Inspera assessment

Manual for Students
Windows

Akademia WSB
Dąbrowa Górnicza, Cieszyn, Olkusz, Żywiec, Kraków

WSB University

Contents

System requirements

Windows: 10 and 11 on 64-bit platforms

❖ **CPUs newer than 2011 [Intel Sandy Bridge (Core i3, i5 i i7) or newer]**

❖ **Minimum SSE 4.2 in AMD processors and CPU**

❖ **Graphics driver:** OpenGL 2.0

❖ **Free storage space:** 500 MB

❖ **Internet connection:** 0.15 Mb/s upload speed

Uninstall the Inspera Exam Portal application*

❖ To uninstall the Inspera Exam Portal application go to the **Start** menu and click on **Settings.**
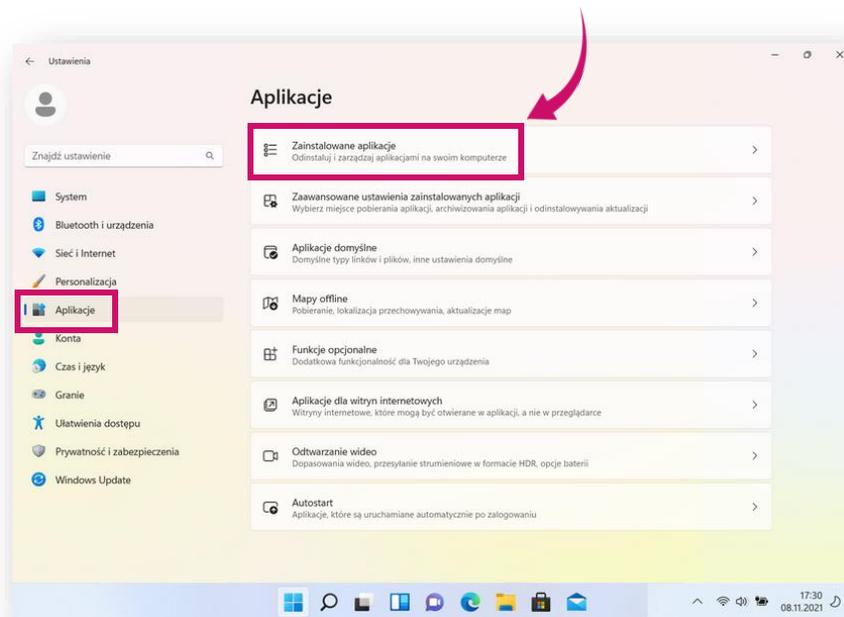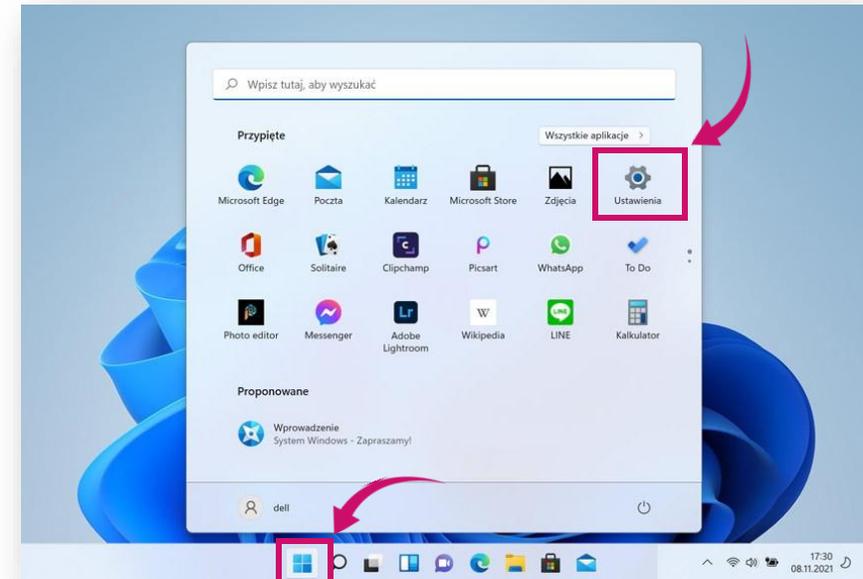
❖ In the Settings window, select **Apps** in the sidebar, then select **Apps & features** from the right-hand side menu.

*The manual presents the instructions on the example of Windows 11.
The instructional video presents the uninstallation of the application based on Windows 10.

Uninstall the Inspera Exam Portal application

❖ In Apps & Features settings, scroll down to the app list and find the Inspera Exam Portal. Click ⋯ beside it and select **Uninstall.**
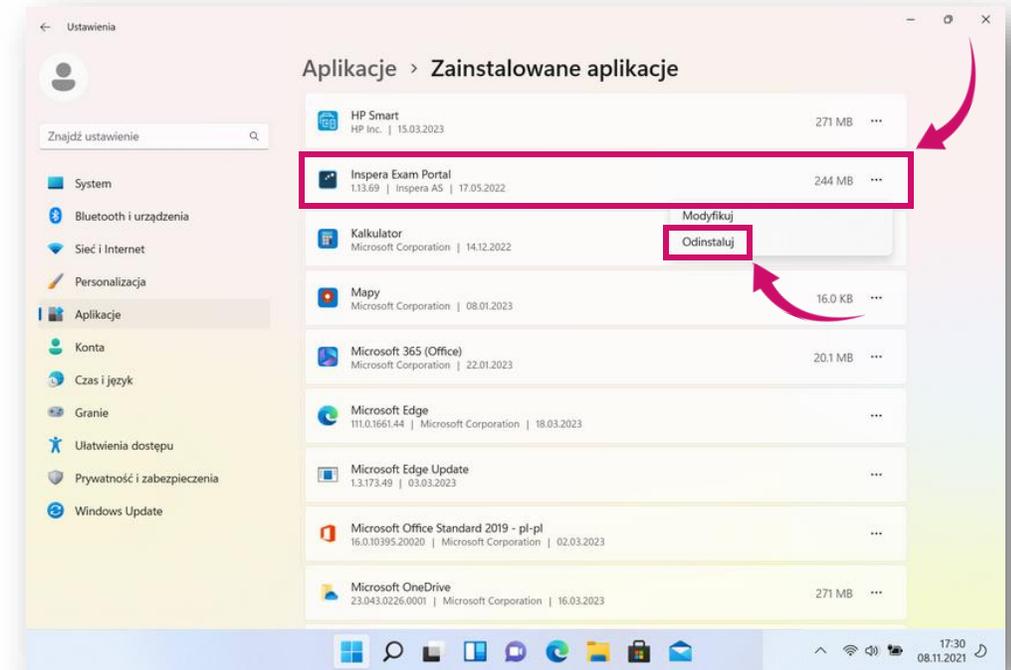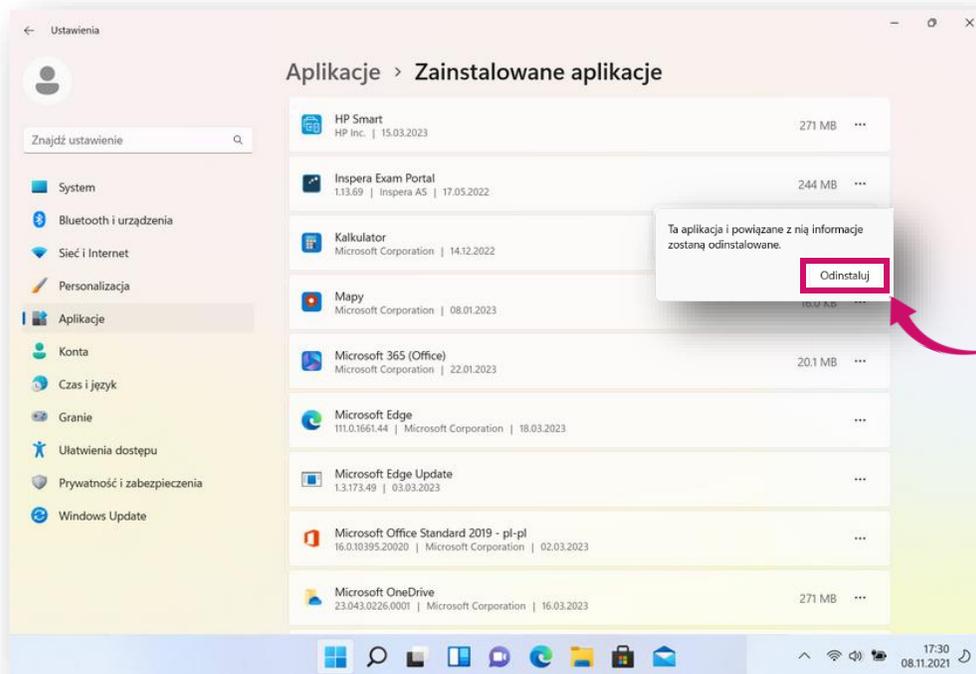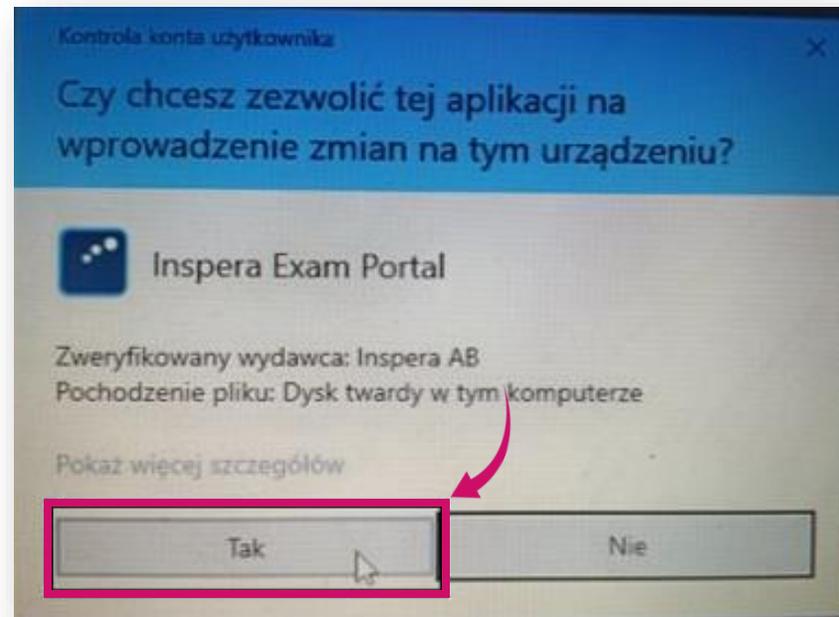

