



Guidance for Computer Based Practice Exam

This document contains useful information on how to navigate the computer-based exam platform, and its functionality.

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Test Exam Paper

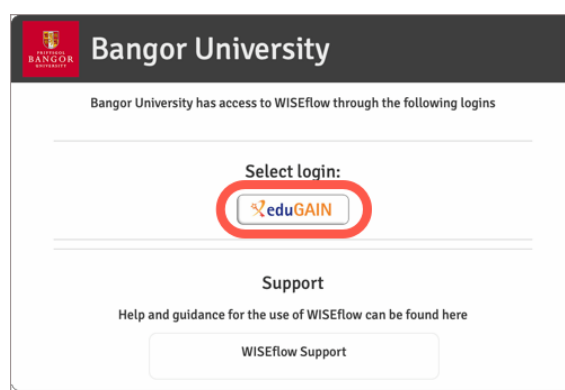
A test exam paper is available for you to familiarise yourself with the exam environment ahead of the scheduled examinations.

Install lock down browser

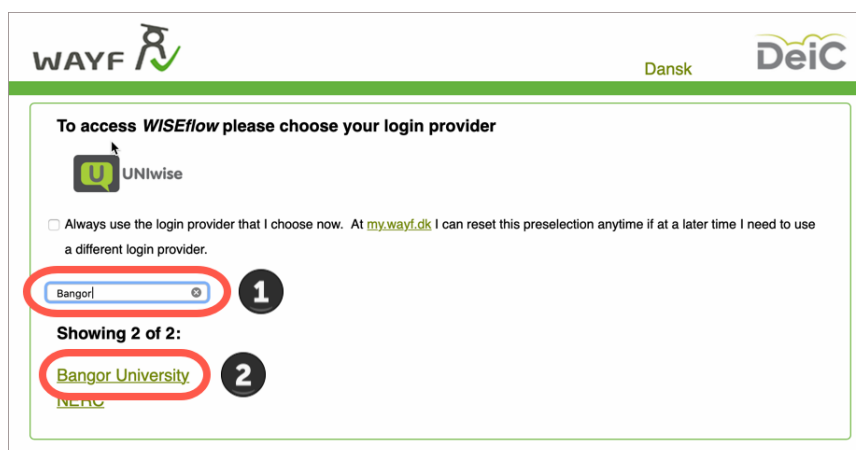
The lockdown browser must be installed to access the exam, instructions to download and install the browser have been sent separately.

Login

Use the link in the email to access the Computer Based Exam platform. On the SELECT LOGIN window that appears, click on eduGAIN:



Choose your login provider by typing **Bangor** in the search box and then click on the magnifying glass icon (1). This will then bring up a list of institutions. Click on the link for **Bangor University** (2):



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You will then be taken to the Bangor log-in page, enter your university username and password:

The screenshot shows the Bangor University login page. At the top is the university crest and name. Below is a message in Welsh and English explaining that access to the resource requires a login. The login form includes fields for 'Enw Defnyddiwr / Username' and 'Cyfrinair / Password', both with eye icons for visibility. There is a checkbox for 'Peidiwch â chofio'r mewngofnod / Don't Remember Login'. A red 'Mewngofnodi / Login' button is present. At the bottom are links for 'Wedi anghofio eich cyfrinair? / Forgot your password?' and 'Angen Cymorth? / Need Help?'.

You will now be logged into the Computer Based Exam platform which is called WISEflow.

Your Exam

Once you are logged into WISEflow you will see a list of examinations which you have been assigned to, please note that these may not appear until the day of your exam. An exam will appear as shown below:

The screenshot shows the 'Flow Overview' page in the WISEflow platform. The top navigation bar includes the WISEflow logo, a user profile dropdown for 'Example Student', and flags for the UK and Wales. The main content area has a 'Participant' tab selected. Below is a 'Flow Overview' section with a description and a 'Participant Archive' link. The 'Flows' section lists assigned exams, with a 'Filter' button. A specific 'Practice Assessment' is highlighted with a red box; it shows a start date of 25/02/2020 12:00, an end date of 04/03/2020 12:00, and a progress bar indicating the state is 'Open for participation'. A 'Demo flows' button is at the bottom.

