



RS 2026 Online In Year Test: Parent Setup Instructions

1. What is the Test?

This is an online test for all registered candidates interested in a place at Reading School. It is to be sat on a specific day and time, as per details in the email you received from the School. The test is to be completed on a computer or laptop at home. If your child has any special adjustments or requirements please contact the Admissions Team asap.

Please note - the test cannot be completed on a tablet or a mobile phone.

The test is completed using an online assessment platform called Inspira. The system will:

- Run a systems check to make sure the computer or laptop can perform uninterrupted throughout the test;
- Take a photo of each candidate's face and their photo ID before the test can begin;
- Monitor and record each candidate's screen and environment around the computer during the test to make sure they are working alone under exam conditions;
- Alert our remote assessment team if any unusual activity or noise is detected;
- Prevent any candidate from opening websites, documents or applications during the test.

2. What does the test include?

- The Year 7 test has English and Maths questions plus a Creativity task.
It will take maximum **1 hour and 30 minutes** to finish the test.
- The Year 8 and 9 tests have English, Maths and Science questions plus a Creativity task.
It will take maximum **2 hours** to finish the test.
- The English and Maths sections contain a mix of multiple-choice and written response questions. The Creativity task requires a written response. Further information can be found in the Familiarisation Guide for Remote Proctoring.
- The test evaluates application of knowledge and skills taught in the National Curriculum. There is no element of the Test that should surprise, trouble or intimidate candidates.
- All questions with the exception of the Creativity task are marked by computer. Those students who obtain the eligible score for the other subjects will have their Creativity task marked and then candidates will be ranked accordingly.
- Please note – a child may only take the test once.
- All elements will be tested on one day. If you have issues accessing a computer or laptop, please contact the Admissions Team asap.



- Not all children will be able to answer every question or finish every section — that’s normal. The test is challenging and we just encourage children to do their very best.

3. What is Inspera and the Inspera Integrity Browser (IIB)?

- Inspera is a leading digital assessment provider who work with education establishments across the UK and in Europe.
- Using the Inspera Integrity Browser (**IIB**), candidates are able to sit tests remotely from a computer or laptop. They will not be able to use a tablet or a mobile phone.
- The IIB monitors and records the computer screen and the environment around the computer of every candidate, using audio from the computer’s microphone and video from the computer’s webcam.
- If any unusual activity is detected during the test, this will be flagged to our online assessment team. Visual and audio recordings are made available to the Admissions Team. These will be reviewed in order to satisfy us that the candidate complied with academic regulations and did not commit any instances of academic misconduct.
- This software also prevents a candidate from accessing any other documents, applications or websites during the test.
- For IIB to complete a systems check and allow candidates access to the test, ensure all documents are closed and that no other programs or applications are running in the background on the computer or laptop, including any antivirus software.

4. What do I need to do before test day?

✓ Check your computer or laptop for the following

- Windows 10 or 11 or macOS Big Sur version 11 or higher.
- A stable internet connection.
- Only one monitor in use.
- A webcam (either built-in or external).
- At least 500MB of free disk space for installation.
- An additional 75MB per hour during the test (approximately 190MB).
 - *Please note – if you do not have a computer or laptop with any of the above specifications, please contact your child’s primary school to see if they can accommodate the test. Otherwise contact the Admissions Team.*



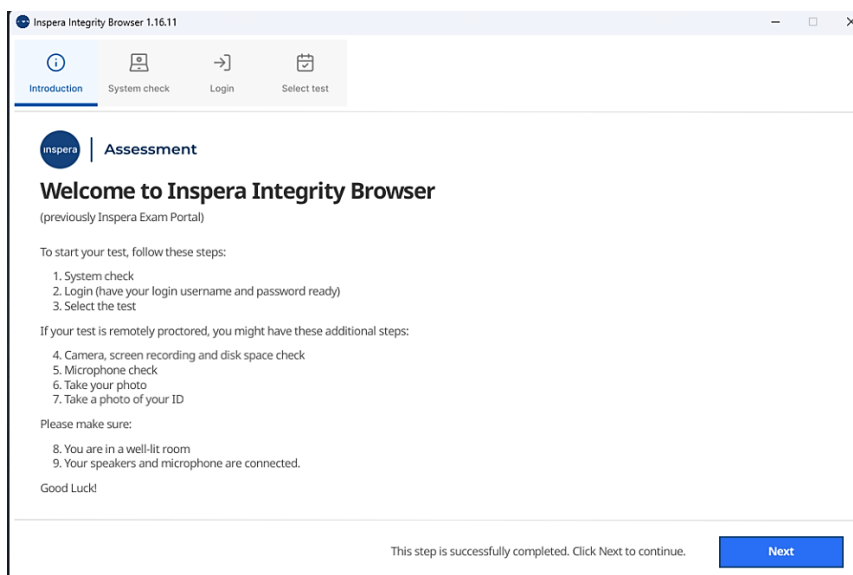
- Download the IIB well before test day using this link -

