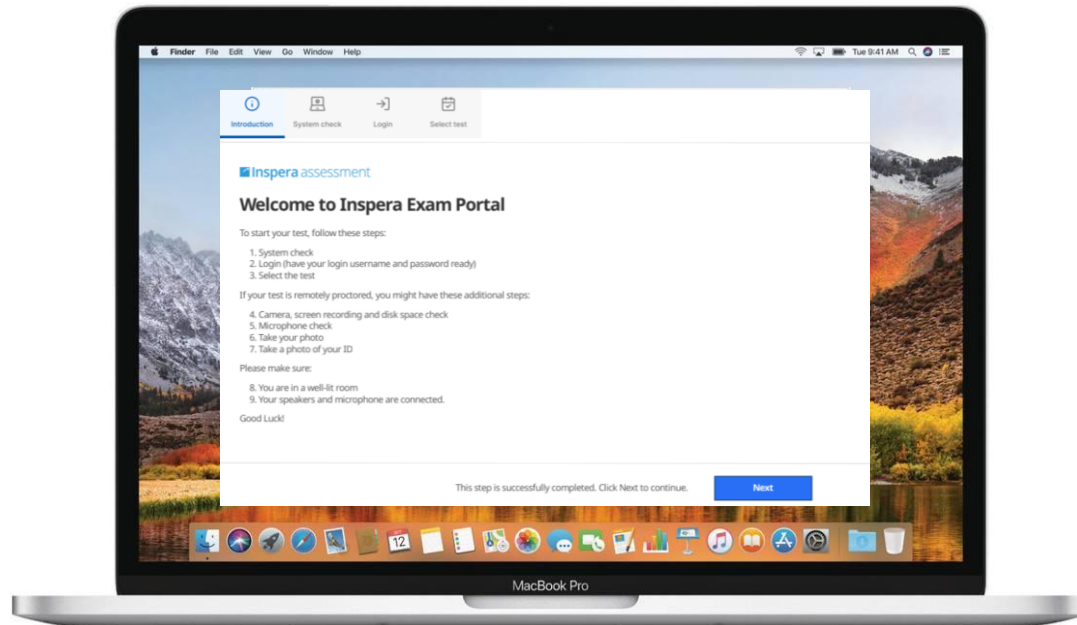


Manual for students



A pink arrow pointing to the right, located on the left side of the slide.

Contents

Minimum System Requirements

Uninstall Inspera Exam Portal

Install the Inspera Exam Portal application

Start Inspera Exam Portal

System check

Log into the exam

Take the exam

Quit the application

Incorrect quitting the application

Check the exam grade

Contact the Electronic Examination Center



System requirements

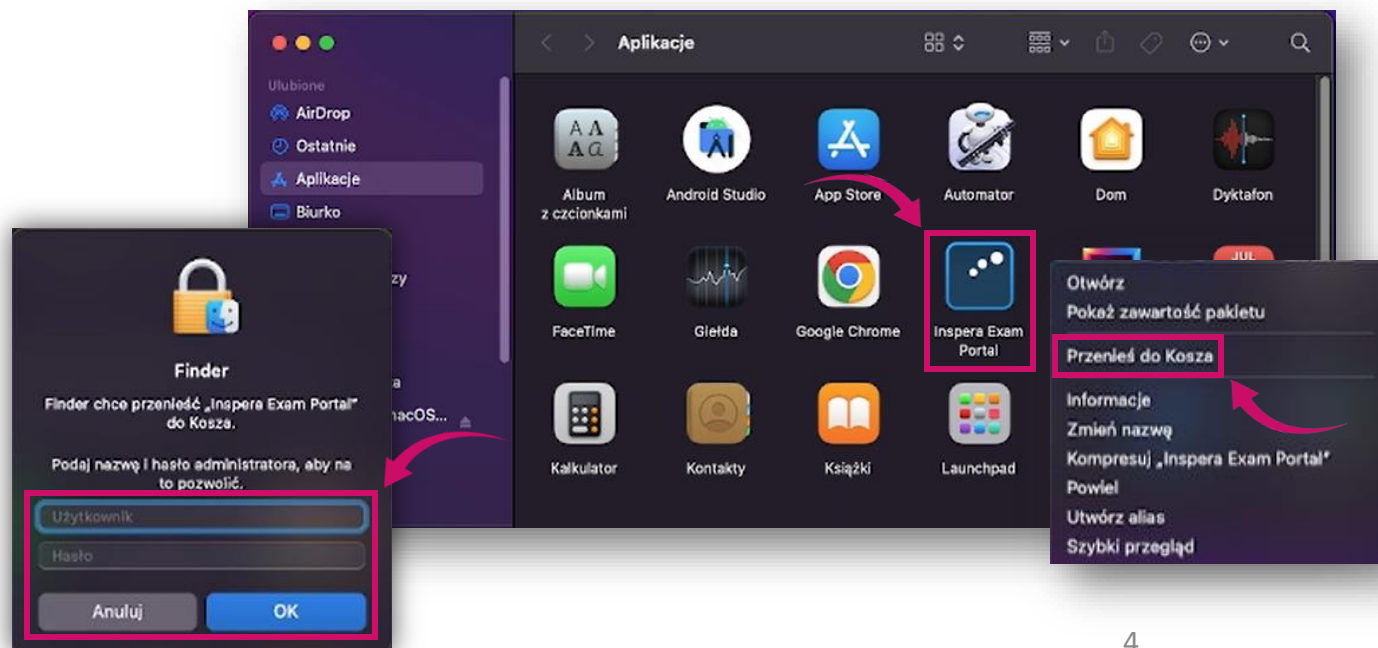
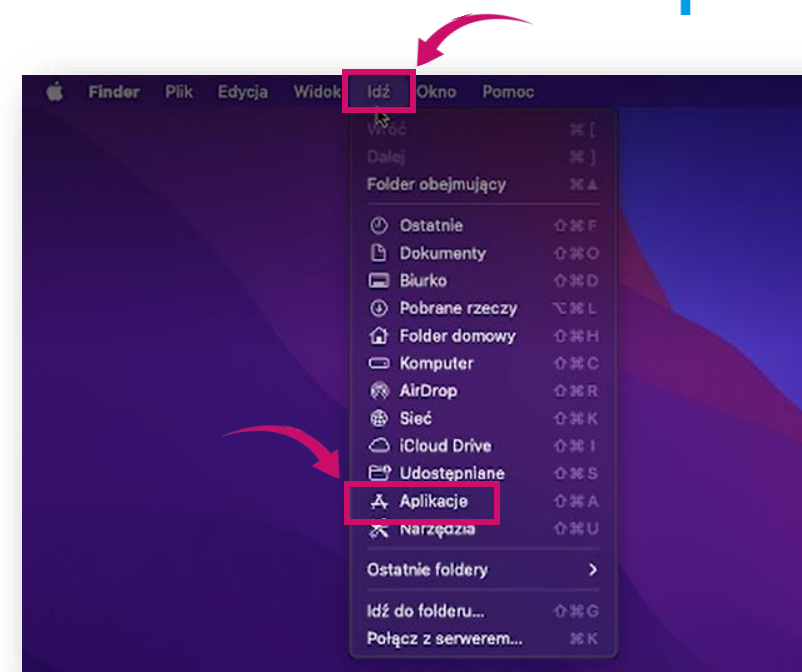


MacOS: OS X 10.15 or newer

- ❖ **Processor:** newer than 2011 [Intel Sandy Bridge (Core i3, i5 i i7) or newer]
- ❖ **Free storage space:** 500 MB
- ❖ **Graphics driver:** OpenGL 2.0
- ❖ **Minimum SSE 4.2 in AMD processors and CPU**
- ❖ **Internet connection:** a broadband, 0,15 Mb/s upload speed