Examinations may be referred to as 'assessments' within the WISEflow platform

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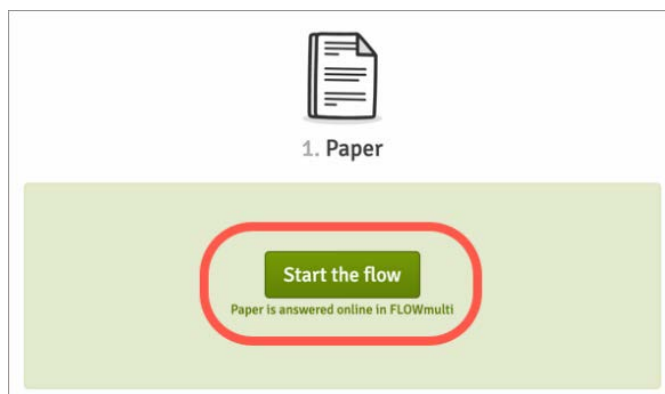


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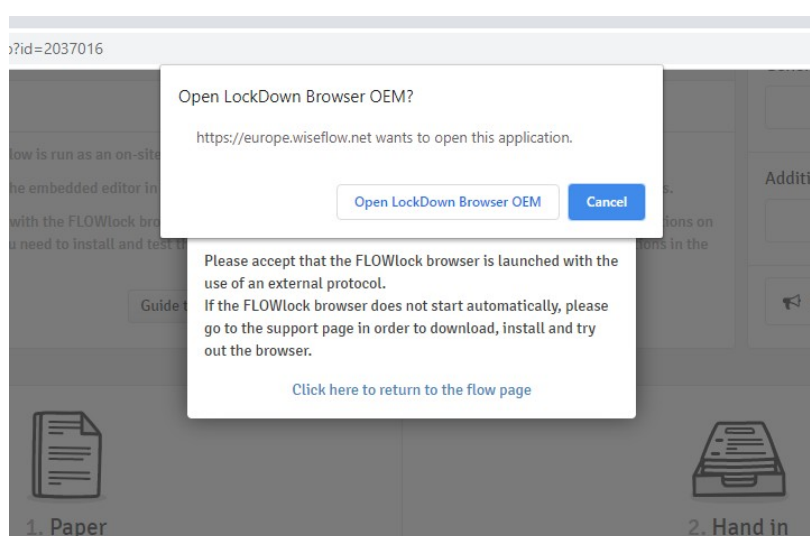


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To start the exam, click on the *Start the Flow* icon:



A pop-up window will ask you to agree to launch the lockdown browser, click on 'Open LockDown Browser OEM':



Take your picture

At this point you will need to follow the on-screen instructions to take an identifying picture of yourself before you can enter the exam:

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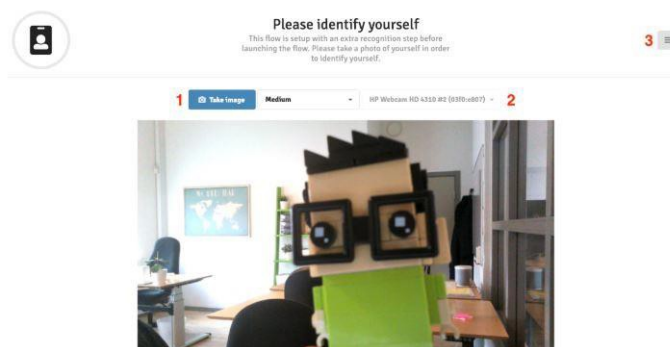
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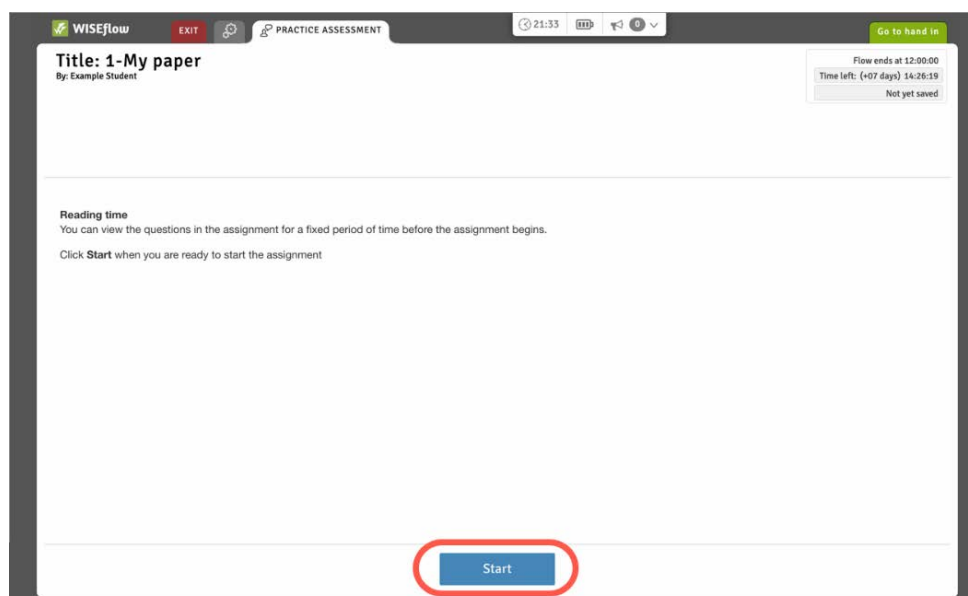