❖ In the menu that appears, confirm your choice by selecting **Uninstall.**

*The manual presents the instructions on the example of Windows 11.
The instructional video presents the uninstallation of the application based on Windows 10.

Uninstall the Inspera Exam Portal application

❖ In the last step click on **Yes (Tak)** to allow the application to make changes to your device.

* The manual presents the instructions on the example of Windows 11.
   The instructional video presents the uninstallation of the application based on Windows 10.

Install the Inspera Exam Portal application

The first step is to install the **Inspera Exam Portal** application.
Installation of the latest version is required.

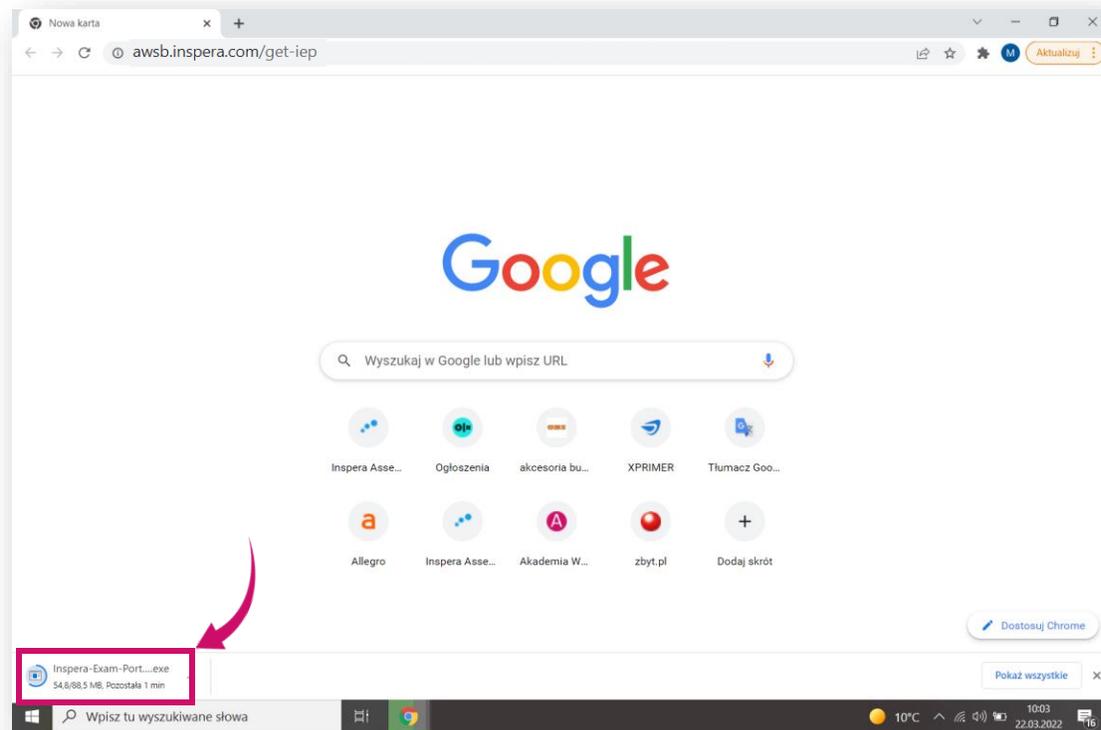To do this, **you need to have the administrator rights** on your computer.

The newest installation link:
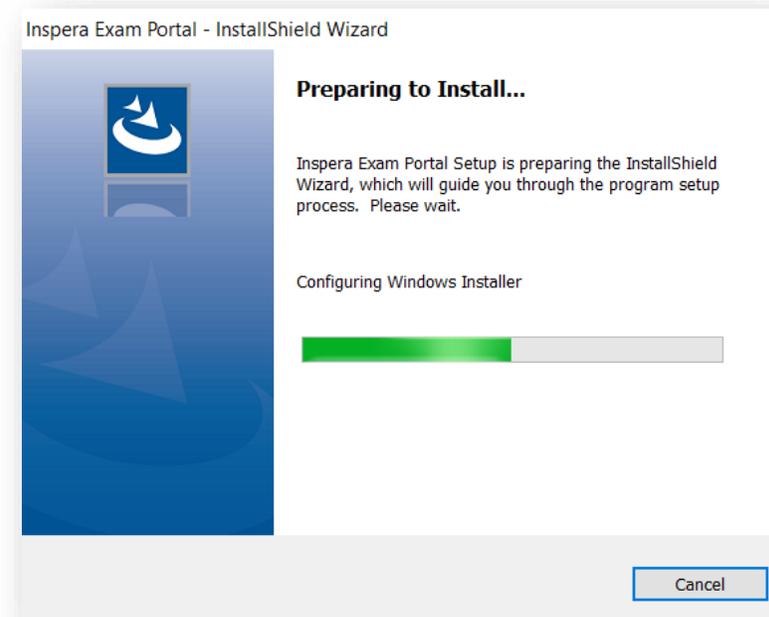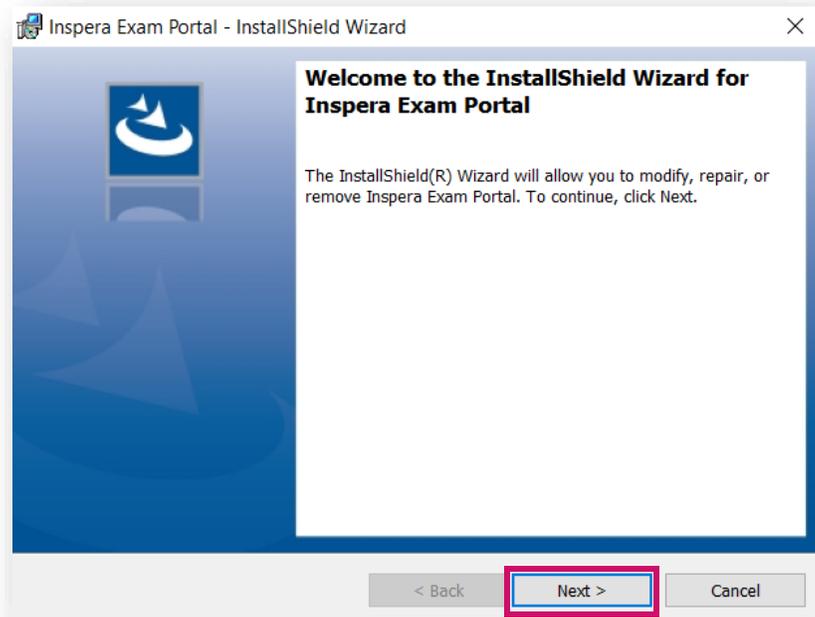
Windows - http://awsb.inspera.com/get-iep

