

Guidelines for Digital Exams

Instructors

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WISEflow Lockdown Browser

A quiz can be provided using **WISEflow** (a digital assessment platform) and **WISEflow Lockdown Browser**, a customized Browser running on the Student's computer for a more effective job of restricting their actions.

The lockdown browser is a piece of software used to run in-person digital examinations in a secure online environment. During a lockdown browser Exam, **Students will not normally be able to access the broader internet or files on their computer unless this has been permitted under the conditions of the Exam.**

The **WISEflow Lockdown Browser** should be downloaded and installed on devices where Students will attempt quizzes. It's also important that the Student's preferred browser is updated (Google Chrome, Firefox, Microsoft Edge, Safari, etc.) The use of **Google Chrome** is highly recommended.

This should be done ahead of time and only once per device.

It is available for Windows (starting at 7), macOS (starting at 10.7, but recommended in newer versions) and iOS (9.3.5 or newer). [Here](#) is the tutorial on how to update **WISEflow**.

WARNING: Students should update their **WISEflow** software preferably a week before the Exam.

How to use WISEflow Lockdown Browser:

To access **WISEflow** and **WISEflow Lockdown Browser** Students need to use the credentials created when activating an account, which requires their personal password. If they happen to forget it or make a mistake, it's possible to change the password using the option "**Forgot your password?**" as shown in the image below.

Email *

Password *

Log in

[Forgot your password?](#)

Back

Before the Exam (preferably a week before) **it's important to install and look for updates of WISEflow Lockdown Browser.**

If Students haven't updated their browser, they should follow the instructions below.

On the main page of the Exam that is taking place, it's important to select the following options:

1. Guide to Lockdown Browser.
2. Download the latest version.

Afterwards:

3. Download, run the downloaded file, install and re-enter the Exam.

applications and system actions on your computer.

rowser prior to the official start time of the assessment b

[Guide to lockdown browser](#)

Troubleshooting for common problems with WISEflow Lockdown Browser

For common errors when starting the Exam:

Microsoft Windows system:

1. Check the internet connection using the command (Ctrl+Alt+Del).
2. Use the refresh option.

For Apple Mac Devices:

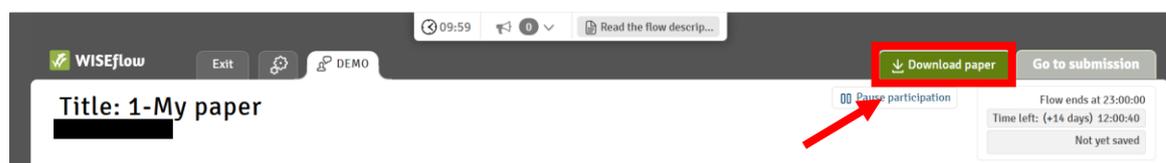
1. Update – “refresh”.
2. If the first step does not work, log out, check the internet connection, refresh and log back in.

WARNING: IPADs and Tablets are not recommended, as they interfere with the platforms' file format.

Problems with Internet Connection:

Microsoft Windows system:

1. “**Download paper**” using the Administrator settings option. This option is on the top left side of the screen.



WARNING: If this option is not showing on the screen right away, you need to click on the “**Settings**” option, as shown in the image below.



Then, the Invigilator password must be entered and they need to “**Confirm access to Invigilator options**”.

Then, the following screen should come up. Click “**Activate Download**”.

Now, the option to **“Download Paper”** should be available on the top right part of the screen.

2. Check the connection using the command (Ctrl+Alt+Delete).
3. Access the **“Wi-fi”** network option.
4. Select the option to connect automatically.
5. Re-establish the connection.
6. At the bottom of the Exam page, select **“Upload local copy”**
7. Return to the Exam.

For Apple Mac devices:

1. **“Download paper”** using the administrator settings option.



WARNING: If this option is not showing on the screen right away, you need to click on the **“Settings”** option, as shown in the image below.



Then, the Invigilator password must be entered and they need to **“Confirm access to Invigilator options”**.

Invigilator options

The entering of a password provides the invigilators with a few administrative options

Confirm access to invigilator options

Invigilator password

Cancel Open

Then, the following screen should come up. Click **“Activate Download”**.

Invigilator options

As invigilator, you can manually extend a participant's time if there is no connection to WISEflow, and you can activate the download option if the paper cannot be saved in WISEflow.

Extend flow

Manual reconnect

Activate download

Go to previous item

Close

Now, the option to **“Download Paper”** should be available on the top right part of the screen.