1. **Take Image:** This is the button to press to take the image that will be used for the facial recognition of the participants. You can adjust the size of the window on your screen by using the dropdown menu to the left of it.
2. **Choose Webcam:** This dropdown menu becomes available should the participant have multiple webcams available to take the image with. **Note:** External webcams have to be plugged in before starting the flow, otherwise it will not register.
3. **Corner menu:** By pressing this button, the participant gets 2 different options. They can either exit the browser on their own, or they can skip the facial recognition process by having an invigilator use their password to allow the participant to skip.

After taking a picture you'll get the option to retake or confirm this is the image you want to use.

When you have confirmed your picture, you will be asked to enter the invigilator password. **For this practice exam, the invigilator password is 1234**

Navigate to 'Start' on the following screen



There is a countdown clock in the top right-hand corner of the screen, which you can hide by clicking on it. **Please note that the clock will display UK time (GMT) this is to be ignored if you are in a different time zone.**

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Question Format

If your exam (s) include essay style questions, you should answer these in the corresponding answer boxes.

The screenshot shows a WISEflow exam interface. At the top, it says 'Title: 1-My paper' and 'By Example Student'. Below this, it indicates '2 of 3' questions. The section is titled 'SECTION B - 50 Marks' and asks to 'Answer TWO questions in this section.' The first question is 'Question 2 - 25 Marks' and asks to 'Explain what is meant by "information asymmetry" and describe how it increases the exposure of customers to conduct risk. (15 marks)' and 'Discuss the measures that regulators can take in order to reduce the adverse effects of information asymmetry on customers. (10 marks)'. A note says 'Use the questions above as headings to separate your answers in the answer box.' Below the question, there is a large text input area with a red border and a toolbar with icons for bold, italic, underline, list, and link. A word limit of '0 / 10000 Word limit' is shown at the bottom right of the input area.

If your exam(s) include multiple choice questions (MCQs), you should select what you believe is the correct answer by clicking on it (see image below).

The screenshot shows a multiple choice question interface. The question is 'What is the capital city of France?'. There are four options: A London, B Madrid, C Paris, and D Rome. Option C, 'Paris', is highlighted with a yellow background, indicating it is the selected answer.

Some exam questions may require you to make a calculation and you will see the ' $\sqrt{x}$ ' icon in the toolbar to open a formula keypad:

The screenshot shows a 'Formula keypad' interface. It has a search bar at the top and a grid of buttons below. The grid includes basic arithmetic operators (addition, subtraction, multiplication, division), mathematical functions (square root, power, logarithm, etc.), and constants (pi, infinity). There is an 'Apply' button at the bottom left.