Install the Inspera Exam Portal application

❖ The download of the setup file starts. After the download is finished, **click on the downloaded file.**

Install the Inspera Exam Portal application
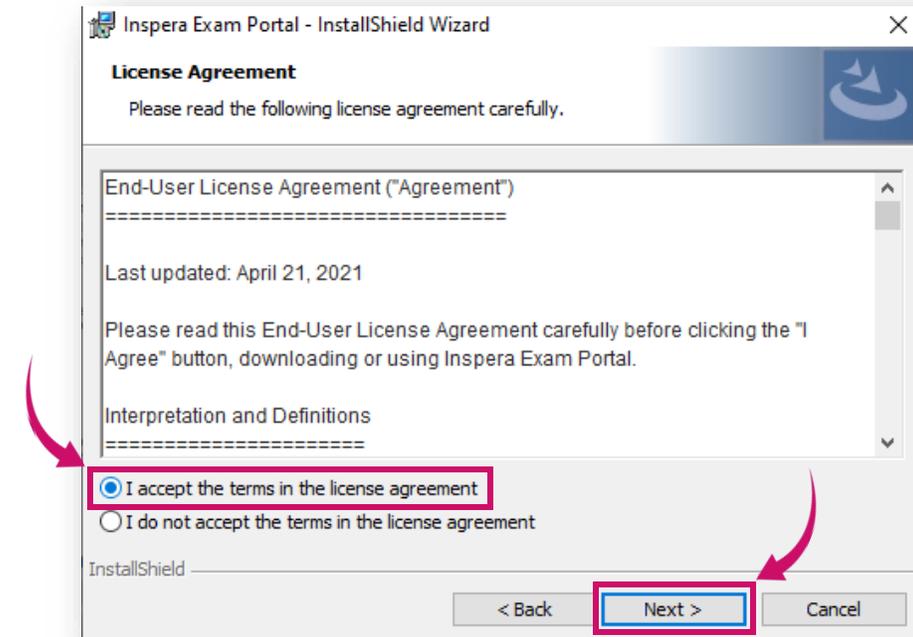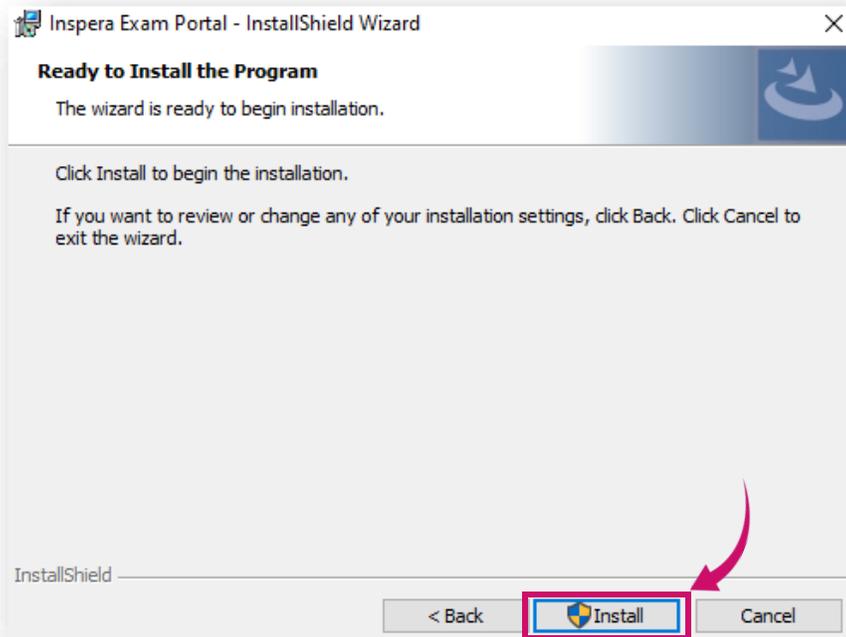
❖ Preparation begins (photo on the right).

❖ Click on **Next** to go to the next step (photo on the left).

Install the Inspera Exam Portal application

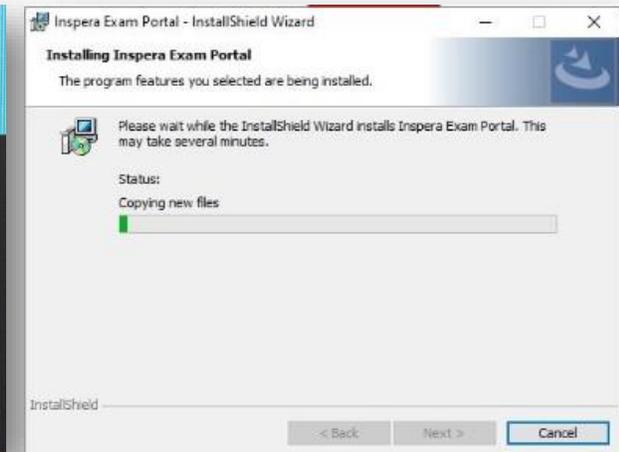❖ Click **I accept the terms.**

❖ Click on **Next** to go to the next step (photo on the right).

❖ Click **Install** (photo on the left).

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Install the Inspera Exam Portal application

❖ Allow the application to make changes to your device by clicking on **YES (Tak)**.

❖ The application is being installed on your computer.
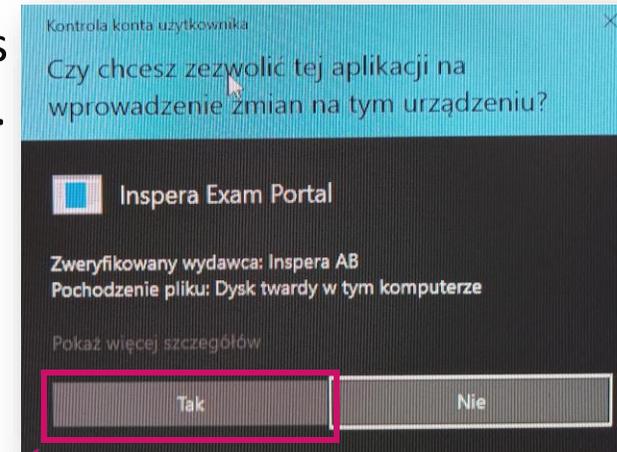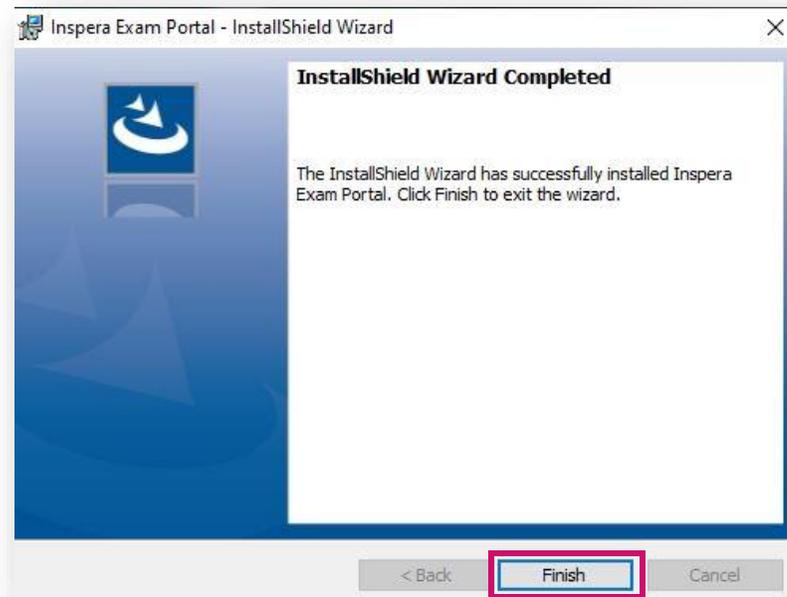
❖ Once the installation process is finished, click on **Finish**.

Start Inspera Exam Portal

❖ After installing Inspera Exam Portal, click on the icon on the computer desktop and open the application.

