



WISEflow



Get Started Guide for Participants (Prospective BBE Students)

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Technical requirements

In this section, we will inform you about the technical requirements that need to be fulfilled to take the mock exams and BBE entrance exam in WISEflow.

Nevertheless, detailed and always up-to-date information on the technical requirements can also be found at:

<https://wiseflow.zendesk.com/hc/en-gb/articles/4405985946898-WISEflow-Lockdown-Browser-Installation-and-Testing>

1. System requirements

Windows

Operating System

Windows 10 or a more recent version of Windows (Note: Windows 10S/11S Mode are not compatible operating systems)

Memory

2 GB RAM (A minimum 4gb of available RAM is necessary when using Lockdown Browser to take an exam that also uses a webcam.)

Hard Disk Space

200 MB of free hard disk space

Mac

Operating System

Mac OS/X 10.12 or a more recent version ([Guide to upgrading your Mac](#))

Memory

2 GB RAM (A minimum 4gb of available RAM is necessary when using Lockdown Browser to take an exam that also uses a webcam.)

Hard Disk Space

200 MB of free hard disk space

Note: The Lockdown Browser is not compatible with Linux, Windows 10S/11S Mode or Chrome Books.

Do not use iPads, tablets, or smartphones, as using these devices during the exam is forbidden!

2. Browser requirements

Lockdown Browser is a client application that is installed on a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. Students do not need Google's Chrome browser installed; nor will this version affect a Chrome browser that is already installed.

3. Additional technical requirements

Additionally, you will need:

- An integrated or external **webcam**. The camera has to be turned on during the entire exam time. If it turns off or you turn it off, you run the risk of being excluded from the BBE selection procedure.
- An integrated or external **microphone**. The microphone has to be turned on during the entire exam time. If it turns off or you turn it off, you run the risk of being excluded from the BBE selection procedure.
- A stable internet connection
- The Lockdown browser: you will need to download the Lockdown browser before starting the mock exam. Please find more information in the '*Installing and testing the Lockdown Browser*' section.

Headphones and earbuds are not permitted. Touch screen functions are also not permitted. Speakers are not required for the BBE online entrance exam.

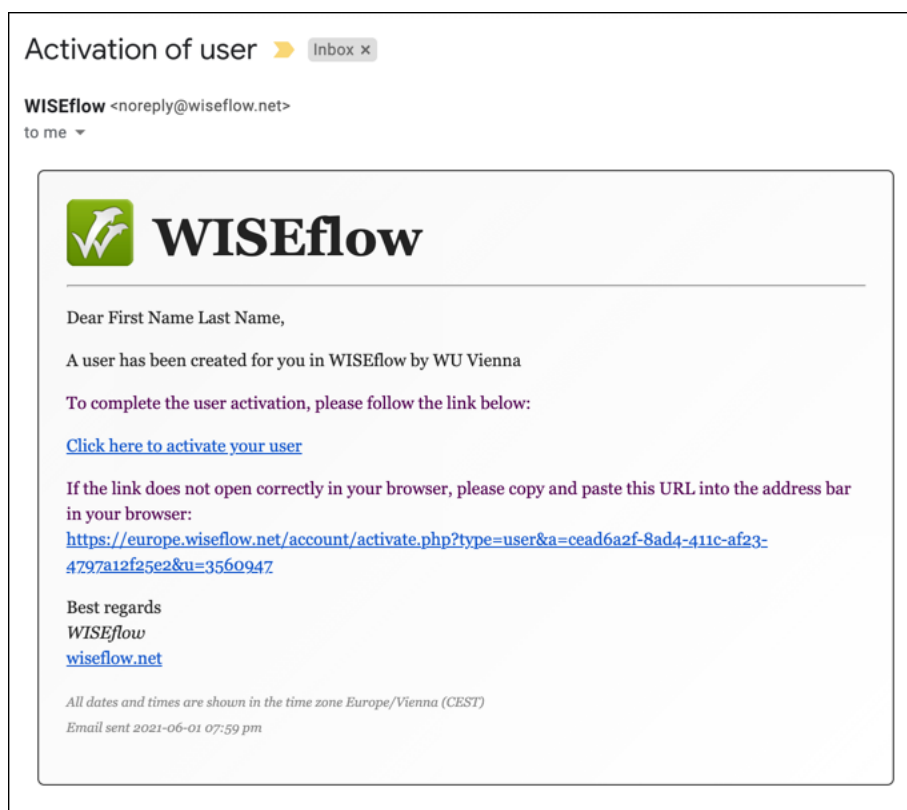
Your WISEflow account

In this section, we will inform you on how to set up your WISEflow account and install the Lockdown Browser.