Uninstall Inspera Exam Portal

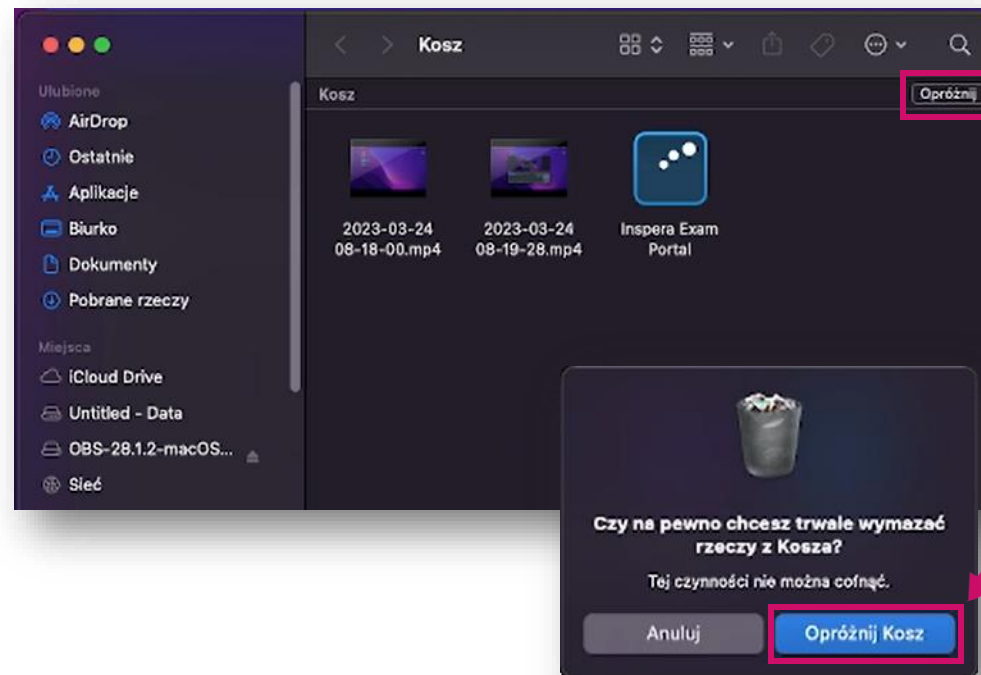
- ❖ To uninstall the older version of the application go to the upper menu and select **Idź** (Go) and then **Aplikacje** (Applications).
- ❖ In the applications folder find **Inspera Exam Portal** and click on the right mouse button. Then select **Move to trash** (Przenieś do kosza).



- ❖ The system asks you for the administrator password. Next click on **OK**.

Uninstall Inspera Exam Portal

- ❖ It is necessary to empty the trash to uninstall the application fully. For this purpose click on **Trash** in the lower right corner and select **Empty trash** (Opróżnij kosz). In the next step confirm the action by clicking on **Empty Trash** button (Opróżnij kosz).



A pink arrow pointing to the right, located on the left side of the slide.

Install the Inspera Exam Portal application

The first step of the installation process is to download the latest version of *Inspera Exam Portal* installer.

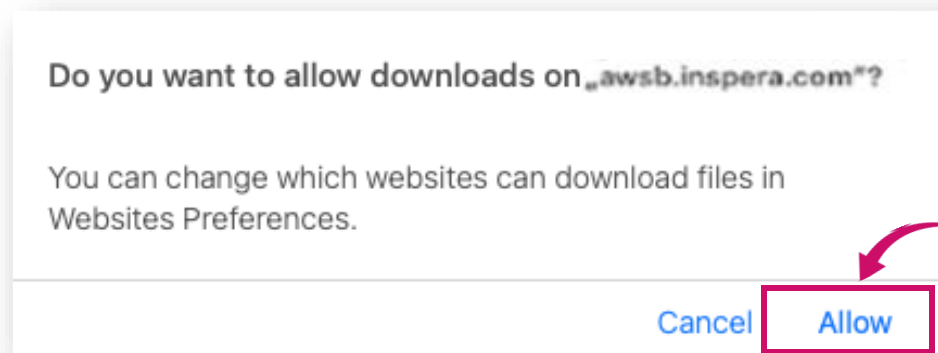
To install the Inspera Exam Portal application, **you need to have the administrator rights** on your computer.

The newest installation link:

 Mac - <http://awsb.inspera.com/get-iep>

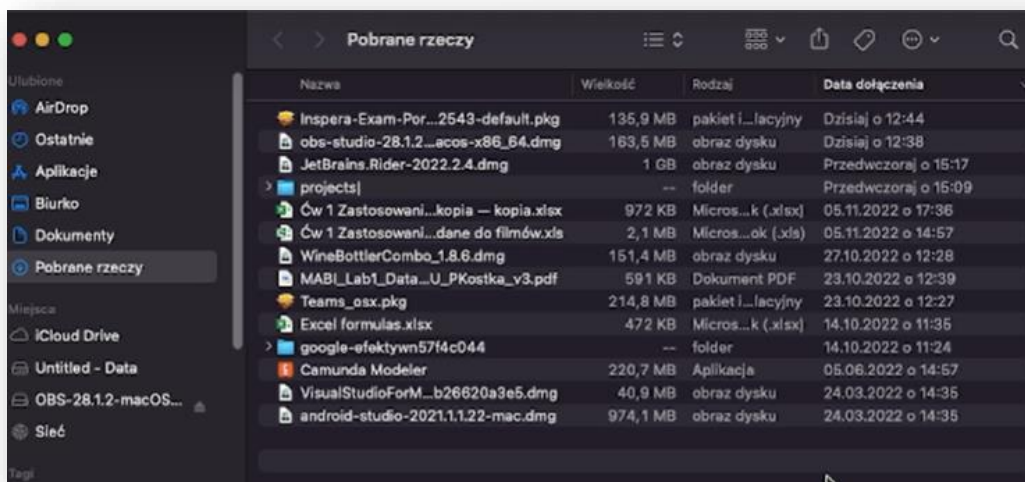
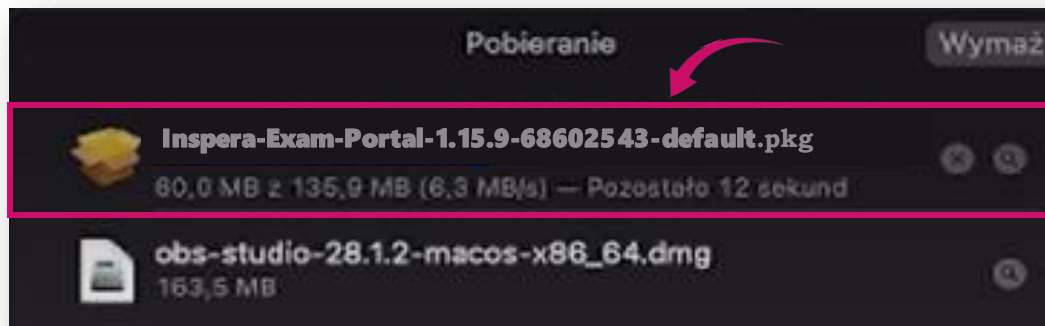
Install the Inspera Exam Portal application

- ❖ After clicking on the link, a message appears asking for permission to download the installation file.
- ❖ Click on **Allow**.