2. Exit the Exam, using the **“Exit”** option.
3. Re-establish internet connection.
4. At the bottom of the Exam page, select **“Upload local copy”**.
5. Re-enter the Exam.

Safe Exam Browser – Moodle Exams

Safe Exam Browser

The Moodle Quiz activity has built settings to allow secure Exams using the **Safe Exam Browser** (SEB), a customized Browser running on the Student's computer for a more effective job of restricting their actions.

WARNING: [SEB must be downloaded and installed](#) on devices where Students will attempt Quizzes. It's also important that the Student's preferred browser is updated (Google Chrome, Firefox, Microsoft Edge, Safari, etc.) **It's highly recommended that Students use Google Chrome.**

This update be done ahead of time and only once per device.

It is available for [Windows](#) (starting at 7), [macOS](#) (starting at 10.7, but recommended in newer versions).

Some Features in a **Quiz using SEB:**

1. Students will only be able to attempt the Quiz if they use Safe Exam Browser.
2. SEB cannot be closed until the Quiz is submitted.
3. Back/forward navigation and reload can be disabled.
4. Switching to other applications is disabled by default
 - It's possible to allow the use of specific third-party applications during an Exam (for ex, allowing the use of the Calculator app during a Math Quiz).
5. The Browser window will not have a URL or search field
 - Specific web sites/pages/resources can be configured to be accessible during an Exam, using a URL filter.
6. Spell checking and dictionary lookup is disabled but can optionally be allowed.

7. Shortcut keys such as Win+Tab, Alt+Tab, Ctrl+Alt+Del, Alt+F4, Print Screen, Cmd+Tab are disabled or cannot be used to close SEB or to switch to other Users accounts on the computer.
8. The possibility of taking screenshots is disabled.
9. The clipboard is cleared when starting and quitting Safe Exam Browser.
10. The Browser context menu is disabled.

WARNING: To make sure the Exam runs smoothly on all Student's equipment's it's important to do a **mock Exam** a few days beforehand.

How to configure Safe Exam Browser (SEB)

To configure SEB on Moodle, you should:

- Go to your **Moodle Course**.
- Click "**Turn editing on**".
- Click the "**Add an activity or resource**" link.
- Select "**Quiz**" in the Activities option page.
- Fill out the "**Grade**" section as necessary. Don't forget to limit the "**Attempts Allowed**".
- Then, on "**Quiz activity**" settings, click on "**Safe Exam Browser**".
- Click on "**Yes, use an existing template**" and then select "**Exam NovaSBE**".
- In this section, it's also advisable to create a "**Quit Password**" for Invigilators to use after the Student's Exam is over. This ensures only authorized personnel can end the Exam and it is a way for the Faculty to make sure the Students that are submitting the Exam are the ones present on campus taking it
- If you have Students that need extra time to finish the Exam, you can give each user a specific amount of time by going to "**User Overrides**" (or "**Group Overrides**" if you want to give these permissions to more than one Student) in the **Gear icon** inside of the test configurations.

Safe Exam Browser

Require the use of Safe Exam Browser ?

No

No

Yes - Configure manually

Yes - Use an existing template

Yes - Upload my own config

Yes - Use SEB client config

Extra restrictions

Overall feedback

Safe Exam Browser

Require the use of Safe Exam Browser ?

Yes - Use an existing template

Safe Exam Browser config template ?

Exam NovaSBE

Show Safe Exam Browser download button ?

Yes

Enable quitting of SEB ?

Yes

Quit password ?

1234

Press enter to save changes

Troubleshooting for common problems with SEB

Here are some of the most seen problems when using **Safe Exam Browser** (SEB) and how to prevent or solve them.

On the page of the Exam, there should be an option to launch the browser, as well as a link to download an update if needed be. Here you can find a direct link to the most recent updates: [Safe Exam Browser - Download Latest Releases.](#)

If the Students see a red screen error such as the one on the image below, the screen can be unlocked with the Invigilator's password.



SEB LOCKED

The active user has changed or the computer has been locked! In order to unlock SEB, please select one of the available options and enter the correct unlock password.

- Unlock Safe Exam Browser.
- Terminate Safe Exam Browser. WARNING: There will be no possibility to save data or perform any further actions, the shutdown will be initiated immediately!

Unlock

Exams with Excel

The Faculty App has an option named “**Excel for Exams**” to help Instructors create links to Excel sheets specifically for each student ID.

