UNIVERSITY OF CAMBRIDGE

Guide to Inspera in-person exams 2022/23

Introduction

This document provides information that relates specifically to students taking in-person, online exams using the **Inspera** platform, and it should be read in conjunction with the general information on exams found [here](#).

If, after reading this guide, you have questions about your forthcoming exams, please contact your College Tutorial Office.

Inspera examinations

The School of Biological Sciences is approved to use the Inspera platform for delivery of their examinations in 2022-23. Delivery may be different across departments, and you are expected to familiarise yourself with the requirements for the papers that you are taking.

Where you are taking a paper that is 'borrowed' from a department running Inspera, you must use that mode of assessment for that paper, even if the rest of the papers taken are not using Inspera.

This document relates to Inspera exams that are online and in-person.

You are required to attend the exam venue in person, unless approval has been given to sit the exam in a different location as a reasonable adjustment. Any application to sit the exam in a different location instead of in the exam venue must be made by your College and approval is required before any exam can begin.

If you have been approved to take your exams in the **Titan Teaching Rooms**, you will be sent specific guidance on how this venue runs and what items will be permitted.

There is a significant amount of information available to you on the [Inspera](#) site in Moodle and you should familiarise yourself with the content available there.

A   Venue information

A.1.   Examination Venues

The University uses departmental space to run the Inspera examinations.

You should ensure that you are familiar with the location of your exam venue, and how long it may take you to travel to it, before your exam starts. The [University online map](#) allows you to search for venues around Cambridge, and Google Maps allows you to plan journeys walking or cycling.

You are responsible for getting to the correct exam venue and you should ensure that you know the location of the exam venue and how you will travel to it.

Some exams run over multiple sites and you may be sitting in a different venue than others taking the same exam. You may be in venues in which you have not previously taken exams.

Information on accessibility of sites can be found online [here](#) and if you consider there to be a problem with a site, please speak to your tutorial office in the first instance.

Background noise is unavoidable in all exam sites and library conditions are a close equivalent of what you might expect within an exam room.

A.2.   Timings

Exams have been scheduled to start between 9.00am to 2.00pm and some will run over the lunch period. You should plan any meal requirements accordingly.

Students with exam access arrangements (reasonable adjustments) will be in a different venue. This will be shown on your personal timetable within CamSIS.

B   Before the exam starts

B.1.   Preparation

You should prepare for the exams by visiting the information provided by the School of Biological Sciences on [Moodle](#) and engage with those announcements made via the Inspera support team. Information will additionally be communicated via course Moodle sites or directly be email.

You should ensure that you are clear about how you access the exam and undertake the appropriate hardware and software checks well in advance of the exam.

Issues or delays due to lack of preparation that impact your ability to complete the exam on time will not normally be considered reasons for mitigation, allowance or Exam Review. This might include:

- Late starting the examination due to updated portal not being downloaded
- Problems accessing the examination due to checks not completed before the exam
- Problems submitting your exam due to practice tests not undertaken
- Delays finding blind grading number
- Late starting the exam due to timetable error.

B.2.   Arriving at the exam venue

You are responsible for ensuring you attend the venue at the correct time.

Unless otherwise instructed, aim to arrive at the exam venue around 30 minutes before the start of the exam. Depending on the exam venue, you may be asked to wait outside until you are called in by an exam officer.

If you arrive after the examination has begun, you will be taken to your seat by the examination supervisor. You will not be entitled to any additional time.

You will not be admitted to the room if you arrive 30 minutes or later after the start of the exam and you will be deemed to be absent from the exam.

Late arrival or non-admittance to the room is not normally considered an appropriate reason for an allowance or exam review.

B.3.   What to take to the exam

You should only bring essential items to the exam. Places to leave bags, coats and other items are very limited and may not be available at all.

The only electronic devices you are allowed to bring into the exam room are your laptop (for taking the exam) and your mobile phone to complete the multi-factor authentication (MFA) when signing into the Inspera portal.

