

# Manage Inspera Roles

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## 1. eVision - Manage Inspera roles

The eVision **Manage Inspera Roles** task allows central, and departmental, administrators with the relevant permission to assign and remove roles for Exam Board members. This information is passed to Inspera, where the selected roles are set up in the Inspera platform.

Departmental administrators can allocate the following roles:

- for written assessment units/examinations, the Inspera roles of Author, Grader, and Invigilator
- for submissions, the Inspera roles of Author, Grader, Invigilator, and Planner

### 1.1 Access to eVision Manage Inspera Roles

Access Manage Inspera Roles task via the eVision screen:

- Examinations > Exams & Assessment for staff > Assessment Roles
- Select **Manage Inspera Roles** to display details for the Exam Board(s) to which you are assigned

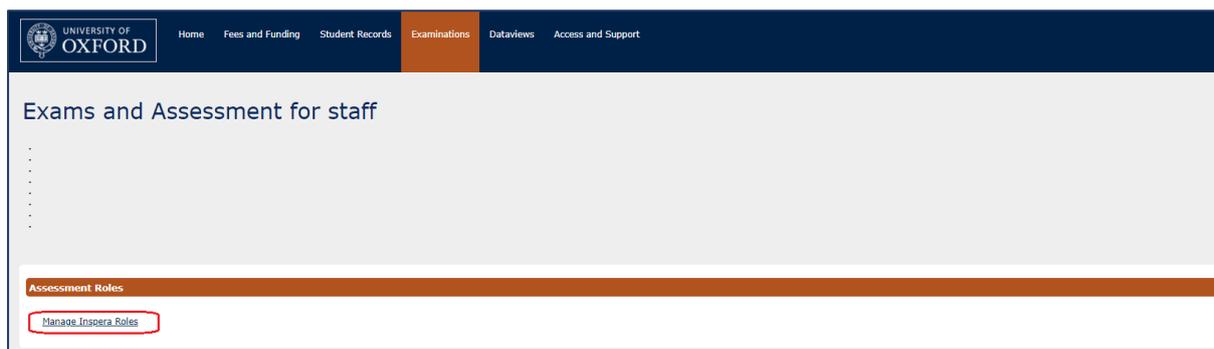


Figure 1. Examinations: Exams and Assessments for staff: Assessment Roles

### 1.2 Select Exam Board screen

In summary, depending on permissions set to allow exams and/or submissions processing, the Select Exam Board screen allows the following options. See screenshots Figures 2-5.

Options	Assessment Type	Select to update	Actions
1	Written	Individual	Assign individual to multiple assessment units
2	Written	Assessment Unit	Assign assessment unit to multiple individuals
3	Submission	Individual	Assign individual to multiple submissions
4	Submission	Submission	Assign submission to multiple individuals

The Select Exam Board screen displays in two sections:

- **Academic Year:** defaults to current year
  - **Exam Board:** auto-filled with drop-down selection if more than one Exam Board allocated
  - **Assessment Type:** Choose **Written** (for exams) or select **Submission** from drop-down list
- 
- **Select Individual:** to assign an individual to one or more assessment units/ submissions  
**OR**
  - **Select Assessment Unit** (for Written exams)/ **Submission:** to assign one or more individuals to an assessment unit/ submission



Note that if you select both fields, you will receive an error message, "You must select either an individual or an Assessment Unit/ Submission. You cannot select both."

De-select a value by clicking the x in the relevant field. See Figure 2.

Click **Manage Roles** button.

### Option 1. Assign individual to multiple assessment units

**Preliminary Examination in Geography Exam Board**

**Select Exam Board**

The page will reload automatically shortly after you change the Academic Year, Exam Board and/or Test or Submission settings below. Once you have selected an Assessment Unit from the dropdown list you will need to click the 'View Assessment Unit' button at the bottom of the page.

Academic Year: 2021/22 Academic Year

Exam Board: Preliminary Examination in Geography (CGEG) x

Assessment Type: Written

Select Individual: AAA AAAAAAAAA (AAAA1234) x

OR

Select Assessment Unit: Choose an option

Return to Examinations | **Manage Roles**

Figure 2. Select Exam Board - Assessment Type=Written, Select Individual

### Option 2. Assign individual to multiple submissions

**Preliminary Examination in Geography Exam Board**

**Select Exam Board**

The page will reload automatically shortly after you change the Academic Year, Exam Board and/or Test or Submission settings below. Once you have selected a Submission from the dropdown list you will need to click the 'View Submission' button at the bottom of the page.