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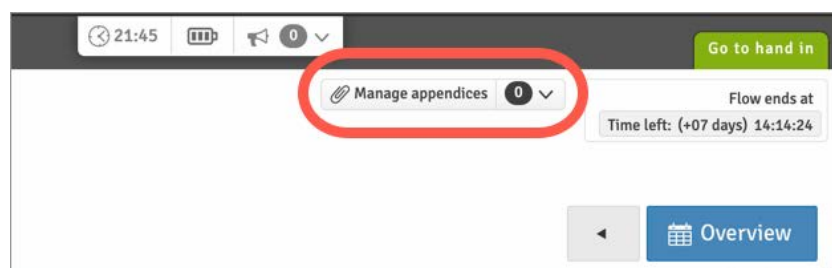


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Using the Appendix Manager

You may be required to create diagrams in your exam this can be done by using the tools in the 'Appendix Manager'.

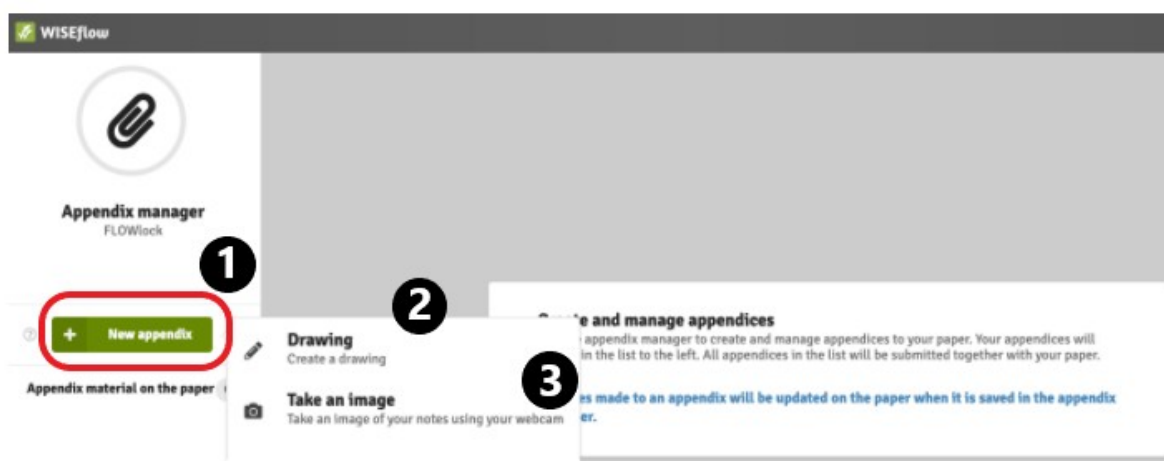
You can access the Appendix Manager at the top of the screen which contains the exam question by clicking on the 'Manage Appendices' button (see image below).



The Appendix Manager will open in a separate browser tab (the exam will still be open in the original tab).

You have the option to create a diagram using the inbuilt drawing tool, or to take a picture of a diagram you have hand drawn.

To create a diagram, click on the 'New appendix' button (1) and then on the 'Drawing' option that appears (2). To take a picture of a diagram you have hand drawn, click on 'Take an image' (3):



The Drawing tool

The Drawing tool provides you with various drawing tools that you can use on a drawing canvas. Familiarise yourself with the Drawing tool in the Appendix Manager:

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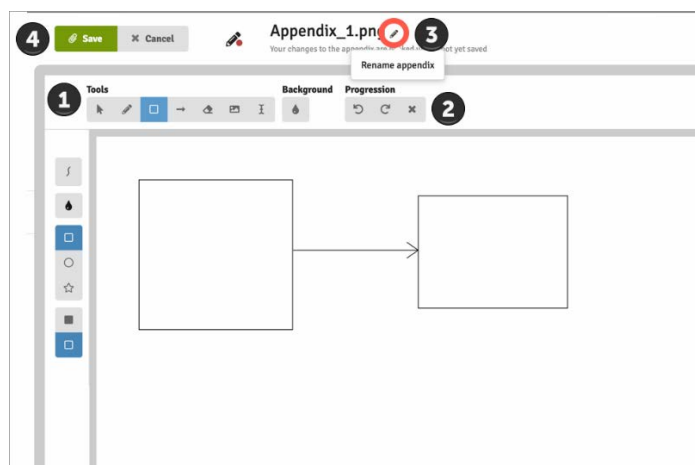


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- ☐ Practice adding shapes and text to the drawing canvas and using lines and arrows to indicate the relationships between the various elements.
- ☐ Shapes/text/lines can be moved by first selecting the 'selection arrow' icon and then clicking and dragging on the lines of the required object.
- ☐ The 'eraser' tool can be used to delete objects.
- ☐ There are also 'Undo' and 'Redo' buttons that enable you to move backwards or forwards through the steps that you have taken whilst creating your diagram.



