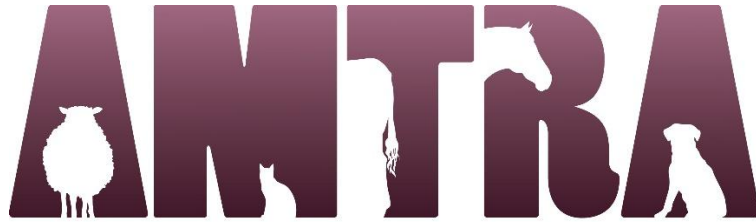




**Harper Adams
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ANIMAL MEDICINES TRAINING REGULATORY AUTHORITY

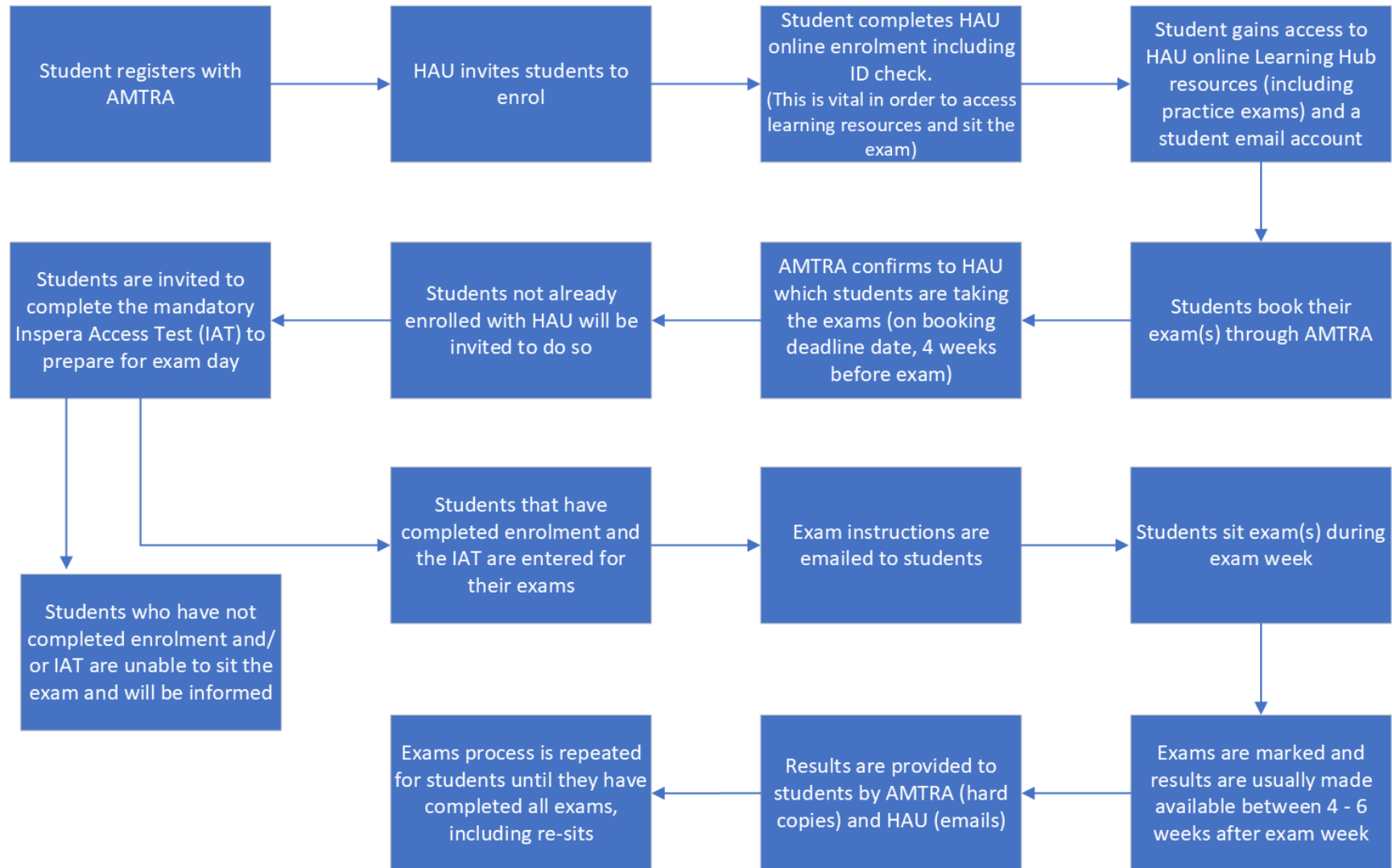
Instructions and Information for Candidates, Employers and Trainers

(last updated 27/05/2026)

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AMTRA – HAU Student Journey Timeline



AMTRA Registration

This is the first step in the student's journey towards becoming a qualified SQP/RAMA. HAU receive registrations directly from AMTRA and aim to action these within 10 working days of receipt (this may be extended due to annual leave or during times of large volumes of registrations).

