

General guidelines for exams in WISEflow - FLOWassign (WHAI)

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 <https://studerende.au.dk/en/studies/subject-portals/aarhus-bss/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.

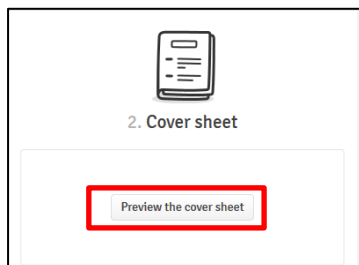
You can access the platform via <http://au.wiseflow.dk>. There are two ways of logging in:

1. Through WAYF, using your regular username and password from the AU self-service system mit.au.dk.
2. Using NemId (key card)

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

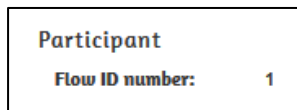
Format requirements for your exam paper:

- Click the **Preview the cover sheet** button in the exam flow.



On the cover sheet below the headline "Participant", you will either find a **flow ID number** or your **student registration number**.

a) **Flow ID number:** If you find a flow ID number on the cover sheet, you should write this **flow ID number** and **the name of the exam** on every page of your exam paper. Note that your flow ID number will be different from exam to exam. You are not allowed to write your name, student registration number or other ID in your exam paper or as part of the filename of your exam paper.



b) **Student registration number:** At some exams, you will find your student registration number instead of a flow ID number on the cover sheet. At these exam – and only these exams – you should

write your **student registration number** and **the name of the exam** on all pages of your exam paper.

Participant	
Student number:	0000000

- You should also write **page numbers and total number of pages** on all pages of your exam paper (e.g. 1 of 15, 2 of 15 and so on).
- Your exam paper **MUST** be handed in as one **PDF file**, but additional material/appendices may be uploaded in other file formats.
- The **filename** must be the name of the exam.

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.
- If you're having trouble handing in your paper, contact <http://studerende.au.dk/en/studies/subject-portals/business-administration/examination/digital-exam/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.