Install the Inspera Exam Portal application

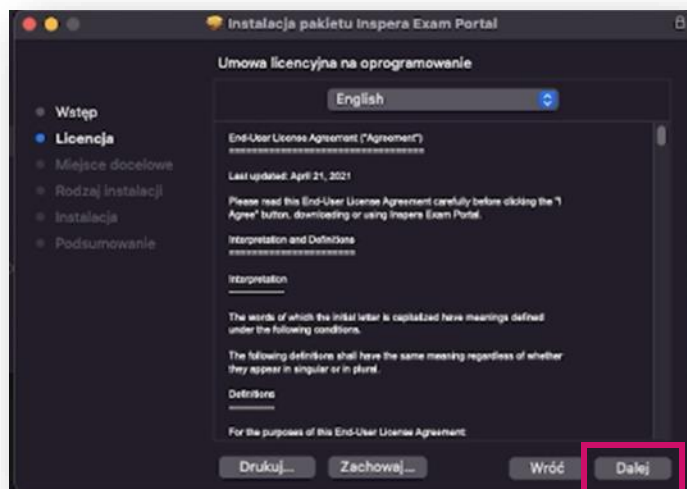
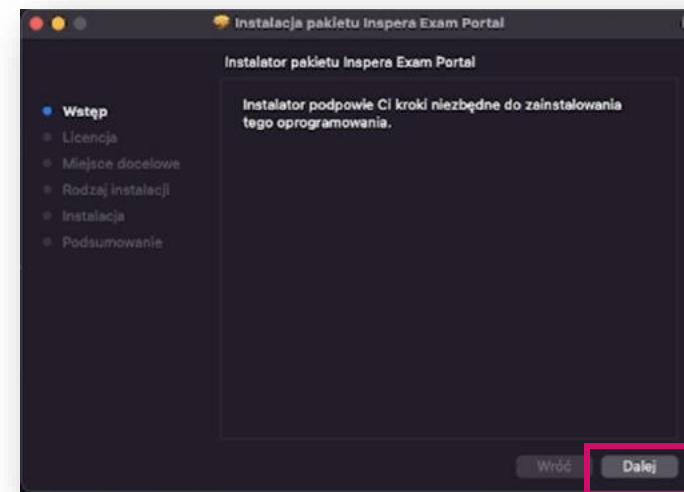
- ❖ The file is downloaded onto your computer.



- ❖ If the IEP directory does not open, go to **Finder** and select **Downloads** (Pobrane rzeczy) and click on **Inspera-Exam-Portal—1.15.9-68602543-default.pkg**

Install the Inspera Exam Portal application

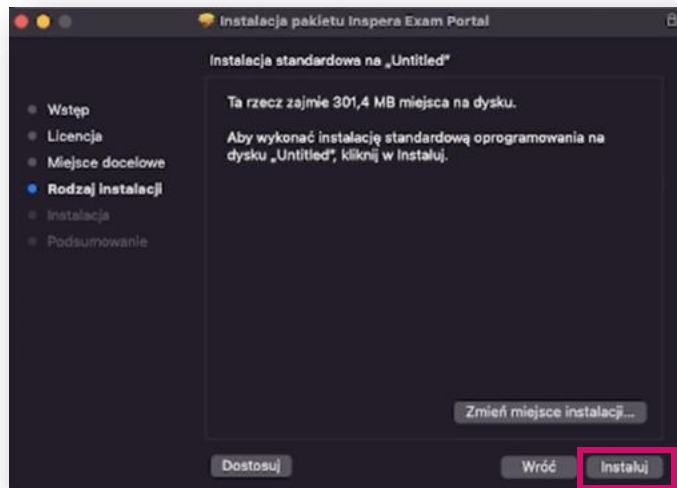
❖ The installer window opens, click on **Dalej** (Next).



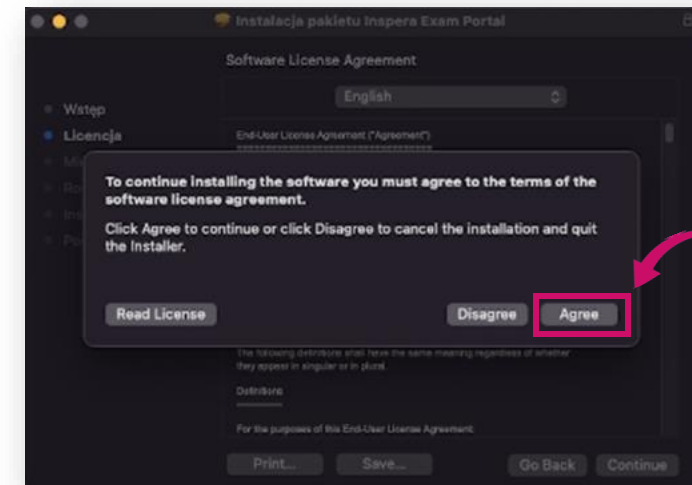
❖ A window with the license terms opens, click on **Dalej** (Next).

Install the Inspera Exam Portal application

- ❖ To continue the installation process you should accept the license terms. Click on **Agree** button.

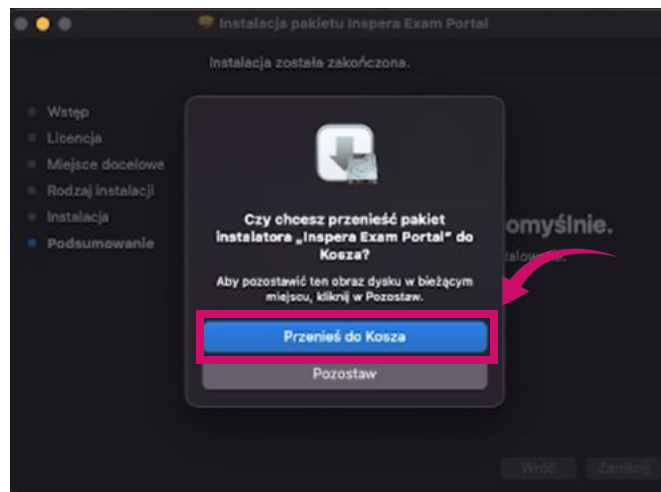
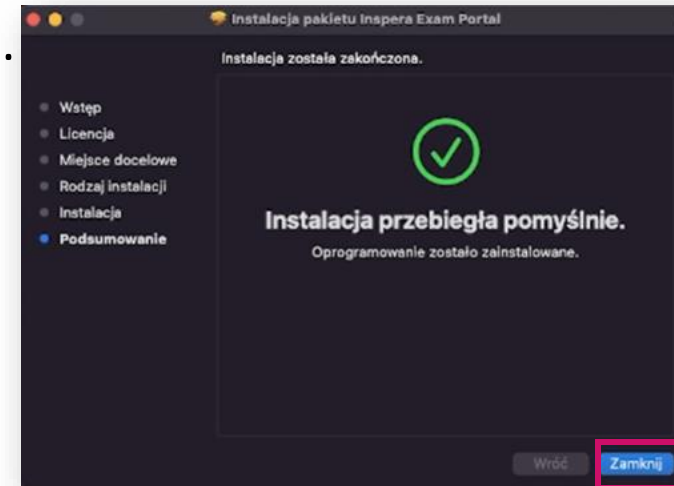


- ❖ Then click on **Install**.



Install the Inspera Exam Portal application

- ❖ After a successful installation, click on **Zamknij** (Close).



- ❖ In the next step the system asks you to move the installer package to the trash. Confirm this by clicking on **Przenieś do Kosza** (Move to Trash).

Start Inspera Exam Portal

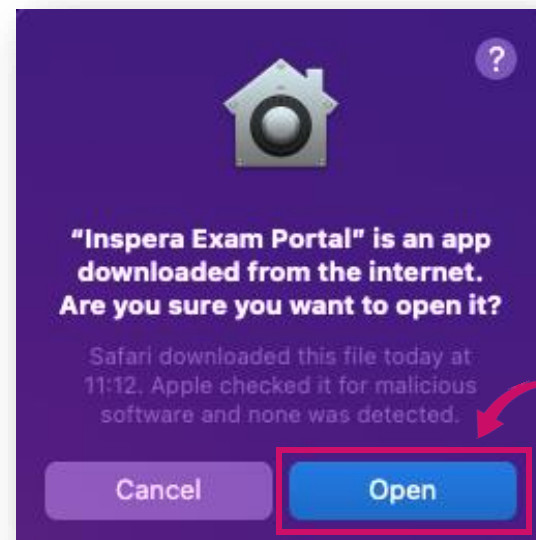
- ❖ To launch Inspera Exam Portal, go to **Launchpad** and click on the **application icon**.