PLEASE NOTE

- When registering please ensure that contact details are:
 - Accurate
 - Up-to-date
 - Include the preferred email address and telephone number to receive AMTRA/HAU exam correspondence.
- If contact details are incorrect then vital communications from both AMTRA and HAU will not be received and may result in students being unable to sit exams.
- Providing a mobile number is beneficial as it provides us with an alternative method of communication (calls and texts) should we need to liaise with the student.

HAU Online Enrolment

Once HAU have received the student's details from AMTRA and registered them as a HAU student, an online enrolment invitation is sent to their preferred email address. A second email is also sent which includes their 8 digit HAU student number and an auto-generated password, which students need to access HAU online services, such as enrolment, emails and the Learning Hub.

Steps for student to complete include:

1. Click the link in the email invitation
2. Log in with the provided login credentials (provided in a separate email)
3. Work through each of the enrolment tiles (name; address; contact addresses; emergency contacts; course details etc). Once all the tiles are completed a final 'complete enrolment' tile will appear which finalises the process.
4. Upload ID – they are provided with a [Student ID Guide](#) for assistance
5. HAU must check the ID is appropriate and this can take approximately 48 hours to be completed.
6. Once enrolment is completed the student receives an automated email with details of their new HAU email account address and links to additional documents to assist them with their studies. At this point the student is granted access to the Learning Hub online resources.

PLEASE NOTE

- It is vital that the students click the document links in their enrolment confirmation email, and read the information provided to them.

- Online enrolment is mandatory for every academic year until a student completes all their exams. The HAU academic year runs from 1st August – 31st July, so depending on when they first register with AMTRA they may be required to enrol twice in a short space of time.
- Incorrect ID causes delays to enrolment as this is a mandatory check for all HAU students. Please refer to the [Student ID Guide](#) for assistance.
- Students who re-enrol after their first academic year will find the process much quicker as they will simply need to check/confirm the existing information, and they will not need to provide ID (unless they have changed their name).
- Enrolment maintains a students' active status on our systems – failure to enrol will mean students cannot access our online resources and will be unable to sit the AMTRA modular exams.

Learning Support

Students can declare any additional learning support needs during online enrolment but can also contact us on animalswd@harper-adams.ac.uk regarding this at any point during their studies.

Further details are provided to the student when they have enrolled in the [Learner Support Information](#) document.

Please note that for students already booked on to exams, we must receive the required evidence of support needed at least 2 weeks before the exam begins.

We are currently able to facilitate the following support for the exams:

Online, remote exam rounds

- Additional time
- Use of coloured overlays
- Text to speech function

Online / paper based, on campus exam rounds

- Additional time
- Use of coloured overlays
- Rest breaks
- Scribe
- Reader

AMTRA Online Training

We currently offer online training for the following modules to support students prepare for their exams:

- Base
- Companion Animal
- Equine
- Farm Animal

Please see further details on the [AMTRA Training Course](#) page or get in touch should you require further information.

Online Resources – The Learning Hub

The Learning Hub is the University’s central location for online resources for AMTRA modules. Students are given access to their specific SQP modules:

Module Name	Module Code
Base Module	A4058
Companion Animal Module	A4059
VN Module	A4064
Equine Module	A5098
Farm Animal Module	A5099
Avian Module	A4062

The [Accessing the Learning Hub](#) guide is provided to students when they enrol. As access is restricted to registered students, we have created this useful video guide: [HAU Learning Hub \(VLE\) Video](#)

Current Learning Hub Resources

Electronic versions of the AMTRA Manual

Online versions of each module chapter are provided, which provides additional accessibility support for students who may wish to use screen readers etc.

Module Descriptors

- [AMTRA SQP - Base Module Descriptor](#)
- [AMTRA SQP - Companion Module Descriptor](#)
- VN Module provides the above two descriptors
- [AMTRA SQP - Equine Module Descriptor](#)
- [AMTRA SQP - Farm Module Descriptor](#)
- [AMTRA SQP - Avian Module Descriptor](#)

[AMTRA Essay Case Study Marking Scheme](#) (Level 5 modules only; Farm and Equine)

- This outlines how the essays and case studies are marked by academics e.g. what needs to be included to reach the higher marks for these questions, and what can lead to lower marks.
- Highlights the causes for an automatic fail for a question i.e. an automatic 0 for an individual question

AMTRA Essay / Case Study Writing Guide

- A narrated PowerPoint outlining how to answer the essay / case study questions / common pitfalls / things to avoid etc

[Revision Guide Top Tips](#)

- Top tips on revision techniques; self-care advice; revision activities etc.

Illegal and Dangerous Prescribing

- A narrated PowerPoint outlining what is considered as illegal or dangerous prescribing, how to avoid this; and the implications in an exam. This resource is available to access in the Learning Hub.

Practice Exams

We currently offer practice exams for all modules. Full instructions are provided to students on how to access the Inspira practice exams:

[Practice Exam Instructions](#)

Exam Set-Up Period Timeline

There are several processes involved in HAU setting up the exams and ensuring that all students have completed the mandatory pre-exam requirements. An example schedule is provided below (these timings remain roughly the same for all exam rounds):

Timeline	
4 Weeks prior to exams	HAU receive a list of students taking the exams from AMTRA. HAU complete online enrolment with all students.
3 and a half weeks before exams	Students who have not enrolled receive an email informing them they have been withdrawn from the exams. AMTRA are also informed.
	Students set up on the Inspira Access Test (IAT) Exam information is emailed to the student's HAU student email account, along with an email to their personal email account advising them to check their HAU emails.