CLICK HERE: <http://fsce.inspera.com/get-iep>

- Close down all documents, websites and applications before attempting to install the IIB.
- For Apple Mac users, we strongly recommend disabling Siri before launching the IIB. Follow these steps:
 - Open System Preferences from your dock or menu bar.
 - Select "Siri" in the bottom row of the menu.
 - Under "Siri," uncheck "Enable Ask Siri" to turn off Siri completely.
 - Additionally, make sure the Dictate IM function is not activated.
- If you see an "IIB can't be installed on this disk" message, your computer is not compatible. Please try another computer or laptop at home or at your child's primary school.

✔ Complete a systems check

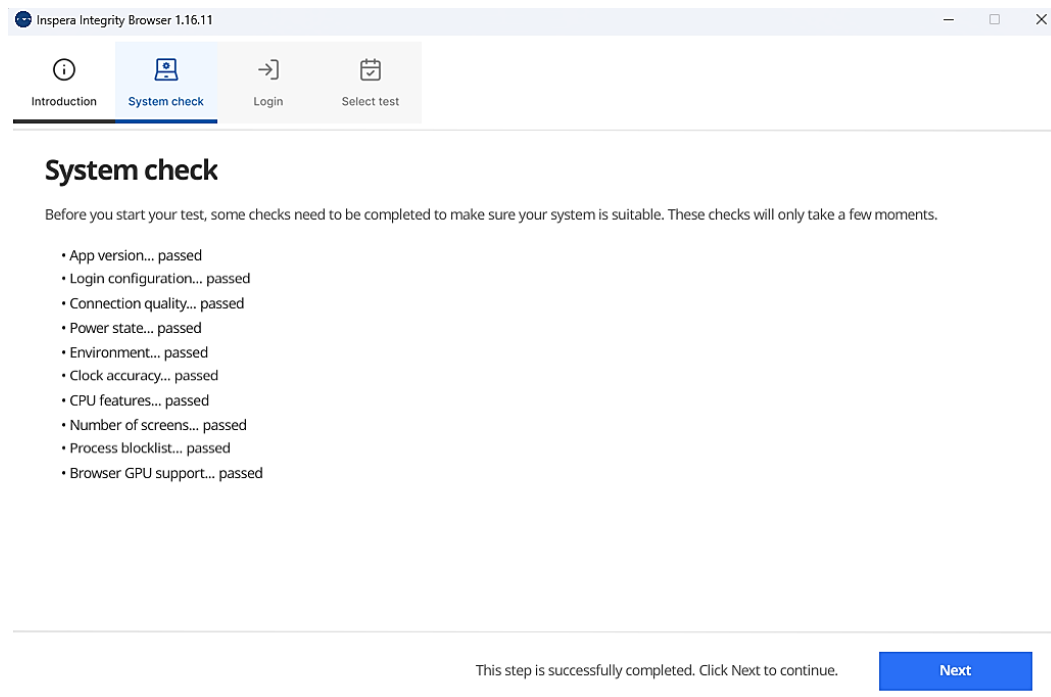
- Make sure the computer's camera and microphone are working and that all documents, websites and applications are closed, including antivirus software.
- Open the IIB **at least 3 days before the test** to check it works. The first screen will look like this:



- Click on the "Next" button (purple arrow in the picture).
- IIB will now run a System Check on your computer. This is to ensure compatibility and functionality and alert you to any issues that might prevent the IIB from working on test day.



The page will like this:



- Once all checks read “Passed”, click on the “Next” button (purple arrow). You should not proceed any further with IIB. Do not enter your child’s Username and Password until test day.
- If you see an “Environment Error” message, something is still running on your computer. Quit all windows and programmes and click retry. You may need to delete and install IIB again.
- Make sure to report any issues at least 48 hours before the test day.

