



Online Coursework Submissions in Inspera: Administrator Guide

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Contents

1.	Introduction	3
2.	Roles and Responsibilities in Inspira	3
3.	Setting up questions (Authoring) in Inspira	3
4.	Preparing Submissions using the eVision/SITS to Inspira Integration	4
5.	Setting up roles and contributors in Inspira	5
6.	Submissions set up (manual)	6
6.1	Roles/contributor set up in manual process.....	7
7.	Activating the test within Inspira	7
8.	Submissions completion in Inspira including Withdraw and Resubmit process	8
8.1	Submission Completion	8
8.2	Withdraw and Resubmit	8
8.3	SPLD Form	9
9.	Late submissions by students	9
10.	Results Management	10
11.	Group Submissions	10
12.	Archiving/Retention of Submissions	11
13.	Deadline Reporting and Extensions	12
13.1	Extensions	12
13.2	Extensions: Approved Subjects/Group Submissions	12
13.3	Deadline Reporting	12
14.	Long and Retrospective Extensions	13
14.1.	Checking for late submissions	13
	Appendix A: Recommended Naming Conventions.....	14

1. Introduction

This Information Guide provides a high-level overview of the processes and policies supporting the management of coursework submissions in Inspera. It should be used by administrators in conjunction with the comprehensive self-help guidance available within the Inspera platform.

Note that students will be provided with a Quick Reference Guide and that information relating to students can be found on the [Central Submissions site](#).

2. Roles and Responsibilities in Inspera

Author: This is the term for the person who will set up the coursework question in Inspera. The question can be started from scratch or pre-prepared but needs to be recreated in Inspera. Anyone can be an author (i.e. academic or administrator). **Note that you will need to use the recommended naming conventions when creating questions in Inspera (see Appendix A)**

Planner: This role is usually carried out by departmental/course administrators. Within the DELIVER tab in the system, they will be responsible for partially setting up tests (Inspera’s term for the way in which submissions are made), checking the content and activating the test so that the student can submit their coursework. Using the MONITOR tab, administrators can track the progress and status of submissions. **Note that the planning and author roles can overlap.**

Graders (Inspera’s term for markers) can be assigned, by Planners, to a test. This will provide them access to see the candidate submissions. Additionally, Planners can choose to create **Committees**. These allow students to be allocated to specific markers (and other instances which will be documented in further detail within this document). Once logged in, Graders can see the candidates and the submissions they have been assigned. **Note that mark sheets should be generated via eVision and uploaded to a new SharePoint site for markers to add their marks to. Please refer to the Prepare Mark Sheet and SharePoint Online guidance.**

3. Setting up questions (Authoring) in Inspera

Setting up a submissions question can be done by anyone with Author access. Prior to the process of setting up questions, it is anticipated that departments will have already set the questions and published the details in student handbooks.

Form 2D (SPLD) will no longer need to be submitted by the student as the information is recorded on the student record and will be available to markers on the eVision/SITS generated mark sheets (see Prepare Mark Sheet guidance document on the [online coursework submissions site](#) for further information).

The questions should be created using the recommended naming convention as follows:

Questions	S_Assessment unit code_Q1_academic year (YYYY/YY) Example: S_ C10040R2_Q1_2021/22
Question Sets	Assessment Unit Code Assessment Unit Name Year (YYYY/YY) (where YYYY/YY represents the academic year, e.g. 2019/20)

Marked Questions should be used for the actual questions. Non-Marked Questions should be used for anything which requires acknowledgement by the student (such as confirming they have removed metadata or not included personal information) or additional information that needs to be captured from the student, such as a word count declaration.

There are three supported question layouts in Inspira, all using the 'Upload Assignment' question type:

1. No text question (i.e., blank), just providing an upload facility for students
2. Department copy and paste/type questions
3. Where questions have already been created in a PDF format

It is recommended that resources are added for students. These should include <https://www.ox.ac.uk/students/academic/exams/submission> as this hosts all the key policies and standard processes (e.g., the assignment instructions to students and guidelines on metadata removal) of relevance to students. The naming convention should be 'Central submissions website'.

