

HOW TO SET UP AN EXAM

USER GUIDE

User guide: How to set up a test

Step 2.2: Configure flow

How to set up a test

CONFIGURE FLOW – BASIC INFORMATION & DEADLINE

The flow is created, but not yet activated

Activate flow Preview settings Messages

Basic settings To be handed out Associates Rooms Advanced

Basic information 1

Flow type:	FLOWmulti
Subtitle:	Add subtitle
Flow code:	UN06889297
Flow ID:	6889297
Term:	Add term
Examination type:	Ordinary examination
Purpose:	Examination

Deadlines 2

Current time zone GMT +1

Start date for participants:	16-06-2023 17:00
End date for participants:	16-06-2023 19:00
Start of marking period:	18-06-2023 08:00
End of marking period:	18-07-2023 08:00

1. Basic Information: you may view the flow type and subtitle of the flow.

2. Deadlines: you must define the participation and assessment periods.

Participation period: constitutes the period under which students may access the exam and submit their answers. So under this period, you must configure the date and hour of the exam defined in the exams calendar.

Assessment period: period during which the assessors (the TAs/graders) may evaluate the exams and submit grades. When this period ends, if it was selected the option to show grades to the participants, the students will be able to see their grades.

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CONFIGURE FLOW – ASSESSMENT & REVIEW

The screenshot shows the 'Details' and 'Assessment and review' sections of the configuration interface. In the 'Details' section, the 'Assessment type' is set to '20-step scale'. In the 'Assessment and review' section, there are buttons for 'Manage settings', 'Manage assessors', 'Manage reviewers', and 'Manage material'. A red box highlights the 'Manage settings' button, and a dashed line connects it to the 'Settings' section below.

3 Details

- Anonymous participants: -
- Anonymous internal assessors:
- ECTS: -
- Assessment type: 20-step scale

4 Assessment and review

- 0 Internal assessors / 0 External assessors
- 0 Reviewers
- Additional material for assessors and reviewers

4.1 Settings

Assessment and review
Here you can configure the flow in regards to the assessment process

A1 Procedure for submitting final assessments
The assessment procedure defines how and who decides the final assessment and how they are submitted. Agreement between co-assessors

A2 Submission of assessment
If the final assessments are to be entered and submitted in WISEflow, select this option. Assessors must then submit their final assessments of the participants before the deadline. If a dedicated reviewer is to approve the assessments, this setting also needs to be enabled.

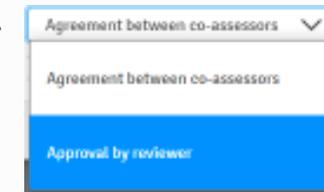
Show final assessment
Choose whether participants should be able to see the recorded final assessment. Per default it is available to the participant when the assessment period ends. Optionally a specific publication date can be set controlling both final assessment and feedback. -

Section based assessment
Enables a scoring matrix where each section can be auto-scored or allocated to assessors for manual assessment. Allocation of assessors to individual participants will be disabled and managed using the scoring matrix. -

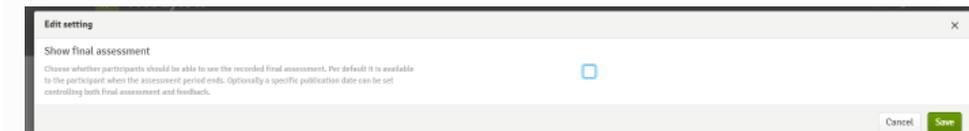
3. Details: change Assessment Type according to the grading scale (e.g. 0-20 scale).

4. Assessment and Review: you must configure the following information:

A1. Select if the assessors can provide the final assessment or if the final assessment provided by the assessors must be approved by a reviewer.



A2. Select if you wish to provide the grade and feedback through Wiseflow or not (just select the checkbox or not).



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CONFIGURE FLOW – ASSESSMENT & REVIEW

Assessment and review
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-

A3

A4

A3

Edit setting

Show final assessment
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Publication date

07/04/2021 06:00

Cancel Save

A4

Edit setting

Section based assessment
Enables a scoring matrix where each section can be auto-scored or allocated to assessors for manual assessment. Allocation of assessors to individual participants will be disabled and managed using the scoring matrix.

Cancel Save

(Cont.)

A3. This option is only available when submission of assessment (option A2) is selected. It should be selected if the participant should be able to view the grade/assessment, and in case applicable, the publication date. Select “save”.

A4. This option defines if assessors (TAs or graders) should be divided per sections of the exam instead of participants. So, it should be selected when assessment division is per section. Select “save”.

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CONFIGURE FLOW – PARTICIPATION SETTINGS

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Participation
Here you can configure the flow in regards to the participant's access, security and aids

A1

A2

A3

All participation settings

Use the FLOWlock browser	<input checked="" type="checkbox"/>	
Participant password	4745	
Invigilator password	4435	

In this menu, Participation, all the options should remain with default choices.