Inspera Exam Portal

Start Inspera Exam Portal

❖ Allow the application to make changes to your device by clicking on **YES (Tak)**.
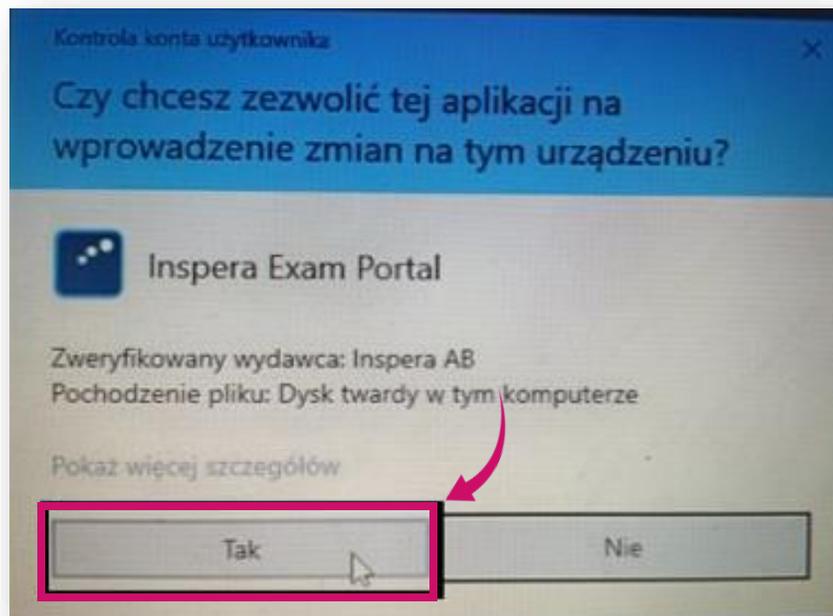
Welcome screen

❖ Now you see a welcome screen which informs you that the initial system tests can be performed.

❖ **Click on Next.**
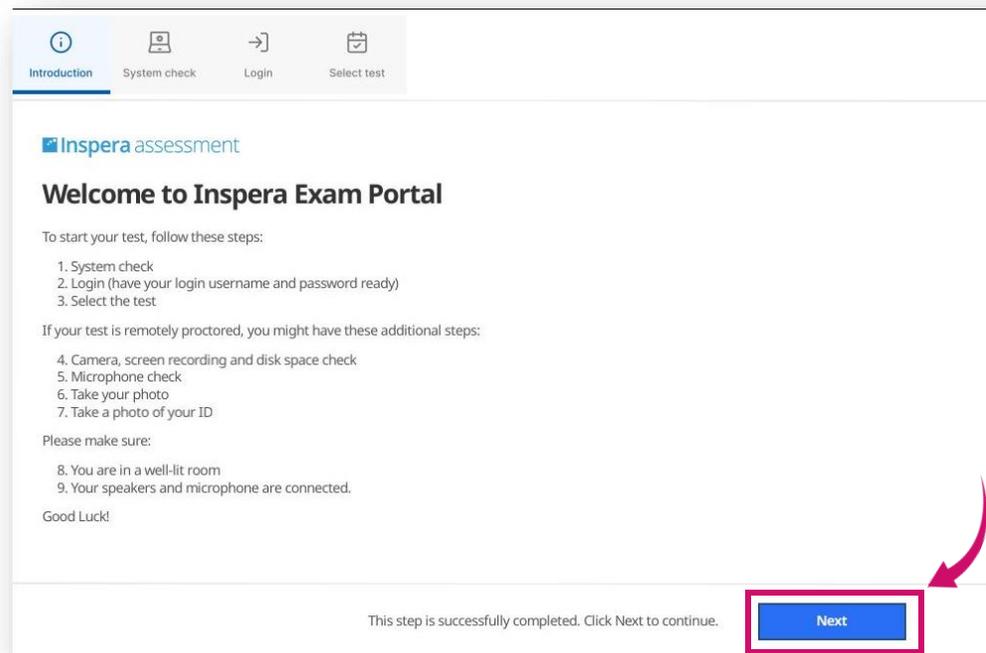
System check

❖ This is an automatic system check.
 After successful completion,
 you can click on **Next** to continue.

❖ If there are system check problems, they
 must be resolved before you can continue.
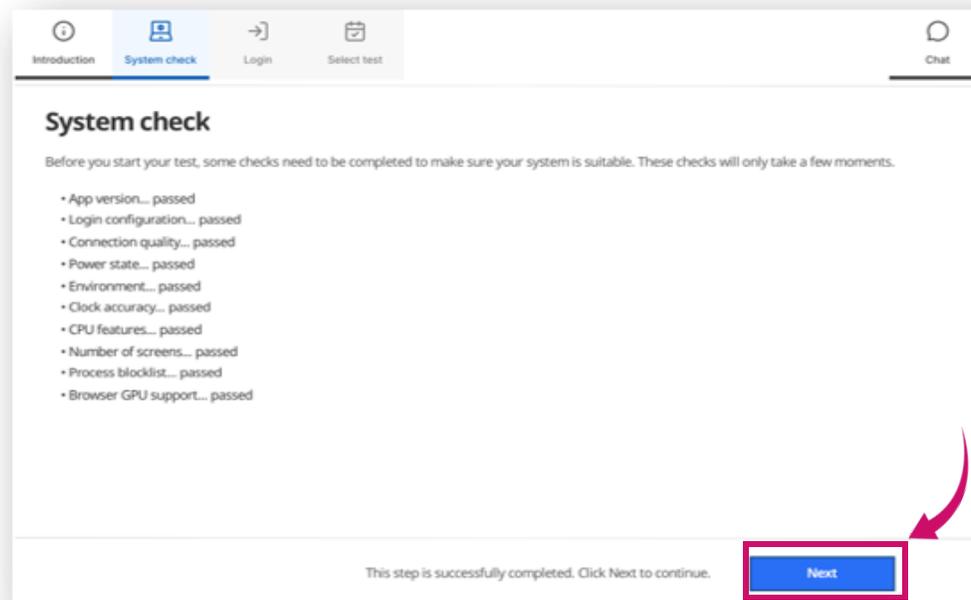
Log into the exam

❖ Click on **Authenticate.**

❖ A new window appears.
Click on the indicated field to log in.