✓ Check your child’s ID

- On test day, the candidate will need their passport or other government ID with a photo. If you do not hold either of these then please use the signed Registration Form.

✓ Check the test day and time

- The test must be completed on the day and time given to you by the school.
- We suggest all candidates have logged on at least 10 minutes before the start time.
- If the candidate is taking the test from overseas, make sure you know your local time zone!



✔ Prepare the test room in advance

- Quiet room with minimal noise disruption.
- Good, preferably natural light.
- A strong and reliable internet connection.
- If using a laptop, make sure it is fully charged and ideally on charge throughout the test.
- If using wireless equipment, make sure batteries have been replaced (if applicable).
- Make sure any computer and email notifications are switched off to avoid disturbance.

5. Does my child need any special arrangements?

If your child normally has extra time or other support in school exams, you can ask for Access Arrangements. The Inspera Platform already includes the following accessibility features which do not require a separate request:

- White text on black background
- Yellow text on black background
- Enlarged text



Examples of special arrangements:

- Autism Spectrum Disorder (ASD)
- ADHD
- Physical or sensory needs (hearing, vision, mobility)
- Speech, language or communication needs

To apply for extra time

- You should already have given details when you registered via the online Application Form.
- You should have already uploaded medical or school evidence in English. If you haven't, then please contact the Admissions Team before your planned test date.
- 25% extra time is normal for those eligible for extra time. 50% extra time needs strong evidence.



In the case that candidates would require additional support beyond what is offered by the testing platform or set out by these guidelines, please contact the Admissions Team.

6. Test day

- The candidate needs: Username, Password, Test Pincode (all will be found on the Candidate Log In sheet provided by the school) and Photo ID (passport or signed Registration Form),
- A pen or pencil and a rough piece of blank paper for workings out.
- A drink is allowed but should be ready at the start.
- The candidate must not have with them: a calculator, mobile phone or smart device (including smart watch), headphones (small earplugs are OK if shown to the camera first).

Logging in

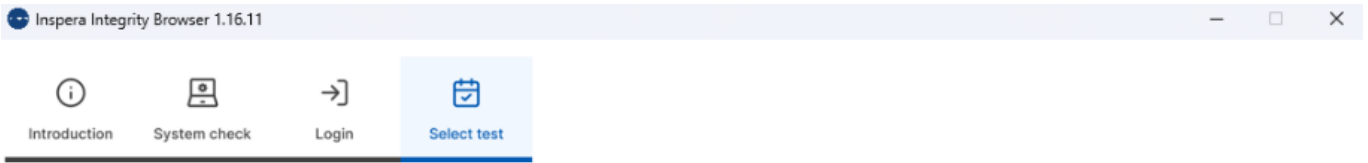
Parents / Teachers can help at this stage of the process

- Open the IIB from the desktop.
- The IIB will run through the same Systems Check that it went through when you did a practice run. Then click “Next”.
- At the Test Login page, candidate enters Username and Password then click “Login” then “Next”. See purple arrows below:

The screenshot shows the 'Inpera Integrity Browser 1.16.11' window. The navigation bar includes 'Introduction', 'System check', 'Login', and 'Select test'. The 'Login' tab is active. The main content area is titled 'Test login' and contains the following text: 'To start the test, enter your username and password provided to you. Click **Login**. If it is not your test day and you were completing the system check please exit.' Below this is a form with 'Username' (value: gco001) and 'Password' (masked with asterisks) fields, and a 'Login' button. A message at the bottom states: 'You successfully logged into your account. Please press **Next** button to continue.' At the bottom of the page, a message says: 'This step is successfully completed. Click Next to continue.' followed by a blue 'Next' button.