If you wish to make an Exam using Excel, send an e-mail to our support team at: elo@novasbe.pt so we can give Access to this section of the **Faculty App**.

Here’s a guide to create these types of Exams.

Part 1:

1. Open the **Faculty App** and click on “**Excel for Exams**”.
2. Select the course name for the Exam, and click “**See More**” on “**Actions**”.
3. Click on “**Create New Exam**”. The following screen will appear:

Exams 1304-

CREATE NEW EXAM

EXAM	YEAR	TERM	CLASS	# STUDENTS	ACTIONS
No data available in table					

Showing 0 to 0 of 0 entries

CREATE NEW EXAM

Exam

SAVE CHANGES

NAME * LECTIVE YEAR * TERM * CLASS *

EXAM TEMPLATE

SELECT EXCEL FILE * **BROWSE**

EXAM STUDENTS

Choose an Excel file or Drag it here...

STUDENT ID **ACTIONS**

SAVE CHANGES

4. Fill in the Exam details. Here as an example:

Name: Name of the Exam (e.g. Mock Exam; Midterm; Final Exam)

Lective year: 202_/2_ (e.g. 2024/25)

Term: A; S; T (e.g. A; S2; T3 or T4)

Class: T_ (e.g. TA; TB; TC)

Exam SAVE CHANGES

NAME * LECTIVE YEAR * TERM * CLASS *

5. Upload the Excel template for the Exam under **“Excel Template”**. 

EXAM TEMPLATE BROWSE

SELECT EXCEL FILE *

6. In **“Exam Students”** upload an Excel file with the Students IDs in column A.

EXAM STUDENTS

Choose an Excel file or Drag it here...

STUDENT ID ACTIONS

7. After completing all the steps mentioned above, click **“Save Changes”**.

SAVE CHANGES 

Part 2:

1. After clicking **“Save Changes”**, the following screen will appear:

Exam

Exam Name	mock 2
Academic Year	202324
Term	S1
Class	TB
Num of Students	86

CREATE ALL EXAMS **DELETE ALL EXAMS**

GRANT ACCESS **REVOQUE ACCESS**

Students

EXPORT TO FILE **ADD STUDENT** Search

STUDENT ID	NAME	EMAIL	PROGRAM	EXAM	CAN ACCESS	ACTIONS
43140	[REDACTED]	@novasbe.pt	1	File	✓	See More
43194	[REDACTED]	@novasbe.pt	2	File	✓	See More
43215	[REDACTED]	@novasbe.pt	2	File	✓	See More
43246	[REDACTED]	@novasbe.pt	2	File	✓	See More
43266	[REDACTED]	@novasbe.pt	2	File	✓	See More
46654	[REDACTED]	@novasbe.pt	2	File	✓	See More




2. If you notice that someone is not included in the list, you can add Students in **“Add Student” (1)**.

3. Click **“Create All Exams”** once all the Students are listed (2).
4. To generate access links for the Students, click **“Export to File”** and save the document as a **PDF** (Excel may cause issues for MAC users). This is the file that will be used so that Students can access their Exam template. They only have permission to access the link with their Student ID.
5. Click **“Grant Access”** **30 minutes before the Exam.**

WARNING: It's important that you **only grant access a few minutes before the Exam**, so that Students can't access the links beforehand in their OneDrive.

6. After the last Student finishes the Exam, click **“Revoke Access”** to prevent students from modifying their answers.

Exam

Exam Name	mock 2
Academic Year	202324
Term	S1
Class	TB
Num of Students	86

Students

STUDENT ID	NAME	EMAIL	PROGRAM	EXAM	CAN ACCESS	ACTIONS
43140	[REDACTED]	43140@novasbe.pt	1	File	✓	See More
43194	[REDACTED]	43194@novasbe.pt	2	File	✓	See More
43215	[REDACTED]	43215@novasbe.pt	2	File	✓	See More
43246	[REDACTED]	43246@novasbe.pt	2	File	✓	See More
43266	[REDACTED]	43266@novasbe.pt	2	File	✓	See More
46654	[REDACTED]	46654@novasbe.pt	2	File	✓	See More

7. If you want to access a specific Student's file you can click on **“Exam”** as seen below.

Exam

Exam Name	Teste
Academic Year	202425
Term	A
Class	TA
Num of Students	1

Students

STUDENT ID	NAME	EXAM	CAN ACCESS	ACTIONS
▶ 64243	ALUNO TESTES SBE1 Mo...	File	✗	See More

Showing 1 to 1 of 1 entries

8. If you click on **“See more”** below **“Actions”** you can **“Revoke Access”** to a specific Student or delete them from the list.

