

## Guidelines for Exam Invigilators

### Additional Invigilator Guidance for Numbas Digital Exams

Numbas is an assessment system used for mathematical exams.

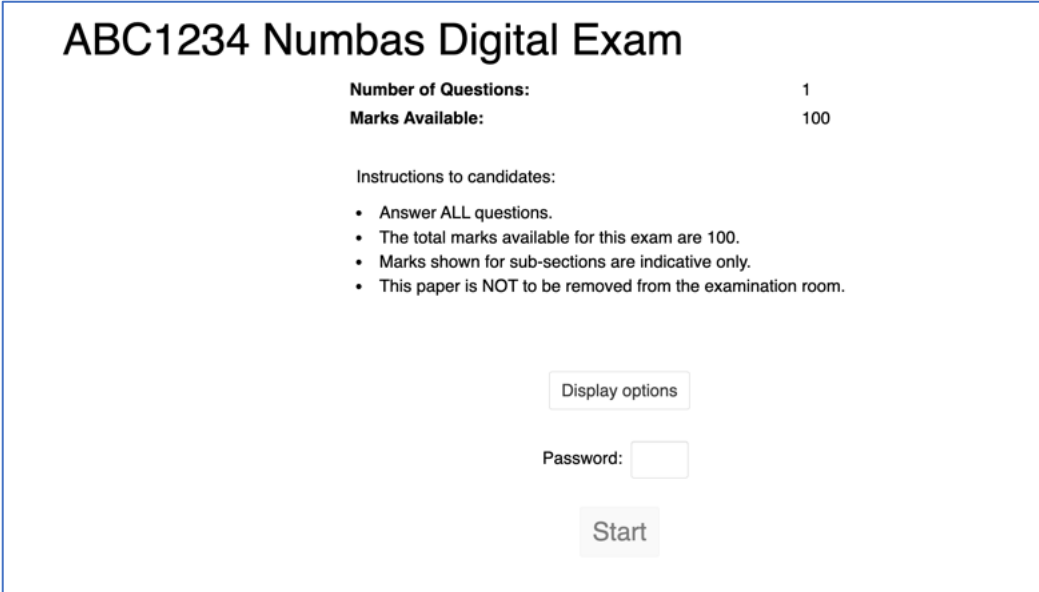
The guidance for Numbas exams is very similar to Inspira, and this document covers only the key differences.

#### Step 1: Before you let students into the room

As for the Inspira guidance.

#### Step 2: 20 mins before the exam starts

Just like Inspira exams, **students need to follow steps 1-8 on the Exam password: student instructions sheet**. When they reach step 8, the login screen for entering the password for a Numbas exam looks like this:



The screenshot shows the Numbas Digital Exam login interface. At the top, the exam title 'ABC1234 Numbas Digital Exam' is displayed. Below this, the exam details are shown: 'Number of Questions: 1' and 'Marks Available: 100'. A section titled 'Instructions to candidates:' lists four bullet points: 'Answer ALL questions.', 'The total marks available for this exam are 100.', 'Marks shown for sub-sections are indicative only.', and 'This paper is NOT to be removed from the examination room.' Below the instructions, there is a 'Display options' button. Underneath that is a 'Password:' label followed by a text input field. At the bottom, there is a 'Start' button.

#### Step 3: Instructions – 5-10 mins before exam starts

Tell students the following information:

- You should now have followed the steps from the instructions sheet on your desk up to step 8, and your screen should show the Numbas introduction page with a Password box. If you still have the 'Settings Password Required' box showing on your

screen, click into the box and type newcastle1 (all lower case), and click confirm.

When you have done this and see the Password box you will be ready to begin at the start of the exam.

- During the exam you can move between questions by clicking on the question list, which shows each question and whether it has been answered.
- You should submit answers as you move through the exam. If there is a problem with the machine you are working on put your hand up. We will fix the problem or move you to another computer where you will be able to continue from where you left off.
- When you are ready to finish your attempt, click on the '*End Exam*' button. Do not click this until you are sure you have answered all the questions and that you do not want to change any of the answers.

Once you reach the confirmation page, click 'Close this window' and confirm the message that asks 'Would you like to terminate SEB now?' Once you have done this you must close the browser and log off from the machine.

## Step 4: Start the exam – Scheduled start time

As for Inspira exams.

## Step 5: End of the exam

### End of exam instructions for all exams:

At the end of the exam instruct the students to click the '**End Exam**' button, then click '*Close this Window*' and confirm the message that asks '*Would you like to terminate SEB now?*'

**They must quit safe exam browser in order to unlock the machine before they leave the exam room.**

**Students must not access anything else on the computer after they have submitted.** This also applies if a student finishes the exam early and has submitted it before the scheduled exam finish time.

## Additional instructions for non-locked down Numbas exams:

For non-locked down Numbas exams, the process is the same, but once students reach the confirmation page they can just close their browser (the exam does not use SEB in that instance).

## Troubleshooting Numbas-specific items

### Connection warning

If the below message persists on the student's confirmation page (it may appear briefly before turning to a green confirmation message), please contact the IT Service Desk on ext. 85999, or full number 0191 2085999.

There is currently no connection to the server - your attempt data can not be saved to the database.  
When the connection is restored, data will be saved to the database.  
If this warning remains visible for a long time, please contact [the Numbas team](#).  
There was an error closing this attempt. Please ask your instructor to check that your data has been saved correctly.

[Try again](#)

### ABC1234 Exam

Click on a question number to see how your answers were marked and, where available, full solutions.

Question Number

Score