- Your screen will now look like this:



Welcome,

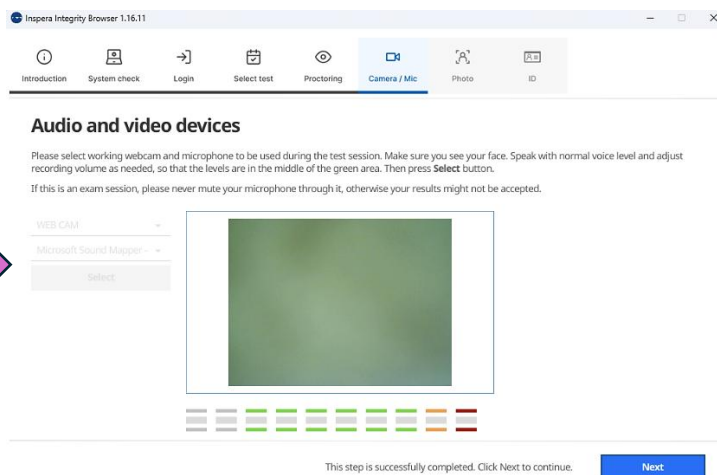
Select a test to attempt and enter the PIN provided to proceed.

Active tests Previous tests Demo tests

NAME	TEST STATUS	START DATE	END DATE	PROCTORING
Reading School Adventure Paper Example	Live	19.09.2025 at 01:30 PM	24.09.2025 at 12:00 PM	Yes



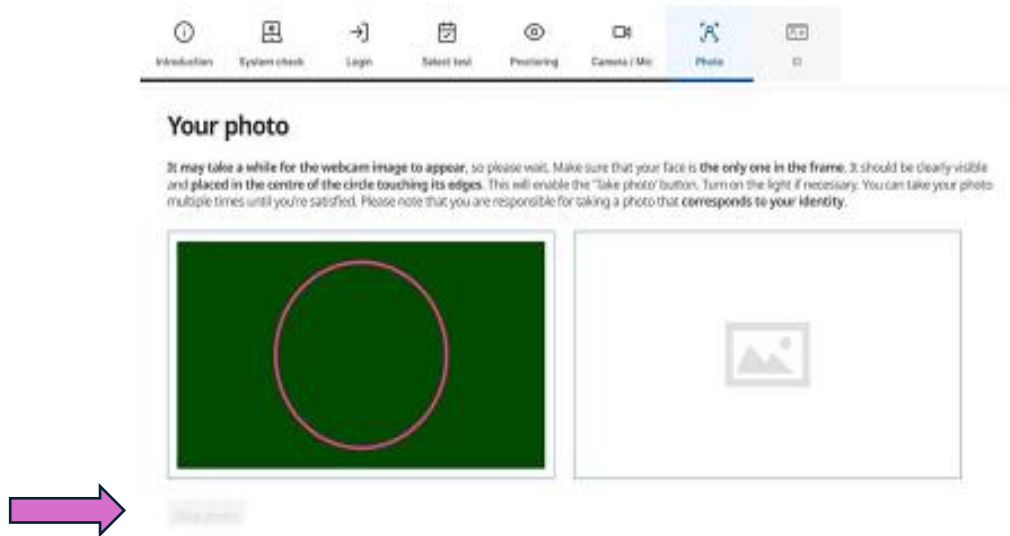
- The candidate will need to select the test (by clicking on the blue circle on the left). Then enter the SEB pincode in the window on the right-hand side under “Proctoring”. See purple arrows above. Then click “Unlock and proceed to test” and click “Next”.
- The IIB will check the Remote Proctoring Support is running correctly. Once all checks read “Passed” click “Next”.
- The IIB will run through visual and audio checks (webcam and microphone). The candidate should speak a few words aloud. Then click “Select” then click “Next” (purple arrows):



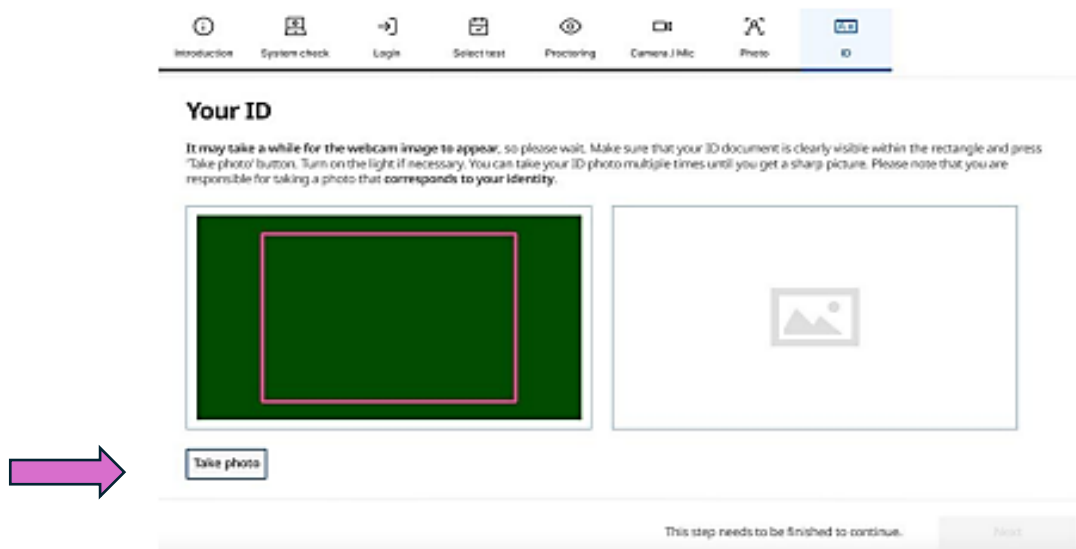
- Please note that from this point, the computer will be monitoring and recording the screen and the environment around the computer.



