

## Using Inspera to Submit Coursework

### 1 | Select Your Assessment

---

Once you have logged into Inspera, you will automatically be taken to your **dashboard**. At the top of the page, you will see your name as well as three tabs: Upcoming Tests, Previous Tests, and Demo Tests.

The **Upcoming Tests** tab shows all active Inspera tests that you can submit to. If you want to view any of your past submissions, you can find them under the **Previous Tests** tab.

You may see multiple active tests under the **Upcoming Tests** tab. Please ensure that you have found the correct test for your submission.

When you are ready to submit, click the **Click Here to Get Ready** button.

### 2 | Declaration of Authorship

---

You will then be taken to the **Declaration of Authorship** page. Please read this information carefully, as it contains information you must understand and agree to before you can access the test.

Once you have read through everything thoroughly, click '**Start test**'. This confirms your agreement to what you have read.

### 3 | Submission Instructions

---

This page contains the specific instructions for the assessment you are submitting. You are required to read these instructions carefully before proceeding.

If you have any questions about these instructions, you should contact your course administrator:

- **Undergraduate:** [undergraduate.office@history.ox.ac.uk](mailto:undergraduate.office@history.ox.ac.uk)
- **Graduate:** [graduate.office@history.ox.ac.uk](mailto:graduate.office@history.ox.ac.uk)

### 4 | AI Usage Declaration

---

On this page you will be asked to complete your AI Usage Declaration.

You will need to declare any use of AI in your assessment, the kinds of software that you have used, and the purposes for which you have used AI (e.g. translation, spelling and grammar, etc.)

## 5 | Coursework Upload Page

---

On this page you will be asked to upload your coursework file.

You will **only** be able to upload your file as a **.pdf** document. Once you have uploaded your file, you can press **Download** to check your submission.

**It is your responsibility to check that you have uploaded the correct document.**

**Please check that:**



- You have uploaded the **correct file**
- You have uploaded the **correct version** of your work
- You have not included **identifying information** anywhere in your file.

**Failure to upload the correct document will constitute failure of the assessment.**

If you have made a mistake and need to upload a different version, you can do so by pressing **Remove** or **Replace** and uploading the correct file.

## 5 | Word Count

---

On this page you will be asked to enter the word-count of your submission.

## 6 | Submission Page

---

On this page you will see a summary of your responses. When you are certain that you are ready to submit, press the **Submit Now** button.

Please note that you can only submit to Inspera **once per assessment**, so ensure that this is the correct and finalised version of your work before you submit.

## 7 | Confirmation Page

---

Once you have pressed **Submit Now**, you will be taken to a confirmation screen which tells you the date and time your submission was made. Please note that Inspera **does not** send confirmation emails or notifications upon submission.

At this point you can check your submission again by pressing either **View Submission** or **Download Submission** to check that you have submitted the correct document.

## 7.1 | Correcting an Incorrect Submission

If you find that you have uploaded the incorrect file to Inspera, you may submit a replacement file, via email, to your course administrator.

- **Undergraduate:** [undergraduate.office@history.ox.ac.uk](mailto:undergraduate.office@history.ox.ac.uk)
- **Graduate:** [graduate.office@history.ox.ac.uk](mailto:graduate.office@history.ox.ac.uk)

You will also need to include a **Declaration of Authorship form**, which can be found on the following page: <https://www.ox.ac.uk/students/academic/exams/submission>. This may be submitted to the Office after the submission has been made.

You may only withdraw and resubmit on **one occasion**. You may withdraw and resubmit **up to 30 minutes** (i.e. 29 mins 59 secs) **after the deadline** without attracting a late submission penalty.