

General guidelines for exams in WISEflow - FLOWlock (WO, WOMC)

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).

Access WISEflow

WISEflow can be accessed on: au.wiseflow.dk - where you have two options for logging in to your account:

1. Through WAYF, using your regular user name 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.

Before the exam begins

- Less than an hour before the beginning of the exam, the button "Start FLOWlock" will be accessible on the examination page in WISEflow. This button allows you to launch the FLOWlock browser.
- When FLOWlock is launched, you will be taken to a page that counts down to the beginning of the exam.
- You must launch FLOWlock before the beginning of the exam in order to gain unhindered access to the exam flow.

When the exam has begun

- The exam begins automatically once the countdown concludes. In the exam room, you will get a code, which you must enter to gain access to the assignment and the built-in writing tool.
- You will now be able to read the given assignment and start writing your paper. During the exam, WISEflow will automatically and continuously save your paper, and you will be able to keep track of this in the upper right-hand corner of the screen.
- A table of contents will automatically be generated based on the headlines in your exam paper, and you may use this table of contents to get an overview of your paper.

Appendices

At WO exams you may hand in appendices (if it is allowed at the specific exam): either by making a free-hand drawing in the built-in drawing tool or by using your web camera to take a picture of a hand drawing. The built-in drawing tool and the tool to activate your web camera are placed in the sidebar to the right below the headline "Appendix material". Both pictures and drawings are saved as digital appendices to your exam paper or you may insert them directly into your exam paper. For more information, see the document "Digitizing appendix material in FLOWlock".

Submitting your paper

When should I submit?

Your paper must be submitted by the exam deadline. Make sure to keep an eye on the countdown clock in the upper right-hand corner of the screen in WISEflow. When the deadline expires, you will no longer be able to write, but you may proceed to submit your paper.

If you want to hand in your paper before the deadline of the exam, you must ask the supervisors to enter a code on your computer. It is, for the sake of the other students in the room, therefore not possible to hand in your paper during the last 15 minutes of the exam. Instead, you should wait until the end of the exam, where the exam supervisors will publish the code, you must enter on your computer to finish the submission of your paper.

How do I submit?

Click "Go to handin" in the upper right corner to submit your paper and close FLOWlock. Your paper will automatically be saved and submitted in a PDF format.

Please note that it is only possible to submit a paper once. This means that you cannot retract your submitted paper, e.g. to make further corrections, and then submit it again.

Do you want to submit a blank exam?

If you want to abstain from submitting / submit a blank exam before the deadline of the exam, you must click the "Exit" tab to close the FLOWlock-browser. A supervisor must enter a code on your computer and make a note of the time. Subsequently, you should click the "Hand in blank" button in the current exam flow.

If you want to abstain from submitting / submit a blank exam when the time has expired, you must click "Exit without handing in". Afterwards, you should, with assistance from an exam supervisor, click the "Hand in blank" button in the current exam flow.

FAQ

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

A: No, the exams are digital. 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 supervisors may also grant permission for your exam to be submitted in handwritten form.

Q: Am I allowed to use the internet during the exam?

A: Internet access is necessary for conducting the digital exam, but since FLOWlock exams are conducted as "closed book" exams, you will not have access to the internet or any other resources during the actual exam.

Q: Should I write my name or student registration number in the exam paper?

A: No you should not write name, student registration number or any other ID in your exam paper.

Q: What happens if your internet connection is lost?

A:

- If your internet connection fails during the exam, you may proceed as though nothing has happened. If your computer is able to re-establish the internet connection, the WISEflow connection will automatically be re-established as well, and your paper will be saved continuously as before. It will appear from the FLOWlock browser if your connection is lost and when it has been re-established and your exam paper has been saved.
- If your internet connection is lost, you will be given the option of downloading your exam paper to your own computer. If the internet connection is lost for a longer period of time, we recommend that you use this option to manually store a backup version to prevent loss of data in case your computer should shut down. If the internet connection is re-established, you will not need this backup version, because you will be able to save and hand in your paper as normal.
- If the internet connection is lost around the time you have to hand in your exam paper, you will not be able to hand it in directly through FLOWlock. Instead you must finish the exam by downloading your exam paper to the computer in a location where it can be easily retrieved, e.g. to the "Desktop". When FLOWlock has been completed and you have re-established the internet connection, you can, with assistance of an exam supervisor, submit the saved copy by re-entering the flow and clicking the "Upload local copy" button.