Where there is a need to collaborate with other authors, the question set can be shared with co-authors. Questions are private by default until they are shared. Only one person can physically alter a question set at any one time. Once any exam board approvals are obtained and changes made in Inspira, the question set needs to be shared with the Planner (if different from the Author) who can then add it to the skeleton test which in the majority of cases will be created by the eVision/SITS to Inspira integration, and the next steps followed to set up the submission for students to access.

4. Preparing Submissions using the eVision/SITS to Inspira Integration

New fields have been added to eVision/SITS (Examinations/Submission Item Details/Submission Item Details Maintenance) to populate Inspira as part of checking and updating the submission deadline details. It is essential that data entered is accurate and up to date. Below are some ways to ensure that the process runs as smoothly as possible. Access to these screens can be requested from your Information Custodian to DEPT-SUBUPD.

- Remember to inform the Assessment Records Office (ARO) of multiple submissions to the same assessment happening on different deadlines so that the system can be set up accordingly. Failure to do this will mean that students will be unable to submit their work as no test will be created in Inspira.
- The **Assessment Types** field will now include the submission location of INSPIERA. Completing this will ensure that the integration excludes any hard copy submissions (where approval for such has been granted and published in exam regulations, or where departments are using alternative digital submissions platforms).
- The ARO needs to be informed in a timely manner of changes required to assessments. This is vital to achieving good quality data within eVision/SITS to feed into Inspira.

There is an early September deadline for all mandatory assessments and any optional assessments that have a deadline in Michaelmas term. There is also a November deadline for optional assessments in Hilary and Trinity term. Departments can view the online entry form for the current year's assessments and update it for the forthcoming year.

If the assessment deadline needs to change at a later point in time, then eVision should be amended directly, as this updated information will pass to Inspira. **Note that the assessment deadline must be populated within eVision (Examinations/Submission Item Details/Submission Item Details Maintenance) in order for a test to be created within Inspira.**

The submission start date will default to be the beginning of Michaelmas term. This should be changed within Inspira, on a per test basis, where appropriate. Once the test is activated, the start date/time represents when the submission will be visible to the student from.

Updates can be made to the students who are assigned to the test within eVision until the day of the submission deadline or individual extension deadline.

Individual extensions will be added to the student record within eVision by the Central Submissions Team upon receipt of the agreement by the Proctors. The Integration will add extensions to the individual end date field in Inspira. Departments will continue to be notified via email by the Proctors of extensions granted for awareness. Please note that action will be required in a small subset of cases such as approved subjects.

5. Setting up roles and contributors in Inspira

Exam Board members and assessors will need to be set up in the Examiner, Appointments and Payments system (EAP). EAP is used to make payments to examiners for taught degree submissions.

The EAP to eVision/SITS integration will mean that eVision/SITS receives the exam board membership **allowing the administrator to assign Inspira roles within a new task called Manage Inspira Roles in eVision**. Administrators have a limited view of just their own exam boards. It is expected that the eVision task would be done in two parts; firstly, for the allocation of authors and planners, then the second time for graders (to stop visibility of submissions until required.)

If a non-exam board person needs access to an assessment this can be done by the administrator creating a person in eVision (for example, for joint school administrators).

Once the Manage Inspira Roles task has been updated, another integration will create Inspira accounts and allocate or edit individuals as contributors to the specific test. Note that there is currently no notification when an account is created within Inspira by the integration informing the user an account has been created.

Please refer to the separate Manage Inspira Roles guidance document on the [online coursework submissions site](#) for further information as to how to perform the task.

6. Submissions set up (manual)

Occasionally it will be appropriate to create tests manually in Inspira instead of relying on the integration to pull or populate data from eVision. As well as users of Moodle and other platforms, these might also include the following scenarios:

- Where the assessment source is not eVision, therefore there is no integration to create the test
- Late entrance after the submission has closed
- Resubmission after a fail result
- Retrospective extensions granted after the original test has closed
- Approved subjects (one-off assessments which do not appear in the deadlines calendar in eVision so are not part of the integration)
- Demo tests
- Practice tests

Tests created from scratch will need to follow the same conventions as those created by the integration. The test template (Manual Coursework Submissions) should be used so there is minimal data for the department administrator to enter (with the exception of Practice Tests which should use the template called Practice coursework submissions). Note that you will need to enter the start date, test end time, and assign the question set. The main difference for a manually created test is that the students need to be uploaded into Inspira under Candidate Entry.

