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

Single sign-on login details:
- Username
- Password
- SEB code - provided to you by the Network Rail project team.
  - The login details will provide you with access to the Inspera platform for all assessments. However, new login 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.

Step 2: Log into your account

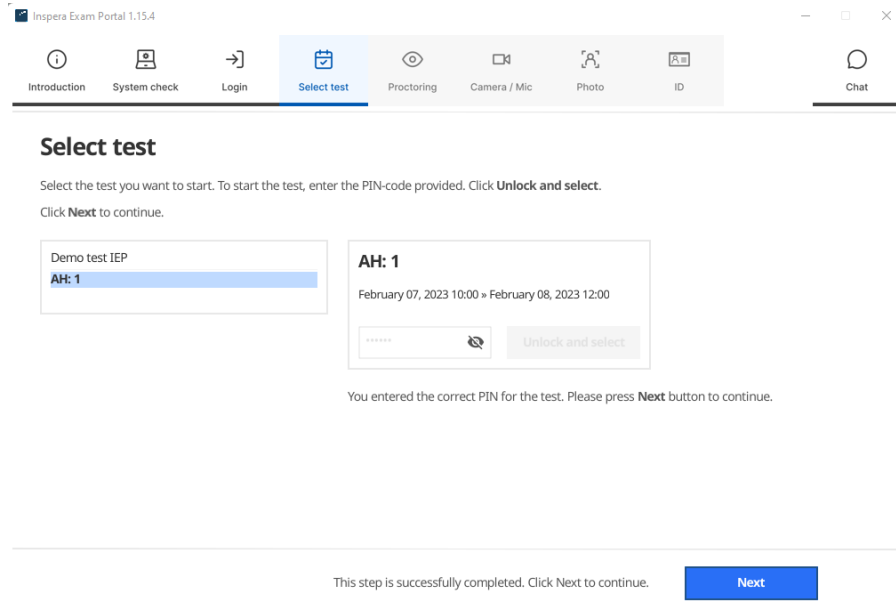You will be asked to log in using a One-time user account.

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**
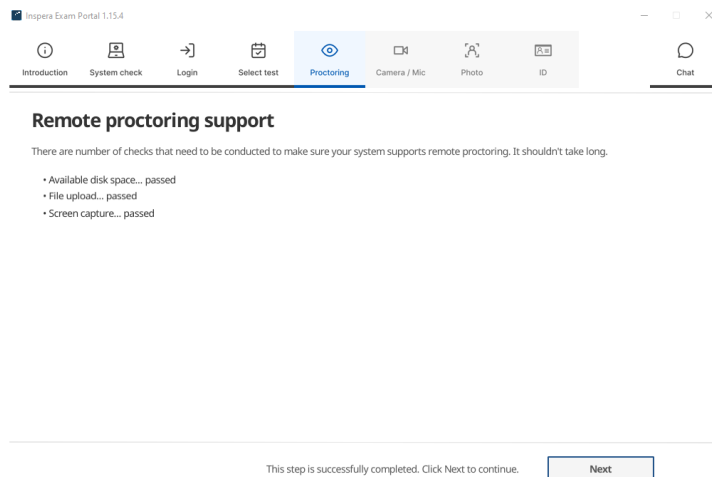4. Click **Next** to continue.

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.

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.

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.

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!

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.