Student

STUDENT ID	STUDENT NAME
64243	ALUNO TESTES SBE1 Moodle
STUDENT EMAIL	STUDENT PROGRAM
64243@novasbe.pt	1 - Bachelor's in Economics
EXAM URL	HAS ACCESS
https://novasbe365.sharepoint.com/sites/ExamsForExcel/_layouts/15/Doc.aspx?sourcedoc=%7B0027F1C9-12C7-4D1	Yes

Part 3:

The following steps will explain how the Instructor can upload **the generated Exam links on Moodle** so Students make the Exam with the use of **SEB** (Safe Exam Browser).

1. Create a quiz on Moodle:
 - Go to your **Moodle Course**.
 - Select **“Add an activity or Resource”**.
 - Choose **“Quiz”**.
 - Fill out the **“General”** section by providing a **“Name”** for the Quiz and a **“Description”** if needed.

▼ **General**

Name ! Quiz Test

Description

2. Choose the dates of when to **“Open the Quiz”** and **“Close the Quiz”** as well as the **“Time Limit”** on the **“Timing”** section.

WARNING: The time limit is the duration students must complete the quiz within the open period. It's good practice to leave the quiz open longer in case a student needs extra time.

▼ **Timing**

Open the quiz ? 11 March 2025 13 00 Enable

Close the quiz ? 11 March 2025 14 30 Enable

Time limit ? 60 minutes Enable

When time expires ? Open attempts are submitted automatically

WARNING: Enable **Open attempts are submitted automatically** to ensure attempts are submitted even if students don't finish within the time limit.

3. Fill out the **“Grade”** section as necessary. Limit the **“Attempts Allowed”** in the section below.

▼ **Grade**

Grade category ? Uncategorized

Grade to pass ? 0.00

Attempts allowed ? 1

4. It's advisable to set the **“Layout”** to show one question per page. This ensures answers are saved as students' progress, which is helpful if they experience internet issues.
5. Configure the **“Review Options”** as needed. Click the help icon **“?”** for more information on each option.

▼ Review options  

During the attempt

- The attempt 
- Whether correct 
- Marks 
- Specific feedback 
- General feedback 
- Right answer 
- Overall feedback 

Immediately after the attempt

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Later, while the quiz is still open

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

6. In the **“Safe Exam Browser”** section use one of the configurations shown below. There is an existing template usually used by Nova SBE, which you should use by selecting the option **“Yes - Use an existing template”** and then selecting **“Exam NovaSBE”**.

▼ Safe Exam Browser

Require the use of Safe Exam 
Browser

No 

- No
- Yes - Configure manually
- Yes - Use an existing template**
- Yes - Upload my own config
- Yes - Use SEB client config

▶ Extra restrictions on

▶ Overall feedback 

▼ Safe Exam Browser

Require the use of Safe Exam Browser	<input type="checkbox"/> ?	Yes – Use an existing template ▾
Safe Exam Browser config template	<input type="checkbox"/> ?	Exam NovaSBE ▾
Show Safe Exam Browser download button	<input type="checkbox"/> ?	Yes ▾
Enable quitting of SEB	<input type="checkbox"/> ?	Yes ▾
Quit password	<input type="checkbox"/> ?	<input type="password" value="1234"/> <input type="checkbox"/>

Press enter to save changes

7. Set a **“Quit password”** for Invigilators to use after the Student’s Exam is over. This is highly recommended, as this ensures only authorized personnel can end the Exam and it is a way for the Faculty to make sure the Students that are submitting the Exam are the ones present on campus taking it.
8. On **“Extra restrictions on attempts”** you can also include a Password to enter the Exam. This can be given to students when invigilators are present.

▼ Extra restrictions on attempts

Require password	<input type="checkbox"/> ?	<input type="password" value="4321"/> <input type="checkbox"/>
Require network address	<input type="checkbox"/> ?	<input type="text"/>

[Show more...](#)

9. Other sections can be filled out as needed and, in the end, click **“Save and display”**.

10. If you have Students that need extra time to finish the Exam, you can give each user a specific amount of time by going to **“User Overrides”** (or **“Group Overrides”** if you want to give these permissions to more than one Student) in the **Gear icon** inside of the test configurations.

