

Digital exams at Business Academy Aarhus - for students

At Business Academy Aarhus all exams are held in the digital exam system WISEflow.

Browser

WISEflow can only be accessed by using the browsers Google Chrome or Mozilla Firefox.

Log onto WISEflow

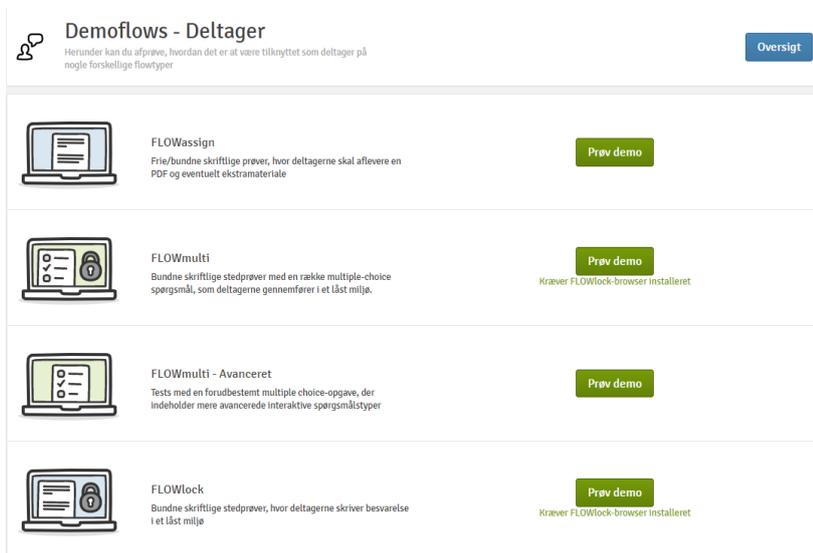
Follow these 4 steps to log onto WISEflow:

1. Click on the link in the e-mail you have received or go directly to the homepage:
<https://eaaa.wiseflow.dk/>
2. Choose logon with WAYF 
3. Choose Business Academy Aarhus (Erhvervsakademi Aarhus) from the list of schools
4. Logon with the username and password that you normally use when you logon to the systems at Business Academy Aarhus

Get to know WISEflow

It is possible to access WISEflow already now to get an idea of the structure and functionality of the system. We recommend that you use this opportunity.

When you enter WISEflow, you will see a list of the tests/exams you are registered for. Below, you will see a link to "Demo flows". By clicking "Try out demo", you will be able to see examples of the different types of exams in WISEflow.



Icon	Exam Type	Description	Action
	FLOWassign	Frie/bundne skriftlige prøver, hvor deltagerne skal aflevere en PDF og eventuelt ekstramateriale	Prøv demo
	FLOWmulti	Bundne skriftlige stedprøver med en række multiple-choice spørgsmål, som deltagerne gennemfører i et låst miljø.	Prøv demo <small>Kræver FLOWlock-browser installeret</small>
	FLOWmulti - Avanceret	Tests med en forudbestemt multiple choice-opgave, der indeholder mere avancerede interaktive spørgsmålstyper	Prøv demo
	FLOWlock	Bundne skriftlige stedprøver, hvor deltagerne skriver besvarelse i et låst miljø	Prøv demo <small>Kræver FLOWlock-browser installeret</small>

In the right side of the demo page, you'll find the item "Supporting material for all" containing an introductory video about WISEflow. We recommend that you watch this video before attending a 'real' exam/test.

Uploading your assignment

The assignment that you upload in WISEflow must be a PDF file (FLOWassign). This makes it impossible to change the content and the formatting of the paper, which means that it will look the same when your assessors open the file as when you submitted it. Always remember to check the content of the PDF file before you upload to WISEflow.

Please be aware that your hand-in is not complete until you have clicked the ‘Hand in’ button.

Your PDF-file must be generated directly from your text-file. Please use “Save as PDF”. You can find further help for the conversion of files here: <https://wiseflow.zendesk.com/hc/en-gb/articles/4406226741778>

WISEflow will only allow you to upload one file, so if you have more than one PDF-file (e.g., a front page and the assignment itself), then you must merge these files into one. You can use the online tool at <https://foxyutils.com/mergepdf/> (this tool unfortunately only works for PC).

At some exams it is possible to upload “Appendix material”, such as Excel files, as a supplement to your assignment (FLOWhandin). This will be stated in the general rules for the exam in question.

How to hand in as a group in WISEflow

You can only upload one joint paper, including any additional material, per group.

To make a group hand-in in WISEflow, one of the group members must enter the relevant flow and press “Form group” in the section “Group”. Then he/she chooses a group name and invites the other members of the group. The other members must then log onto WISEflow individually and confirm that they are members of the group.

Only after all group members have confirmed their membership, one of the members may upload the joint paper and any additional material. It is therefore important that you only invite students who are involved in the project report.

You can find a description of how to create a group here: <https://wiseflow.zendesk.com/hc/en-gb/articles/4411697400594-Form-a-Group-and-Submit-a-Group-Paper>.

Handwritten material

At a limited number of written exams, it will be possible to scan and integrate handwritten material in your assignment. Please refer to the general rules for the exam.

WISEflow Knowledge base

The most common questions regarding WISEflow can be found in the WISEflow Knowledge base, which you can access through this link: <https://wiseflow.zendesk.com/hc/en-gb/categories/4405644298386-Participation>.

Questions?

If you have any questions regarding WISEflow, you are more than welcome to contact the secretary of your programme.