	Students normally have 1-2 weeks to complete the Inspera Access test (IAT)
2 weeks prior to exams	A reminder is sent to students to complete the IAT test.
6 days prior to exams	Deadline for students to complete the IAT test.
	Students who have not completed the IAT test receive an email informing them they have been withdrawn from the exams. AMTRA are also informed.
Friday prior to exams	Exam setup process completed. An 'Exam Information' email is sent to students, with some last-minute exam reminders and instructions for exam day.

Exam Information Email

The exam information email is sent to their HAU student email account for two reasons:

1. HAU course information is always provided via a student's HAU email account, regardless of which course they are registered on; and
2. It ensures the student tests their login credentials early on in the exam process (the same login credentials are used across the Learning Hub / email account / Inspera), so any potential issues requiring IT assistance are identified quickly.

Exam Drop-In Sessions

In order to offer support to as many students as possible, regular drop-in sessions are scheduled, no booking is required.

The sessions will be for questions regarding the Inspera Access Test; technical specifications for the student's laptop/computer; exam day process etc. These sessions do not cover modular content.

Details of the drop-in sessions can also be found in the Learning Hub.

The dates for the 2026 drop-in sessions are as follows:

Date and Time	Teams Link to join the session
27 March 2026, 10.00-10.45	April 2026 AMTRA Exams - Drop-In Session
1 May 2026, 10.00-10.45	May 2026 AMTRA Exams - Drop-In Session
29 May 2026, 10.00-10.45	June 2026 AMTRA Exams - Drop-In Session
19 June 2026, 10.00-10.45	July 2026 AMTRA Exams - Drop-In Session
28 August 2026, 10.00-10.45	September 2026 AMTRA Exams - Drop-In Session
25 September 2026, 10.00-10.45	October 2026 AMTRA Exams - Drop-In Session
23 October 2026, 10.00-10.45	November 2026 AMTRA Exams - Drop-In Session
20 November 2026, 10.00-10.45	December 2026 AMTRA Exams - Drop-In Session

Inspira Access Test (IAT)

The Inspira Access Test is a mandatory step in order for students to be entered for their exams, and must be completed prior to each exam round.

The Inspira Access test allows the students to:

- Test their laptop/computer to ensure it meets the specifications outlined in Appendix 1 of this guide.
- Practice going through the Inspira systems checks and the ID check;
- Familiarise themselves with the exam software for example:
 - How to move between questions
 - When to press the submit button
 - Where the exam timer is on the screen

Where a student experiences issues with their Inspira Access Test, we ask students to please contact us to let us know so we can offer assistance if they need further support in navigating the software.

Online Exam Instructions - Introduction

This document provides information for candidates, employers and trainers, about the online AMTRA assessments that take place via remote invigilation.

What is remote invigilation?

This is where the AMTRA exam is carried out at the candidate's home, or other chosen location, using online screen sharing software to record and monitor the candidate's actions. The system is able to view and hear the candidate, their environment and their computer/laptop screen at all times during the exam. This closed book assessment must be completed under **exam conditions**. This means you should take the exam in a room on your own, you cannot seek any assistance to answer questions or access any other notes or learning materials. The assessment is covered by Harper Adams University's Assessment Regulations.

Where will my data be held and how long are recordings stored?

The recording of your exam will be retained in line with the HAU Retention Policy. Recordings of your exam will be viewed and audited as required by staff at Harper Adams University; this data may also be shared with AMTRA.

Exam Duration Details

Exam paper	Start Time	Time duration
Base	10:30am	1 hour 30 minutes
Companion Animal	10:30am	1 hour 30 minutes
Avian	10:30am	1 hour 30 minutes
Equine	10:30am	1 hour 30 minutes
Farm	10:30am	2 hours
Vet Nurse	10:30am	2 hours

If you think you may be eligible for extra time, please refer to the Learner Support Information provided during enrolment and email animalswd@harper-adams.ac.uk at least two weeks before your exam.

How do I access the exam?

Full exam details are emailed to your Harper Adams Student Email Account at least 2 weeks before your exam (**provided you have successfully completed online enrolment and completed the mandatory Inspira Access Test**)

Preparing for the exam - Checklist (tick when actioned)

- Complete the Inspera Access Test (details in exam email) by the specified deadline.
Use the same device and internet connection you will use on exam day.
- Please read the [Inspera 2026 FAQ & troubleshooting Guide for AMTRA candidates](#) if you have experienced any problems with the Inspera software.
- A stable internet connection (preferably wired) and supported web browser.
- Ensure that you are working on **one screen only**, disconnect any additional monitors.
- Please do not use headphones during your exam.
- A webcam and photographic ID (Passport, Photocard driving licence, UK CitizenCard)
- Scheduled time in a suitable room - it must be well lit, quiet and private. No one else is allowed into the room during the exam(s). Ensure others know not to disturb you.