Inspera Exam Portal

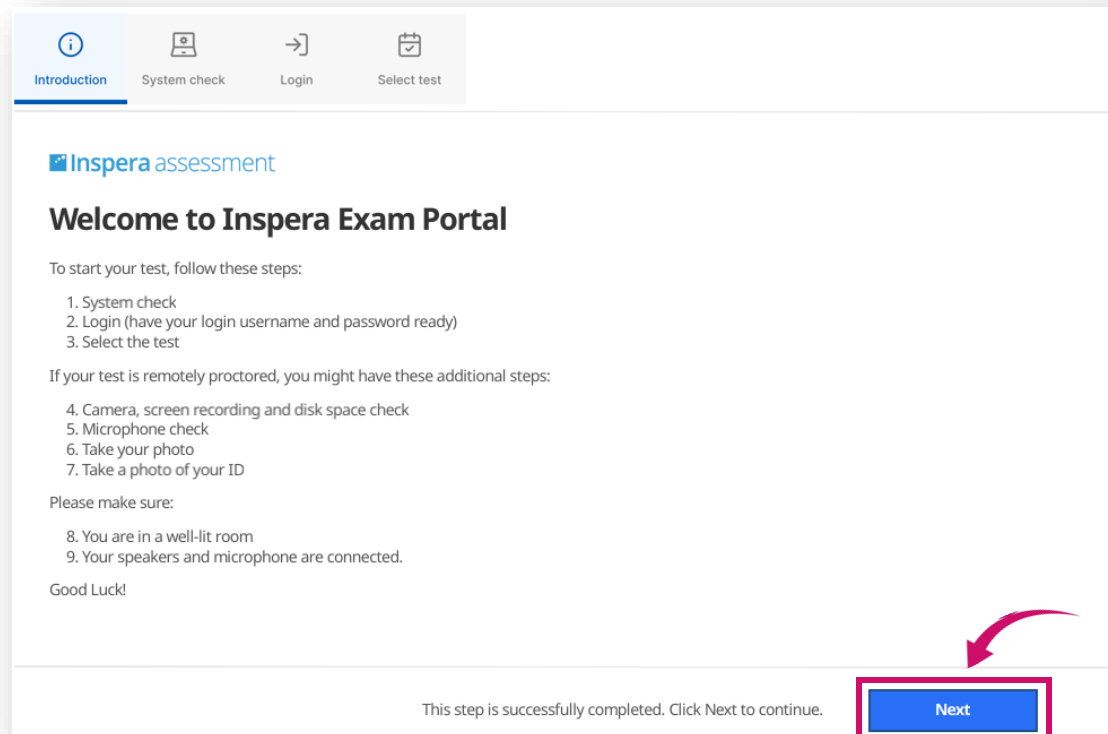
Start Inspera Exam Portal

- ❖ After clicking on the application icon, a window will appear with a message that the application has been downloaded from the Internet (not from the App Store) and its opening requires your confirmation.
- ❖ Click on **Open**.



Welcome screen

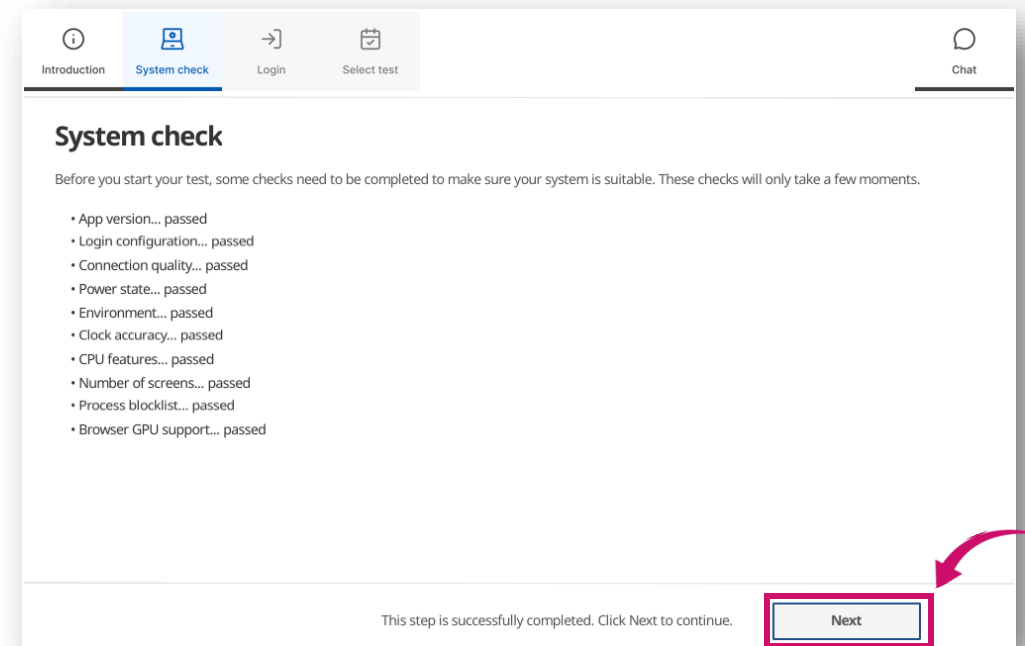
- ❖ In the next window you can see a welcome screen which informs you that the initial system tests should be performed.
- ❖ Click on **Next**.



The screenshot shows the 'Inspera assessment' welcome screen. At the top, there is a navigation bar with four tabs: 'Introduction' (selected), 'System check', 'Login', and 'Select test'. Below the navigation bar, the text reads 'Welcome to Inspera Exam Portal'. It then lists steps to start the test: 1. System check, 2. Login (have your login username and password ready), and 3. Select the test. It also lists additional steps for remotely proctored tests: 4. Camera, screen recording and disk space check, 5. Microphone check, 6. Take your photo, and 7. Take a photo of your ID. Below this, it says 'Please make sure:' followed by 8. You are in a well-lit room and 9. Your speakers and microphone are connected. At the bottom, it says 'Good Luck!' and 'This step is successfully completed. Click Next to continue.' A blue 'Next' button is highlighted with a red box and a red arrow pointing to it.