Academic Year: 2021/22 Academic Year

Exam Board: Preliminary Examination in Geography (CGEG) x

Assessment Type: Submission

Select Individual: AAA AAAAAAAAA (AAAA1234) x

OR

Select Submission: Choose an option

Return to Examinations | **Manage Roles**

Figure 3. Select Exam Board - Assessment Type=Submission, Select Individual



### Option 3. Assign one or more individuals to an assessment unit

**Preliminary Examination in Geography Exam Board**

Select Exam Board

The page will reload automatically shortly after you change the Academic Year, Exam Board and/or Test or Submission settings below. Once you have selected an Assessment Unit from the dropdown list you will need to click the 'View Assessment Unit' button at the bottom of the page.

Academic Year: 2021/22 Academic Year

Exam Board: Preliminary Examination in Geography (CGEG)

Assessment Type: **Written**

Select Individual: Choose an option

OR

Select Assessment Unit: **Earth Systems Processes (A10123W1)**

Return to Examinations | **Manage Roles**

Figure 4. Select Exam Board - Assessment Type=Written, Select Assessment Unit

### Option 4. Assign one or more individuals to a submission

**Preliminary Examination in Geography Exam Board**

Select Exam Board

The page will reload automatically shortly after you change the Academic Year, Exam Board and/or Test or Submission settings below. Once you have selected a Submission from the dropdown list you will need to click the 'View Submission' button at the bottom of the page.

Academic Year: 2021/22 Academic Year

Exam Board: Preliminary Examination in Geography (CGEG)

Assessment Type: **Submission**

Select Individual: Choose an option

OR

Select Submission: **Geographical Controversies (A10124S1) (Occ: Z)**

Return to Examinations | **Manage Roles**

Figure 5. Select Exam Board - Assessment Type=Submission, Select Submission

## 1.3 Assign individual to one or multiple assessment units/ multiple submissions: (See Section 1.2 Options 1 & 2 for task details)

The screen displays three sections:

- **Individual:** Details of selected individual - Name, Department, Staff Type, SSO
- **Assessment Units/Submissions:** for the Exam Board selected  
In this section, the user can add roles to the individual via **Add New Roles** button
  - for assessment units, the roles are Author, Grader, and Invigilator;
  - for submissions, the roles are Author, Grader, Invigilator, and Planner
- **Current Assessment/Submission Roles** (if any) to which the individual is already assigned  
In this section, the user can remove previously-assigned roles by selecting the individual entry and clicking the **Remove Role(s)** button.



**Assign individual to multiple assessment units**

Name: [redacted]  
 Department: Not available  
 Staff Type: Oxford University Staff  
 SSO: [redacted]

**Assessment Units for Preliminary Examination in Geography (CGEG)**

Show 10 entries Select All

Select	HAP Code	Assessment Unit(s)	Assessment Unit Name
<input type="checkbox"/>	A101212/22	A10121W1	Human Geography
<input type="checkbox"/>	A101222/22	A10122W1	Geographical Techniques
<input type="checkbox"/>	A101232/22	A10123W1	Earth Systems Processes
<input type="checkbox"/>	A101242/22	A10124W1	Geographical Controversies

Select Role(s) to Add:  Author  Grader  Invigilator Roles to manage Assessment Units

**Add New Roles**

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**Current Assessment Roles for [redacted]**

Show 10 entries Select All

Select	Role	Assessment Unit	Assessment Unit Name	Examination Board	Added Date	Added By
<input type="checkbox"/>	Grader	A101212/22	Human Geography	Preliminary Examination in Geography	24/Sep/2021	[redacted]

Active Assessment Roles in 2021/22 for Preliminary Examination in Geography: 1  
 Inactive Assessment Roles in 2021/22 for Preliminary Examination in Geography: 0

**Remove Role(s)**

**Back**

Figure 6. Assign individual to multiple assessment units (Add or Remove Roles)

**Assign individual to multiple submissions**

Name: [redacted]  
 Department: Not available  
 Staff Type: Oxford University Staff  
 SSO: [redacted]

**Submissions for Preliminary Examination in Geography (CGEG)**

Show 10 entries Select All

Select	HAP Code	Assessment Unit(s)	Assessment Unit Name
<input type="checkbox"/>	A101222/22	A101222-A10122B3	Geographical Techniques
<input type="checkbox"/>	A101242/22	A10124B1	Geographical Controversies

Select Role(s) to Add:  Author  Grader  Invigilator  Planner Roles to manage Submissions

**Add New Roles**

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**Current Submission Roles for [redacted]**

Show 10 entries Select All

Select	Role	Assessment Unit	Assessment Unit Name	Examination Board	Added Date	Added By
<input type="checkbox"/>	Grader	A101222/22	Geographical Techniques	Preliminary Examination in Geography	24/Sep/2021	[redacted]