If you have questions before an exam you can contact us on 01952 815042.

On the day of the exam

Follow the '*Instructions for Exam Day*' in the exam email sent to your HAU Email Account.

You cannot leave your desk for the duration of the exam, so it is advisable that you prepare to sit the exam in a refreshed state, having taken a comfort break just before you begin.

Check you have:

- Your HAU student login credentials
- Your photographic ID

During the exam

If you experience issues on exam day please do not contact AMTRA, please email Harper Adams at animalswd@harper-adams.ac.uk – we require an email for audit purposes so will be unable to deal with queries via phone. All emails will be dealt with swiftly.

PLEASE INCLUDE A SCREENSHOT / PHOTO OF YOUR SCREEN WITH YOUR EMAIL – this will assist us in identifying any issues.

We are unable to regrant access if you are suspended from the exam due to loss of internet connection, but will advise the next steps by reply.

How to access your exam

On exam day your exam will appear in the Active Tests tab

- Please log in at 10.30am to complete the Inspira systems check prior to the exam start time.
- Prior to 10.30am it will have a status of 'goes live today'
- From 10.30am onwards it will have a status of 'live' and will allow you to start the exam
- There is no need to refresh your screen at 10.30am

If your exam does not appear at 10.30am please email us with your HAU student number and a screenshot to help us identify the issue.

Timing of exams

Open the 'Inspira Integrity Browser' at the exam start time and complete the system check.

Exams will start promptly at 10.30am. If you login and start the exam later, you may not receive the full amount of time for your exams.

Please ensure you are ready to start the exam at 10.30am.

All exams have a timer in the top left-hand corner of your screen which shows how much time you have remaining in the exam.

If you have not completed your exam by the scheduled end time, Inspira will automatically take you to the submit exam page to submit your exam.

Warnings

Do not press the red 'X' at the top right of the screen. This will close the secure browser. Only press this button once you have completed your exam and it has been successfully submitted.

In addition, you must not leave the exam by clicking the 'Exit' button at the very bottom of the screen. You will receive a warning message if you do this.

Enabling the Text to Speech Function

If you would like to use the 'text to speech' function, you will need to enable this once you enter the exam and the questions are visible to you.

To enable this function please select the three lines at the top right of the screen, then select 'text to speech', then select 'enable text to speech'. Please then return to the test. To use this function once enabled, highlighted the desired text and select the play symbol that appears.

Please note that the text to speech function will not work when you are viewing the data sheets.

Further instructions are available on page 17.

Accessing the Data Sheets during the exam

When using the NOAH Compendium during the exam, you will need to 'accept cookies' then maximise the window to see the full data sheet. The data sheets can be safely closed without risking closing the browser.

At the end of the exam

Only click the 'Submit' button (which appears as a tick mark ✓) when you have completed all of the questions. Until this point you are able to navigate back and review previous answers.

Once you have completed all the exam questions and you select the tick mark to submit ✓, you will be asked if you are ready to submit, select 'submit now'.

Once you click 'Submit' your exam will end. If you have not finished the exam at the allocated finish time the exam automatically takes you to the submit page, and you will have to submit your exam whether or not you have finished answering all the questions.

Results Process

All results go through the University's standard marking, moderation and ratification process to maintain the quality of the SQP qualification. Once exam week has concluded the following process is followed which normally takes 6-7 weeks after each exam round:

1. Papers are marked
2. Results are moderated
3. Results are discussed and agreed at a Board meeting
4. Confirmed results are released to AMTRA for them to issue hard copies of results to students
5. HAU email students with their exam results. This email includes [Explanatory Notes](#) that details our [Academic Appeals Policy and Procedure](#), as well as information on how to request feedback.

Contact Details

Short Course Office

Harper Adams University

Newport, Shropshire, TF10 8NB

Telephone: +44 (0)1952 815 300

Fax: +44 (0)1952 812 125

Email: animalswd@harper-adams.ac.uk

Frequently Asked Questions

Q. Can I leave the room during the exam?

No - candidates are only permitted to leave in an emergency, which may void the exam.

Q. What do I do if I have problems during the exam?

Please refer to the 'Inspera 2026 FAQ & troubleshooting Guide for AMTRA candidates' if you have any issues accessing the exam or Inspera software.

- If you have not yet started the exam/cannot access it:
Please read 'Inspera 2026 FAQ & troubleshooting Guide for AMTRA candidates' which may solve your query without the need to contact us. Should you still need assistance, please email animalswd@harper-adams.ac.uk
- If you have been suspended from the exam due to loss of internet:
We are unable to regrant access, but please email animalswd@harper-adams.ac.uk with a screenshot / photo so we can advise of the next steps.

NB: If you are unable to access the exam at 10:30am please email us with your HAU student number and a screenshot to help us identify the issue.

