing. When this expires, your microphone, camera and screen will no longer be recorded.

You will see a new window while the rest of your test and proctoring data is being uploaded. Please do not attempt to close that. It works in the background to upload the remainder of your test but nothing further is recorded.



Please see the [troubleshooting guide](#) for submitting without internet

