



Signalling Maintenance Testing Handbook



Inspera user guide for transition assessment

Essentials

Before you start your test, you'll need to have a few things on hand before you can begin. Please read through the whole of this user guide for details.

Reasonable Adjustments

Please contact your primary sponsor if you require adjustments to enable you to complete the assessment prior to continuing.

This is a Proctored test which requires the following:

- Your Sentinel ID card or Sentinel App that clearly shows your photo
- Your username and password
- PIN code - provided to you by the Network Rail project team.
 - The logon credentials are a onetime use only. New logon credentials are required for second and third attempts. These will be emailed following the result of the previous attempt as required.
- Front-facing camera and microphone.

What is a proctored test?

A proctored test is one in which you will be observed during the assessment to ensure you do not breach guidelines. A full description of a proctored test is available on Safety Central

Tools and materials

Prior to starting, you can use the following during the assessment: A copy of the Signalling Maintenance Testing Handbook and a copy of the Signal Maintenance Specifications, both accessible as PDFs within the assessment.

Inspera allows the following materials:

- Bluetooth/USB dongle keyboard and mouse
- Wired keyboard and mouse
- External USB webcam

Where to sit the test

This is a proctored test, please make sure you have the following:

- **As plain a background as possible:** A busy background can cause the webcam to focus on the wrong subject (a book, rather than you)
- **Position the computer** so it is both comfortable to use and the webcam can see you: if you go through the ID check and then move the screen once the test starts, you might be out of frame for the duration of the test
- **Do not have a light source behind you:** It's highly likely the webcam will adjust its exposure to match the light making you difficult to see.
 - **Find somewhere comfortable:** Moving the laptop mid-test will likely cause flags

- **The surrounding of your position will be monitored:** To ensure there is no one in the room with you during the entirety of the assessment
- **Software in the system:** Does not allow for screenshots to be taken
- **No interruptions:** You must not be disturbed during the assessment, including no mobile calls, no physical presence of any other individuals or pets.

Test preparation

Exit/disconnect from all secondary screens.

You are only permitted one primary monitor to use during your test.

Exit from all applications

It is important to save and exit from all background applications that are not Inspera Integrity Browser before beginning your test. Failure to do so can result in lost work, or cause Inspera Integrity Browser to crash.

Turn off all blockers

Make sure you've turned off blockers such as anti-virus programs and disable any protection software you have running on your device, e.g. Norton.

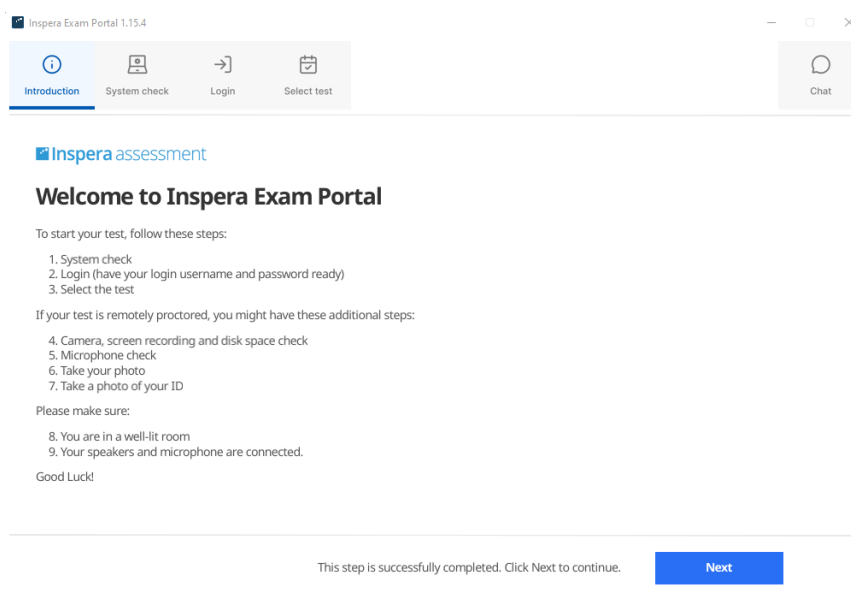
Login

When you enter Inspera Integrity Browser, the Introduction page will guide you through the login process. The login process for proctored tests includes a systems check to see that cameras/microphones are working.

Proctored login:

- Step 1: Inspera Assessment will run a systems check
- Step 2: Log into your account
- Step 3: Select your test
- Step 4: Camera, screen recording, and disk space check
- Step 5: Microphone check
- Step 6: Take your photo
- Step 7: Take a snapshot of your ID – this must be your current Sentinel ID (either card or App version)

Introduction page



Inspera Exam Portal 1.15.4

Introduction System check Login Select test Chat

Inspera assessment

Welcome to Inspera Exam Portal

To start your test, follow these steps:

1. System check
2. Login (have your login username and password ready)
3. Select the test

If your test is remotely proctored, you might have these additional steps:

4. Camera, screen recording and disk space check
5. Microphone check
6. Take your photo
7. Take a photo of your ID

Please make sure:

8. You are in a well-lit room
9. Your speakers and microphone are connected.

Good Luck!

This step is successfully completed. Click Next to continue.