Q. Why do I need my HAU login credentials?

You will need your HAU student ID/username and password to access this exam and to communicate any issues you may have for verification purposes. If you have any login credential issues please go directly to servicedesk@harper-adams.ac.uk

Q. How do I log in to my e-mail?

Open [HAU Main Site](#), select 'Current Student' on the top of the page, and scroll down the page until you see the 'Our Key Systems' section, finally select the 'Outlook Webmail' link.

Sign in with your HAU credentials (student email and password). The format of your student email address is HAUstudentnumber@live.harper.ac.uk e.g. 00000000@live.harper.ac.uk

Q. Can I access the NOAH Compendium during the exam?

You are **not** permitted to access the Compendium during the exam.

Access will be provided to a small subset of data sheets / SPCs (or extracts of them) where relevant to specific questions. The titles of data sheets will appear as hyperlinks within the question. Click the links to navigate to the NOAH Compendium website. Candidates should continue to be familiar with what data sheets / SPCs look like and interpreting and using them, either from the book if they have access to a copy, or in future via the NOAH or VMD websites. This mirrors daily life, where it is entirely normal and reasonable to look up details about a specific medicine, and it is not expected that anyone will remember all the key details about every product.

Appendix 1 – Inspera Set-up and Technical Requirements

Device Minimum Requirements

In general, Inspera Proctoring assessments require:

- A stable internet connection (preferably wired) – dropped connections cause a suspension
- A webcam and microphone
- Inspera Integrity Browser (IIB) downloaded in advance of your AMTRA exams. The secure browser will be downloaded at the time of taking the System Access Test.
- Only one monitor or screen is to be used. If you are working on multiple monitors, you will be prompted to disconnect the additional screens before you can proceed.

Please note that Chromebooks, iPads, tablets and phones cannot be used. Please see below for computer system requirements for the secure browser.

Inspera Assessment can be accessed by the two most recent stable versions of the following web browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Apple Safari

Inspera Assessment is combined with Inspera Integrity Browser (IIB), an in-house application that provides a lockdown environment to prevent candidates from accessing anything else on the computer for the duration of their assessment. Inspera Integrity Browser is only available for Windows and macOS.

Inspera Integrity Browser Requirements

Operating Systems supported		
Minimum	Recommended	Full Supported List
<ul style="list-style-type: none">• Windows 7 on 64 bit platforms• MacOS 10.15	<ul style="list-style-type: none">• Windows 11• MacOS 15.7	<ul style="list-style-type: none">• macOS 10, macOS 11, macOS 12, macOS 13, macOS 14, macOS 15• Windows 7, 8.1, 10, and 11 on 64-bit platforms

Note: Support for Windows 7 and 8.1 is discontinued from IIB version 1.14.19. We don't recommend using touchscreen devices. ***We strongly encourage being on the Recommended Windows OS version.***

Note: If you are using IIB version 1.15.0 and above, the minimum requirement is macOS Big Sur (version 11)

We strongly encourage being on the Recommended macOS version.

- OpenGL 2.0 graphics driver
- CPUs newer than 2011 (Intel Sandy Bridge (Core i3, i5, and i7) or newer)
- Minimum SSE 4.2 in AMD processors and CPU.
Note: ARM-based processors are not supported for now.
- A broadband internet connection (0.15Mbps upload speed)
- A working internet connection is required during installation so that the configuration file can be downloaded

To get started:

- **Minimum system requirements:** Make sure your device meets the Inspera Integrity Browser minimum system requirements before you install the application. If you are unsure of which operating system your device runs, please see section “How to find information on your device’s operating system” below.
- **Check your internet connection:** Make sure you have a working Internet connection during the installation so that the configuration file can be downloaded

System requirements

Note from Inspera: You can use the table below to add your own system requirements and other information if needed.
Please make sure you are always up to date on [Inspera’s system requirements](#).

The following minimum system requirements are required for Inspera Integrity Browser:

	Inspera Integrity Browser (IIB)	<customer name> Laptop recommendations	Other information
CPU	Intel Sandy Bridge i7, i5, i3 2nd generation or newer		
Operating system	PC Laptop Windows 10 and 11 Apple Laptop macOS Big Sur (version 11)		If you have Windows 7 or 8.1, or an Apple Laptop with macOS Catalina you must use this IIB download link
Disc space	400 MB		For Inspera Resilience Proctoring: 75 MB of

			free storage space per hour
Web camera	Integrated or external		
Microphone	Integrated or external		
Internet connection	Broadband Internet connection (0.15 Mbps upload speed)		

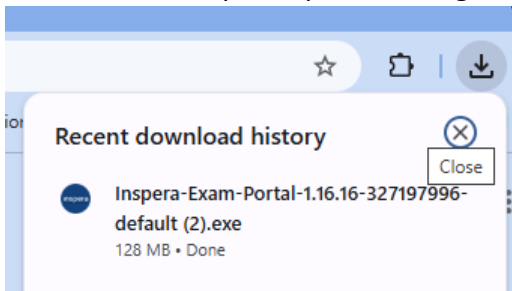
Installing the Secure Browser

Download Inspera Integrity Browser

Inspera Integrity Browser is a desktop application that is installed on your computer. Inspera Integrity Browser is not used on an internet browser such as Chrome or Edge.