Log into the exam

❖ Log in:
 -**username**: your e-mail address
  in the @student.wsb.edu.pl domain,
  e.g. john.smith@student.wsb.edu.pl
 -**password**: the one you use to log
  into the Virtual University and Office365
  (MS Teams, university e-mail box)-your own,
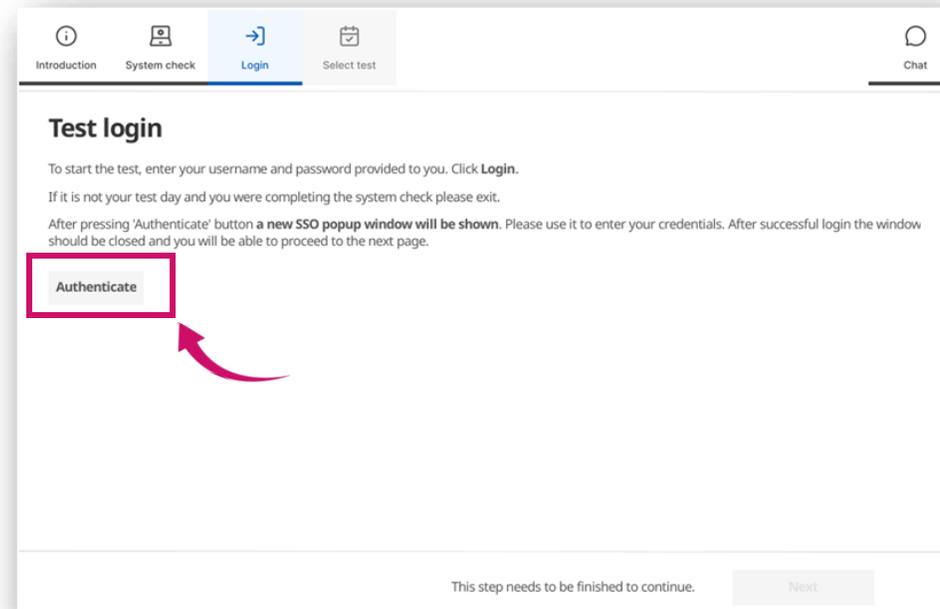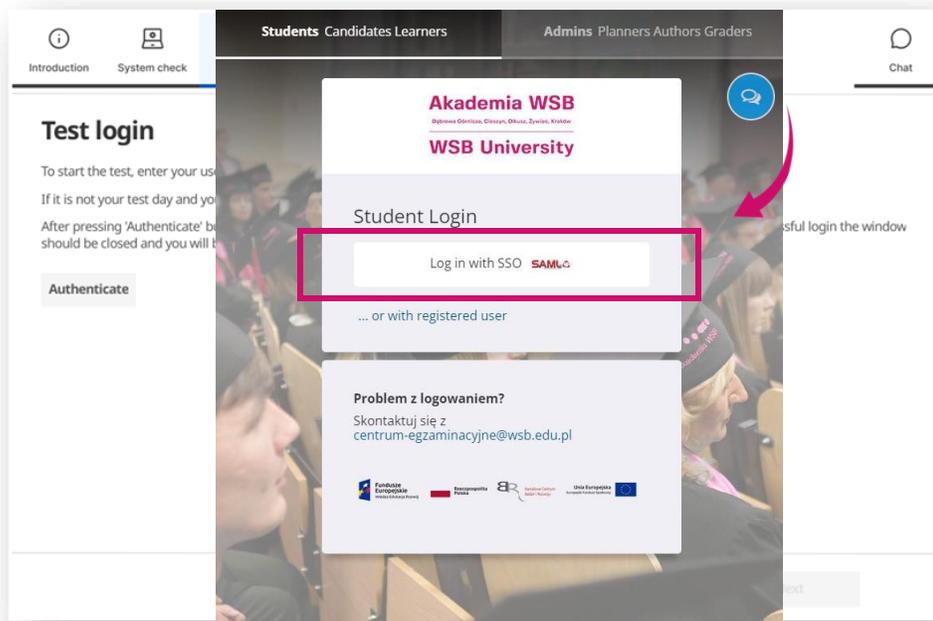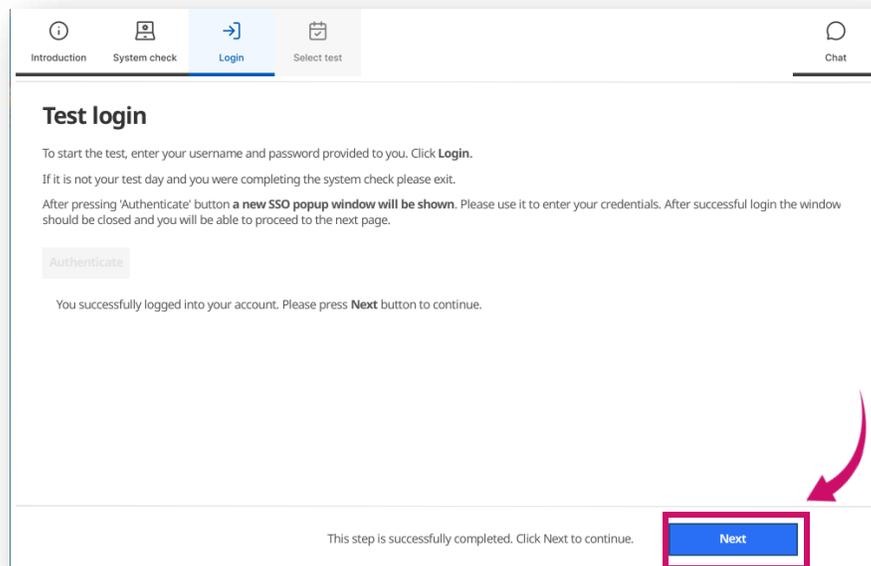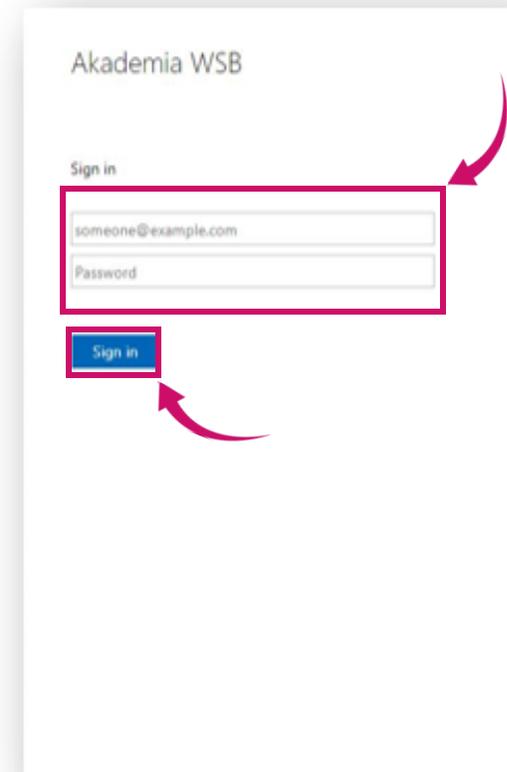 unique, personal password.

❖ Click on **Sign in.**

Akademia WSB

Sign in

someone@example.com

Password

Sign in

Introduction | System check | Login | Select test | Chat

Test login

To start the test, enter your username and password provided to you. Click **Login.**

If it is not your test day and you were completing the system check please exit.

After pressing 'Authenticate' button **a new SSO popup window will be shown**. Please use it to enter your credentials. After successful login the window should be closed and you will be able to proceed to the next page.

Authenticate

You successfully logged into your account. Please press **Next** button to continue.

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

❖ If the username and password are accepted, you can continue by clicking on **Next.**

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Take the exam

❖ Click on **Start test.**
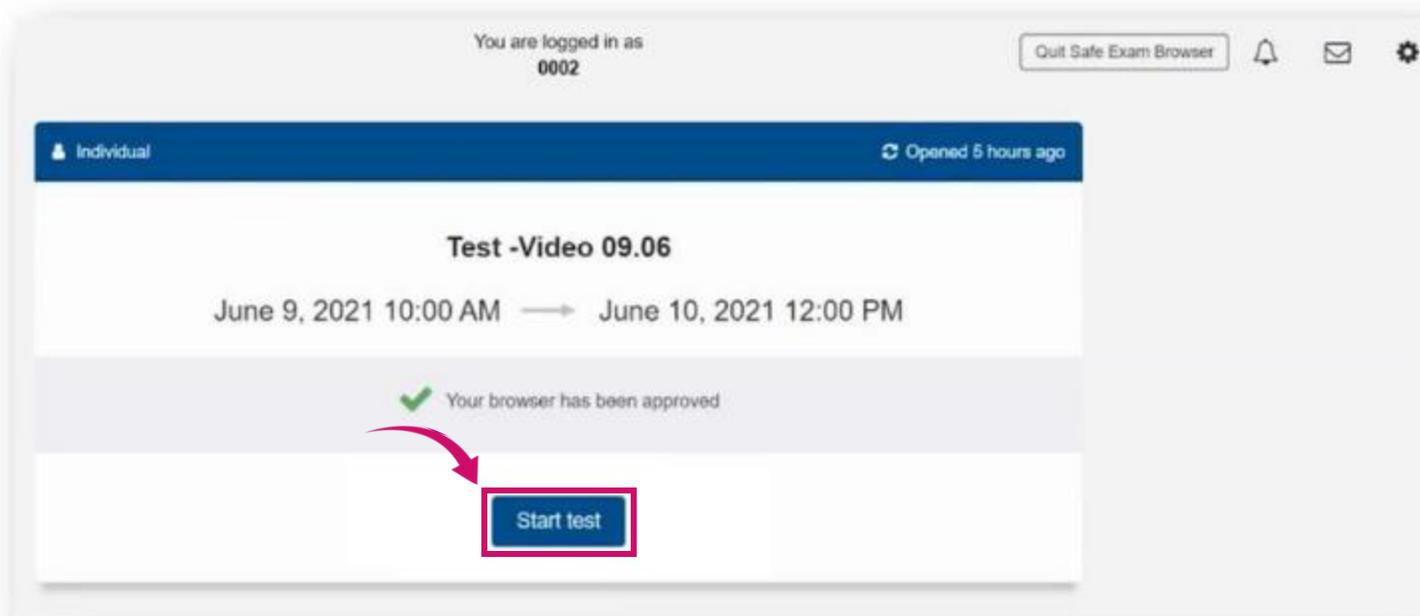
Take the exam

❖ If there are no tests scheduled for you,
the list on the left side of the screen will be blank.