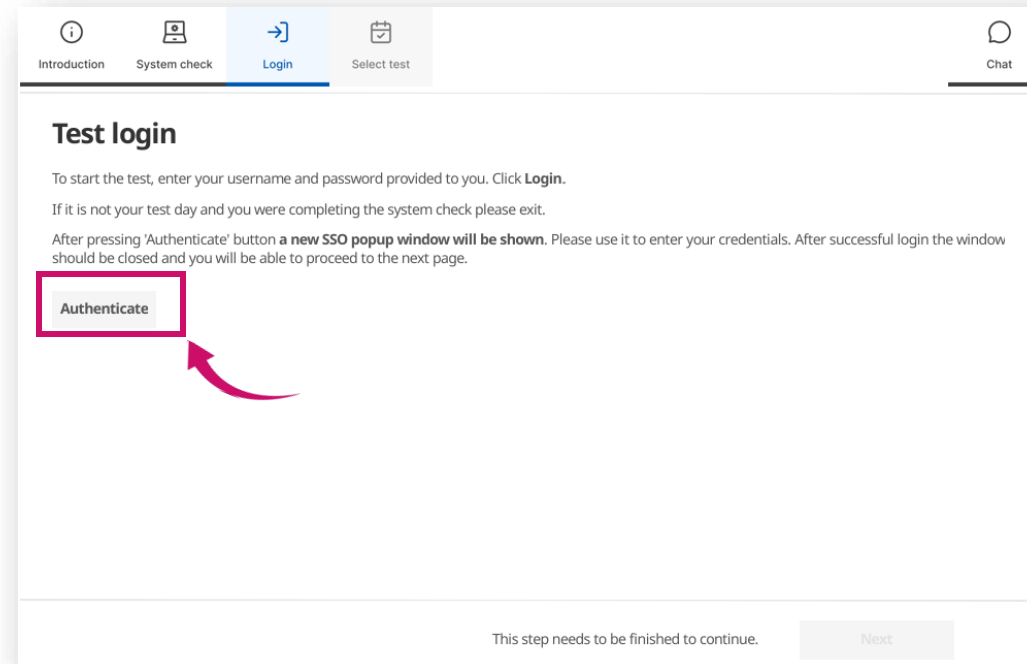
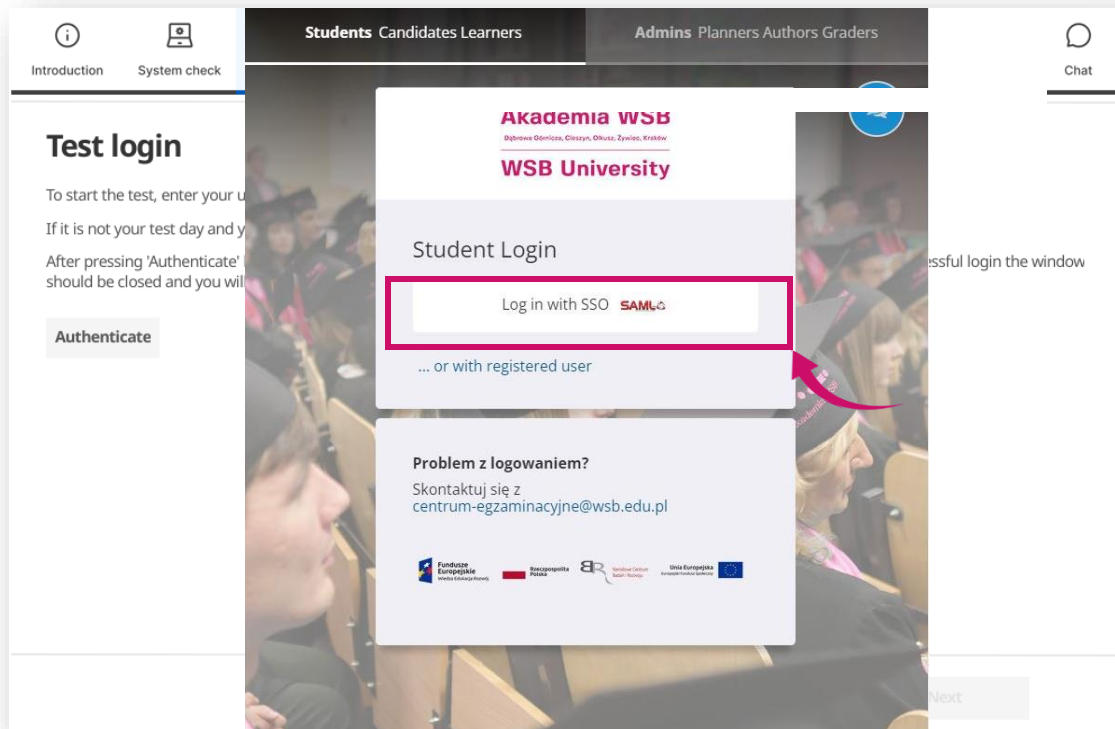
System check

- ❖ System check is an automatic system verification.
- ❖ If there are system check problems, they must be resolved before you can continue.
- ❖ If the verification finished successfully, you can click on **Next** to continue.



Log into the exam

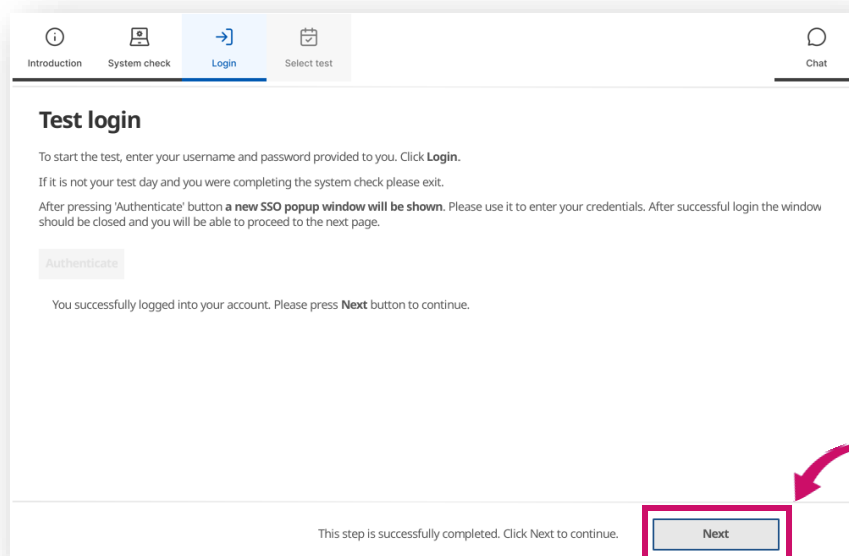
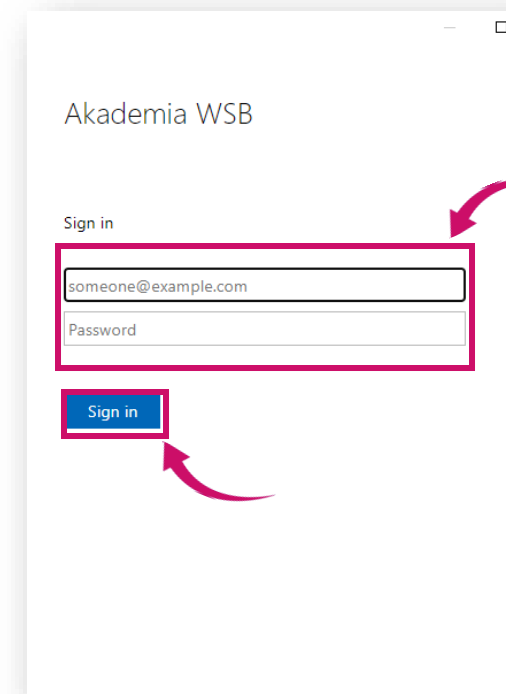
❖ Click on **Authenticate.**



❖ A new window appears. Click on **Log in with SSO.**

Log into the exam

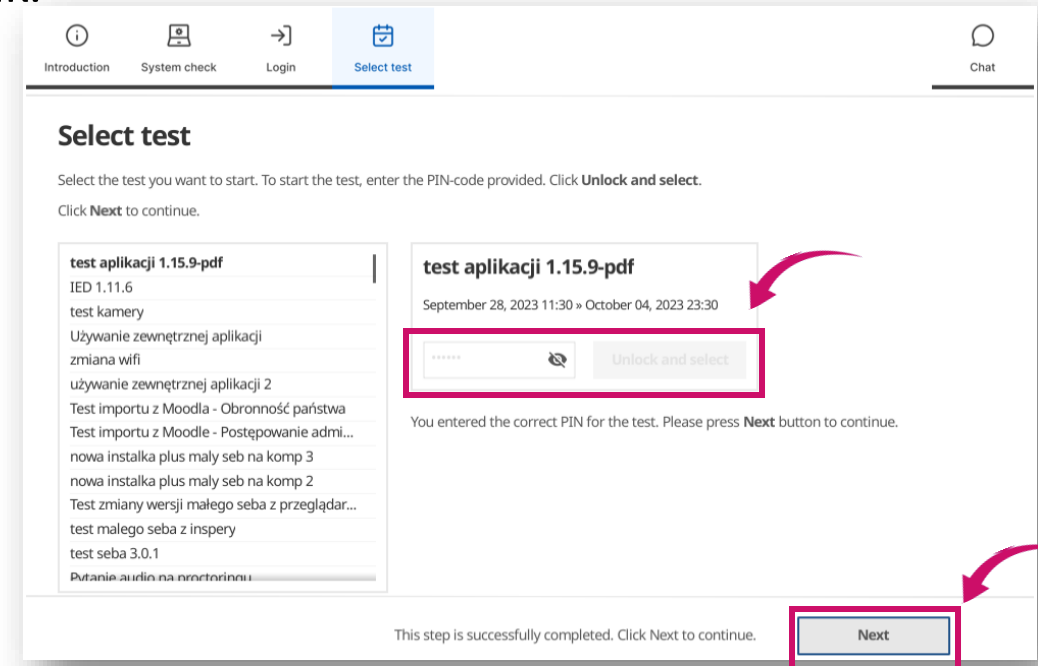
- ❖ Log in:
 - username**: your e-mail address in the @student.wsb.edu.pl domain, e.g. john.smith@student.wsb.edu.pl
 - password**: the one you use to log into the Virtual University and Office365 (MS Teams, university e-mail box)-your own, unique, personal password.
- ❖ Click on **Sign in**.