The department admin will create a csv file of the candidates to upload, with the following format:

- Candidate number (if the student has a candidate number defined on the eVision/SITS system this MUST be used, if not then use the candidate number generated by your own student system)
- Candidate shibboleth ID. This must be in the format of sso@ox.ac.uk (DO NOT include your department identification)

Uploading is completed using the **option CSV import SSO users**. There is a limit of 1500 students per upload (which is also the limit of students per test).

This process will need to be carried out with care as any errors could impact the students on other tests. Any issues should be reported to in the first instance to first line support and may need intervention by Inspira. Once the test is activated, it will be shown to students, but will only be available to enter once a window or date and time has reached.

Changes can be made to the test up until the point that a student has started it by deactivating the test. If a student has started the test, then a new test will need to be manually created (if this happens make sure you modify the end date to close it so that students do not submit to the incorrect test, and then communicate the changes to students).

If additional candidates need to be added after the initial upload, then these can be done in the same way as the first batch were uploaded. If any withdrawals are required, remove the candidates

from the candidate area of the test. **Individual extensions should be carried out by amending the candidate record within the extra time field. This is done by going to Monitor>Select Candidate>Extra Time.**

6.1 Roles/contributor set up in manual process

Exam board assessors, etc will need to be set up in EAP by the administrator. Anyone associated with an exam board in EAP will have been brought across into eVision and subsequently integrated across into Inspira to create a staff record (without contributor roles associated).

The administrator would then navigate to the contributor's area of the test and search for named individuals. If the record exists, contributors would be added; if the record does not exist, Student Support Systems Support Centre (SSSCS) would need to be contacted.

Once the existing records have been amended then SSSCS should confirm to the department when ready.

7. Activating the test within Inspira

The Planner (department administrator) will open the test from the DELIVER screen. This can happen at any time. The integration will update any changes to the end date or time in eVision (displayed under 'Late submission start time' within Inspira) and any changes to the paper number or title. The Planner will need to carry out a series of checks, including the titles and dates, which need to reflect the opening window of the time that the student can submit their submission.

The test templates will be configured with the standard Declaration of Authorship which departments can overwrite if required. The test can be previewed to see what it will look like to the students. Committees (used to split out candidates between markers) can be created at this stage or before marking. If added at this stage markers will not be assigned and only the Committees themselves can be created and the marker assignment to each committee will need to be done as a separate step prior to the marking commencing.

Committees will also be used to hide candidates from markers when they have submitted work with personal identifying information or when they have requested a withdraw and resubmit.

The candidates and contributors should be checked by the administrator (note there are differences for the group submissions process). If candidates or contributors are not as expected, then standard procedure should be followed in systems outside of Inspira; the candidate applies to take the assessment via ARO, and contributors should be added to EAP and allocated via eVision. There is no requirement to make manual changes to candidates and/or contributors inside Inspira.

Once all checks have been made by the Planner, the test can be confirmed and activated. It will show in the student dashboard once activated but will only be available to enter once the window date/time has been reached. Administrators will need to choose the time that their test will open in the DELIVER screen in Inspira. All tests will be sent to Inspira with a default open date of 1 October 2021.

If a problem arises once the test has started, a new test will need to be set up manually. The original test will need to have its end date modified to close it so that students don't submit to the incorrect test. Communications should then be sent to the students.

8. Submissions completion in Inspera including Withdraw and Resubmit process

8.1 Submission Completion

The test will be visible to students after it has been activated but students cannot start it until the test start/date time is reached. Where an extension has been granted, the individual's own deadline will display in the candidate's dashboard. The student can stop, exit the test, and resume as long as the deadline (including late submission allowance) hasn't passed. They will receive an onscreen confirmation that they have submitted. The message will also let them know their submission will be saved for three years. The file name will be hidden from markers' view and cannot be changed by Planners.

