

# Handwritten Answers in Inspira

## Student Guide

InspiraScan is available to use when a question within a digital exam cannot possibly be answered online e.g., complex mathematics, drawings etc. Students may need to use a couple of Answer Sheets to answer a question within their on-campus invigilated Inspira final exam. Answer Sheets are collected by the exam supervisors and scanned into the Inspira system.

### In preparation for your on-campus invigilated final exam:

- Bring **black and/or blue pens** to the exam room.
- Answer Sheets are to be used for **any sort of writing**; not limited to drawing.
- **Ensure you have Answer Sheets available before starting your exam.** During your exam, if you require more Answer Sheets, raise your hand to notify the exam invigilators.

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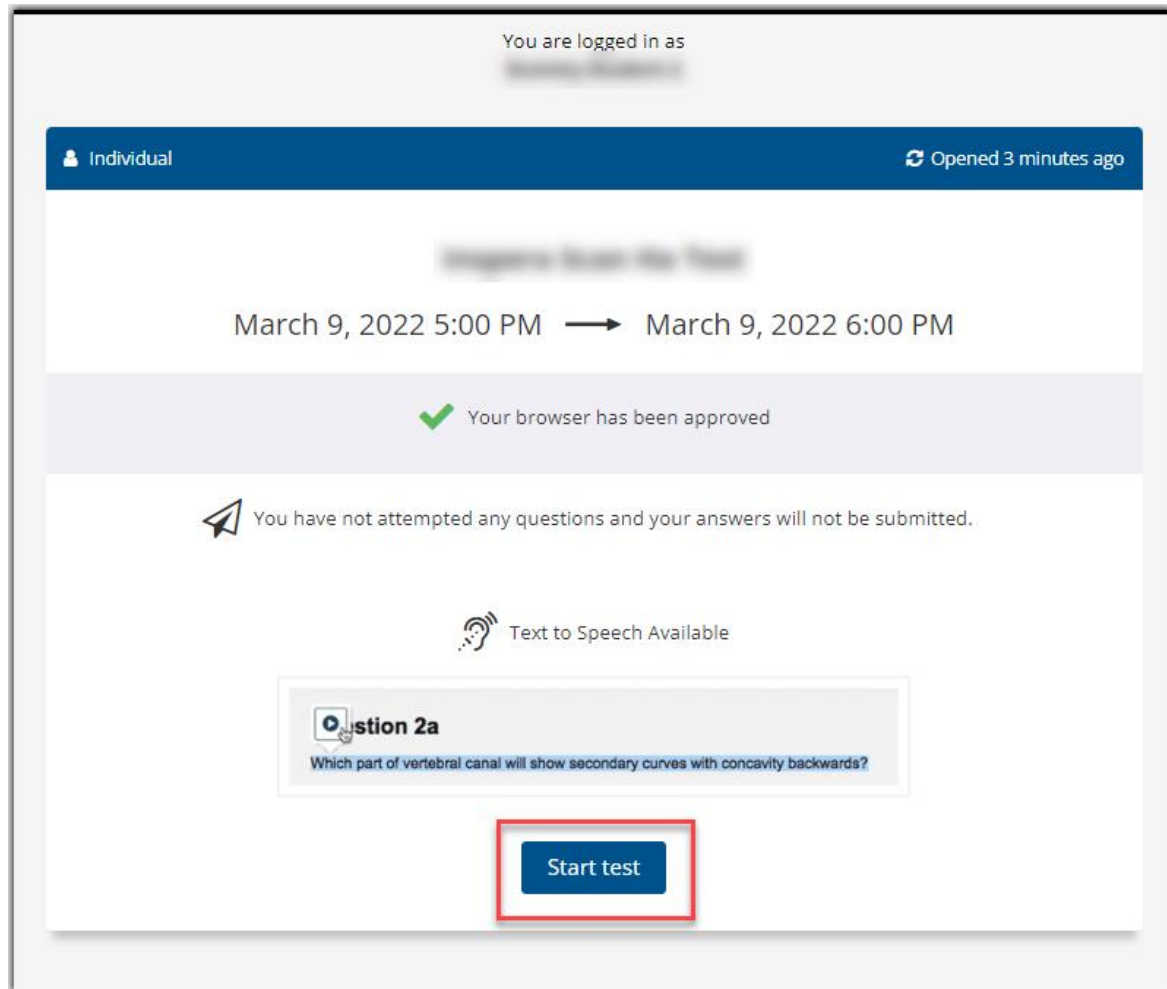
### 1.1. When you enter the exam room

- Below is the sample of the Answer Sheet.
- Fill out the date, subject (Course) code and your zID ONLY** when you enter the exam room and sit at your table.

