

UQ School-based Digital Examination Checklist

For On-Campus School-based Digital Exams Using Inspera (and Other Platforms) - some schools have support available to complete many of these tasks. As a course coordinator it is important to identify who is responsible in your context for this work.

1. Pre-Exam Planning & Setup

- **Scheduling & Venue**

- Confirm exam date, time, and venue in course profile and with UQ Examinations for centrally scheduled examinations. For school scheduled exams confirm details with your technical support and invigilators.
- Ensure the chosen venue supports digital delivery (adequate power, reliable WiFi, suitable layout).
- Book [back-up laptops](#) if required

- **Policy & Compliance**

- Verify the exam meets UQ Examination Procedures (e.g. exam weight, duration, mandatory reading time, alternate exam arrangements, resits, allowable materials).

- **Exam Creation & Configuration**

- Design the exam to be an effective assessment of the learning outcomes and venue (e.g. questions with sound may not be appropriate in a shared exam venue).
- Set up the exam on the digital platform ([Inspera](#) or equivalent) with proper settings (date/time, duration, randomisation) and enrolment - Inspera Exam templates can be used to apply the required settings.
- Check limitations on which digital resources can be used with the Exam systems (e.g. Safe Exam Browser).
- Adopt universal design for learning principles by offering diverse question types and flexible response modes.
- Test exam content for clarity, correct answer keys, and proper mark allocation. [Observed user testing](#) is recommended where feasible particularly when using complex question types (e.g. drag and drops).

- **Accommodations & Accessibility**

- Identify students requiring Alternative Examination Arrangements (AEAs) and apply approved accommodations (extra time, assistive technology, etc.) including any preparation involving students.
- Ensure the digital exam design meets accessibility standards for use on laptop screens (screen reader compatibility, high contrast, alternative text for images).

- **Staff & Technical Readiness**

- Recruit and confirm that exam invigilators, technical support staff, and a designated academic contact are available and briefed. [Training for technical support staff is available](#).
- Register the examination with the Library in the [online assessment schedule ideally with 3 week's notice](#).

2. Communication with Students

- **Exam Format & Requirements**

- provide students with a Frequently Asked Questions (FAQ) reference for the exam and link to this in communications about the exam
- Inform students well in advance that the exam will be digital and specify the venue, time, and digital platform details.
- Clearly outline permitted materials, [required devices](#) (with reminders to charge these devices), prohibited materials (e.g. mouse), and any software (e.g. Chrome, Safe Exam Browser) they need to install or test beforehand. Include links to [institutional support for accessing devices](#).

- **Academic Integrity & Expectations**

- Communicate clear integrity policies and academic honesty expectations.
- Explain how secure design (randomisation, invigilation, unique question orders) helps ensure fairness.

- **Preparation & Support Resources**

- Where feasible complete a low-stakes exam early in semester, alternatively provide time in class to set up exam environment and complete a practice exam.
- Provide detailed instructions, FAQs, and links to practice exams or tutorials on using the exam platform. [Inspira practice exam guide](#)
- Announce any formative assessments or trial runs that allow students to become familiar with the digital format.

3. Student Preparation & Best Practices

- **Familiarity & Practice**

- Offer a full practice exam or low-stakes quiz using the same digital platform.
- Integrate formative assessments early in the course to build exam literacy and reduce anxiety.

- **Enhancing the Student Experience**

- Provide clear, plain-language instructions and a pre-exam orientation (video walkthrough, live demo).
- Advise on stress-reduction strategies (e.g. time management tips, mindfulness reminders).

4. Exam Delivery, Technical Support & Contingency

- **Exam Launch & Invigilation**

- Conduct a final system check in the exam venue (network strength, power, seating arrangements).
- Implement identity verification (check UQ IDs) and mark attendance.
- Distribute the exam PIN (Inspira SEB password) securely at start time, ensure invigilators have access to any required passwords (e.g. Inspira quit password if students need to re-enter the exam)
- Clearly communicate exam rules (entry/exit timing, allowed breaks).
- Provide slides with instructions for students to access and complete the exam including management of mobile devices for Duo security.

- **Real-Time Support & Monitoring**

- Ensure central technical support is on standby (with clear contact details) for any issues (e.g. AV, network or platform issues).
- In-room technical support respond to student technical issues.
- Invigilators monitor exam progress, answer student queries, and enforce guidelines.

- **Contingency Planning**

- Outline clear procedures for technical disruptions (e.g. device failure, connectivity issues) and ensure students know what to do.
- Prepare backup resources (loan devices, alternative exam formats, USBs to download exams).

5. Post-Examination Review

- **Data & Performance Analysis**

- Review exam logs, activity reports, and performance data to identify any irregularities or common issues.
- Analyse question statistics considering potential biases and validity.

- **Addressing Issues & Continuous Improvement**

- Follow up on any academic misconduct cases with documented evidence.
- Gather feedback from students and invigilators regarding both the exam process and platform experience.
- Provide advice to ITaLI and UQ Examinations team on any recommended improvements to central support