

The Monitor Tab

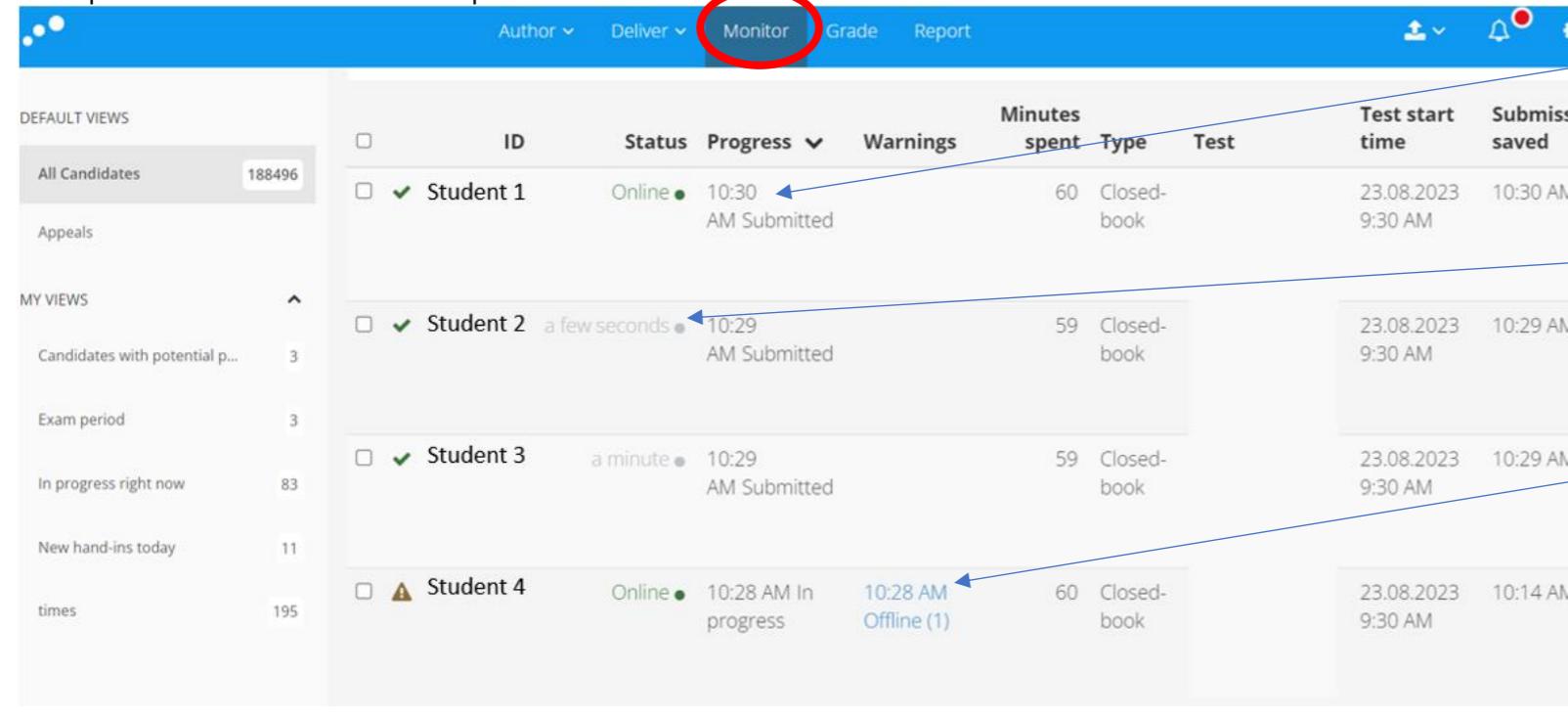
During exam periods, the Digital Exams Team review student progress on active exams using the Monitor tab on Inspera. This flags up any students who may potentially have had issues with submitting. If running a practice exam, or one that was not set up by the Digital Exams Team, it is important to check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



The screenshot shows the Inspera Monitor tab interface. The top navigation bar includes 'Author', 'Deliver', 'Monitor' (which is highlighted with a red circle), 'Grade', and 'Report'. Below the navigation is a 'DEFAULT VIEWS' section with a table showing 'All Candidates' (188496). The main area displays student data in a table:

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 ago	10:29 AM Submitted		59	Closed-book		23.08.2023 9:30 AM	10:29 AM
Student 3	a minute ago	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

Three callout boxes with arrows point to specific student rows:

- Student 1:** Student 1 is online, and has just submitted their exam. Their submission save time shows as their submitted time.
- Student 2:** Student 2 has just submitted their exam and has now logged off, their status shows they were online a few seconds ago.
- Student 4:** Student 4 has a warning showing, they went offline at 10:28am, however they are also now showing as back online.

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.

View	Count
All Candidates	3
Appeals	0
Candidates with potential problems	3
Exam period	3
In progress right now	83
New hand-ins today	11
times	195

Candidates with potential problems

Search candidates

Filters 4

ID	Status	Progress	Warnings	Minutes spent	Type	Test	Test start time	Submission saved
Student 1	an hour ago	9:26 AM Inactive	1:33 AM Network Error (1)	538	Closed-book		23.06.2023 11:30 AM	1:33 AM
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
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

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Hits per page: Auto

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 – Inspera Help Center](#)