

# The Monitor Tab

During exam periods, the Digital Exams Team review student progress on active exams using the Monitor tab on Inspira. This flags up any students who may potentially have had issues with submitting. If running a practice exam, or one that was not set up by the Digital Exams Team, it is important to check this during exam periods to action any support as needed.

## The General View of Monitor:

Generally, when you navigate to the Monitor tab, you'll see all students logged into the digital Inspira Exam. On this view, when Inspira exams are active, we see students 'submitted' and 'in progress'. The information is tabled, in order from left to right we see:

- The default views of the Monitor tab
- The Student ID
- Student status (which shows if they are online/connected to the exam or not)
- Student progress (which either shows; an issue, that they've submitted the exam, or that they're still working on it 'in progress')
- Any warnings
- Minutes spent on the exam so far
- The type of exam
- The exam name (this will be the same as the test name as shown in the Deliver tab)
- The time the student began the exam
- The last time the submission was saved

To help demonstrate this see the example below:

Author

Deliver

Monitor

Grade

Report

DEFAULT VIEWS

All Candidates188496

Appeals

MY VIEWS

Candidates with potential p...3

Exam period3

In progress right now83

New hand-ins today11

times195

ID	Status	Progress	Warnings	Minutes spent	Type	Test	Test start time	Submission saved
Student 1	Online	10:30 AM Submitted		60	Closed-book		23.08.2023 9:30 AM	10:30 AM
Student 2	a few seconds	10:29 AM Submitted		59	Closed-book		23.08.2023 9:30 AM	10:29 AM
Student 3	a minute	10:29 AM Submitted		59	Closed-book		23.08.2023 9:30 AM	10:29 AM
Student 4	Online	10:28 AM In progress	10:28 AM Offline (1)	60	Closed-book		23.08.2023 9:30 AM	10:14 AM

Student 1 is online, and has just submitted their exam

Their submission save time shows as their submitted time

Student 2 has just submitted their exam and has now logged off, there status shows they were online a few seconds ago

Student 4 has a warning showing, they went offline at 10:28am, however they are also now showing as back online

DEFAULT VIEWS	
All Candidates	188496
Appeals	
MY VIEWS	
Candidates with potential p...	3
Exam period	3
In progress right now	83
New hand-ins today	11
times	195

## Potential problems view:

For cohorts with large numbers of students, you may wish to review only those students who have 'warnings' - to do this select 'Candidates with potential problems' from the left hand side panel.

DEFAULT VIEWS

All Candidates

Appeals

MY VIEWS

Candidates with potential ...

Exam period

In progress right now

New hand-ins today

times

Candidates with potential problems

3

Search candidates

Filters 4

	ID	Status	Progress	Warnings	Minutes spent	Type	Test	Test start time	Submission saved
<input type="checkbox"/>	Student 1	an hour	9:26 AM Inactive	1:33 AM Network Error (1)	538	Closed-book		23.06.2023 11:30 AM	1:33 AM
<input type="checkbox"/>	Student 2	Online	10:15 AM In progress	10:11 AM Offline (2)	62	Open-book		23.08.2023 9:30 AM	10:31 AM
<input type="checkbox"/>	Student 3	Online	10:28 AM In progress	10:28 AM Offline (1)	61	Closed-book		23.08.2023 9:30 AM	10:14 AM

1 - 3 of 3

Hits per page: Auto

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1

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Here, we see x3 candidates have been flagged with potential problems.

1. For Student 1, please note that this is actually centrally supported demo exam, which means School Module Teams won't need to action support. The Digital Exams Team will review.
2. Student 2 has x2 'offline' warnings, however they are showing as online now, and their submission was saved at 10.31am, which is after those warnings. This means the 'offline' error has corrected and the student is working on their exam.
3. Student 3 has x1 'offline' warning, although they are showing as online now, their submission hasn't been saved since 10:14am, before the warning. We would strongly recommend checking this student's submission saved area in another 5/10 minutes to make sure this saved.

Overall, the key issue for students who are 'in progress' and experiencing issues is to be sure their submission is still saving. If you have exams where students are still shown as offline after the exam end time, you can submit on their behalf (see below).

## Submitting on behalf of a student

Although usually a student will submit at the end of the exam, if students aren't showing as submitted after their exam end time, Module Teams can submit on their behalf. It's important to be sure they aren't still working on their exam due to extra time. We advise actioning of this should occur only after the exam end time has well passed. For example, for a morning exam this would be done in the afternoon or for an afternoon exam, we would look at this the following morning.

After the exam end time has well passed, if needed, submit on the students' behalf.

### To do:

1. Go to Monitor and find the student in question using their student ID.
2. Select the student from Monitor using the left-hand side tick box, next to the student ID
3. A pop-up box will appear at the bottom, select 'Resubmission'
4. Then select 'Allow candidate to resubmit' and click 'no time limit'. Hit 'update'.

This means the candidates test is open for resubmission now.

5. Again, select the student from Monitor using the left-hand side tick box, next to the student ID
6. A pop-up box will appear at the bottom, select 'Resubmission'
7. Click 'do not allow candidate to resubmit'

8. Submit current version

This ensures the final version of the student's work has been submitted.

This help article reflects the details: [Open for resubmission – Inspira Help Center](#)