4. Activating your WISEflow account

You will receive an email from WISEflow (*noreply@wiseflow.net*) titled 'Activation of user'. Please do not send any answers or emails to this email address.

Inside this email you need to click on the link titled 'Click here to activate your user'.



You will then be taken to a webpage where you need to enter and then re-enter a password that you will use to log into the WISEflow system. It is important that you make a note of this password as you will need it whenever you log into the WISEflow system.

Once you have entered your password twice, you then need to click on the 'Continue' button at the bottom of the screen.

From this point on, whenever you log into the WISEflow system you will use your email address as your username and the password that you entered during the activation process. The direct address to access the WU Vienna WISEflow system is: <http://at.wiseflow.net/wu>

Please use the link above whenever you need to log into the system.

User activation

Activate your user on

WU WU Vienna

The licence has been set up with WISEflow standard login. Your username is your email address. Enter the desired password below.

Username

New password

1

Confirm password

2

3 Continue

Password must meet the following requirements:

- ✘ At least one letter
- ✘ At least one capital letter
- ✘ At least one number
- ✘ Be at least 8 characters

After clicking on the 'Continue' button (see image above) you will be taken to a page that details the 'Privacy and cookie policy' for the WISEflow system. Once you click on the 'Accept necessary cookies only' button (see image below), you will be logged on to WISEflow.

Privacy & Cookie Policy

When using WISEflow, we process and store data on behalf of your educational institution according to our Privacy & Cookie Policy

Privacy Policy

UNLwise ApS ("we", "us", "our") are committed to protecting and respecting your privacy.

This privacy policy ("Privacy Policy") together with our Cookie Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following to understand our views and practices regarding your personal data and how we will treat it. By visiting <http://www.wiseflow.net>, <http://europe.wiseflow.net> & <http://www.wiseflow.dk>, ("Site") you are subject to the practices described in this Privacy Policy.

We process data on behalf of our clients, education institutions and others. Data will always be processed according to a data processing agreement between the client institution and us. The data processing agreement governs what data we can process, how we can do it and with whom the data can be shared. We will never process your data in any other way or for any other purpose than what is agreed with the client institution.

For the purpose of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, ("GDPR") or any subsequent amendment or replacement or supplementary legislation (together "Data Protection Law"), the data processor is UNLwise ApS.

Information we may collect from you

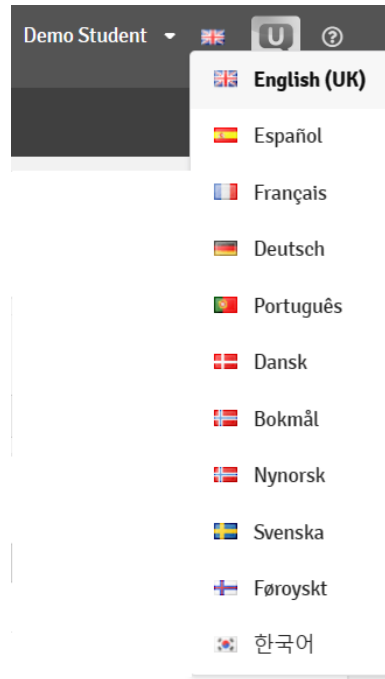
We may collect and process the following data about you:

Information you provide to us

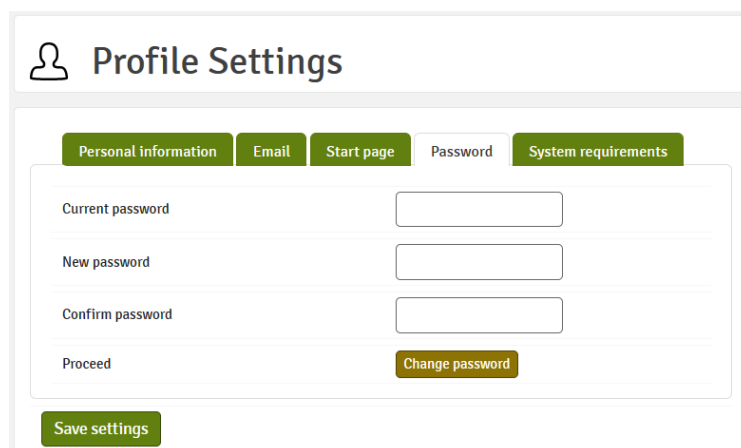
Accept necessary cookies only

5. Language and profile settings

Next to your name in the top right corner, you can see which language your profile is using. By clicking on the flag, you will get a list of all available languages to choose from. **Please do not use any online translation tools, just choose one of the available language settings.**







You can also change your password at any time by accessing your profile (click on your name in the top right and select 'Edit profile') and selecting the 'Password' sub tab (see image below).