[illegible]

## 1.2. When your final exam begins

3. When the exam starts, click on the **"Start Test"** button as you do for any Inspera test.



## 1.3. During your final exam

4. When you come to a question that requires you to answer using Answer Sheets, click on the **"Show question code"** option

**\*Important – read the instructions of each test question CAREFULLY. Look for instructions asking you to handwrite your answer e.g., *This question will require you to handwrite your answer.***

**1 Sketch question**

This question will require you to handwrite your answer.

Click on the **Show Question Code** link below to access the question code.

You must fill in the question code, subject, zID, question number and page number on the answer sheet provided.

Attaching sketches to this question?

[Show Question Code](#)

**2 Sketch question 2**

This question will require you to handwrite your answer.

Click on the **Show Question Code** link below to access the question code.

You must fill in the question code, subject, zID, question number and page number on the answer sheet provided.

Fill in your answer here

Attaching sketches to this question?

[Show Question Code](#)

5. Enter the question code on the Answer Sheet and fill the corresponding circles

**Note:**

- This code is unique for **each** student, test, and question.
- Make sure you **fill the entire circle completely**.
- Make sure you use **a new Answer Sheet for each new question as per the requirements in the question**.

The image shows a screenshot of an online essay question interface on the left and a corresponding answer sheet on the right. The question is titled "2 Essay question" and asks "Essay question - Describe your neighborhood?". The answer sheet has a yellow header with the UNSW Sydney logo. Below the header, there is a section for "Question Code" with a grid of circles. The code "9025620" is entered in the top row of the grid. A red box highlights the code "9025620" in the interface, and a red arrow points from this box to the corresponding circles in the answer sheet grid.

6. Fill Question number to the Answer Sheet

The image shows a screenshot of the answer sheet header section. It has a yellow header with the UNSW Sydney logo. Below the header, there is a section for "Question Code" with a grid of circles. The code "9025620" is entered in the top row of the grid. A red box highlights the code "9025620" in the interface, and a red arrow points from this box to the corresponding circles in the answer sheet grid.

7. Write your answer to the question in the space provided

The image shows a screenshot of the answer sheet grid section. It has a yellow header with the UNSW Sydney logo. Below the header, there is a section for "Question Code" with a grid of circles. The code "9025620" is entered in the top row of the grid. A red box highlights the code "9025620" in the interface, and a red arrow points from this box to the corresponding circles in the answer sheet grid. The grid is labeled "answer area" in red text.

8. You can use multiple Answer Sheets for the same question.

**Note:**

- If you use multiple sheets for one question, start the page number with 1.  
For example: Question 1 has 3 sketch papers and Question 2 has 2 sketch papers.  
Following is the page order:
  - Question 1 – Page 1
  - Question 1 – Page 2
  - Question 1 – Page 3
  - Question 2 – Page 1
  - Question 2 – Page 2

* Fill out Question Code and Test Information on every sheet.				
Date	Subject code	zID	Question number	Page number
			1	1

* Fill out Question Code and Test Information on every sheet.				
Date	Subject code	zID	Question number	Page number
			1	2

* Fill out Question Code and Test Information on every sheet.				
Date	Subject code	zID	Question number	Page number
			1	3

* Fill out Question Code and Test Information on every sheet.				
Date	Subject code	zID	Question number	Page number
			2	1

* Fill out Question Code and Test Information on every sheet.				
Date	Subject code	zID	Question number	Page number
			2	2

9. Once you finish that question, continue to the next question.

10. **Repeat step 3 to step 7.**

**Be mindful that question codes are unique to each student, test, and question. Be careful that you write the correct question code on your Answer Sheets.**

## 1.4. At the end of the exam

11. To submit, click on the “**Submit now**” button.

Ready to submit?

You have 1 unattempted questions.

[Submit now](#)

All questions (6)   Not attempted (1)

Section 1		
Question	Question title	Question type
1	True and False_Coral reef	True / False
2	Multiple response_water	Multiple Response
3	Third planet	Multiple Response
4	True and False 2	True / False
5	Upload assignment	Upload Assignment
6	MCQ_Charge on the Electron	Multiple Choice

12. **Sort your Answer Sheets in the correct order** (according to the question number and page number) and in the same direction.

**\*Important – be sure to sort your Answer Sheets in the correct order before they are collected by the exam invigilators. Failure to sort your Answer Sheets in the correct order may result in errors in marking.**

13. Hand your Answer Sheets to the invigilator.