❖ **Select the test** you want to take
and **enter the Pin Code** you received
from the Electronic Examination Center.

❖ The field to enter the PIN CODE for the exam
will appear 30 minutes before the start of the test.

❖ Click on the **Unlock and select** button.

❖ If the PIN CODE has been accepted, you can now
click on **Next.**
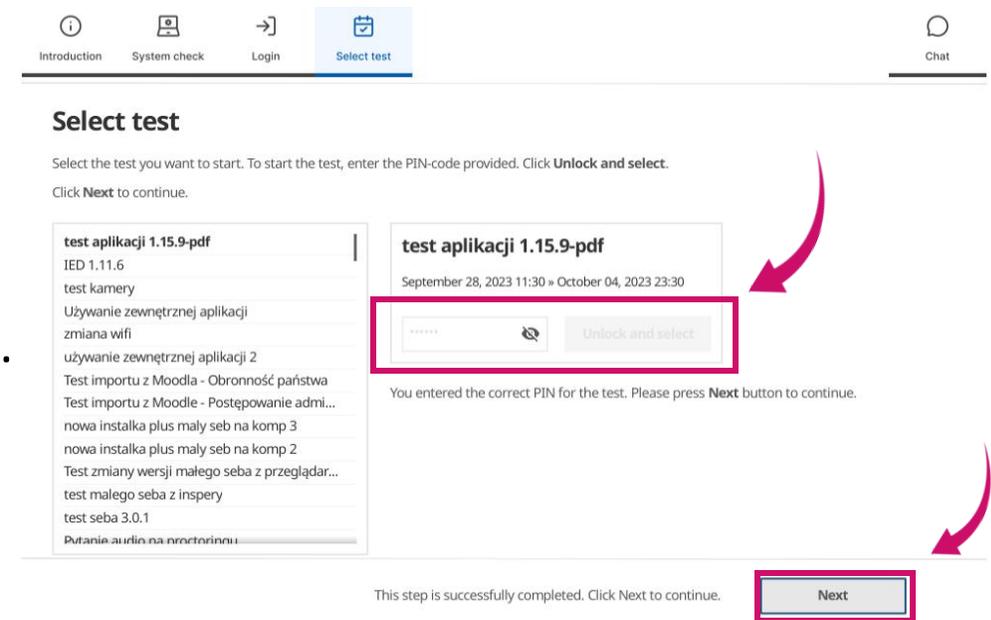
Take the exam

❖ You start answering the examination questions.
❖ During the exam, in the upper left corner,
   you can see the **time left** to complete and submit
   the exam (1).
❖ After clicking on the „hamburger" menu icon (2),
   additional functions are available.
❖ If a teacher (when creating the exam) gives
   the students the possibility to return to
   the previous questions, you will be able
   to navigate between them using the arrows (3)
   or by clicking on the appropriate question
   number at the bottom (4).
❖ If the teacher does not allow you to return to
   the previous questions, you will only see the
   right arrow (left arrow and the bar with
   the question numbers will be unavailable).
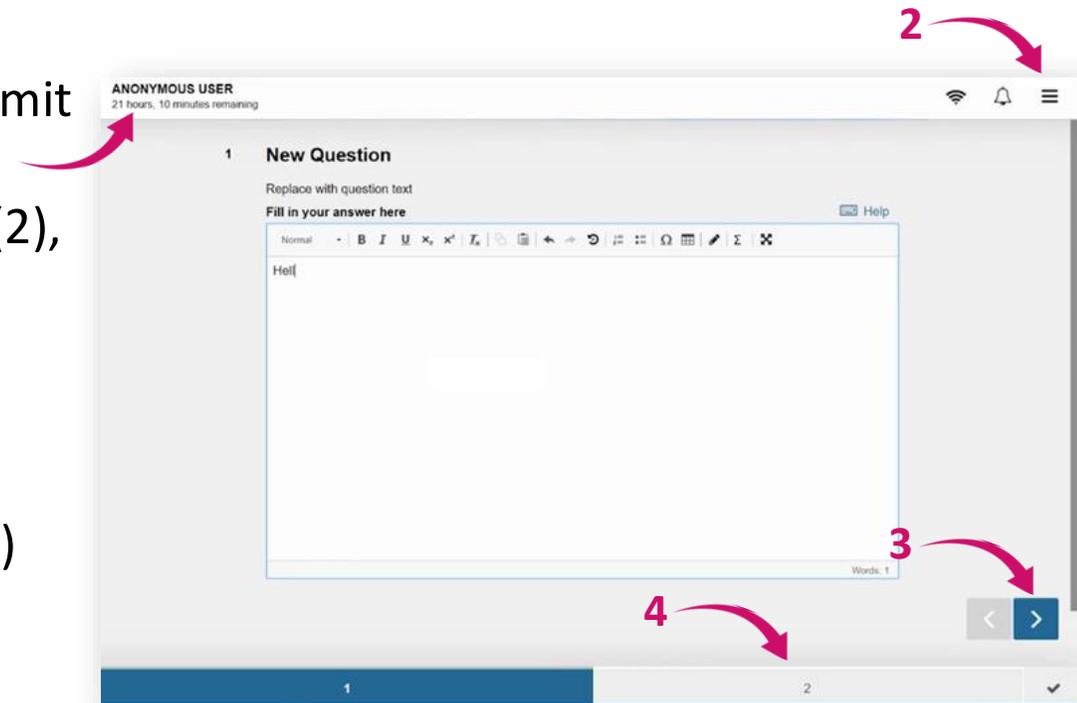
Take the exam

❖ One of the options in the „hamburger" menu is **Save submission as file**. Use it only if you lose your internet connection and you are not able to submit your exam paper.

❖ The Internet connection is not needed to answer the questions (your answers are saved even without the internet connection) - you only need the internet connection to log into the exam and submit it.

❖ The invigilator's password is required to save the exam as a file. Contact the Electronic Examination Center to receive it.
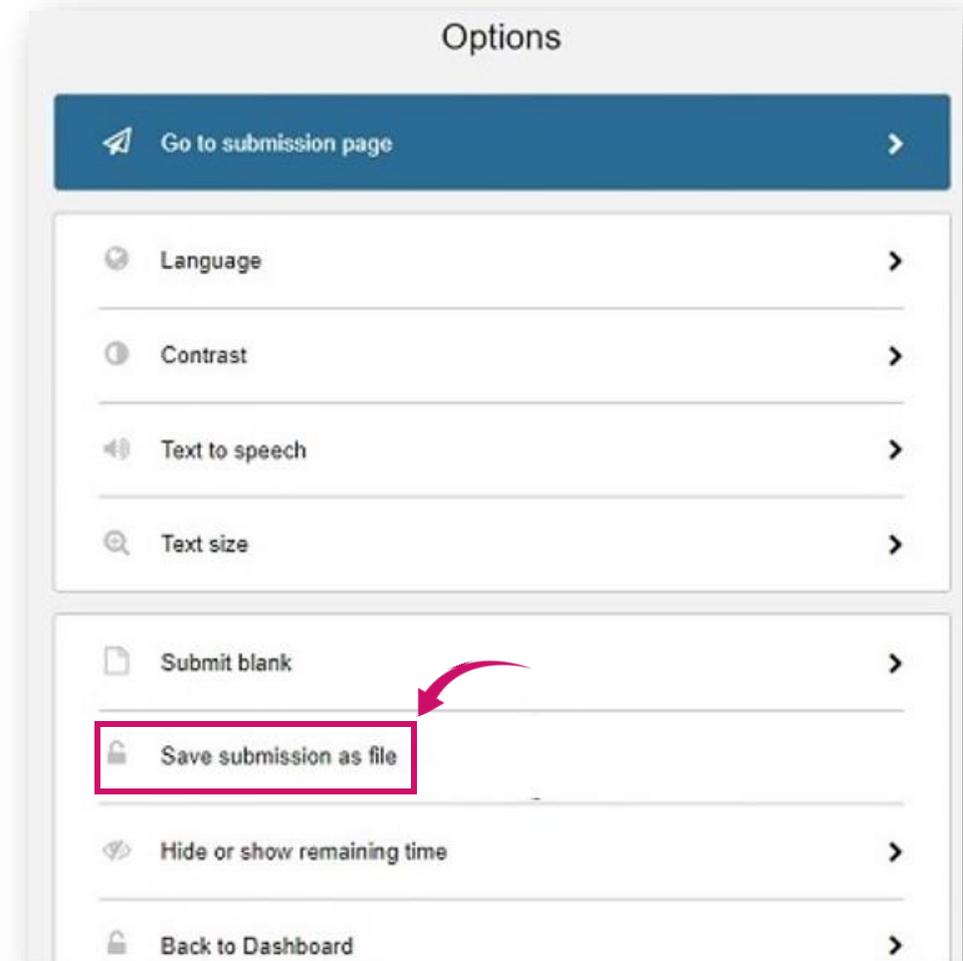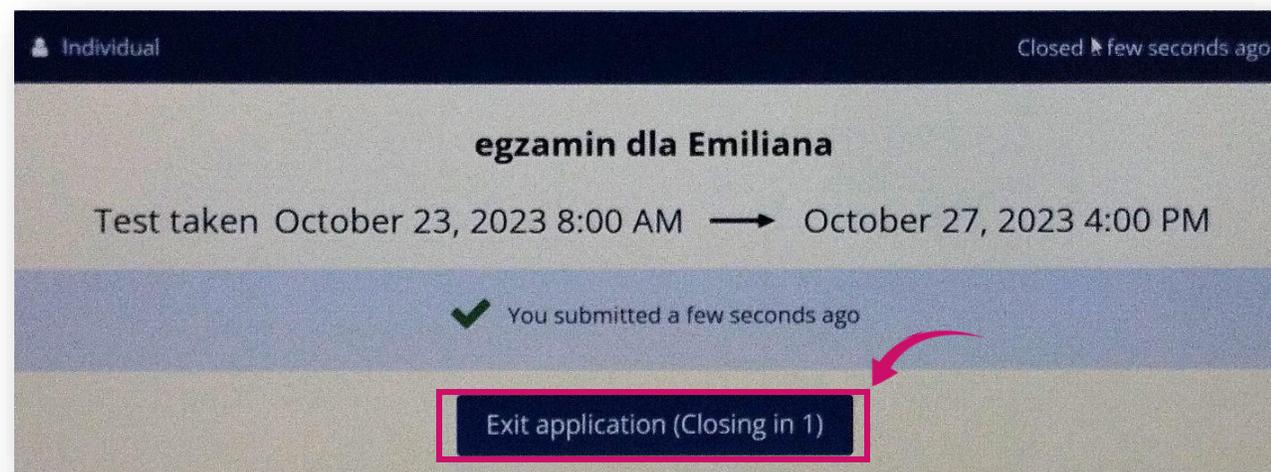
Take the exam