Students can check their submission by selecting the test in the Archive tab of the student dashboard. The submission can be altered prior to the deadline if required; University policy allows one withdraw and resubmit without the Proctors' approval.

From Michaelmas term 2021, a policy change has been introduced where if a student wishes to change their submission after submitting, they can do so within 30 minutes of the deadline (previously 7 days). They will need to email their course administrator with the request and a PDF attachment of the correct submission. Proctors forms are no longer required. If the administrator cannot act upon the request in time, they must pass on the information to markers that the request was submitted.

8.2 Withdraw and Resubmit

The administrator will need to **instigate a withdraw and resubmit process** by completing the following steps:

1. Create a Committee and move the candidate into the Committee. No marker will be assigned to the Committee, and this will ensure that the original submission is not viewable by the marker within Grade.
2. Create a second Committee for the rest of the cohort and assign markers and the remaining students within the cohort to the new cohort Committee.
3. The new version of the submission should be attached to the withdraw and resubmit student and the new version of the submission also uploaded to SharePoint online for marking.

The original submission will still be run through Turnitin as it is still on Inspera. It is expected that a high similarity score will occur if the new version is run separately through Turnitin Quick Submit.

If a high score is displayed it is important to check that the high score is due to the original version of the document and then turn this source off within the settings. See the separate Turnitin guidance document for more details.

8.3 SPLD Form

A SPLD/2D form is no longer required. The student should continue to advise of any SPLD via formal routes which will lead to their candidate record being updated in eVision which in turn will be reflected on mark sheets. Please refer to the separate Prepare Mark Sheet guidance document on the [online coursework submissions site](#) for further information on how to generate a mark sheet from eVision.

9. Late submissions by students

Within DELIVER it is possible to enable late submissions in Inspira without a penalty until a set date. The setting will be enabled automatically within the test template and for those tests created via the integration the information will be populated for you. The Late submissions start time represents the deadline entered into eVision and the Test End Time is automatically calculated to reflect a further 14 days from that deadline date (ensuring that University policy for allowing late submissions is followed). The window of time between the late submissions start time and the test end time represents when a student will be able to submit late. Please note that if a student has been granted an extension and this is reflected within the extra time field within Inspira they will automatically have an additional 14 days to submit late from their own individual deadline.

Dates Glossary

Term in Inspira	Meaning	Default values and advised values
Test Open Date	The date the test will become available to students to enter and submit	By default these will start at 1st October 2021. They should be changed to the opening date
Test End Date	The last date the test will be available to students to submit, including those submitting late. Beyond this date, the test will not be available to students to submit	By default this will be set to 2 weeks after the deadline.
Late Submission Start Date	The due date for the test. This is the date set in eVision. Tests submitted after this date will be marked 'late'	As default this will be set to the due date in eVision. If you wish to change the due date, it should be changed in eVision

If you are manually creating a test, it is important that you enter the deadline for submissions within the late submission start time field and add a date 14 days after this deadline into the Test End Time field to ensure that University policy is adhered to.

When the late submissions window is enabled, it will begin automatically after the test deadline has been reached. The test will appear in the student dashboard under **My Tests** until it is submitted or the individual's test end time for the late submissions period has been reached (whichever is sooner). The student will see that the test is still available to start/continue once the late submissions window is open. It will be clear to students that their extension has been recorded and what their own individual deadline is.

Note that Proctors can approve up to 12 weeks extension and the Education Committee can extend for longer. When a long or retrospective extension is granted, the integration will send the date across to the test. Even if the test has closed, this action will allow the student to submit to that original test.

10. Results Management

Results management will take place in SharePoint Online, which is replacing WebLearn. Details of the process can be found on the [online coursework submissions site](#).

11. Group Submissions

The test is created as an individual assessment in Inspira, and candidates assigned via the integration. Before the submission window opens, the administrator can manually alter the assessment to become a group assessment. Note that the integration will not update extension information (i.e. extra time) against candidates once the assessment has been changed to become a group assessment. **It is therefore recommended that departments leave changing this as long as possible to avoid having to monitor candidate information in both eVision/SITS and Inspira over a long period of time.**

The administrator will manually create groups and allocate each student to the required group. Empty groups can be created, and candidates added manually, or students can be randomly allocated to groups. Candidate and group end dates are cross checked with eVision information. Individual extension information will not be updated once the assessment changes to become a group assessment, therefore any changes made to eVision will not automatically be reflected in Inspira.

