User manual digital exams

Start page: https://ntnu.inspera.no

Log in with Feide
- Log in with your regular NTNU username and password

Dashbord for students
- The dashboard has two lists – My tests and Archive
- Chose language on the wheel in the top right corner.
- Your exam is shown as a card with title, time (start and finish), and time remaining until the exam starts.
Start exam with SafeExamBrowser

You have installed SEB

- Click «Åpne prøve i SafeExamBrowser»/
  Open test in SEB

- Allow program to run
- SEB will now start

- Enter SEB-pin
  The pin will be provided in the exam hall
- Press OK

- Log in with Feide again
- You will now return to the exam.
- Chose «Åpne prøven» /
  Open test
During the exam

Navigation and settings

- The exam may contain one or several questions for you to answer
- Your answers are saved every time you navigate between questions
- You can adjust the font size using the icon in the upper right corner
- You may change language during the exam on the wheel in the upper right corner

- Go to the next question by clicking «next»/ «neste»
- You may navigate between questions on the navigation line. The line shows how many questions there are in the exam
Text editing

- Your text is saved every 15 seconds when you write. You may also save your text manually. The grey line in the bottom of the text field shows when your text was last saved.

- You can expand the text field to full screen using the expand button.
- You can make headings using the drop down menu, and use the buttons to get bold/italic font, make a list, and insert a table or a flow chart.
- You may navigate between questions on the navigation line.
  - Green marks questions you have answered or started working on
  - Red marks the question you are currently working on.
  - Grey marks unanswered questions.
Send in your answer

- When you are on the last question in the exam, the button for sending in your answer appears.

- Click «Lever prøve» / «Send in»
- You are asked to confirm that you want to hand in your answer. This is the last chance for returning to your answer.
- Click «Ja, jeg leverer prøven nå» / «Yes, I want to send in my answer now» to hand your answer in.

- You may send in a blank answer. If you hand in a blank answer, all your answers and all your text will be deleted.