❖ After you have finished answering the exam questions, a summary screen will appear.

❖ Click on **Submit Now**.
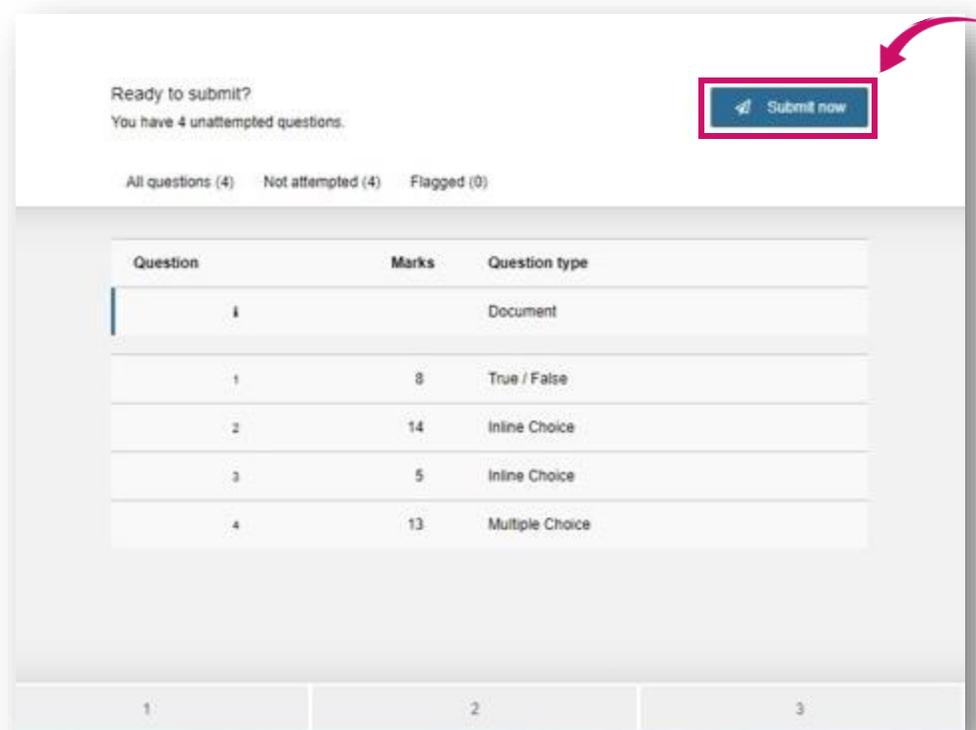
Quit Inspera

❖ Next, wait until **Inspera Safe Exam Browser closes itself.**

Quitting the application incorrectly and other technical problems

❖ If you have tried to quit the application in a different way than described in the manual, (e.g. by clicking on **EXIT** button, which you are asked not to do), the system will ask you to enter the EXIT password.

❖ However, this is not the Pin Code you know, but the password that is available only to the Electronic Examination Center workers. **Call us immediately to receive the password!**

❖ If you have any technical problems before or during the exam, **call us immediately to get support.**
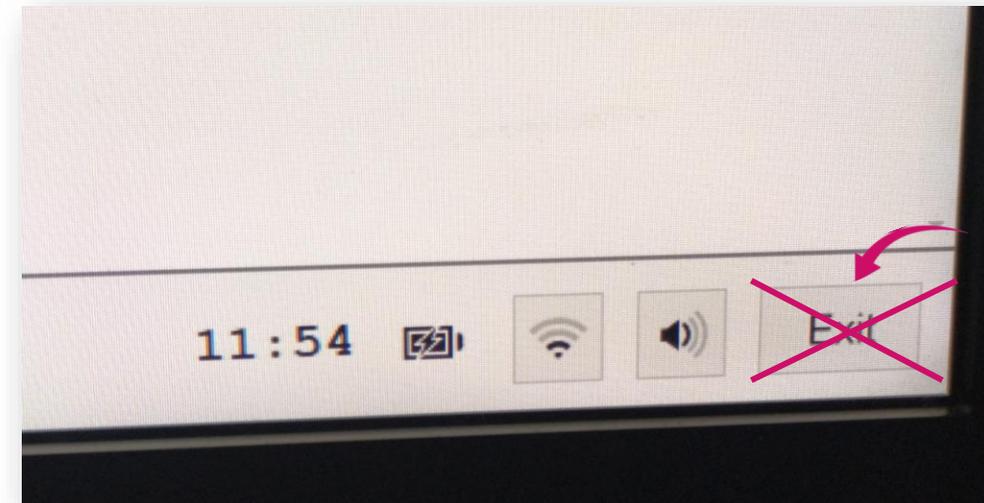
# Check your exam grade