Active Submission Roles in 2021/22 for Preliminary Examination in Geography: 1  
 Inactive Submission Roles in 2021/22 for Preliminary Examination in Geography: 0

**Remove Role(s)**

**Back**

Figure 7. Assign individual to multiple submissions (Add or Remove Roles)



### 1.4 Assign one or more individuals to one assessment unit/ submission:

(See Section 1.2 Options 3 & 4 for task details)

The screen displays three sections:

- **Assessment Unit/Submission:** Details of selected assessment unit/submission
- **Individuals:** List of members of the Exam Board associated with the selected assessment unit/submission  
 In this section, the user can assign roles for the Assessment Unit/Submission to individuals via **Assign Individual Role(s) for this Assessment Unit** button
  - for assessment units, the roles are Author, Grader, and Invigilator;
  - for submissions, the roles are Author, Grader, Invigilator, and Planner
- **Current Access** (if any) to which the individual is already assigned  
 In this section, the user can remove previously-assigned roles by selecting the individual entry and clicking the **Remove Role** button.

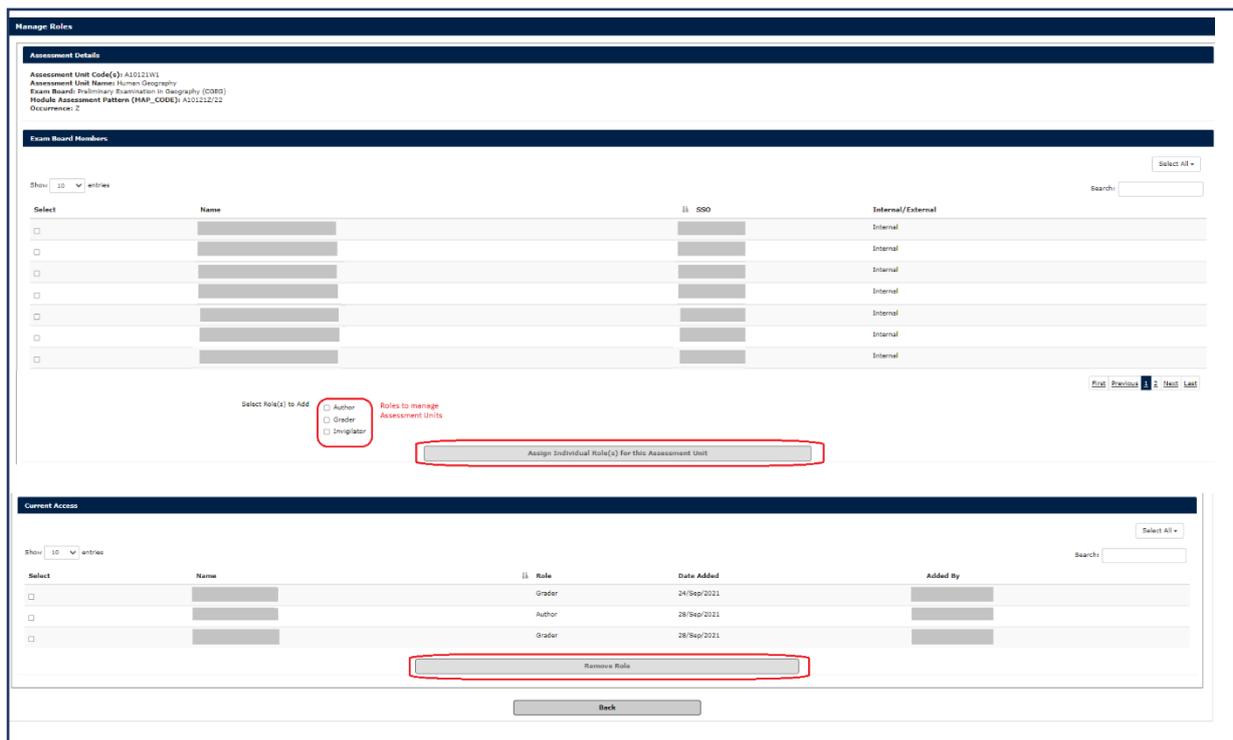


Figure 8. Assign one or multiple individuals to multiple assessment units (Assign or Remove Roles)