The image above provides an overview of the Drawing tools:

- 1). The different drawing tools available
- 2). Undo, Redo and Clear Canvas options
- 3). Clicking on the small pencil icon allows you to rename your diagram
- 4). After creating your diagram and renaming it, you must ensure that you save it.

Webcam: Take an image

You can also take an image via your webcam of a hand drawn diagram if you prefer. To take a picture, click on the 'New appendix' button (1) and then on the 'Take an image' option that appears (3).

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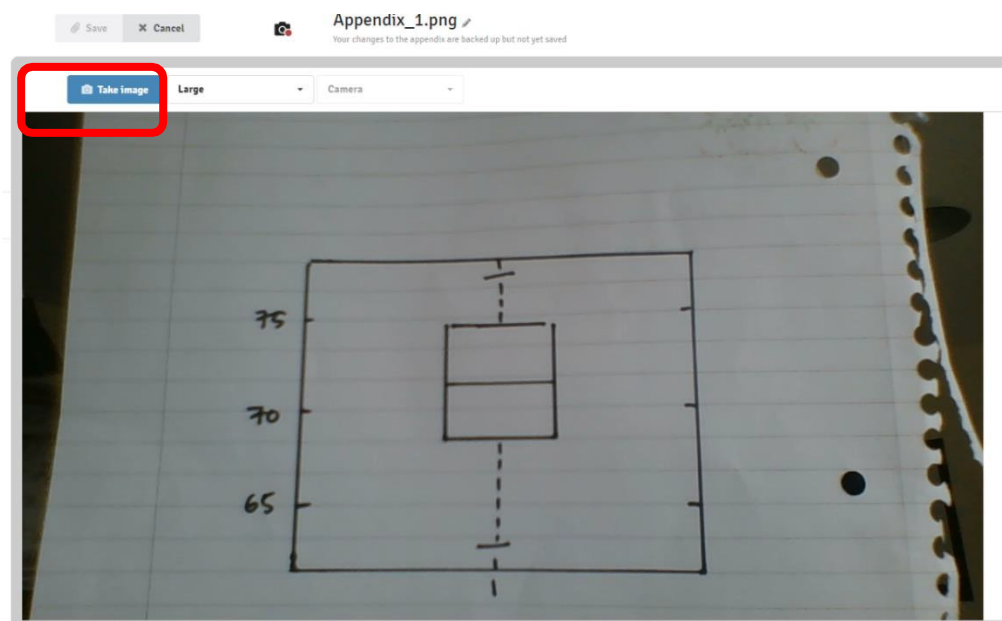
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Your webcam will be activated, and you can hold a drawing up to the camera then click the 'Take image' button. there are also some simple editing tools so you can crop, adjust the brightness and contrast.



You can retake the image if you're not happy with it:

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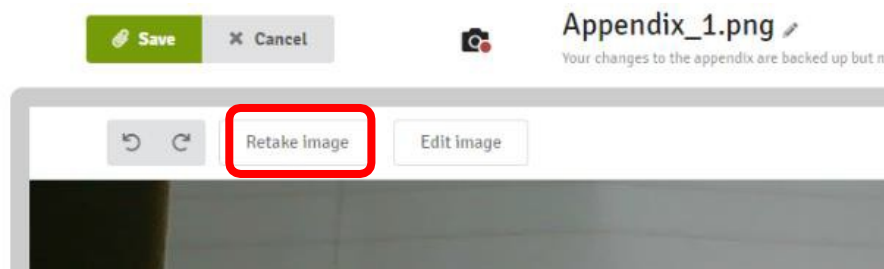
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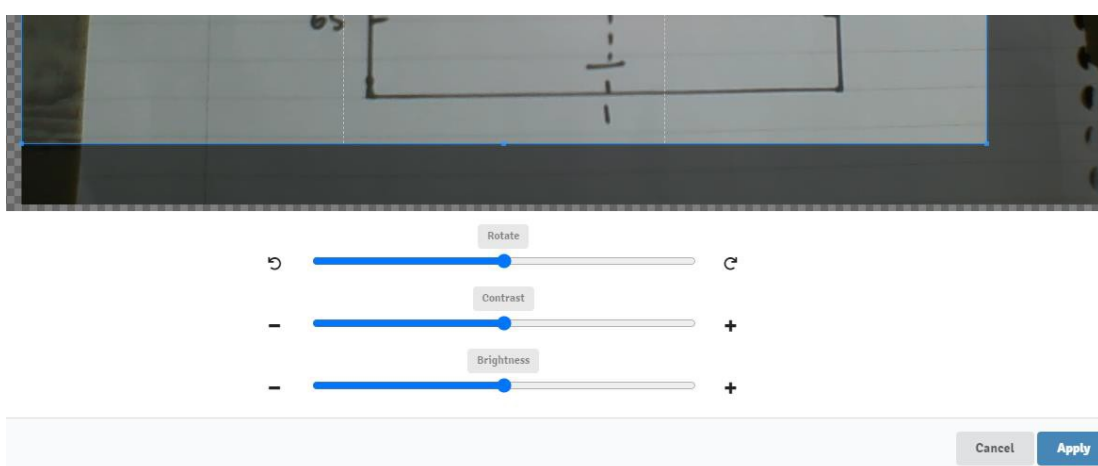
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If you wish you can click the 'Edit image' button to access some simple editing tools so you can crop, adjust the brightness and contrast:



Remember to save your picture when you are happy with it.

Saved diagrams/images are NOT inserted into the answer box for a question but will be available to assessors once your exam paper has been submitted.

Annotations and tools

At the top of each page is a simple calculator for you to use if you wish, click the icon to open to it:



On the right side of the screen, a tool bar is located.

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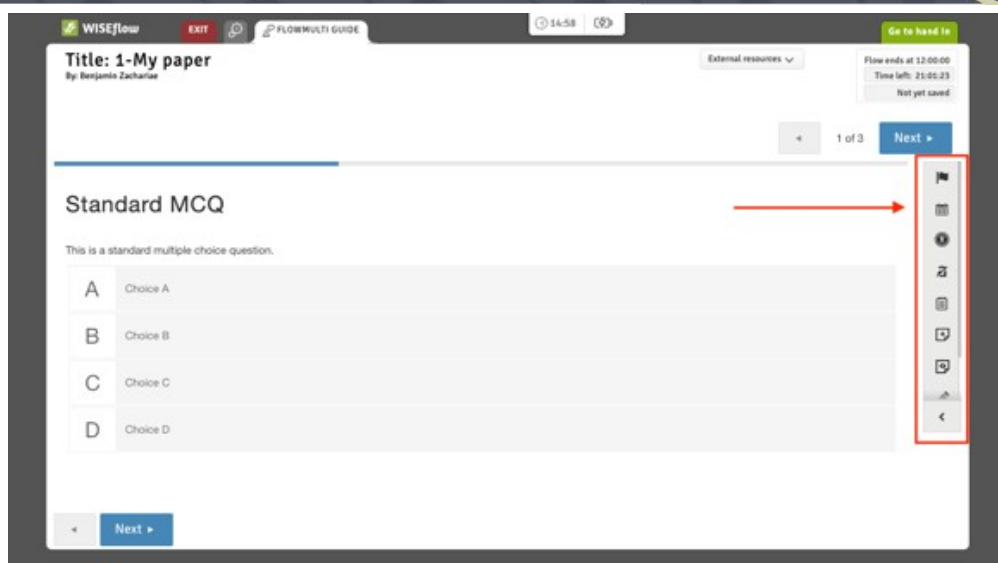
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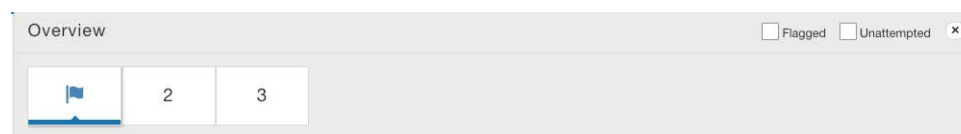


The tools are as follows:



Flag section: Mark the current section. This allows easy backtracking if needed, as you can filter flagged sections in the overview.

