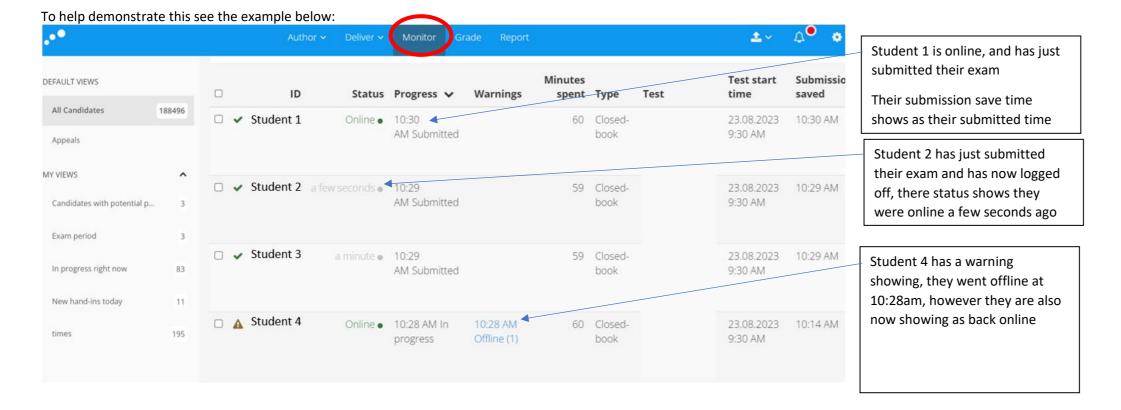# The Monitor Tab

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.
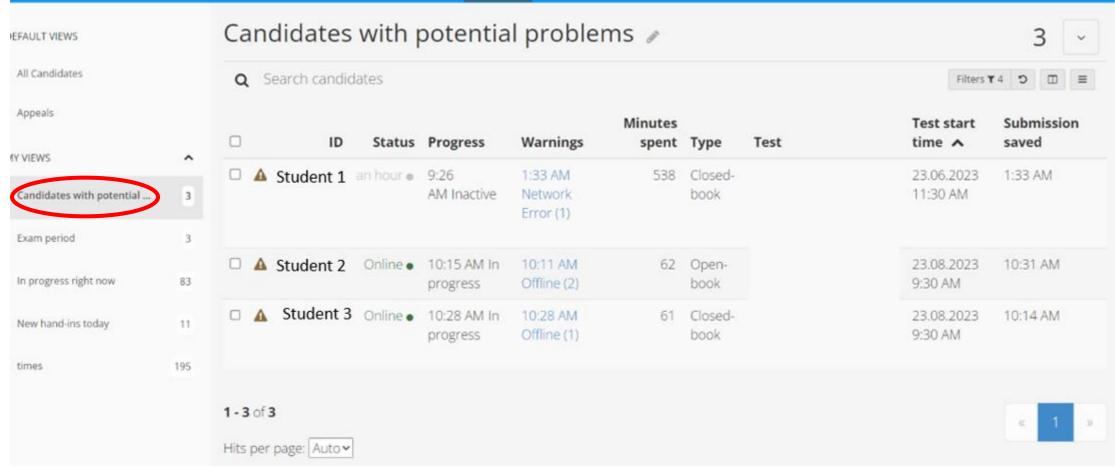
The General View of Monitor:

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 note 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:

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

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 on the left hand side panel.

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

1. The first in the list, we can see the test name shows as a 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 strong recommend checking this student's submission saved area in another 5/10 minutes to make sure this saved.

Overall, the key part of the students in progress with 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 to end the exam, a student will submit 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.

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
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](#)