



INSPERA FOR COURSEWORK SUBMISSIONS: PROCESS AND SUPPORT GUIDE

EVISION

Primary System for:

- Assessments
- Candidates
- Extensions
- Role Allocation
- Mark Sheets

Login is SSO: evision.ox.ac.uk

PROCESS	RESPONSIBILITY
Assessment Review	Dept Admins
Assessment registration	Students
Applying granted extensions	Exam Schools (in most cases – see also Inspera)
Download Mark Sheets (includes SPLD flags)	Department Admins
Managing Inspera Access and roles (Author, Planner, Grader, Invigilator)	Department Admins

Coming Soon
Self Help available: click on [Self Help](#) in eVision to start

System Support available: please email student.systems@admin.ox.ac.uk

SHAREPOINT

Primary System for :

- Mark and feedback sheets
- Exam board review
- Paper setting

Login is SSO: see email from eAssessments Mailbox for your dedicated URL(s)

PROCESS	RESPONSIBILITY
Create folders and apply permissions (as needed)	Department Admins
Upload submissions to correct folders (if markers not accessing submissions in Inspera)	Department Admins
Upload Mark sheets	Department Admins
Marking of submissions	Graders
Collaboration on marking	Graders/Examiners

Quick Reference Guides available, go to <https://academic.admin.ox.ac.uk/submissions>

Support available: please email student.systems@admin.ox.ac.uk

INSPERA

Primary System for:

- Questions
- Question Sets
- Submission status
- Submitted work

Login is SSO: oxford.Inspira.com/admin

PROCESS	RESPONSIBILITY
Authoring process (create question sets and questions)	Dept Admins / Academics (those with 'Author' role)
Activation of tests	Department Admins (with 'Planner' role)
Monitoring of student submissions	Department Admins (with 'Invigilator' role)
Reporting on student late submissions	Exam Schools OR Department Admins
Processing of 'Withdraw and Resubmit' requests	Department Admins
Submission viewing (for PDFs)	Graders
Bulk download of submissions for SharePoint	Department Admins
Management of Group Submissions (including managing extensions for groups)	Department Admins
Management of Extensions in some cases (group submissions, approved subjects)	Department Admins

Self Help available: click on [Self Help](#) in Inspera to start

System Support available for Inspera functionality and Turnitin: please email student.systems@admin.ox.ac.uk

SUPPORT TOPIC	ACTION/OWNER
Policy and process questions unrelated to system access or technical issues: for coursework submissions	Admins should email taught.degrees@admin.ox.ac.uk
Policy and process questions unrelated to system access or technical issues: for exams	Admins should email exam.arrangements@admin.ox.ac.uk or eas@admin.ox.ac.uk
Student queries: for exams	Online help form (OSM) or phone line (12121) during exam season