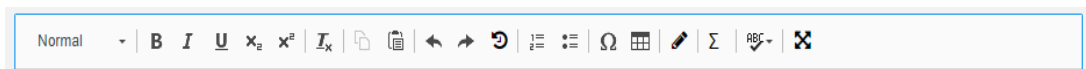# Top Tips for completing your exam in Inspera

1. **Firefox** and **Safari** browsers provide the most stable Inspera experience.

2. **Settings:**
   Adjust your settings (such as **Text size** and **Contrast**) to best suit you. You can find out more information on how to [change your Inspera settings here](#).

3. **Essay Questions:**
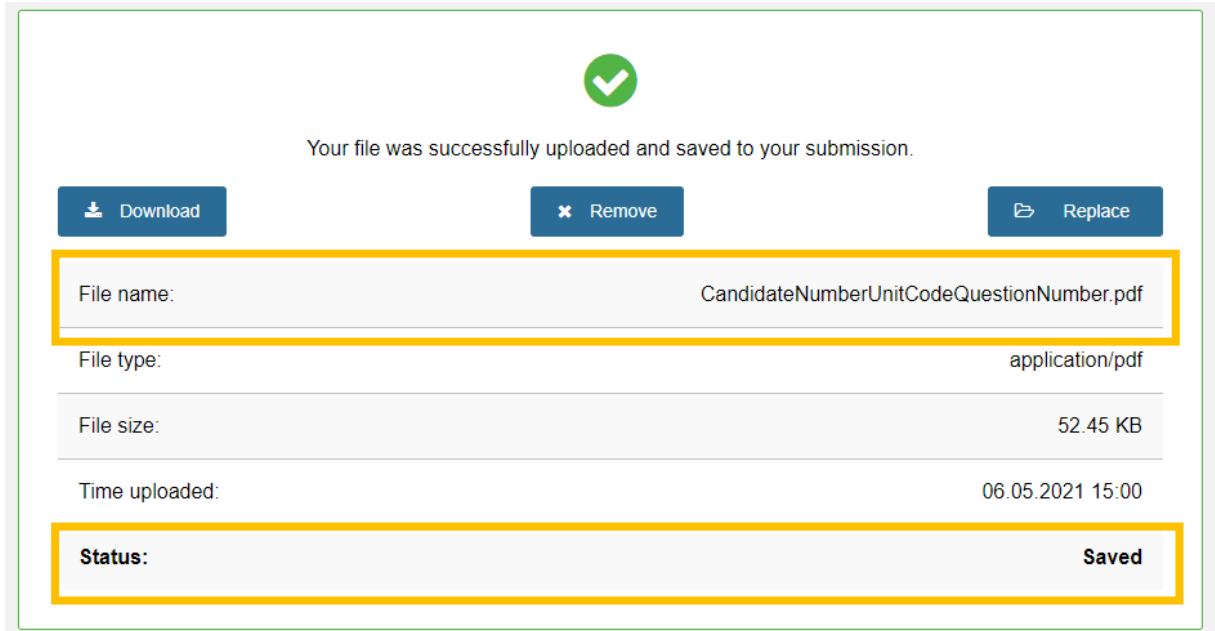   Familiarise yourself with the buttons in the toolbar.

Some useful buttons:

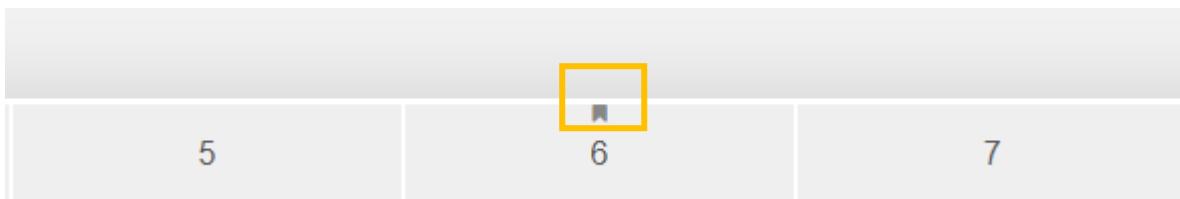|		
←	Undo	Will erase the last change done to your essay.
→	Redo	Will reverse your **Undo** command.
⟳	Temporary Backup Snapshots	Snapshots are created every 15 minutes for backup purposes. Logging out or refreshing your browser will clear the list. You can select a snapshot to restore.
Ω	Special Character	Provides a list of special characters you can use.
✏	Insert Drawing	Allows you to draw a picture to insert to your essay.
Σ	Edit formula	Provides a basic and advanced maths palette.

4. **Upload Assignment Questions:**
   a. Familiarise yourself with how to prepare your documents for submission. Information on how to do [prepare your documents can be found here.](#)

   b. Check you have uploaded the correct file. You can double check by ensuring the **File name** is correct and that the **Status** is **Saved**. You can also **Download** your submission.

If you have uploaded the wrong file or want to change your submission you can **Remove** or **Replace** your file.

5. **Flagging Questions:**

You can flag a question to remind yourself to revisit it later. Clicking the flag on the top right of your screen, will put a little flag atop the question number. You can also see it flagged on your table of contents.
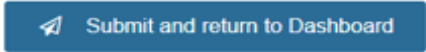

6. **Links**:
   If you have issues clicking a link on the exam, you can right click the link and choose to open the link in a new tab or window.

7. **Checking submissions:**
   On the last page of your exam, you will see **All questions** answered, the questions **Not attempted**, and any questions you **Flagged.**

When the test closes, your answers will be
automatically submitted.
You have 1 unattempted questions.

Submit and return to Dashboard

All questions (9)   Not attempted (2)   Flagged (1)

You will also be able to review your submissions. Guidance on how to double check your submissions here.