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

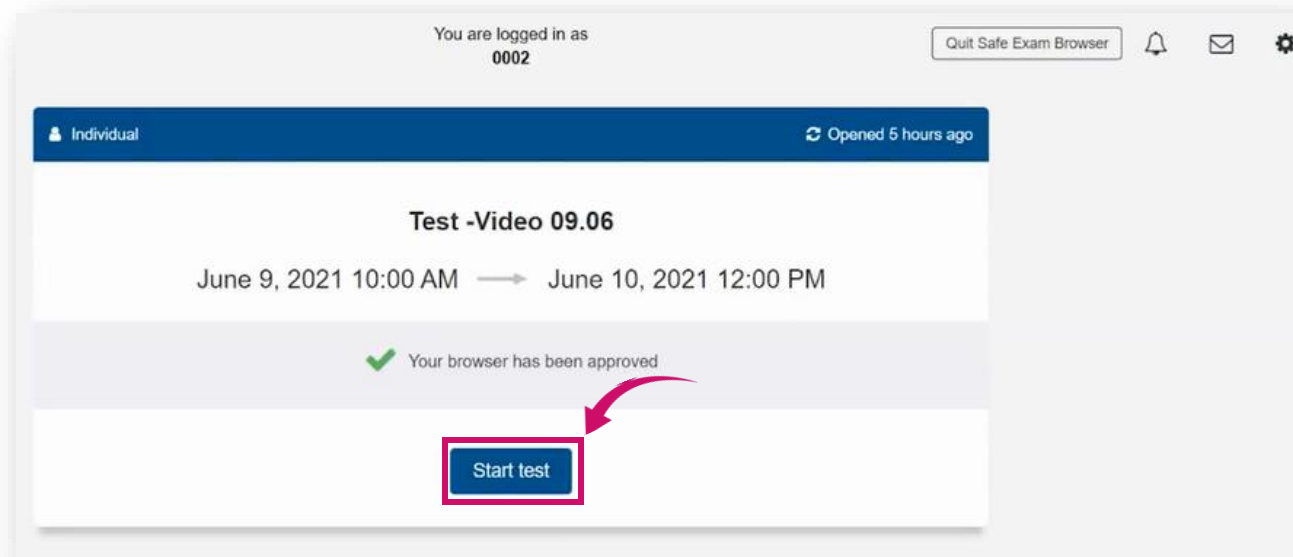
Select test

- ❖ 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 exam starts.
- ❖ Click on **the Unlock and select** button.
- ❖ If the PIN CODE has been accepted, you can now click on **Next**.



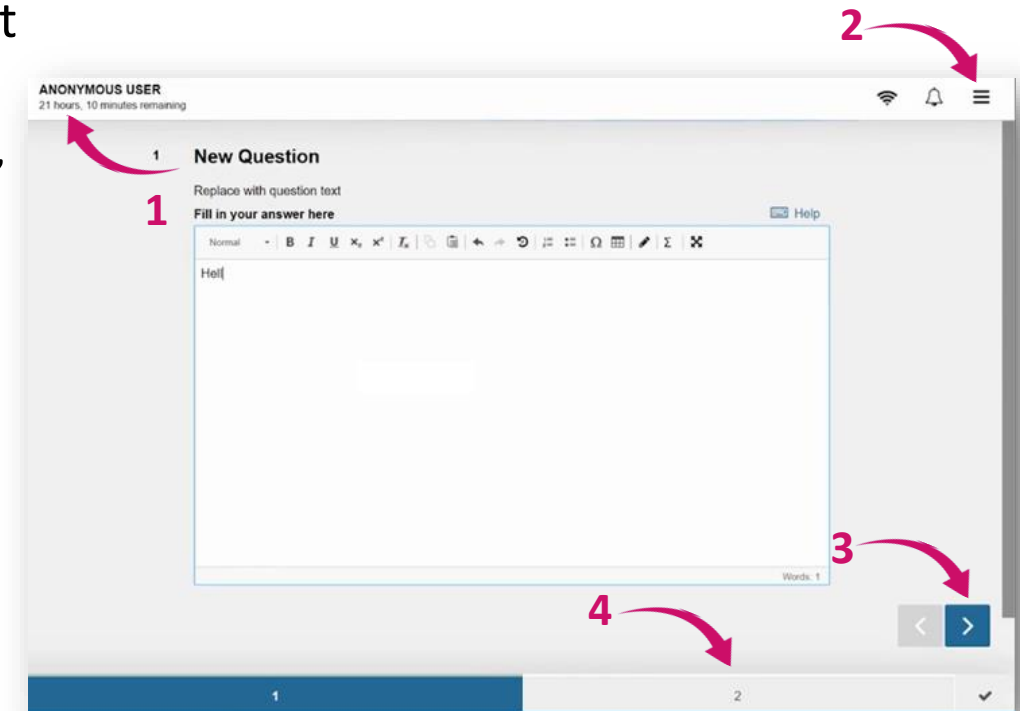
Select test

- ❖ Click on **Start test**.



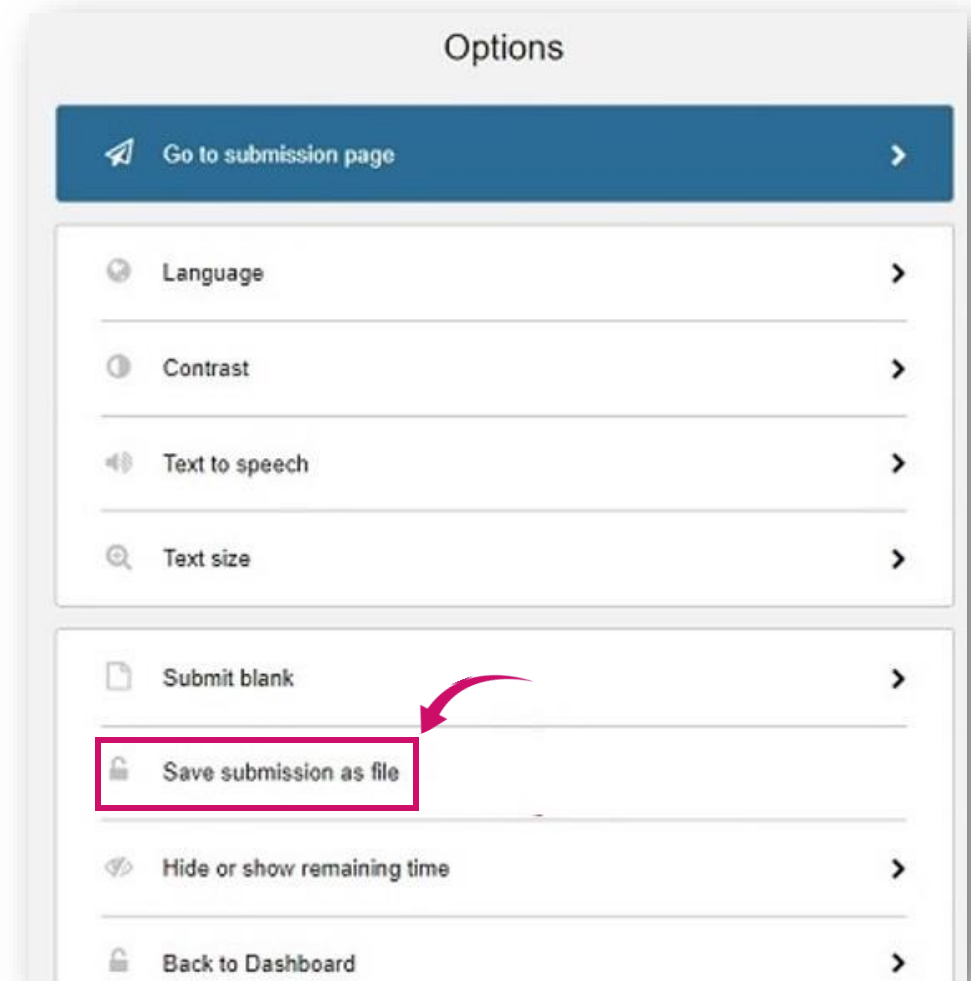
Take the exam

- ❖ 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).