Quiz Test
Home / My courses / CS_TA / Topic 1 / Quiz Test

Attempts allowed: 1
This quiz closed on Tuesday, 11 March 2025, 2:30 PM
This quiz has been configured so that students may only attempt it using the Safe Exam Browser

[Download configuration](#)

Time limit: 1 hour

- Edit settings
- Group overrides**
- User overrides
- Edit quiz
- Preview

Quiz Test
Home / My courses / CS_TA / Topic 1 / Quiz Test

Attempts allowed: 1
This quiz closed on Tuesday, 11 March 2025, 2:30 PM
This quiz has been configured so that students may only attempt it using the Safe Exam Browser

[Download configuration](#)

Time limit: 1 hour

- Edit settings
- Group overrides
- User overrides**
- Edit quiz
- Preview

11. Click **“Edit”** and then add the extra minutes in the **“Time limit”** option.

Action

2 hours

- ⚙️**
- 📄
- 🗑️

[Edit](#)

Time limit



120

minutes



Enable



Attempts allowed



1



Part 4:

If you have Excel on Exam, this last part contains the **final steps** on configuring your **Excel Exam on Moodle**.

1. After configuring your Exam, go to **“Edit Quiz”** and then add **“a new question”** or **“from question bank”** if you have questions saved in your content bank.

Editing quiz: Quiz Test

Questions: 0 | Quiz open (closes 11/03/25, 15:30)

Maximum grade 20.00

Save

Repaginate

Select multiple items

Total of marks: 0.00



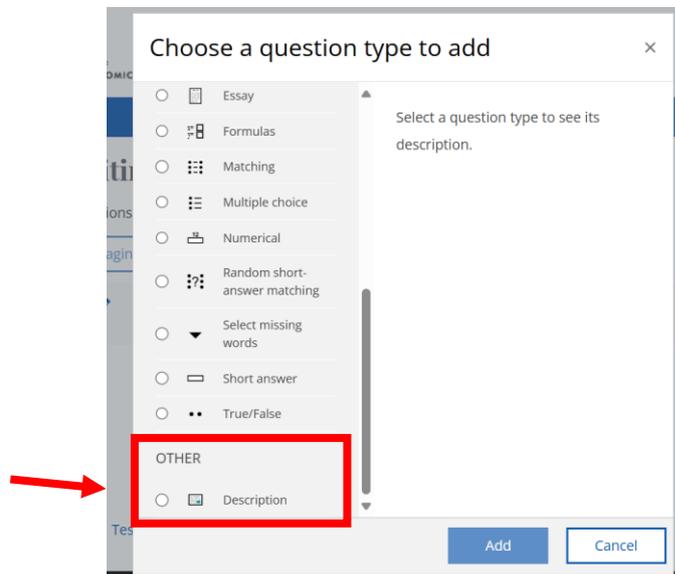
Shuffle

Add

- + a new question
- + from question bank
- + a random question



2. When clicking on **“a new question”** if you just wish to put the link to the Excel template created, it's best to use **“Description”** in the **“Other”** options. Then, click **“Add”**.



3. In the selected option, fill out the necessary fields. If you chose "**Description**", add a name to your question and then provide the link to the PDF previously downloaded from the Faculty App, which contains access to all of the Student's links to Excel. **It's advisable that this PDF is uploaded onto the Moodle Course (hidden from Students)** with the option to **open in a new window**, and that the link used here is from Moodle.

▼ **General**

Category

Question name

Question text here to access the Excel Template."/>

The image shows a rich text editor toolbar with various icons. A red box highlights the "Link" icon, and a red arrow points to it. Below the toolbar, the text "Click [here](#) to access the Excel Template." is visible, with a red arrow pointing to the "here" link.

Click [here](#) to access the Excel Template.

Create link ×

Enter a URL

https://moodle.novasbe. Browse repositories...

Open in new window

Create link

4. When all steps above are completed, click "**Save changes**".
5. If, during the Exam, the student cannot click the links that go into the Excel documents, try clicking **Shift while clicking the link**.

Program **Exam**
2 [Link](#)

Shift and Click

DON'T FORGET:

- To Grant Access to the Exam on the Faculty App **30 minutes before** the Exam takes place.
- To **Revoke Access** when the last Student finishes the Exam.
- To provide the **PDF link on Moodle** so Students can Access their Excel Exam template.
- To create a **quit password** and password to begin the Exam.
- To **configure SEB** (Safe Exam Browser) so students cannot access other pages while doing the Exam.
- Create **User/Group Overrides** for students that might need extra time.