❖ To check your exam grade, visit the website https://awsb.inspera.com
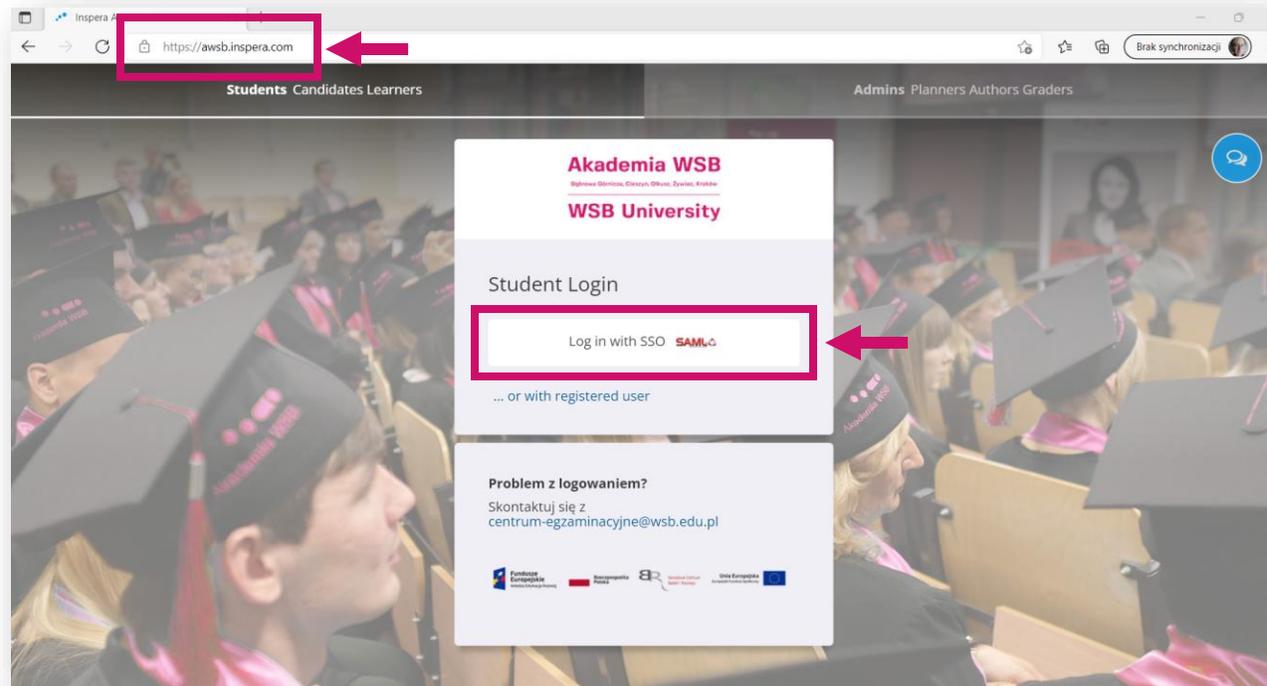
Check your exam grade

❖ Log in:
   - **username**: your e-mail address in the @student.wsb.edu.pl domain,
      e.g. john.smith@student.wsb.edu.pl
   - **password**: the one you use to log into the Virtual University and Office365
      (MS Teams, university e-mail box)-your own, unique, personal password.

❖ Then click on **Zaloguj** (**Log in**) button.
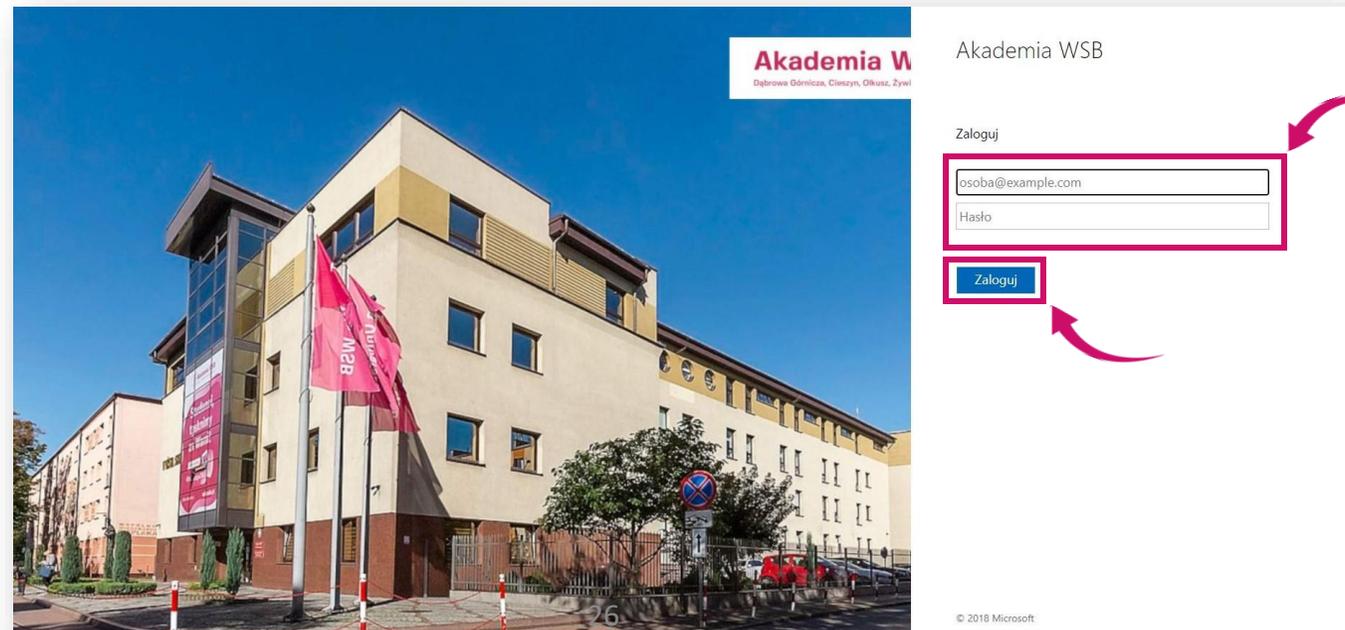
Check your exam grade

❖ You are on the desktop on your account.

❖ Go to the **Archive.**
You see the exam you have taken.

❖ Click on **See More Details**
to check if your exam has been graded.
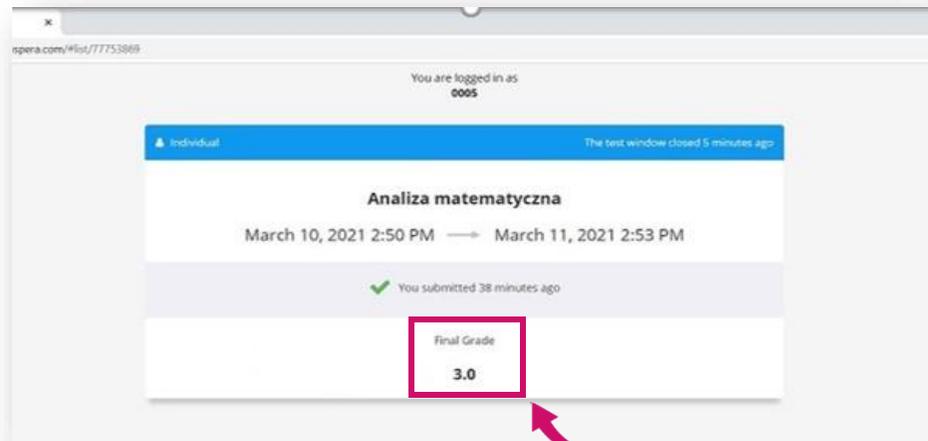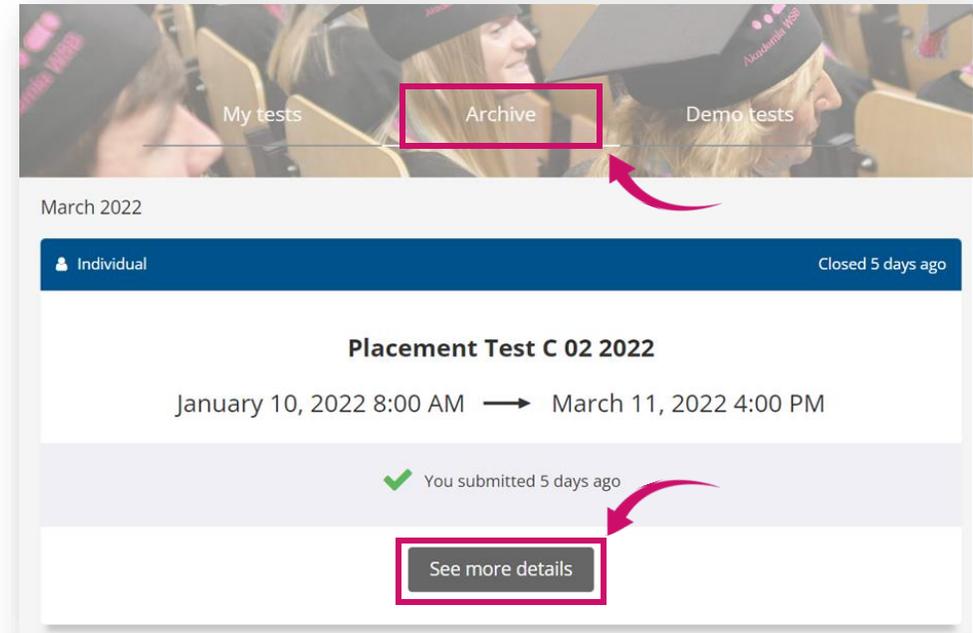
❖ Once the teacher has graded the exam,
you will see the grade.

Contact

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