A screenshot of the 'Profile Settings' page. The page has a header with a user icon and the text 'Profile Settings'. Below the header, there are five tabs: 'Personal information', 'Email', 'Start page', 'Password', and 'System requirements'. The 'Password' tab is selected. The form contains three input fields: 'Current password', 'New password', and 'Confirm password'. Below these fields is a 'Proceed' label and a 'Change password' button. At the bottom of the page, there is a 'Save settings' button.

Moreover, you may also change your name and phone number in WISEflow by accessing the sub tab 'Personal information' to add, change or delete the email addresses associated with your account (see image below). If you add a new email address, WISEflow will send a verification email. You can also use the checkbox to specify which address WISEflow should send emails to.

Personal information | **Email** | Start page | System requirements

Email	Receive message	Status	
demostuderende1@uniwise.dk		✓	<input checked="" type="checkbox"/>  
second.email@uniwise.co.uk	Email address has not yet been added	-	<input type="checkbox"/>  

[+ Add email address](#)

[Send test mail](#)

[Save settings](#)

6. Installing and testing the Lockdown Browser

The entrance exam that you will be taking requires the use of WISEflow's Lockdown Browser. This is a small application that needs to be installed on the computer or laptop that you will be using to complete your exam.

To download and test the Lockdown Browser:

1. Log into the WISEflow system, then click on your name in the top right corner and then select 'Edit profile' from the menu that appears.
2. On the 'Profile Settings' page, click on the 'System requirements' sub tab.

The screenshot displays the WISEflow interface. At the top, the user is logged in as 'Demo Student 1' and has a dropdown menu with 'Edit profile' and 'Log out' options. The main heading is 'Profile Settings', with sub-tabs for 'Personal information', 'Email', 'Start page', and 'System requirements'. The 'System requirements' tab is active and contains two panels. The 'Basic requirements' panel shows 'Browser' (Chrome 98) and 'Operating system' (Windows), both marked as supported with checkmarks. The 'Lockdown Browser Requirements' panel is divided into two sections: '1. Download and Install' and '2. Try it out'. The '1. Download and Install' section includes 'Operating system' (Supported), 'For Windows' (Download Windows version), and 'Verify lockdown browser' (Test browser). The '2. Try it out' section includes 'Demonstration of FLOWlock' and 'Demonstration of FLOWmulti', both with 'Start the flow' buttons. A 'Save settings' button is at the bottom left.

The 'Basic Requirements' section of the page details which web browser and operating system you are using on your computer and indicates if these are supported by the system. If they are supported a small tick will appear alongside them.

3. On the '*Lockdown Browser Requirements*' section of the page, click on the '*Download*' button (see #1 in image above) to install the Lockdown Browser application (the software is available for both PC and Mac computers).

Follow the instructions to install the Lockdown Browser.

4. Once the Lockdown Browser is installed on your computer, you then need to verify that it is working correctly. To do this, click on the '*Test browser*' button (see #2 in image above). Please note: This will initiate the Lockdown Browser and you will be asked to close any applications/processes that you have running on your computer. You may be asked by the Lockdown Browser to confirm that you would like to close each open application.
5. Lockdown Browser is a client application that is installed on a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. Students do not need Google's Chrome browser installed; nor will this version affect a Chrome browser that is already installed.
6. **Note:** The Lockdown Browser is not compatible with Linux, Windows 10S/11S Mode or Chrome Books.

Once you have completed the test of the Lockdown Browser you can then close it.

The Lockdown Browser will be used for your mock exams and entrance exam so it is important that you have downloaded and tested the application well in advance of the date of the exams.

If you experience any troubles with the Lockdown Browser, please find possible solutions [here](#).

7. Facial comparison

Facial comparison software identifies key features on a person's face and uses them to identify and differentiate between people. WISEflow uses a facial comparison tool to identify if the participants taking an exam really are who they say they are.

