

General guidelines for exams in WISEflow - FLOWassign (WOAI and WOA)

In connection with digital exams, it is the student's own responsibility to bring a fully functioning computer that is updated and meets the system requirements (PC or Mac). You should not expect the support team or exam supervisors to be able to help you solve any problems you may have with your computer during the exam.

Access WISEflow and find your exam assignment

Your exam assignment will be distributed automatically via WISEflow as soon as the exam commences. WISEflow can be accessed on: <http://au.wiseflow.dk> - where you have two options for logging in to your account:

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) for accessing WISEflow.

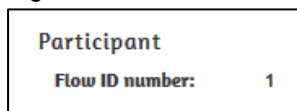
Format requirements for your exam paper:

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

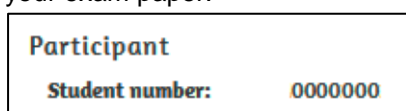


On the cover sheet below the headline "Participant", you will either find a **flow ID number** or your **student registration number**.

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 you exam paper. You are not allowed to write your name or other ID in your exam paper or as part of the filename of your exam paper.



- 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.
- If you hand in your exam paper earlier than 15 minutes before the end of the exam, you must contact the exam supervisors after your submission. The exam supervisors will then make a note of the time you leave the room.
- Please be aware that at on-site examinations, it is only possible to hand in your paper *one* time. This means, that *it is not* possible to withdraw the paper from WISEflow due to for example corrections, and afterwards hand in a new edition.
- If you're having trouble handing in your paper, contact the exam supervisors immediately – they will be able to help you find an alternative solution for handing in your paper.
- If you wish to hand in a blank exam, you should just press the "Hand in blank" button. Please do **NOT** upload a blank paper. Afterwards the exam supervisors will make a note of the time you leave the exam room.

FAQ

Q: Can I choose to write the exam by hand?

A: No, the exams are digital (unless the instructions for a specific exam allow you to hand in handwritten graphs and figures). In case of general operational problems, it can be decided that an exam must be completed by hand. If your computer breaks down during the exam, the exam supervisors may also grant permission for your exam to be submitted in handwritten form.

Q: Will I be able to use the internet during the exam?

A: You will have internet access, which you must use when downloading the exam assignment and uploading your exam paper. You are only allowed to use the internet to search for information – *if* the type of exam allows it. You are never allowed to communicate with anyone in or outside the exam room. This means that all communication services and file sharing services (email, Messenger, Skype, Dropbox etc.) must be closed during the entire exam.

Q: What happens if I'm unable to upload my exam paper?

A: In case you're having trouble handing in your paper, you must contact the exam supervisors immediately - they will be able to help you find an alternative solution for handing in your paper.