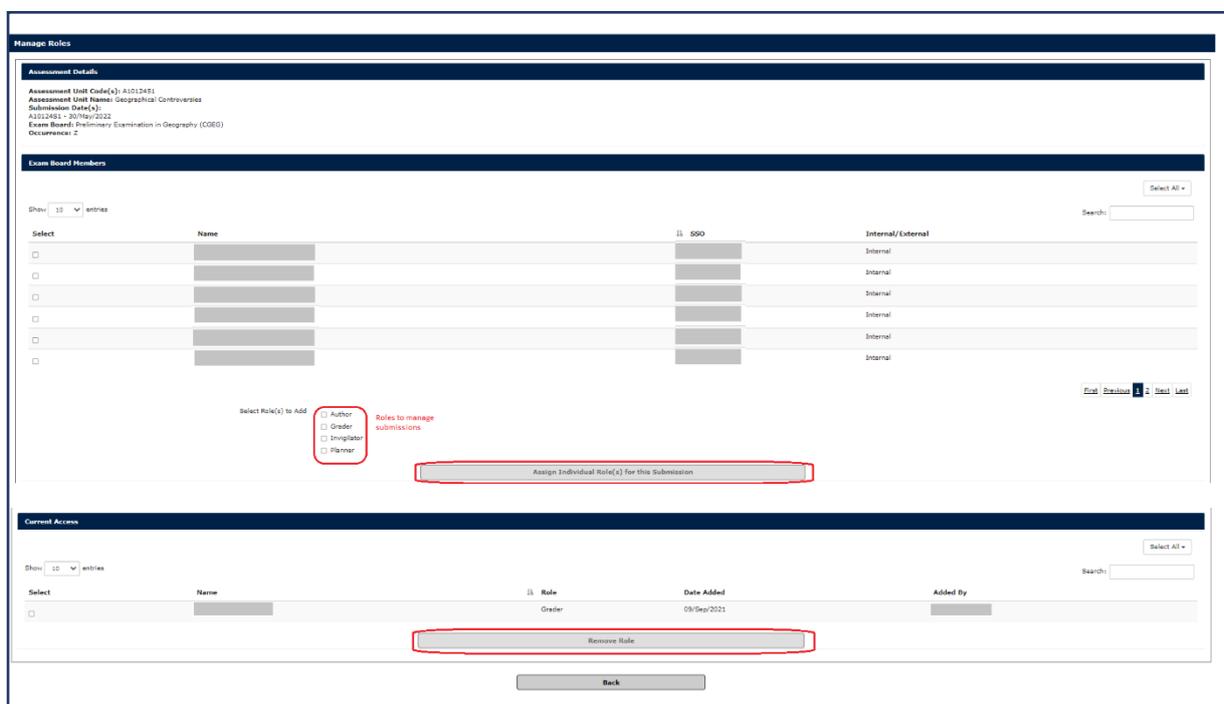


Figure 9. Assign one or multiple individuals to multiple submissions (Assign or Remove Roles)

### 1.5 Select Exam Board screen - Add Individual to Exam Board (Central Administration)

Exam Board membership data is extracted from the Examiner Appointments and Payments (EAP) system to allocate exam board members in SITS. This enables the correct members to be listed for a selected Exam Board in the Manage Inspira Roles task.

In certain circumstances, where there is not an exact match of Exam Board and membership between EAP and SITS e.g. some joint, or summary exam boards, an individual member will not be allocated automatically to an Exam Board in SITS and the individual will not appear in the Manage Inspira Roles task.

In these cases, an Individual can be allocated to an Exam Board via the **Add Individual to Exam Board** process on the Select Exam Board screen. This task requires specific permission and will be carried out by the central administration team. It will add the individual for both Written Exam Assessments and Submissions. Specific roles can then be added subsequently as required.

It is not possible to use this process for any individual whose details have been imported from EAP. All changes in this instance must be made in EAP from where the data will be automatically imported into SITS.

The screenshot shows a web interface for managing exam boards. The top section is titled 'Select Exam Board' and contains several dropdown menus: 'Academic Year' (set to 2021/22), 'Exam Board' (set to Honour Moderations in Archaeology and Anthropology (AABA)), and 'Assessment Type' (set to Written). Below these are two more dropdowns: 'Select Individual' and 'Select Assessment Unit', separated by an 'OR' label. The bottom section is titled 'Add Individuals to Exam Board (click to collapse/expand)'. It includes a text input for 'Oxford University Staff Member', a dropdown for 'Exam Board', and a date input for 'End Date' (set to 31/Aug/2022). A blue 'Add Individual to Examination Board' button is at the bottom of this section. A red rectangle highlights the 'Add Individuals to Exam Board' section.

Figure 10. Select Exam Board screen - Add Individual to Exam Board

The following fields appear:

- **Oxford University Staff Member:** Input name or SSO of individual to be added to Exam Board; a dropdown list will appear
- **Exam Board:** Select Exam Board from the dropdown list
- **End Date:** This is the expiry date of an individual's Exam Board membership in SITS. The default is set to 31/Aug/YYYY where YYYY is the current academic year

An End Date in the past will terminate the individual's membership of the selected board in SITS, together with all associated roles in SITS that an individual has previously been allocated. These roles will also be terminated in Inspira when the data is next imported there.