A1. Use the FLOWlock browser: by keeping this option selected you guarantee that students do not have access to any external resources, except the ones defined through Wiseflow, while performing the test.

A2. Participant password: This is the password students should insert to access the exam.

A3. Invigilator password: This is the password assessors should insert to access the exam.

So, these two fields create an extra layer of security.

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CONFIGURE FLOW – PARTICIPATION SETTINGS

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xxxx. Mock Exam

Return to the flow page

Flow settings

These settings are valid for all participants on the flow in case individual settings have not been set for one or more participants

Edit all

Use the FLOWlock browser

You can choose to conduct the flow using the FLOWlock browser and thereby ensure that participants, during the countdown, cannot access anything on their computers apart from the assignment. If the flow is conducted without the use of the FLOWlock browser, participants will have access to everything on their computers and will be able to upload paper and appendix material, though still limited by the need of a password at the time of hand-out and hand-in.

Participant password

The password that participants must use to gain access to the flow when it starts

4785

Invigilator password

The password that the invigilator must use to allow participants to hand in

4435

FLOWlock browser: Medium level of security

You can decide to run the flow with a lower level of security on the FLOWlock browser than usually. This makes it possible for the participants to quit the FLOWlock browser without using the invigilator password. This can be useful at professional tests where the participants sit at home. The participants will need the invigilator password in order to hand in materials and to request access to the flow in case they have restarted the FLOWlock browser during the test.

-

Allow the participant to access the paper after hand in

By default, the participant cannot review the paper after hand in, since assignments cannot be revised to the same extent if they are accessible to the participants. With this setting, you can make the paper accessible to the participant after hand in. Please note that regardless of this setting, the participant will be able to see a question if the answer shows a connection with the participant regarding the question.

-

Allow the participant to access automatic validation after hand in

If the assignment is configured with automatic validation of the participant's answer, you can make this validation available to the participant after hand in. The validation will not be available to the participant until the last participant has finished the flow.

-

Disallow local copy

In certain cases, it may be preferable to disallow the participants access to the file system on their computers, even in case of network issues. By selecting this option, only invigilators are able to make local copies on the participants' computers.

-

Allow the participant to verify the answer to the question

Question can be set up by the author to allow the participants to verify if their answer is correct. With this setting, you can activate or deactivate this option administratively for the entire assignment. Please note that this should only be enabled if you have the lockdown browser enabled. Otherwise participants will be able to find the correct answer using the developer tool in their own browsers.

-

Allow the participant to access achieved points after the assessment period

This provides the participant access to a summary of the validation of the paper and achieved points, when the assessment period ends and the assessment has been completed. Points set by auto-validation and points set manually by assessors are shown. Written feedback are shown only when shared explicitly by the assessor.

-

External internet resources

It is possible to provide the participants access to external resources from the internet while being in lockdown mode. If you provide a link to a resource, all the pages available on the domain (i.e. subdomains) will be accessible, but all attempts to navigate to pages on other domains will be blocked. Public web resources you also do not want any uncontrolled access that is considered cheating on the exam.

-

Allow participants access to their own PDF notes

This setting allows the participants to view their own PDF notes stored on their devices. Please note that they might also be able to preview other files when browsing for their notes to view on the lockdown browser.

-

Enable facial recognition

This will require the participants to identify themselves with a webcam when logging into the lockdown browser. If they have identified themselves on a different flow earlier on, a security check password will be shown in the FLOWlock browser. Furthermore, a picture of the participant will automatically be taken at random intervals.

-

Individually timed flow duration

You can set up the flow with a fixed duration. This allows each participant to start an individually timed participation period whenever they wish within the general participation period. The individual participation period must be shorter than the general participation period. When starting their individual participation period, the participant must acknowledge that they begin the flow and that their clock is not reversible. Subsequently, the participation period will begin, and the correct start and end time will be set automatically.

-

Skip invigilator password at hand in

In certain cases (i.e. network issues), it can simplify the flow for participants if the invigilator password is not needed in order to submit the paper.

-

Allowed appendix tools

Flow you can choose the appendix tools that the participants will have access to within the lockdown browser. The tools will be available on devices with copy, file upload, and/or video question types.

Drawing tool

Webcam

Code editor

File upload

Formula writer

A1

A2

A3

A1. External Internet Resources: select this checkbox in case you wish to provide students links to external resources.

A2. Enable Facial Recognition: select this checkbox in case you wish the exam to be proctored, this is, pictures will be taken from students at random intervals.

A3. Allow Appendix Tools - select the checkbox of:

- **Drawing Tool** for students to be able to draw graphs in their answers and add drawings to uploaded images in case file upload is enabled.
- **Webcam** to allow facial recognition
- **File upload** to allow students to upload hand written responses.
- **Formula editor** to allow students to write advanced formulas.