Information: If your device meets the system requirements below, download Inspera Integrity Browser from: <https://harperadams.inspera.com/get-iep>

Once downloaded, select the downloaded file to install as seen at the top right of the screen, for example as per the image below using Chrome:



You may need to select the three dots/three lines on the top right hand corner of your browser, and select Downloads to then run the download file. The secure browser will begin to install. Please allow a few moments for this to complete.

Further information and help with troubleshooting is available in the following document: 'Inspera 2026 FAQ and Troubleshooting guide for AMTRA students'.

Launching Inspera Integrity Browser

Once you have downloaded the Inspera Integrity Browser, you will have a shortcut installed on your desktop:



Double click on the Inspera icon on your desktop to launch the browser.

When you enter Inspera Integrity Browser, the home page will guide you through the login process.

- Step 1: Inspera Assessment will run a systems check
- Step 2: Login (have your login username and password ready)
- Step 3: Select the test and enter the pin code provided to you
- 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

Introduction page

A screenshot of the Inspera Exam Portal introduction page. The browser window title is 'Inspera Exam Portal 1.15.4'. The page has a navigation bar with four tabs: 'Introduction' (selected), 'System check', 'Login', and 'Select test'. There is also a 'Chat' button in the top right corner. The main content area features the Inspera logo and the text 'Inspera assessment'. Below this is the heading 'Welcome to Inspera Exam Portal'. The page 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. A 'Please make sure:' section lists: 8. You are in a well-lit room and 9. Your speakers and microphone are connected. The page ends with 'Good Luck!'. At the bottom, there is a message: 'This step is successfully completed. Click Next to continue.' and a blue 'Next' button.

1. Inspera will run a systems check to ensure that your system is up to date.

System check	Overview
Login configuration	Ensures correct sign-in option (SSO or one-time user).
App location (Mac only)	This additional system check only applies to Macs. Checks to see if the Inspera app is located in the apps folder.
App version	Checks for the correct version of Inspera Integrity Browser.
CPU features	Ensures you meet the minimum requirements for CPU.
Clock accuracy	Checks if computer clock and global clock match.
Connection quality	Checks if the connection is good enough.
Environment	Virtual machine checks and Remote Session checks.
Number of displays	Checks that you only have 1 display.
Process blacklist	Fetches the list of blocked processes.

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

The screenshot shows the Inspera Exam Portal 1.15.4 interface. At the top, there is a navigation bar with four tabs: Introduction, System check (highlighted in blue), Login, and Select test. A Chat icon is visible on the right side of the navigation bar. Below the navigation bar, the main heading is "System check". Underneath, a message states: "Before you start your test, some checks need to be completed to make sure your system is suitable. These checks will only take a few moments." A list of ten checks is displayed, all marked as "passed":

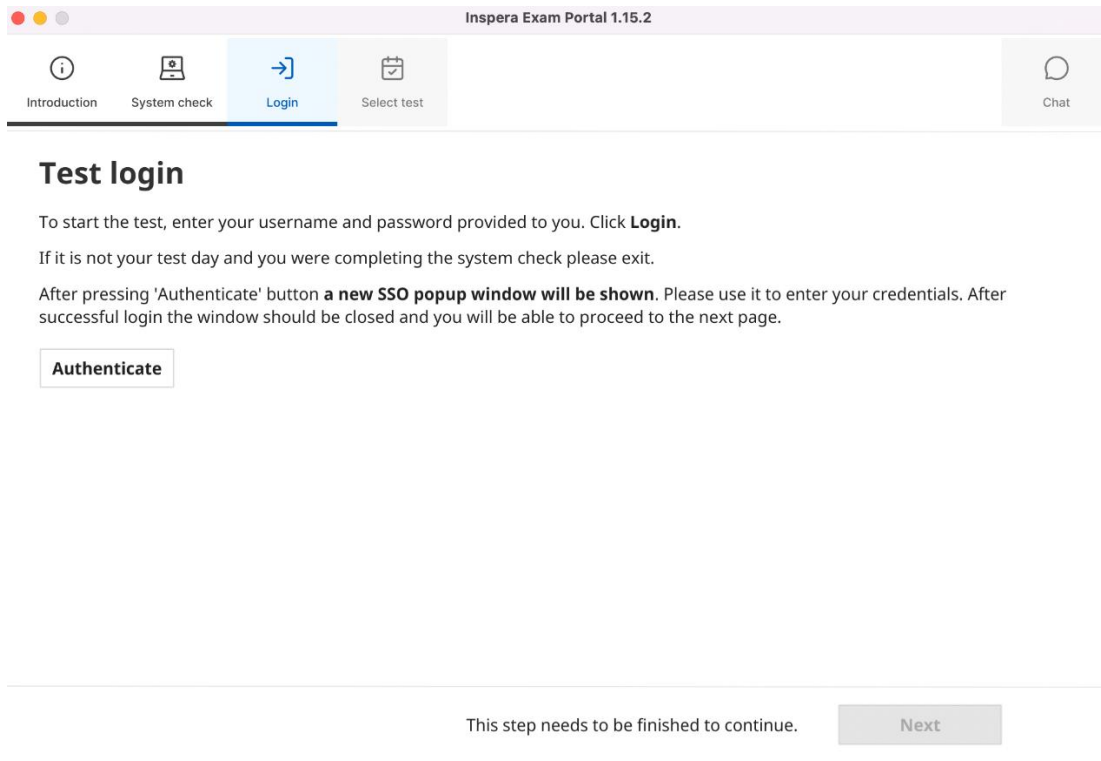
- App version... passed
- Login configuration... passed
- Connection quality... passed
- Power state... passed
- Environment... passed
- Clock accuracy... passed
- CPU features... passed
- Number of screens... passed
- Process blacklist... passed
- Browser GPU support... passed