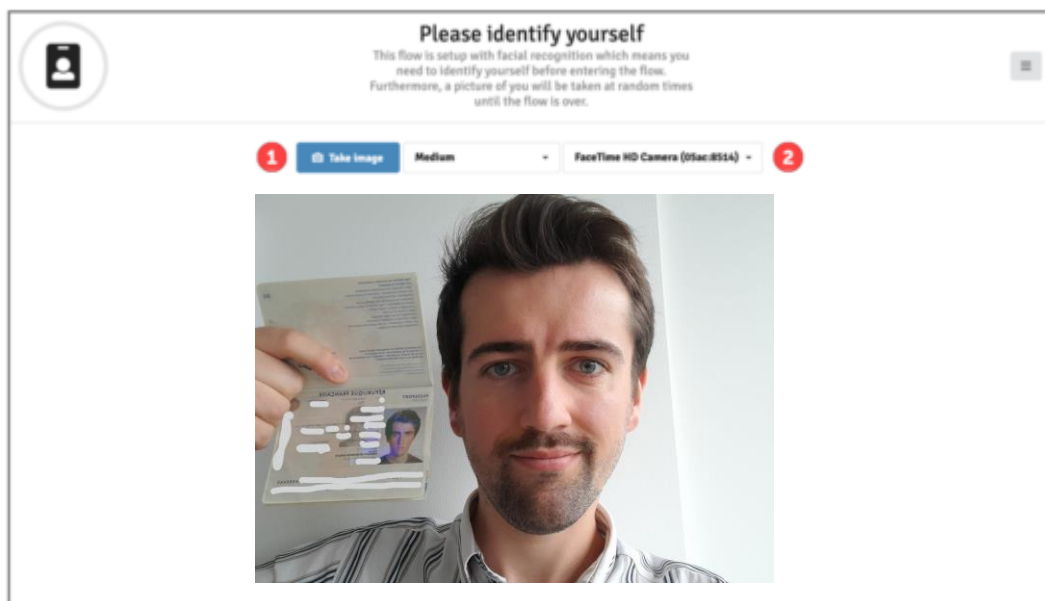
WISEflow's facial comparison feature monitors you through randomly taken snapshots of webcam recordings that will analyze your identity throughout the exam. The snapshots will be taken regularly at random intervals during the completion of your assessment. The actual snapshot and matching process will be hidden from you but will result in a match score visible to our proctors.

Facial comparison during the mock exam 2 and the entrance exam

Less than an hour before the beginning of the exam, the button titled '*Start the flow*' will be accessible on the flow page in WISEflow. Please note that an exam is called "flow" and the so called "flow page" is the overview showing all exams you are registered for.

When you click the button, the Lockdown Browser will launch.

When the Lockdown Browser is launched, you will then be asked to capture an image of yourself including an official ID using your webcam. You need to click on the '*Take Image*' button to capture an image (see #1 on the image below). If you have more than one camera, it is possible to select the camera that you would like to use from the drop-down menu (see #2 on the image below).



Whenever you start a flow for the first time, you are required to take a photo including your official photo ID to confirm your identity (see *image above*).

Important information on taking photos in WISEflow for facial recognition:

Hold up your official photo ID next to your face when taking the photo. Your face needs to be bigger on the screen than the photo on your photo ID, but it is important that the information on your photo ID is clearly legible.

The following information has to be clearly legible on **one page** of your official photo ID:

- Your photo
- First name and surname
- Gender
- Birth date

We strongly recommend using your **passport** as the official photo ID because all the information required is available on one page.

You can decide to '*Approve*' the captured image or retake a new one. Once you have approved the image that you have captured, this will be uploaded to the system and will be used as the reference image which any further images that the system captures will be compared against. However, you are also required to take a photo including your photo ID at the beginning of the entrance exam to confirm your identity. No other persons should be visible on the photo you save.

Please note: If you are using an external webcam and external microphone, they must be connected to your computer and active BEFORE you start the Lockdown Browser.

If you experience any troubles with your webcam, please find possible solutions [here](#).

8. Voice detection

Voice detection software records the voices and sentences spoken in the room to identify and differentiate between people. WISEflow uses a voice detection tool to identify if the participants taking an exam really are who they say they are. The number of voices/speakers in the room and the sentences spoken will be recorded for the proctors. **Therefore, it is important that you take the exam alone in a quiet environment.**

When the Lockdown Browser is launched, you will be asked to record your name. Whenever you start a flow which uses voice detection for the first time, you are required to speak your full name out aloud.