Once you have logged onto Inspera, you must turn your mobile phone off and place it in the plastic container provided. If your mobile phone should ring, or make other noise that disrupts the room during the exam, **you may be subjected to a fine up to £175 or disciplinary action** under the Rules for the Guidance of candidates and the preventions of misconduct in Examinations ([University Ordinances page 206](#)).

You **must** bring the following items (it is not possible to provide you with spares):

- Your device to take the exam (laptop) and its charger.
- Your mobile phone to log into the Inspera portal using the University's MFA process
- Photo ID card (University card, Driving license)
- Pens and pencils to write with
- Calculator (if your exam permits one)

You **may also wish** to bring:

- Small transparent bag in which to store your exam belongings
- A non-carbonated drink in a small bottle, provided no disturbance is caused to other candidates
- Keys and wallet/purse

You will be required to take all belongings away from the exam venue. There will be no facilities at the exam venue for disposing of any belongings.

You **must not** bring:

- Bags or rucksacks
- Any other electronic devices (including mobile phones and smart watches) **except** the device and its charger and your mobile phone to log into the Inspera portal using multi-factor authentication. Refreshments other than a drink as mentioned above (unless you have been given prior approval for these)

Further details on what is required, permitted and disallowed can be found online here.

There are some exceptions permitted for students with medical conditions:

- students with diabetes may bring silent blood testing kits, insulin and/or glucose supplies
- students with asthma may bring inhalers
- students with allergies may bring an epi-pen
- other medical conditions may require other necessary medication or equipment.

If this applies to you, please bring a letter from your College Tutorial Office confirming that such items should be permitted into the exam venue. These items should be contained within a clear plastic bag and placed on the desk or under the chair. Further information can be found in the Examination Arrangements – Guidelines for Students online here.

B.4.   Before you enter the room

When you arrive at the exam venue, you should locate the seating plan. This will show you which room and where in that room you will be sitting.

Seating plans are published by blind grading number. This is a unique five-digit code that is allocated to you for each paper in the form of 1234X (four numbers followed by a letter). In most cases, that code will be the same for each exam you sit, however there may be cases, particularly if you are sitting papers from more than one Tripos, or taking a re-sit exam, where there are different codes for each paper.

You can find your blind grading number by logging into CamSIS self-service and it is with your timetable information, by paper.

B.5. Getting seated

Once you arrive at your desk, place your permitted exam belongings on your desk and place your University ID card face up on your desk.

Laid out on your desk will be:

- A desk ticket with your name and blind grading number,
- An Inspera scan folder which has stationery specific for that exam (e.g. graph paper),
- Rough paper for notes,
- Foam ear plugs.

Listen carefully to any announcements made by the examiner or invigilator and note the codes for exams that are on display around the room. You should alert the invigilator immediately if you have concerns.

You **cannot** start the exam until you are instructed to do so by the invigilator.

C   During the exam

C.1.   Toilet breaks

If you wish to use the toilet during the exam, raise your hand to gain the attention of an invigilator. If the invigilator indicates that you may leave the room, please follow the signs to the nearest toilet and then return to your desk as soon as possible. If there are several candidates who wish to use the toilet at the same time, the invigilator may indicate that you should wait for a few minutes before leaving the exam room.

C.2.   Managing errors in the exam paper

If you are taking the exam in an exam venue you will be notified by the examiner or invigilator if an error is discovered in the paper. If you think that there is an error or mistake in your exam paper, you should raise your hand to gain the attention of the invigilator and provide details of the error by writing it on your rough pad and passing it to them. This will be checked with the examiner and if there is a correction, an announcement made to the rest of the candidates.

If you have exam access arrangements that means you are sitting in a different location, corrections will be sent to those venues and will be passed to you.

Details on the policy on corrections can be found here .

C.3.   Illness

In case of illness, you are responsible for identifying if you are well enough to take the exam. If you are well enough to take the exam, you should proceed to the exam venue.