- The IIB will then ask to take a photo – candidates must make sure their face is in the circle and then click “Take Photo” (purple arrow). Then click “Next”. See below:



- The IIB will then ask for the Candidate’s Photo ID to be held up to camera to confirm their identity. When the ID is clearly visible in the square, click “Take Photo” (purple arrow). Then click “Next”. See below:



There are two acceptable forms of ID (listed in order of preference):

A passport

Other Government ID with photo

Registration Form



Your ID picture will be securely stored on Inspira servers located within the EU.

Only the Admissions Team can access it, and it will be securely deleted once your mark is confirmed.

If the photos of the candidate or the ID are not clear or are out of frame, the test may not be accepted.

- The test can now be started.

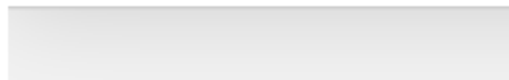
FROM THIS POINT - ONLY THE CANDIDATE CAN BE IN THE ROOM.

PARENTS, GUARDIANS, SIBLINGS AND TEACHERS MUST NOW LEAVE THE CANDIDATE ALONE TO SIT THE TEST.

Overview of the test

- The test will take between 1 hour and 30 minutes and 2 hours maximum.
- Each test is broken down into sections.
- The timer will only begin when the candidate clicks “Start” and will be on the top left like this:

0001
15 minutes remaining



- The candidate should refer to this timer, rather than a clock or watch as it is the most accurate way to track remaining time.
- If they do not monitor the time then they may be unable to finish the test.
- **N.B - do not allow your child to take a break during or between sections as they will not get the time back. In addition, the IIB may think your child is cheating and will flag this to the assessment team.**
- Candidates can use blank rough paper, pens, or pencils — but no extra screens or devices (including calculators).

During the test

- The first page is an Introduction which will remind candidates of the exam conditions.
- The IIB will save the progress of the test approximately every minute.
- The candidate should keep an eye on the timer on the top left (as explained above).
- The candidate can move between questions as much as they like.



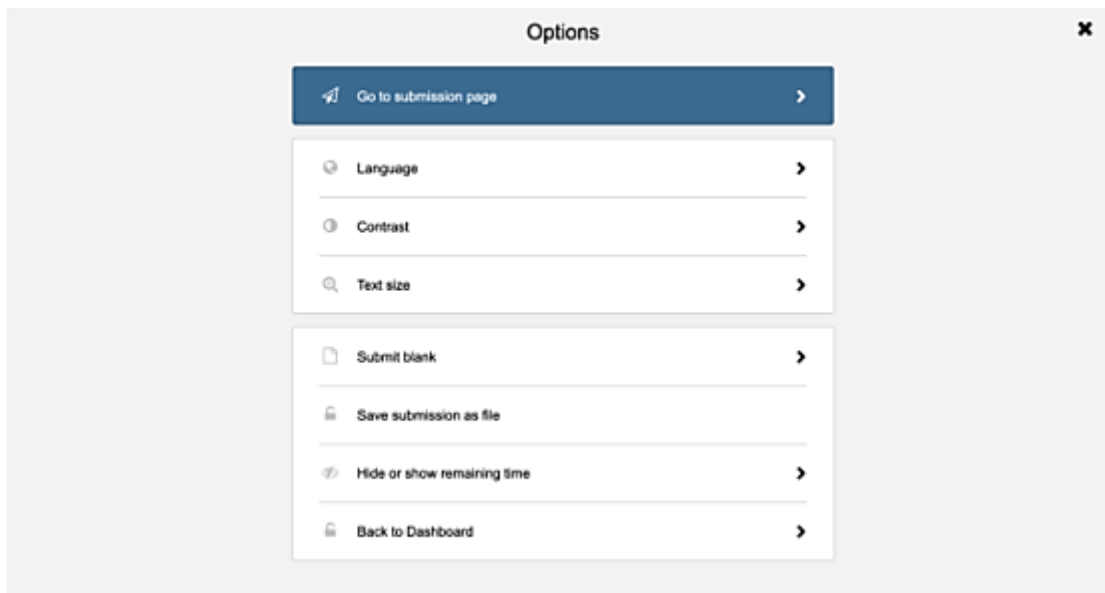
- The question numbers will be shown at the bottom of the screen, blue highlight shows the current question. See below:



- Once the candidate has finished a page, they just click the arrow at the bottom.
- Questions candidates have answered will be underlined in blue. Questions not answered will be in white. See below:



- Candidates can flag questions to revisit at any time, which will be marked on the bottom of the screen.
- If the candidate wishes to change the screen contrast or text size, click on the “Options” menu. See photo:

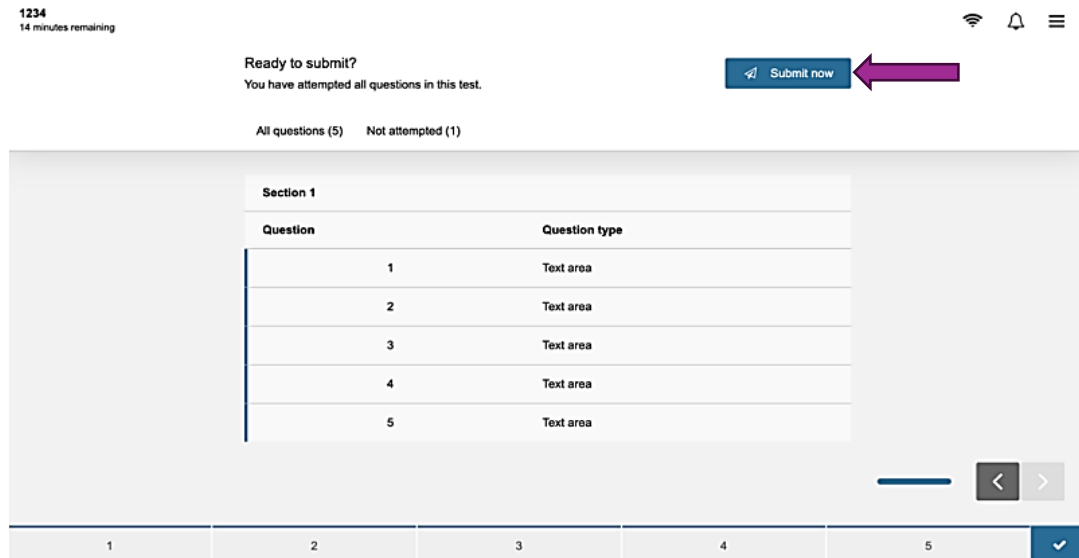


- There will be a summary page at the end of each test to show candidates which questions were left unanswered and any questions which were flagged.
- Keep an eye on the timer on the top left of the screen!

