

General guidelines regarding use of computer at written exams with internet access

Students of Bachelor Language, Communication, European Studies and BA MMC are obliged to bring along their own computer

Ahead of the exam you can log on to the platform, look at the functionality, and test the demo-exam automatically attached to your profile.

The platform is accessible on:

<http://au.wiseflow.dk>

Login can happen in two ways:

1. Through WAYF with your normal login and password from AU's Self Service mit.au.dk.
2. By the use of NemLogin (key card)

After login you can change the language to English by clicking on your name, 'Ret profil' and click on the flag.

All general information and guidance in the use of WISEflow is integrated on the website.

Furthermore, you can find it on the web page: <http://digitaleksamen.au.dk/en/support/>

Important to remember

- 1) Your **student number** must be written on every page.
- 2) Please write **page number and the number of total pages** on every page (e.g. 1 of 25, 2 of 15 etc.).
- 3) You can only upload **one file** and this must be a **PDF file**.
- 4) **The name of you file must be your student number.**
- 5) Upload in good time. WISEflow does not allow exceeding the deadline.

FAQ

Q: Should I bring my own computer?

A: Yes – and please remember your power cord.

Q: Should I bring a printer?

A: No, but your paper must be uploaded in accordance to the above-mentioned.

Q: Why do I have to write my student number on EVERY page?

A: Your paper will be printed and handed to your examiner physically. To ensure that your paper won't be mixed up you must write your student number on each page.

Q: Will there be internet access and am I allowed to use the internet?

A: There will be internet access and it must be used in order to upload your paper. If the type of examination allows it, you are also able to use the internet to search for information. However, you are NOT allowed to communicate with anyone inside or outside the exam room. This means that all communication services (e.g. e-mail, Messenger, Skype, etc.) MUST be closed during the entire exam.

Q: What if my computer fails to function?

A: Your computer is your own responsibility. AU can therefore not help with technical assistance during the exam.

Q: What do I do, if I am unable to upload my paper?

A: It is always your own responsibility to submit your paper before deadline. We advise you to commence the upload of your paper at the same time you would normally start to print it. Start as early as possible to prevent unexpected difficulties. The system does not allow exceeding the deadline. Should problems regarding the upload occur, the paper can be send to netexam@asb.dk. Please state your exam number and title of the exam in the e-mail.

Additionally, you should as soon as possible send an e-mail to dispensation@asb.dk, where you state your name, address and CPR.-number in. Furthermore, you must in detail account for the problems you have experienced with electronic upload. The board of studies will hereafter decide if your paper will be send to assessment. Do NOT hand in the paper to your course instructor.