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 Inspera, and this document covers only the key differences.

Step 1: Before you let students into the room
As for the Inspera guidance.

Step 2: 20 mins before the exam starts
Just like Inspera 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:

![ABC1234 Numbas Digital Exam](image)

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 Inspera 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.