**Template for No backup paper instructions**

For exams where we have agreed that there will be no digital backup paper, please complete the template on Page 2 and attach to the exam paper portal for each module code that will not have a backup paper, this should be uploaded to the portal as “Digital exam paper Back-up (10% copied and the rest of the exam paper portal information should be completed as usual.

Other than the module, timings etc we just need some instruction as to what invigilators should advise students in the unlikely event that there is an issue that prevents the student from taking the exam at all.

If you have any further questions, please contact exams@ncl.ac.uk



**SEMESTER 1 EXAMINATION 2023/24**

**[MODULE CODE] – [TITLE]**

**Time allowed – [LENGTH OF EXAM]**

**Invigilator instructions**

This is a Digital exam that utilises **[AUDIO/VIDEO/WEBSITES]** and therefore cannot be supported with a backup paper.

Students have been advised that they should have checked their ability to log into a University PC and Canvas prior to attending the exam – if a student is unable to log on to the PC or to Canvas they should be Advised to call NUIT on 01912085999 to reset their password.

Once logged in, if a student finds that the exam is not showing in canvas, please contact the exams office as soon as possible.

Any issues encountered once the exam is in progress should be resolved using the Inspera troubleshooting guide.

**In the event that a student is unable to complete the exam on Inspera**:

***[School - Please provide instructions for what an invigilator should do/who they should contact in the event that a student encounters an issue that cannot be resolved during the exam and are therefore unable to complete this exam.]***

This is a **[NUMBAS/INSPERA]** exam and is not supported by a backup paper.