Please note: If you are using an external webcam and external microphone, they must be connected to your computer and active BEFORE you start the Lockdown Browser.

When you enter a mock exam or the entrance exam, you can setup your microphone before you enter the exam (*see image below*). For example, if you have multiple microphones connected to your computer, you can choose the one which works best.

Please record your name
This flow is set up with voice detection, and thus, your microphone must be enabled throughout the flow.

1 Select microphone
Default - Microphone (0bda:4938) ▾

2 Please ensure that your microphone is working
The bar below should move and turn green when you talk

3 Speak out your name
When the bar above moves, please speak your full name out aloud.

4 Confirm
Please confirm when you have spoken out your full name

Following the voice detection step, you will be taken to a page that counts down to the beginning of the exam. The exam will begin once the countdown ends.

Information on the mock exams and the entrance exam

9. Introduction to mock exam 1 between June 12 and June 16, 2023

- Mock exam 1 will be accessible in WISEflow from June 12, 9:00 a.m. until June 16, 11:59 p.m. (CEST).
- You can access mock exam 1 at any time you choose during the above-named period. You can enter and start mock exam 1 several times, as long as you don't submit your answers finally. No time limit is set for taking mock exam 1. You can take as much time as you need to familiarize yourself with the online exam environment in WISEflow.
- The Invigilator Password is 1206.
- We strongly recommend taking mock exam 1 in preparation for the online entrance exam.

10. Introduction to mock exam 2 on June 20 at 10:00 a.m. (CEST)

- Mock exam 2 will be accessible in WISEflow on June 20 from 10:00 a.m. to 12:00 noon (CEST).
- Your processing time will be 30 minutes within this period.
- We strongly recommend taking mock exam 2 in preparation for the online entrance exam.
- It is essential for the identity check that you take a photo of yourself whilst holding up your official ID card at the beginning of the mock exam. Additionally, you will be asked to speak your full name out aloud for voice detection.
- There will be a minimum of one question per area in mock exam 2.
- Mock exam 2 consists of 6 questions only.
- The question type is the same as in the online entrance exam (true/false multiple-choice questions).
- Mock exam 2 is a simulation of the entrance exam and therefore, you can only enter and start it once.

Purpose of the mock exams:

- Only at the beginning of mock exam 2, you will be asked to take a photo of yourself for the ID check and to speak out your name aloud for voice detection.
- Testing all the settings of your computer or laptop
- Testing the Lockdown Browser
- Familiarizing yourself with the online entrance exam environment. We strongly recommend testing all functions in WISEflow. Try out the calculator, the note pad, and sticky notes. Use the pencil and highlight some words. Switch back and forth between the questions. Take your time to make sure you know how to use all the functions in WISEflow.

11. Introduction to the entrance exam on June 27, 2023 at 10:00 a.m. (CEST)

The BBE online entrance exam will take place on June 27, 2023 via WISEflow. The exam will start at 10:00 a.m. (CEST) and end at 12:30 p.m. (CEST). The online entrance exam will be held on this

date and time only. There will be no alternative dates. If you do not take the entrance exam on June 27 at 10:00 a.m. (CEST), you will automatically be excluded from the BBE selection procedure.

12. Before the (mock) entrance exam begin

To be able to access and complete the (mock) entrance exams, you need to install the Lockdown Browser on your computer. The Lockdown Browser blocks applications and other external aids during the exam.

Follow the steps listed in the *'Installing and testing the Lockdown Browser'* section of this guide to ensure that you have installed and tested the Lockdown Browser.

Please ensure that you have installed and tested the Lockdown Browser and all other necessary settings before the day of the mock exams and the entrance exam so that if you encounter any issues, you will have time to resolve them.

One hour before the beginning of the exam, the *'Start the flow'* button (see image below) will become active on the flow page. This button allows you to launch the Lockdown Browser. When the Lockdown Browser is launched, you will be taken to a page that shows a countdown to the beginning of the exam. You must launch the Lockdown Browser before the beginning of the exam in order to gain access to the flow.

Exam with Lockdown Browser

25/2/2022 2 hours 25/2/2022
TODAY 15:00 **TODAY** 17:00

Lockdown browser guide

This assessment can be accessed from 1 hour before the official start time. However, you cannot begin completing the assessment until the official start time.