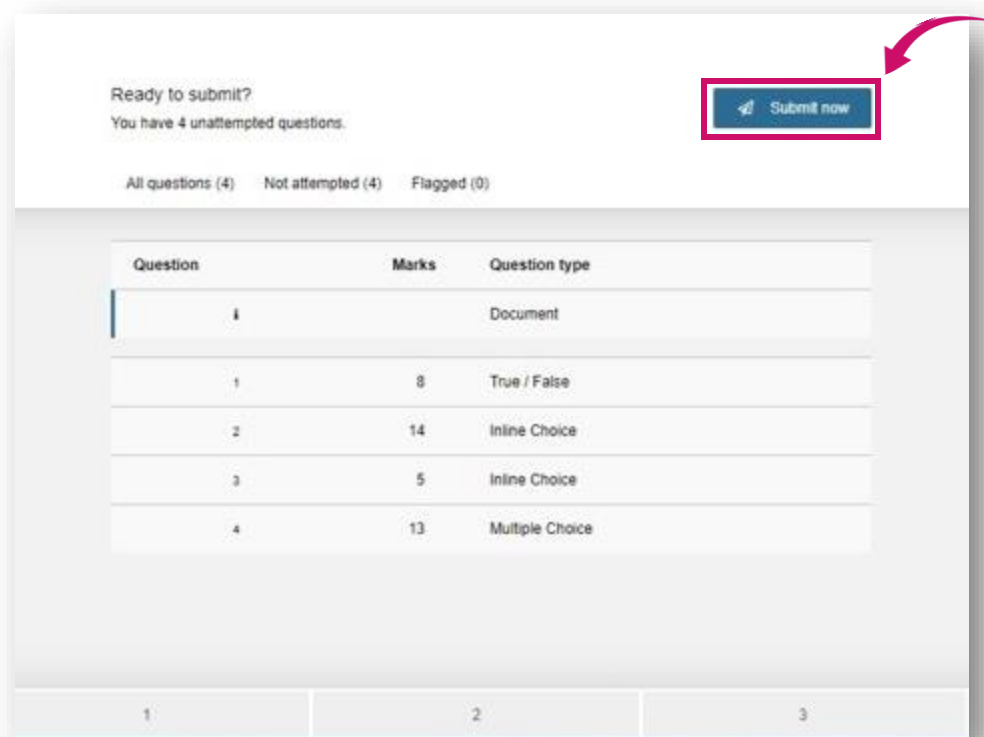
Take the exam

- ❖ One of the options in the „hamburger” menu is **Save submission as file**. You can use this option 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.



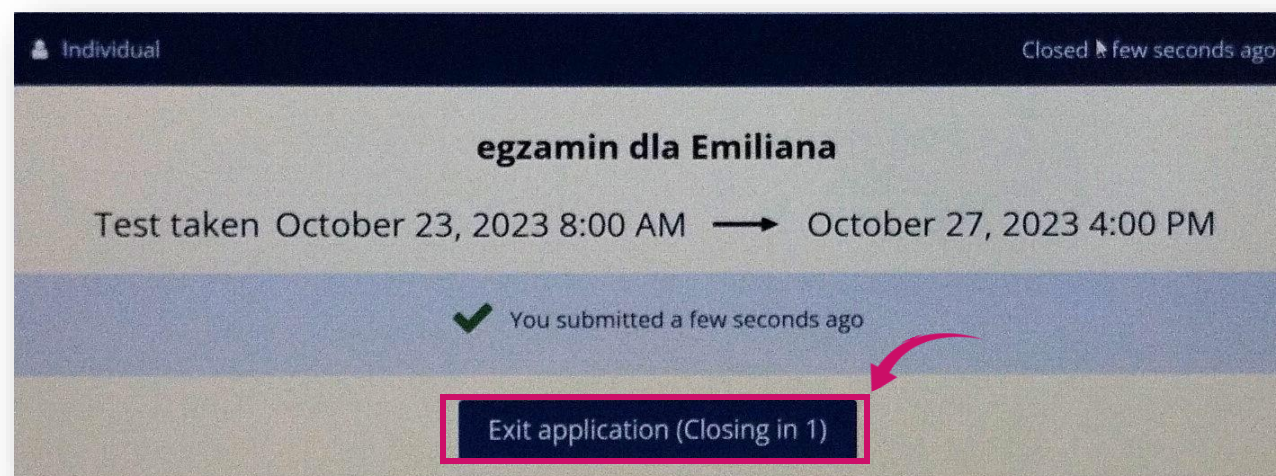
Take the exam

- ❖ After you have finished answering the exam questions, a summary screen will appear.
- ❖ Click on **Submit Now**.



Quit Inspera

- ❖ Next, wait until Inspera Exam Portal **closes itself**.



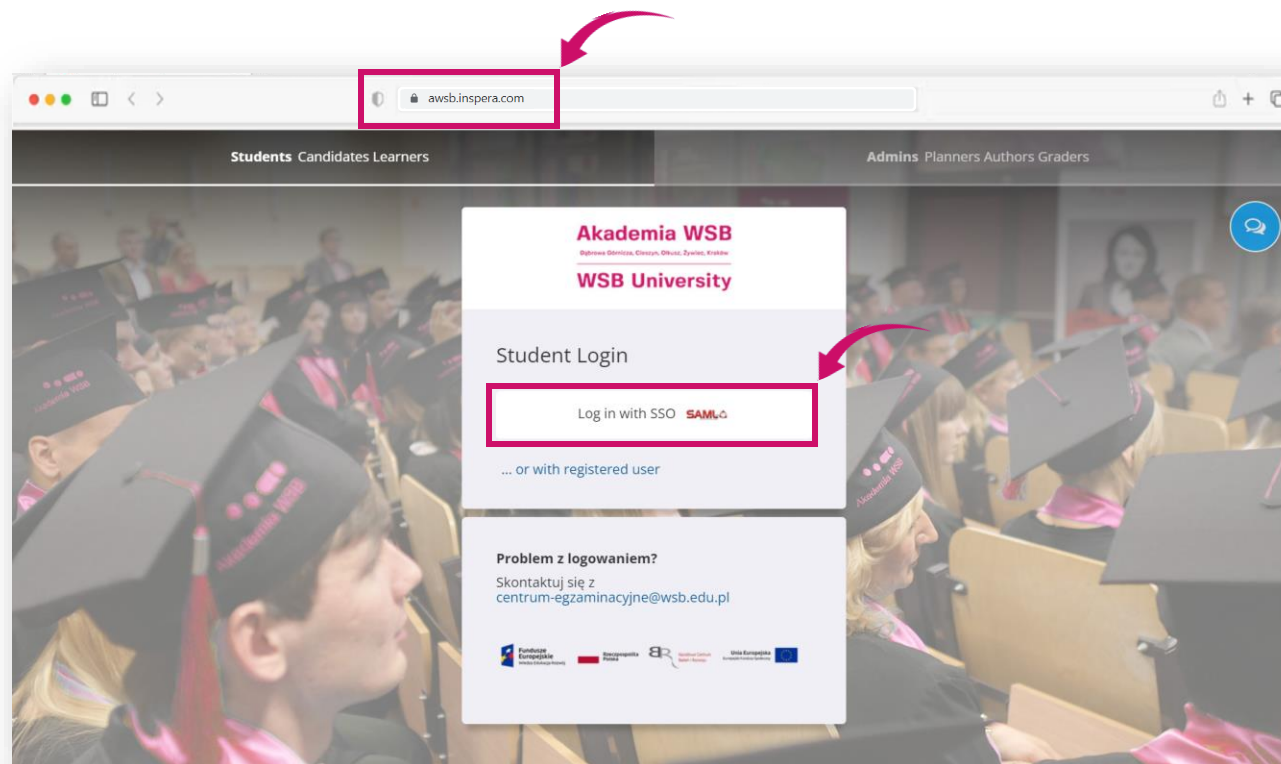
Quitting the application incorrectly and other technical problems