Once a student with an extension (with the information entered into Inspira) has been allocated a group, then all the candidates within the group will have the same delivery deadline applied automatically as per University policy. Group end dates/times will reflect the longest extension entitled by a member of the group.

If a student with an extension was in a group at the time of the assessment becoming a group assessment and then withdrew, their extension would remain valid for the rest of the group. This will be reflected in policy as of Michaelmas term 2021.

Should a candidate withdraw from the assessment then the integration would remove candidates automatically and therefore they would also be removed from the group. Any new entrants would appear in Inspira automatically as a result of the integration but would need to be assigned to a group manually.

Where an extension is granted or amended the Central Submissions Team will update the extension information into eVision, but the information is not integrated across or stored within Inspira once groupings have occurred (this is also true even if the candidate is later de-grouped). Therefore **If an administrator is notified of a change of extension or a new extension via the email from the Proctors for a group submission, they will need to amend or add this manually into Inspira.** The extension information will need to be added to the candidate into the Extra Time field.

It is possible to change the group membership once the test has started and a student has submitted but only for those students who were not assigned to a group and those in a group who haven't already submitted. If a student is added to a group which has already submitted, the new student will be automatically updated with the relevant submitted details.

Once the test window opens, the student can see the assessment and the group they have been allocated to from the dashboard. The students will designate a member as the submitter. If the rest of the group wants to review, they can all log on and view the upload. Only one student can access the submission at any one time. The submitted test can be viewed by the whole group in the archive section. The administrator will be able to see in the MONITOR area of Inspera where all team members have submitted. This is an improvement on current limited visibility of group numbers and group entrants.

Administrators will need to adjust mark sheets so that they include the group name against each other the candidates –this can be found by exporting the MONITOR view showing the candidate ID and the Group name.

If a student is late entering and the test has already started (but has been assigned a group outside of Inspera) the student will still be on the marksheet output from SITS, so there is no need to duplicate the test within Inspera manually as per other individual tests.

12. Archiving/Retention of Submissions

Retention Policy Change: from Michaelmas term 2021 a 3-year retention policy is being introduced from the point of submission which will allow for suspensions and delays in marking. Beyond three months from the point of submission is the legal timeframe for students to appeal or complain; departments will no longer need to download digital scripts for the entire cohort. Please note the system currently retains submissions for 2 years; it is planned to extend this to 3 years.

Inspira currently automatically deletes any submissions older than 2 years. Where submissions are needed after 2 years (e.g. suspensions/withdrawals) department admins should download them from Inspira and ensure they are stored in a secure digital location, such as the SharePoint Online solution. They will need to be kept for at least six months after the final exam board in line with University policy. Students will no longer have access to their submission once the deletion has taken place. A destroy by date would need to be logged or updated with the date not being earlier than 6 months after the result has been published.

As part of any appeal process, the submission would be downloaded and retrieved from the secure location and shared securely. The investigation would be conducted within 30 days of receiving the appeal form and the student advised of the outcome. The department would be advised of the new date of destruction (this date can be up to 3 years in the future in case of further appeal/complaint) and the new date logged.

Where students are allowed to submit hard copies, these should be stored locally, then destroyed by date logged and destroyed when due date comes or sent to central archive if department

storage is limited. Permission to submit via hard copy can be sought by applying to the Submissions and Research Degrees Manager.

Archiving of Tests: Deletion of tests is not currently possible. Administrators can choose to archive tests as and when to tidy up their view within DELIVER or to filter out older tests as required. The Central Submissions Team will have an annual tidy-up of the system of tests that have been created by the integration but not used.