Next

Step 1: Inspera Assessment will run a systems check

1. Inspera will run a systems check to ensure that your system is up to date.

System check	Overview
App version	Checks for the correct version of Inspera Integrity Browser.
Clock accuracy	Checks if computer clock and global clock match.
Connection quality	Checks if the connection is good enough.
Number of displays	Checks that you only have one display.
Login configuration	Ensures correct sign-in option (SSO or one-time user).
CPU features	Ensures you meet the minimum requirements for CPU.
Process blocklist	Retrieves the list of blocked processes.
App location (Mac only)	This additional system check only applies to Macs. Checks to see if the Inspera app is located in the apps folder.
Environment	Virtual machine checks and Remote Session checks.

2. When all checks have passed, you will be prompted to click Next to continue.

The screenshot shows the 'Inspera Exam Portal 1.15.4' window. At the top, there is a navigation bar with four tabs: 'Introduction', 'System check' (which is highlighted in blue), 'Login', and 'Select test'. On the far right of this bar is a 'Chat' icon. Below the navigation bar, the main content area is titled 'System check'. Under this title, a message states: 'Before you start your test, some checks need to be completed to make sure your system is suitable. These checks will only take a few moments.' Below this message is a list of 11 items, each preceded by a bullet point and followed by the word 'passed':

- App version... passed
- Login configuration... passed
- Connection quality... passed
- Power state... passed
- Environment... passed
- Clock accuracy... passed
- CPU features... passed
- Number of screens... passed
- Process blocklist... passed
- Browser GPU support... passed

At the bottom of the window, a message reads: 'This step is successfully completed. Click Next to continue.' To the right of this message is a blue button labeled 'Next'.

Step 2: Log into your account

You will be asked to log in using a One-time user account.

One-time users

1. Enter the Username and Password provided to you by the Network Rail project team
2. Click **Next** to continue.

Step 3: Select your test

Tests that are not yet started or are finished will be at the bottom of the list.

1. Select a test to take
2. Enter your test Login code - provided to you by your Invigilator
3. Click **Unlock and select**
4. Click **Next** to continue.

Select test

Select the test you want to start. To start the test, enter the PIN-code provided. Click **Unlock and select**. Click **Next** to continue.

Demo test IEP
AH: 1

AH: 1
February 07, 2023 10:00 » February 08, 2023 12:00

***** **Unlock and select**

You entered the correct PIN for the test. Please press **Next** button to continue.

This step is successfully completed. Click Next to continue. **Next**

Step 4: Camera, screen recording, and disk space check

After a successful login, Proctored assessments will perform an additional set of checks.

- **Available disk space:** 500 MB
- **File upload:** Access to log files
- **Screen Capture:** Access to screen recording
- **Webcam Capture:** Access to webcam.

When all the checks are passed, click **Next** to continue.

Remote proctoring support

There are number of checks that need to be conducted to make sure your system supports remote proctoring. It shouldn't take long.

- Available disk space... passed
- File upload... passed
- Screen capture... passed

This step is successfully completed. Click Next to continue. **Next**

Step 5: Camera / Mic

Choose your preferred camera and microphone capture hardware by selecting on the Audio and Video devices dropdown.

- A microphone test is conducted to test voice levels. Make sure that your levels are in the green area by testing your voice in the microphone.

Click **Next** to continue.

Inspira Exam Portal 1.15.4

Introduction System check Login Select test Proctoring **Camera / Mic** Photo ID Chat

Audio and video devices

Please select working webcam and microphone to be used during the test session. Make sure you see your face. Speak with normal voice level and adjust recording volume as needed, so that the levels are in the middle of the green area. Then press **Select** button.

If this is an exam session, please never mute your microphone through it, otherwise your results might not be accepted.

HP HD Camera

Microsoft Sound Mapper

Select

This step needs to be finished to continue. Next

Step 6: Take your photo

You will be prompted to take a photo of yourself. This requires alignment and good lighting.

1. Click **Take photo** to take a photo of yourself using the webcam
2. Click **Next** to continue.


Photo and ID check will only take place the first time you log into the test. This process will be skipped if you log in again to take the same test. The original ID and photo will be used for invigilation.

Inspira Exam Portal 1.15.4

Introduction System check Login Select test Proctoring Camera / Mic **Photo** ID Chat

Your photo

It may take a while for the webcam image to appear, so please wait. Make sure that your face is the **only one in the frame**. It should be clearly visible and **placed in the centre of the circle touching its edges**. This will enable the 'Take photo' button. Turn on the light if necessary. You can take your photo multiple times until you're satisfied. Please note that you are responsible for taking a photo that **corresponds to your identity**.



Take photo


This step is successfully completed. Click Next to continue.

Next

Step 7: Take a photo of your Sentinel ID

When taking a photo of your ID, make sure that the photo on your Sentinel ID is clearly visible. Please also make sure that your name and Sentinel number are clearly visible.

1. When your ID is clearly visible and is centred in the rectangle, click **Take photo**.
2. Click **Next** to launch your test. Good luck!



Inspira Exam Portal 1.15.4

Introduction System check Login Select test Proctoring Camera / Mic **ID** Chat

Your ID

It may take a while for the webcam image to appear, so please wait. Make sure that your ID document is clearly visible within the rectangle and press 'Take photo' button. Turn on the light if necessary. You can take your ID photo multiple times until you get a sharp picture. Please note that you are responsible for taking a photo that **corresponds to your identity**.

Appeals Process

Following completion of your assessment, you will be notified of your result. If your result is Failed and you believe that this is not accurate please follow the [Appeals Process guidance](#).