- ❖ 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. The contact details are available on the last page.**



Check your exam grade

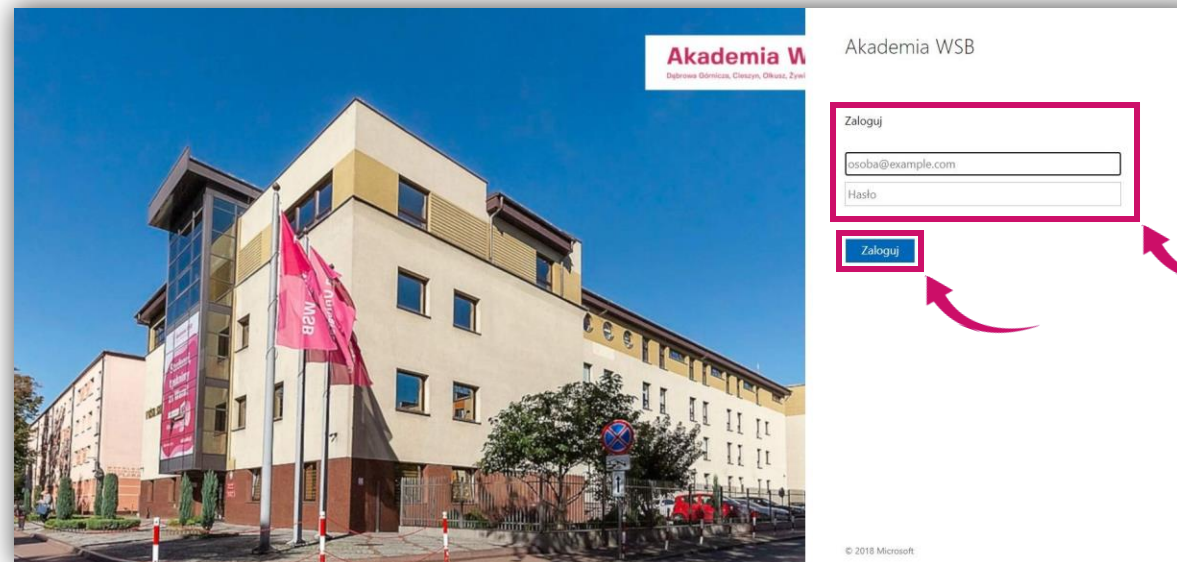
- ❖ To check your exam grade, visit the website <https://awsb.inspera.com>



Check your exam grade

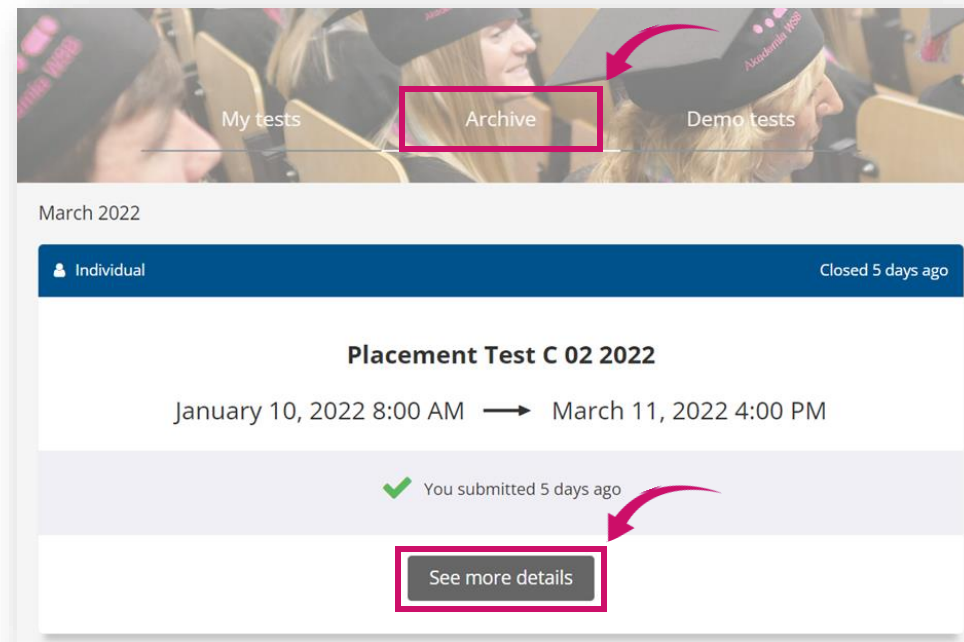
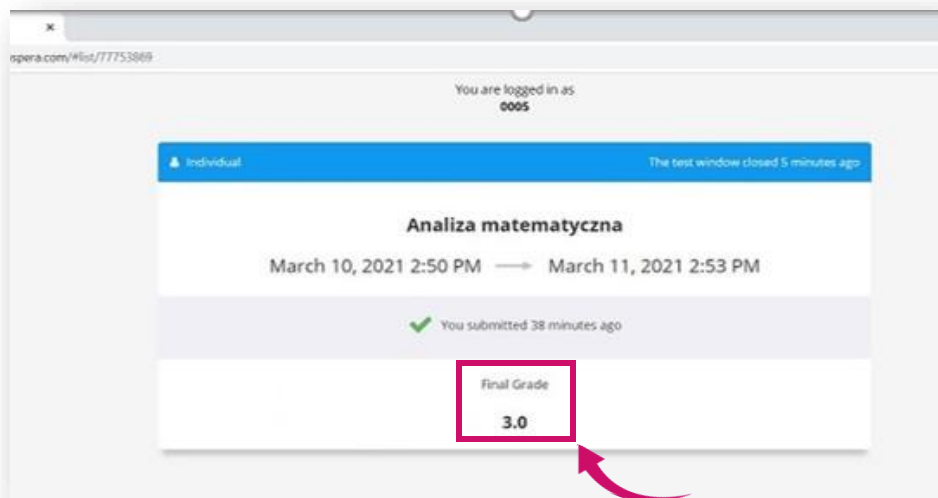
- ❖ Log in:
 - **username:** your e-mail address in the @student.wsb.edu.pl domain, e.g. john.smith@student.wsb.edu.pl
 - **password:** the one you use to log into the Virtual University and Office365 (MS Teams, university e-mail box)-your own, unique, personal password.

- ❖ Then click on **Zaloguj (Log in)** button.



Check your exam grade

- ❖ Go to the **Archive**.
You see the exam you have taken.
- ❖ Find the right exam and 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

Electronic Examination Centre

tel.: (32) 111 01 55

e-mail: centrum-egzaminacyjne@wsb.edu.pl



Aleksandra Wolska
Head of Electronic Examination Center
Educational Quality Specialist



Marzena Szreniawska
Educational Evaluation
Specialist



Agnieszka Kuczmierczyk
Educational Quality Specialist