Your submission is written directly in the embedded editor within WISEflow, which is only accessible for the specified duration of the assessment.

The embedded editor can only be used with the lockdown browser. Once initiated, the lockdown browser limits your access to all files, applications and system actions on your computer.

You need to install and test the lockdown browser prior to the official start time of the assessment by following the instructions in the link below.

[Guide to lockdown browser](#)

Flow information
Standard ECTS (A-F)

Manager
These are the managers associated with the flow

Supporting material for all
No supporting material

Additional material
No additional material

Direct messages 0

[Read the flow description](#)

1. Paper

2. Submit

Start the flow
The paper is written in the lockdown browser.
Flow start: 00:59:32

13. Accessing the (mock) entrance exam

You will be able to see the mock exams and BBE online entrance exam you have been enrolled in on the 'Participation tab'.

Clicking on an exam on this tab will take you to the flow page where you can view information such as when the exam is scheduled to start and end.

By clicking on '*Start the flow*', you will open the (mock) entrance exam. You can only start the flow during the announced periods.

- You can start mock exam 1 between June 12, 9:00 a.m. and June 16, 2023, 11:59 p.m. (CEST).
- You can start mock exam 2 only on June 20 at 10:00 a.m. (CEST). Ideally, you should log on a little earlier than 10:00 a.m. to take your reference image. Mock exam 2 ends at 12:00 noon (CEST).
- You can start the BBE entrance exam only on June 27, 2023 at 10:00 a.m. (CEST). Please log on WISEflow and click on '*Start the flow*' between 9:30 and 9:45 a.m. on June 27, 2023 to launch the Lockdown Browser and take your photo with your official photo ID before 10:00 a.m. (CEST).

Launching the Lockdown Browser before starting the (mock) entrance exam

As soon as you click on '*Start the flow*' to start the (mock) entrance exam, you will first have to accept the activation of the Lockdown Browser. If you do not enable the Lockdown Browser, you cannot start the (mock) entrance exam.

The Lockdown Browser will be used for your mock exams and entrance exam, so it is important that you have downloaded and tested the application well in advance of the date of the (mock) entrance exam.

Taking the reference images at the beginning of the mock exam 2 and the entrance exam

Please find detailed information on taking the reference images in *the 'Facial comparison* section.

When starting the mock exam 2 for the first time you will be asked to take your reference image. All other images and the automatic facial recognition will then be automatically compared with this reference image. Please note that you will also have to take a photo including your official photo ID when clicking on '*Start the Flow*' on the day of the entrance exam.

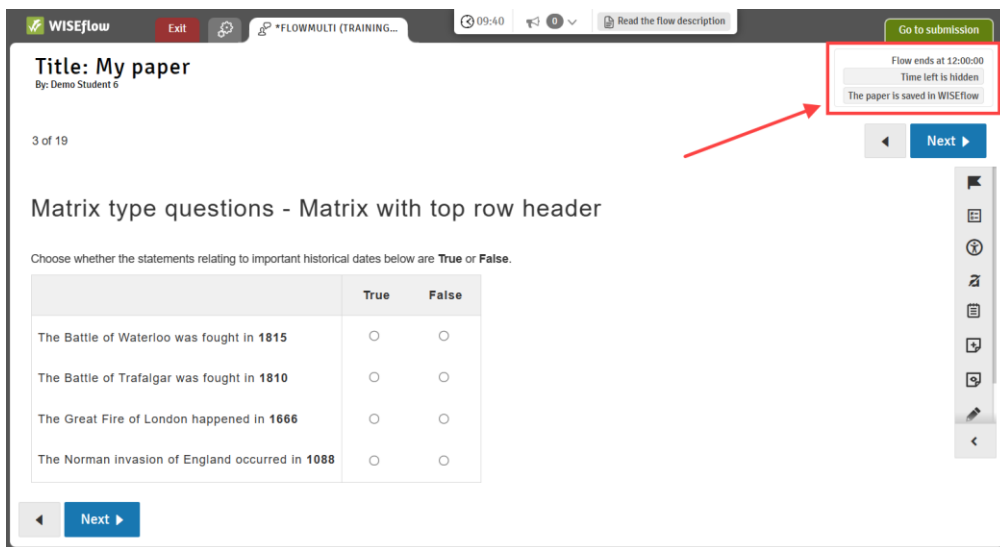
Additionally, you will be asked to record your full name for voice detection.