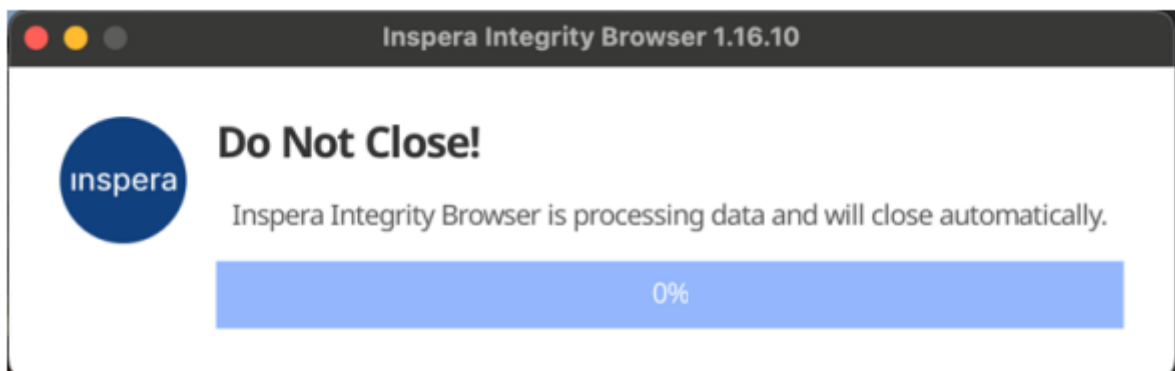


✓ Finishing the test

- Once the candidate reaches the end of the paper and is ready to submit their answers, click “Submit now”. They will not be able to access the paper again.
- If the timer runs out before they reach the end of the paper, they will automatically be redirected to the submit page. See purple arrow:



- After pressing submit, a percentage bar indicates that IIB is processing data. The candidate should NOT press any buttons or close any windows.



- Once this ends, recording will have stopped and the test will have been submitted. The candidate should click “Quit Safe Exam Browser” on the top right of the IIB. The test is finished!



7. What if something goes wrong during the test?

- Should anything go wrong during the test, please ensure the candidate remains in exam conditions and does not discuss any aspect of the test. The video and audio will still be recording.

✔ Lost internet?

- If you lose internet during the test, the IIB will continue to run and save the test locally on the PC/laptop. If the internet connection is restored by the end of the test, the test should be submitted as per instructions above, although it may take slightly longer to upload.
- If internet connection is lost for a significant period of time, please email the Admissions Team. You will be supplied with a password to re-enter the test. Once you have received the password, follow the below instructions:
 - Go to the menu in the top right of IIB and choose "Save submission as file".
 - Enter the password. and then click save submission.
 - Mac: the download is confirmed, and you will see information on where to find the file on the computer.
 - Windows: the download is not confirmed, but the file can be found in the standard download folder - usually C:\Users\\Downloads.
 - Exit the IIB, confirm by clicking "Quit", but please do not leave the IIB until you have successfully completed the above steps.
 - Find the file at the download location and email it to the Admissions Team. We can then upload this submission on your behalf.
 - The file name is similar to "Cand_0001-test_12345678.ia", please note you will not be able to open this document on your computer.
- You can change your Wi-Fi and reconnect while staying within the secure test settings by clicking the Wi-Fi symbol in the bottom right corner of the screen. Ensure you try to reconnect and submit via Inspira before attempting to save or download your submission.

✔ Locked out or error?

- If the candidate is logged out of the test, please relaunch IIB and attempt to continue the test. If you are asked for a password, please email the Admissions Team as soon as possible.
- Please include as much information as you can about the issue the candidate is experiencing and screen shots (if possible) so the assessment team can help resolve the issue as quickly as possible.



✔ Other issue troubleshooting

- If the IIB is unable to access your webcam, check in settings on the PC/laptop that it is not allowing apps to use the camera, that there are not multiple camera sources, and that antivirus software is not blocking the IIB from running.
- If the IIB is showing a red error screen, please try logging out and back in – if you are unable to do so, please email the Admissions Team as soon as possible.
- Please note that the timer will stop for the candidate if they are not in a live test.
- If the IIB has closed, the screen may be too dark, the webcam may be blocked or the room may be too dark. Please ensure the candidate is in a well-lit room with no webcam obstructions.
- If IIB is not opening, right-click the desktop icon and ‘run as administrator’.

8. Getting support

- Check this guide.
- Email the support team at the School.
- Always include candidate’s name, username and test details on all correspondence.

9. Important rules!

- Follow the candidate and ID photo instructions carefully.
- Do not open any documents, websites or applications while the IIB is installing or running.
- The candidate must be alone and not talk to anyone during the test.
- The video and audio will be checked afterwards — breaking any rules could mean the candidate’s test is withdrawn.
- No-one is permitted to print the test.
- The candidate is permitted to use rough paper, pens, and pencils during the test but nothing else.

Summary Checklist for Parents

- ✔ Computer ready and IIB downloaded.
- ✔ Test environment set up (light, quiet, no distractions).
 - ✔ Photo ID ready.
- ✔ Username, password and SEB pincode details ready.
- ✔ Understand and double check the test format and time.
 - ✔ Know who to contact if there’s a problem.

Good luck! If you need help, don’t hesitate to reach out to the Admissions Team.