Overview: Go to the overview page.



The overview has all sections listed. You can filter for flagged and unattempt sections to the right.



Accessibility: Change colour scheme, font size, and see zoom commands for the browser.

Exclude answers: Click here to enable the exclusion of answers. When the tool is enabled (blue) click answers to make them un-clickable. With the tool enabled, click the excluded answer again to unlock it.



Standard MCQ

This is a standard multiple choice question.

A	Choice A
B	Choice B
C	Choice C
D	Choice D



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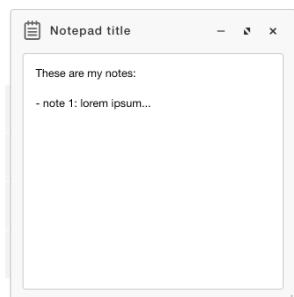
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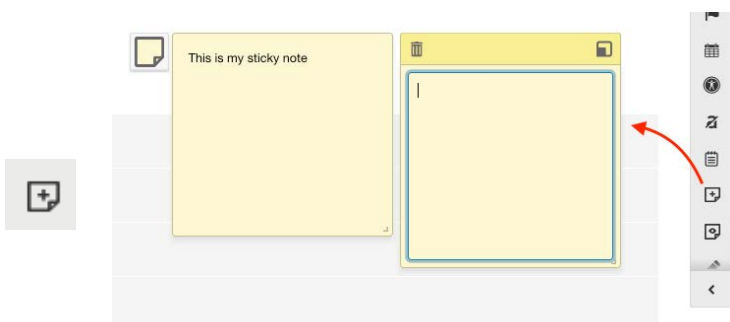


Notepad: Add personal notes to the exam. These are not visible to others but the participant. This notepad is concurrent on for all sections.



Click the line to minimise the notepad and the arrows to make it full screen.

Add sticky notes: Add yellow notes to the current section.



These notes are placed specifically in the section and are not visible to anyone but the participant. Click the top right button of the note to minimise the note.



View/hide sticky notes: Click here to hide or view sticky notes

Enter/exit drawing mode: Click here to start drawing mode. Here you can draw on the current section. This drawing is only visible to the participant.



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View/hide drawings: Hide or view drawings on the section.

Please be aware the annotation tools are for your use during the exam only and will not be saved.

Saving your Work

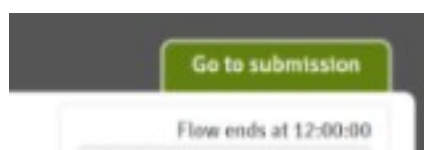
Your work is automatically saved to the cloud every few seconds. In the event of a loss of internet connection, you can continue to work. A red bar at the top of the screen will indicate you are not connected to WISEflow and the 'Go to hand in' button will change to a 'Download' button. Click 'Download' to save a copy of your exam to your computer.

The file will be called something like 'flowlock (timestamp).wf'. At the end of the exam, if you still have no internet connection, download the latest version and exit the exam. On the start page for the exam, there is an 'upload local copy' button where you can upload the exam file when you are able. **You must let the Team know as soon as you can if you have connection issues.**

In the unlikely event of a power outage, please notify the Team. When power is restored, you should be able to carry on with your exam as normal.

Submitting your Exam

Once you have completed your exam, or the exam time has ended, you must click on the 'Go to submission' button at the top right of the screen. You will be asked to tick a box to confirm you are happy to hand in your exam.



If you wish to access the practice assessment several times you should click on the 'Exit' button near the top left of the screen instead of using the hand in option. If you decide to exit without handing in, you will be asked to enter the invigilator password.



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Once your work has been handed in, we recommend that you request a receipt for your records.



2. Hand in

✓ Handed in

27/2/2020, 15:35

Blank hand in

Request receipt

Please note, the test exam is none assessed, and is provided for the purpose of system familiarisation only.

Useful Information and Resources:

- [General knowledge and tips for using WISEflow](#) (your exam type is a 'FLOWmulti')
- [How to use the appendix manager](#) (your exam type is a 'FLOWmulti')

Good luck with your examinations

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