If you become unwell during the exam, you should alert the Invigilator in the exam room who will be able to take appropriate action. If you leave the examination venue before the end of the exam, your College Tutorial Office will be alerted and you should follow up with them immediately. You should also contact a medical professional (where appropriate) for medical support.

If you are not well enough to take the exam, you must inform your College Tutorial Office **immediately**. You will be marked as absent from the exam and your College will discuss what mitigations may be appropriate.

It is not usually possible to accommodate students who are unwell in College or other locations and there will not normally be provision for you to finish the exam once you have recovered.

If you believe that your performance in an exam was impacted by illness or other grave cause, you should refer to the mitigating circumstances guidance available here.

Any subsequent application for an allowance requires relevant, contemporary and specific evidence of illness. Failure to contact your Tutorial office or College nurse may result in any application for an allowance to be declined if such evidence is not available.

C.4.   Technical support and difficulties

If you encounter difficulties accessing the exam via the Inspera portal, you should immediately raise your hand and a technician on site will come and assist you. If they are unable to resolve the problem, you will be given a loan device. Where a loan device is not available, you *may* be asked to complete the exam in the browser, although this is only where all other avenues have been exhausted.

If you have interruptions to your internet connection whilst finishing your exam in the Inspera portal, there will be technical support available on site. You should take the following actions:

- Continue to complete your exam – you will still be able to type into Inspera.
- Raise your hand and a technician will assist you.
- **Do not close the portal** before instructed to do so.
- At the end of the exam, you will be able to download your exam as an .ia file, which will subsequently be uploaded to Inspera. **This relies on the Inspera Exam Portal remaining open.**

D   After the exam

D.1.   At the end of the exam

At the end of the exam, you should:

1.   Submit your examination

2.   Fill in all of your details on your Inspera Scan pages to ensure that they get linked to your exam

3.   Place your completed Inspera Scan pages inside the folder provided. Then leave it on your desk

4.   Leave any blank Inspera Scan pages and rough paper on your desk (not in the folder).

The policy on submission of examinable materials available online here and indicates that students are responsible for ensuring that work left on a desk is the complete work. Any parts of the script that are not tied for submission, or that are placed in the waste bin or removed from the room, will not be considered for marking retrospectively.

You will be asked to remain in your seat until the invigilator indicates that you can leave. Do not talk to any other candidates while you are waiting to leave.

Once you have gathered your belongings, please exit the exam venue as quickly as possible to allow the exam staff to prepare the site for the next exam.

D.2.   Post-exam celebrations

Finishing your exams is a reason to celebrate, however, you should ensure that any post-exam celebrations consider those environments around you. Be aware of students still taking exams in surrounding areas who may be disrupted by noise; of those buildings and vehicles close by that may be damaged by food and drink; or highways that have traffic passing through. All sites have somewhere close by where you can celebrate and you are encouraged to move to them to ensure that you, and those around you, are safe.

D.3.   Mitigation

Information on the various forms of mitigation can be found online here. If you have any concerns, please contact your tutor, or tutorial office in the first instance. They have a significant amount of experience in the various routes available to support you and can help you navigate through them. Alternatively, you may wish to contact the Student Advice Service who can also advise.

D.4.   Exam results

Your Class will be published to your student record and is visible to you via CamSIS self-service. Class Lists are no longer published at the Senate-House or in the *Reporter*.

Classes and marks are usually uploaded and released together, but there are some subjects where classes are uploaded first with marks following later, within 48 hours.

A list showing the expected dates of release to CamSIS can be found online here and is published in May.

E   Useful links

The following table offers links to further information.

Inspera Information provided by the School of Biological Sciences	Course: Inspera for SBS 2022-23, Section: General Information (cam.ac.uk)
Exam timetable	All students timetable | Cambridge students
Finding your blind grading number (candidate number)	Course: CamSIS for Students
Mitigation information	Mitigation | Cambridge students
Exam result publication	All students timetable | Cambridge students