At the bottom of the screen, a message reads: "This step is successfully completed. Click Next to continue." A blue "Next" button is positioned to the right of this message.

Step 2: Log into your account

You will be asked to log in using a Single sign-on (SSO) to log in:

1. Click Authenticate.
2. A login page will open prompting you to choose an SSO provider, please select Harper Adams University.
3. When you've logged in, click Next in Inspera Integrity Browser to continue.



The screenshot shows the 'Inspera Exam Portal 1.15.2' interface. At the top, there is a navigation bar with five items: 'Introduction' (info icon), 'System check' (laptop icon), 'Login' (blue arrow icon, currently selected), 'Select test' (calendar icon), and 'Chat' (speech bubble icon). Below the navigation bar, the main content area is titled 'Test login'. The text reads: '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.' Below this text is a button labeled 'Authenticate'. At the bottom of the page, there is a status bar with the text 'This step needs to be finished to continue.' and a grey 'Next' button.

Step 3: Select your test

Tests will appear at the test start time in the Active tests tab and will be labelled 'live' when you are able to start the exam.

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 Pin code - provided to you in the email with instructions for your exam day.
3. Click Unlock and proceed
4. Click Next to continue.

Inspera Exam Portal 1.15.4

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

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

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 4: Camera, screen recording, and disk space check

After a successful login, Inspera 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.

Remote proctoring support

There are a 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 5: Camera / Mic

Choose your preferred camera and microphone capture hardware by selecting on the Audio and Video devices dropdown. If you have several options to choose from, and don't know which one to select, please start talking and Inspira will pick up the correct microphone and select it.

- 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.

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.

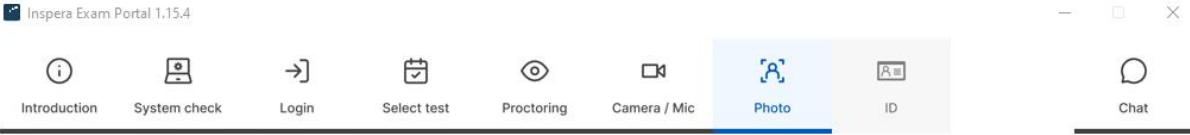
Next

Step 6: Take your photo

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

1. Click Take photo to take a photo of yourself using the webcam.
2. 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.



The screenshot shows the 'Inspera Exam Portal 1.15.4' interface. A navigation bar at the top contains icons for Introduction, System check, Login, Select test, Proctoring, Camera / Mic, Photo (highlighted in blue), ID, and Chat. Below the navigation bar, the section is titled 'Your photo'. A text block reads: '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**.' Below this text are two side-by-side webcam images of a woman with curly hair. The left image has a red circle around her face, and the right image shows her face centered in the frame. A 'Take photo' button is visible below the images. At the bottom of the screen, a message states 'This step is successfully completed. Click Next to continue.' and a blue 'Next' button is present.

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!

Your ID

It may take a while for the webcam image to appear, so please wait. Make sure that your ID document is clearly visible within the rectangle and press 'Take photo' button. Turn on the light if necessary. You can take your ID photo multiple times until you get a sharp picture. 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

Enable Text to Speech Reading Aid

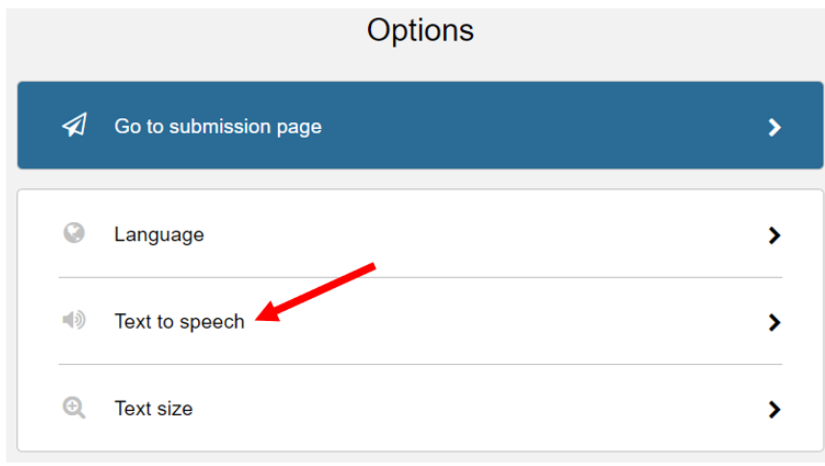
If you would like to use the text to speech reading aid during the exam, please enable it at the start of your exam by following these instructions:

Text to Speech is not turned on by default. To turn it on, you must open the test, and then click the Options menu:

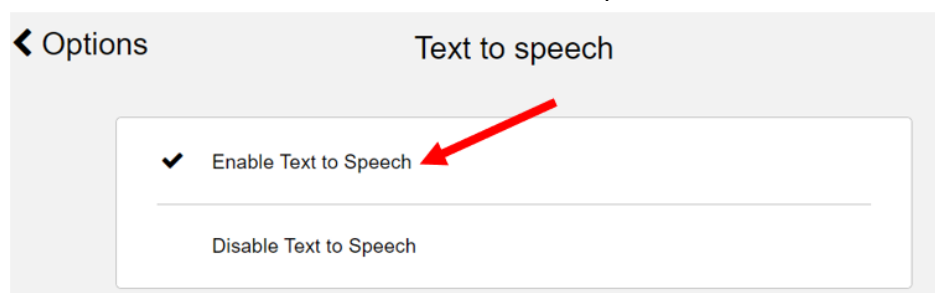
0001 ANONYMOUS USER
Connected ● 56 minutes remaining



In the Options menu, select Text to Speech:

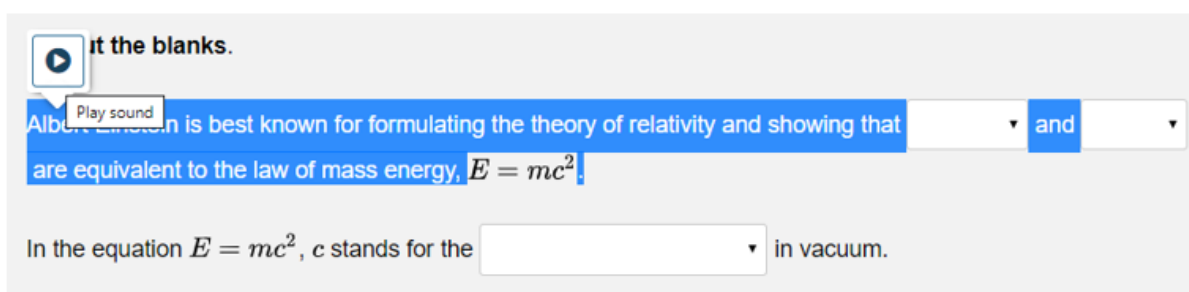


You can then choose whether to turn Text to Speech on or off:



How to use Text to Speech

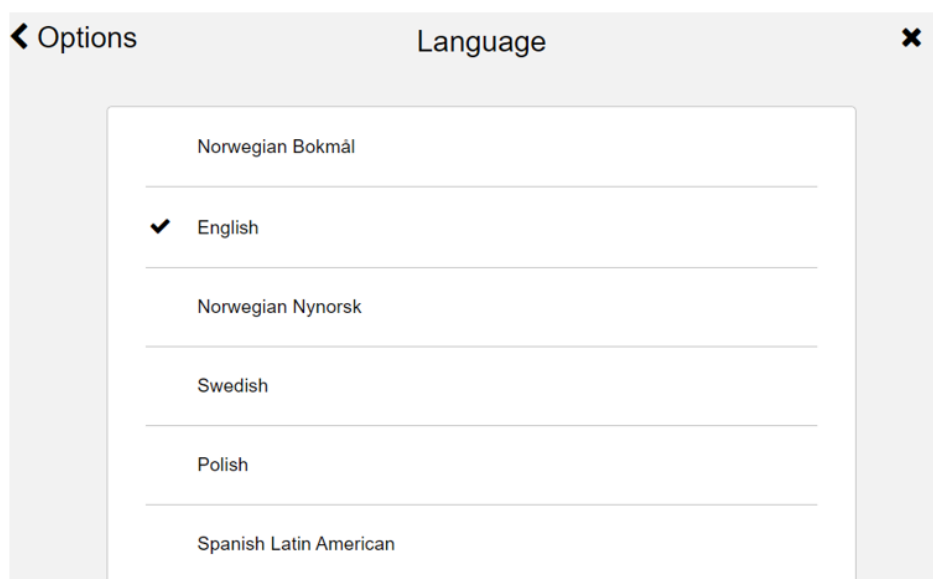
On the test, the candidate selects the text that he / she wants to be read, and then touch the Play sound icon:



Note: Text to Speech is not available for text within a PDF panel on a test. When using Text to Speech on questions with inline choice, all alternatives will be read aloud.

Spoken language

The text will be read in the language chosen by the candidate in the user interface:



Further Information and Resources

For further information and support, including troubleshooting guides, please see the Inspira Candidates Help Centre guides:

- [Getting started](#)
- [Before the test](#)
- [Test day](#)
- [Test taker journey](#)