13. Deadline Reporting and Extensions

13.1 Extensions

If a student has been granted an extension request by the Proctors, the extension information will be entered into eVision by the Central Submissions Team and this information will be integrated across into Inspira in the majority of circumstances. **Please note if you have an approved subject/group submission or any test where you have manually added candidates ACTION is required by departmental admin within Inspira.**

The student's own deadline will display in the student dashboard once the extension information has been added.

Where cohort extensions are granted, the assessment deadline within eVision/SITS should be updated by the department administrator (extensions will be not be added against each candidate in the cohort in these cases).

13.2 Extensions: Approved Subjects/Group Submissions

As mentioned earlier in this guide, if you have an approved subject, group submission or any test where you will be manually entering the candidate information into Inspira then approved extensions will need to be manually input into Inspira by departmental admin. The extension information should be entered against the relevant candidate into the Planned Extra Time field.

If the subject is an approved subject, then the departmental admin will receive an email from the Submissions Team informing of the action required.

For group submissions however the departmental administrator will need to record any approved extensions directly against the candidate in Inspira following the approval email sent by the Proctors. The Central Submissions Team will have entered the extension against the candidate within eVision but in group submissions circumstances it is not expected that the information will be passed across automatically into Inspira due to the different set up of the Test.

13.3 Deadline Reporting

The Central Submissions Team carry out deadline reporting (informing students of missing/late submissions) on behalf of some departments whilst other departments do their own. If you would like to manage deadline reporting for your department, please contact the Central Submissions Team to discuss.

Departments who take on their own deadline reporting will check for and record retrospective extensions or late/missing extensions. If there is a late submission and it is within 14 days of the original submission deadline or individual extension deadline, then a submitted late penalty email should be sent to the student, copying in the college admin and exam board chair. The chair of examiners will mark the submission and apply the penalty.

If after 14 days, then the department sends notification of a failed assignment, copying in the college administrator. Submissions after 14 days cannot be accepted for marking and an application to Proctors to waive the penalty cannot be considered and the student will have failed the assignment.

If a student has not submitted by the time of the deadline, they will be sent a missing submissions notification or a late submission notification.

If no application for an extension to the deadline has been made by the time the missing submission notification is received by the student, then the student needs to ask the college to apply to the Proctors for an extension to their deadline.

14. Long and Retrospective Extensions

When a long or retrospective extension is granted, the integration will send the information across to the test. Even if the test has closed, this will allow the student to submit to the original test.

Administrators, in consultation with the Chair of the Examination Board, will need to take a view on whether the extension date (plus additional 14 days for allowed lateness) is manageable in terms of the marking process. If having the candidate with the extension in the original test causes problems such as the markers not being able to mark then the student should be removed from the original test (first checking to see if any submissions has already been saved) and then recreate the test using the manual process and allocate that student to it, ensuring that their extension is reflected.

14.1. Checking for late submissions

Actual submissions data can be downloaded from within the MONITOR setting in Inpera. The data can then be compared to identify missing/late submissions. There is no longer a requirement to check for suspensions/withdrawals as this information should have been updated within eVision therefore the integration will update the candidate list in Inpera. If an extension has been granted, the submissions record can be updated.

Appendix A: Recommended Naming Conventions

Authoring	Questions	S_Assessment unit code_Q1_academic year (YYYY/YY) Example: S_C10040R2_Q1_2021/22
	Resources	No naming convention If using the recommended URL to Central submissions website this should be named: Central Submissions Website
	Question Sets	Assessment Unit Code Assessment Unit Name Academic Year (YYYY/YY)
Deliver - Test Titles	Test Title (from integration)	Assessment Unit Code Assessment Unit Name Academic Year (YYYY/YY)
	Test Title (manual creation)	Assessment Unit Code Assessment Unit Name Academic Year (YYYY/YY) (M)
	Demo Test Title	Demo Assessment Unit Code Assessment Unit Name Academic Year (YYYY/YY)
	Practice Test Title	Practice Assessment Unit Code Assessment Unit Name Academic Year (YYYY/YY)
	Duplicate Test Title for late submissions & late entrants (for early adopters and for MT roll out)	Late Assessment Unit Code Assessment Unit Name Academic Year (YYYY/YY)
Student upload	Submission files uploaded by student	Assessment Unit_question number