Manage Inspera Roles

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1. eVision - Manage Inspera roles

The eVision Manage Inspera Roles task allows central, and departmental, administrators with the relevant permission to assign and remove roles for Exam Board members. This information is passed to Inspera, where the selected roles are set up in the Inspera platform.

Departmental administrators can allocate the following roles:
- for written assessment units/examinations, the Inspera roles of Author, Grader, and Invigilator
- for submissions, the Inspera roles of Author, Grader, Invigilator, and Planner

1.1 Access to eVision Manage Inspera Roles

Access Manage Inspera Roles task via the eVision screen:
- Examinations > Exams & Assessment for staff > Assessment Roles
- Select Manage Inspera Roles to display details for the Exam Board(s) to which you are assigned

1.2 Select Exam Board screen

In summary, depending on permissions set to allow exams and/or submissions processing, the Select Exam Board screen allows the following options. See screenshots Figures 2-5.

<table>
<thead>
<tr>
<th>Options</th>
<th>Assessment Type</th>
<th>Select to update</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Written</td>
<td>Individual</td>
<td>Assign individual to multiple assessment units</td>
</tr>
<tr>
<td>2</td>
<td>Written</td>
<td>Assessment Unit</td>
<td>Assign assessment unit to multiple individuals</td>
</tr>
<tr>
<td>3</td>
<td>Submission</td>
<td>Individual</td>
<td>Assign individual to multiple submissions</td>
</tr>
<tr>
<td>4</td>
<td>Submission</td>
<td>Submission</td>
<td>Assign submission to multiple individuals</td>
</tr>
</tbody>
</table>

The Select Exam Board screen displays in two sections:
- **Academic Year**: defaults to current year
- **Exam Board**: auto-filled with drop-down selection if more than one Exam Board allocated
- **Assessment Type**: Choose **Written** (for exams) or select **Submission** from drop-down list

- **Select Individual**: to assign an individual to one or more assessment units/ submissions
- **Select Assessment Unit** (for Written exams)/ **Submission**: to assign one or more individuals to an assessment unit/ submission
Note that if you select both fields, you will receive an error message, “You must select either an individual or an Assessment Unit/ Submission. You cannot select both.”

De-select a value by clicking the x in the relevant field. See Figure 2.

Click **Manage Roles** button.

**Option 1. Assign individual to multiple assessment units**

**Option 2. Assign individual to multiple submissions**
Option 3. Assign one or more individuals to an assessment unit

![Figure 4: Select Exam Board - Assessment Type=Written, Select Assessment Unit](image1)

Option 4. Assign one or more individuals to a submission

![Figure 5: Select Exam Board - Assessment Type=Submission, Select Submission](image2)

1.3 Assign individual to one or multiple assessment units/multiple submissions:
(See Section 1.2 Options 1 & 2 for task details)

The screen displays three sections:

- **Individual**: Details of selected individual - Name, Department, Staff Type, SSO
- **Assessment Units/Submissions**: for the Exam Board selected
  In this section, the user can add roles to the individual via **Add New Roles** button
  - for assessment units, the roles are Author, Grader, and Invigilator;
  - for submissions, the roles are Author, Grader, Invigilator, and Planner
- **Current Assessment/Submission Roles** (if any) to which the individual is already assigned
  In this section, the user can remove previously-assigned roles by selecting the individual entry and clicking the **Remove Role(s)** button.
Figure 6. Assign individual to multiple assessment units (Add or Remove Roles)

Figure 7. Assign individual to multiple submissions (Add or Remove Roles)
1.4 Assign one or more individuals to one assessment unit/submission:
(See Section 1.2 Options 3 & 4 for task details)

The screen displays three sections:

- **Assessment Unit/Submission:** Details of selected assessment unit/submission
- **Individuals:** List of members of the Exam Board associated with the selected assessment unit/submission
  
  In this section, the user can assign roles for the Assessment Unit/Submission to individuals via **Assign Individual Role(s) for this Assessment Unit** button
  
  - for assessment units, the roles are Author, Grader, and Invigilator;
  - for submissions, the roles are Author, Grader, Invigilator, and Planner
- **Current Access** (if any) to which the individual is already assigned
  
  In this section, the user can remove previously-assigned roles by selecting the individual entry and clicking the **Remove Role** button.

![Figure 8](image_url)

Figure 8. Assign one or multiple individuals to multiple assessment units (Assign or Remove Roles)
1.5 Select Exam Board screen - Add Individual to Exam Board (Central Administration)

Exam Board membership data is extracted from the Examiner Appointments and Payments (EAP) system to allocate exam board members in SITS. This enables the correct members to be listed for a selected Exam Board in the Manage Inspera Roles task.

In certain circumstances, where there is not an exact match of Exam Board and membership between EAP and SITS e.g. some joint, or summary exam boards, an individual member will not be allocated automatically to an Exam Board in SITS and the individual will not appear in the Manage Inspera Roles task.

In these cases, an Individual can be allocated to an Exam Board via the **Add Individual to Exam Board** process on the Select Exam Board screen. This task requires specific permission and will be carried out by the central administration team. It will add the individual for both Written Exam Assessments and Submissions. Specific roles can then be added subsequently as required.

It is not possible to use this process for any individual whose details have been imported from EAP. All changes in this instance must be made in EAP from where the data will be automatically imported into SITS.
The following fields appear:

- **Oxford University Staff Member**: Input name or SSO of individual to be added to Exam Board; a dropdown list will appear
- **Exam Board**: Select Exam Board from the dropdown list
- **End Date**: This is the expiry date of an individual’s Exam Board membership in SITS. The default is set to 31/Aug/YYYY where YYYY is the current academic year

An End Date in the past will terminate the individual’s membership of the selected board in SITS, together with all associated roles in SITS that an individual has previously been allocated. These roles will also be terminated in Inspera when the data is next imported there.