

## General guidelines for exams in WISEflow - FLOWassign (WHA1)

Before the day of the exam, you should log in to the digital exam platform WISEflow and familiarise yourself with the structure of the platform and take the demo exam that can be accessed on your profile page. If you do not have access to the exam flow in WISEflow approximately 1 week prior the exam, you should contact [Aarhus BSS Student Services](#).

For general information and guidelines for using WISEflow, go to the website: <http://www.bss.au.dk/wiseflow>

### Access WISEflow and find your exam assignment

Your exam assignment will be distributed automatically via WISEflow as soon as the exam commences. Log in to WISEflow with WAYF and two-step authentication.

We recommend that you use Firefox or Chrome (the last two versions of both) for accessing WISEflow.

### Handing in your paper:

- You must submit your exam paper within the exam deadline. The exam flow will be closed immediately when the exam deadline expires. It is therefore important that you generate a PDF file and start submitting your exam paper approximately 10 minutes in advance of the exam deadline.
- Your exam paper in PDF and any appendices must be uploaded and submitted through WISEflow. Remember to go through all three steps of the submission procedure in WISEflow: 1: Upload exam paper, 2: Fill in cover sheet, 3: Hand in exam paper. Request a digital receipt after you have handed in your paper.
- Please be aware that at take-home examinations, it is, within the exam deadline, possible to withdraw your exam paper from WISEflow due to for example corrections, and afterwards hand in a new edition. If withdrawal is not possible, you will be notified about this immediately before submission.
- The exam is digital, and you cannot choose to submit a handwritten exam paper.
- If you experience technical problems when handing in your exam paper in WISEflow, see [FAQ about Digital exams](#) below "How do I get technical support?".
- If you wish to hand in a blank paper, you should just press the "Hand in blank" button. Please do NOT upload a blank paper.