

Inspera Update – February 2025

Colleagues, in this February Inspera update there are reminders on the importance of using the University Group naming conventions for assessments, which will support the student engagement monitoring that is on-going; some guidance on extending dates on tests using multiple attempts; guidance on archiving old tests to help tidy up your Inspera workspace and a call for participants in focus groups. The Inspera updates this month had an administrative focus and key changes are listed at the end of this update.

Naming Conventions

Through semester 1 we had nearly 50k student submissions on Inspera. This activity has the potential to contribute to the student engagement monitoring undertaken by the University. For this data to have value in this way does require tests to be named according to the naming conventions that have been shared.

Your support in ensuring your test is named appropriately is therefore important to support this important engagement monitoring activity. In addition, using the naming conventions will help you in locating and re-using questions and question sets by ensuring they are clearly differentiated and identifiable.

Your test names must include:

- module code
- component and assessment
- whether formative or summative
- semester and year

The Inspera naming conventions are set out in this article – [Inspera Naming Conventions](#).

These are aligned with the [Coventry University Group Assessment Naming format for AULA and INSPERA assessment links](#)

Extending Test End dates on active tests with Multiple Attempts

This update relates to extending the Test End date, for an active test that is set up with multiple attempts, to enable access for students who had not made any attempts in the original test window.

In these circumstances as well as changing the Test End date for the Test overall, the end times of the different attempts which are generated (and visible on the Setup page in Deliver) will also need to be adjusted to align with the overall Test End time. If the Attempt end times are not adjusted then those students who had previously not made an attempt, while being able to see the test, will not be able to access it.

Archiving old tests

To help manage your Inspera space it is possible to archive tests. Using this facility moves tests to the archive area, from which they can be retrieved if required. The Question Sets that are linked to the test are not affected and remain available for use in other tests. If you do choose to archive tests please ensure they are not active, they should either be finished or deactivated. For completed tests it is recommended they are not archived until after exam boards for ease of access (but noting that tests can be easily retrieved).

For tests using multiple attempts you can archive the parent and the child tests that are created with each attempt.

For more information see the Inspera help article <https://support.inspera.com/hc/en-us/articles/360038715332-Archive-Tests>

Focus Group

We will be running staff focus groups in semester two to get your feedback on the roll out of Inspera. The first of these is scheduled for the 18th February 11.00-12.00. If you would like to participate in that focus group session please email Martin Jenkins – ab5926@coventry.ac.uk

If the 18th February is not possible but you would like to participate in a focus group please complete this form to register interest – [Inspera Focus Group](#)

Inspira updates February 2025

Updates to Inspera in February have been primarily administrative changes, these were:

- **Visibility of Tenant Configurations for Customers**
 - Configuration settings for each of our Inspera tenancies is now visible to administrators via a new dashboard. This will allow us to download this information. We will review how we can use this new functionality to better communicate the settings that have been applied on the Inspera tenancies.
- **Organizational Units**
 - A new Organisational Unit Manager role will allow more direct control of the organisational units we have set up. This is an important step toward how we can manage access to Inspera and the data it provides going forward once new developments around item banking and authoring are released. We will be taking the opportunity to review the existing organisational unit structure.

Full details of the update can be viewed at <https://support.inspera.com/hc/en-us/articles/24146581984925-Product-Updates-Release-Notes-2025>

Useful links and Inspera Support Information

Inspira support links:

- Inspera landing page - Teaching Knowledge Base - <https://teach.coventry.domains/inspera/>
- [Introducing Inspera](#) – OTL Staff Portal
- [Inspera Help Centre](#)
- [Inspera site for Students](#)
 - Includes videos demonstrating the Candidate Dashboard and link to a generic demo test
- [Inspera Roll Out Plan 2024-25](#)