Throughout the entrance exam, snapshots will be taken regularly at random intervals during the completion of your assessment via your webcam. These will automatically be compared with the reference image you took at the beginning of the entrance exam. Additionally, an audio recording will be taken throughout the entire entrance exam period (June 27 from 10:00 a.m. to 12:30 p.m. (CEST)) and mock exam 2 (June 20 from 10:00 a.m. to 12:00 noon (CEST)).

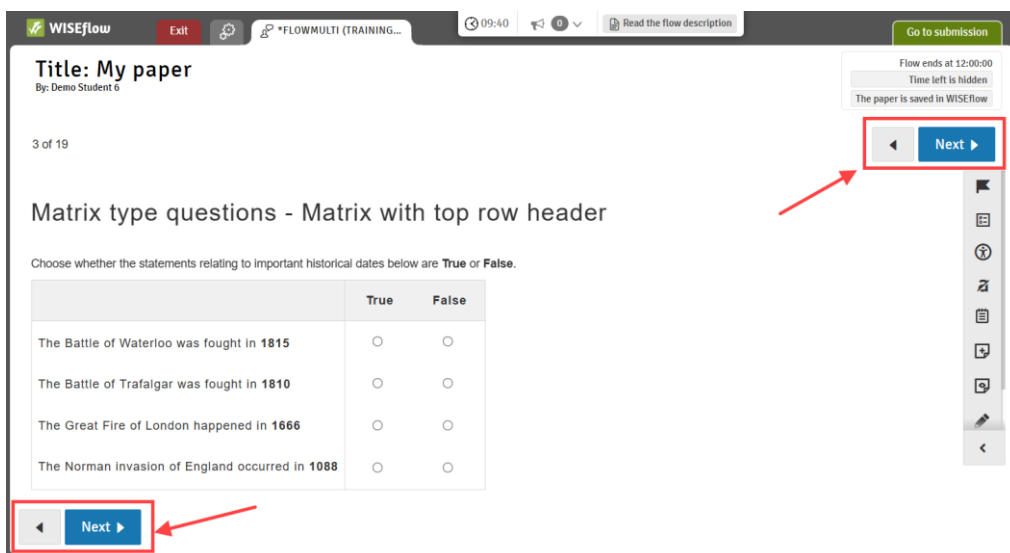
Following the image capture step and the voice recording, you will be taken to a page that counts down to the beginning of the exam. The exam will begin once the countdown concludes.

14. The (mock) entrance exam environment

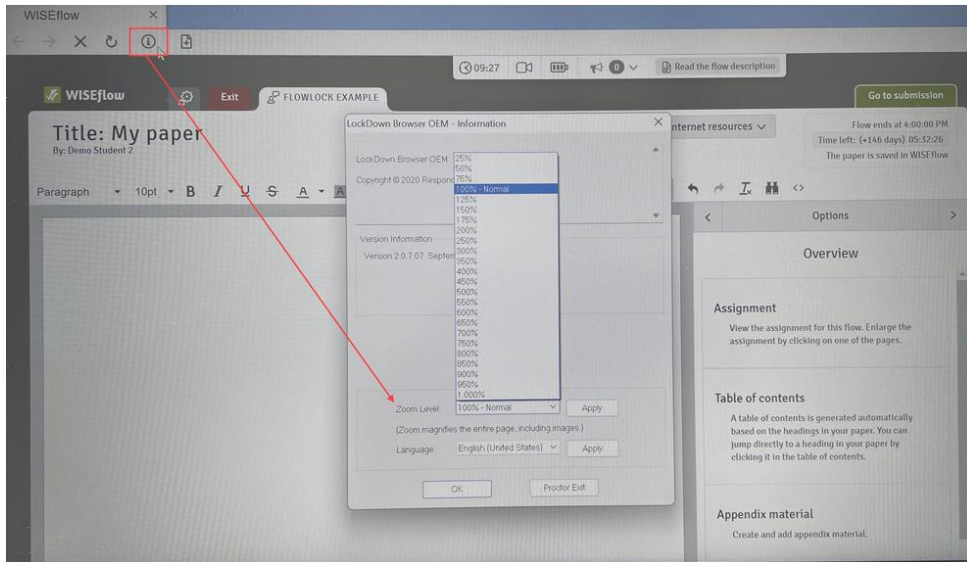
In the top right corner, you can see the amount of time that remains for you to complete your exam submission. Here you will also get a confirmation when your answers have been saved (see image below).



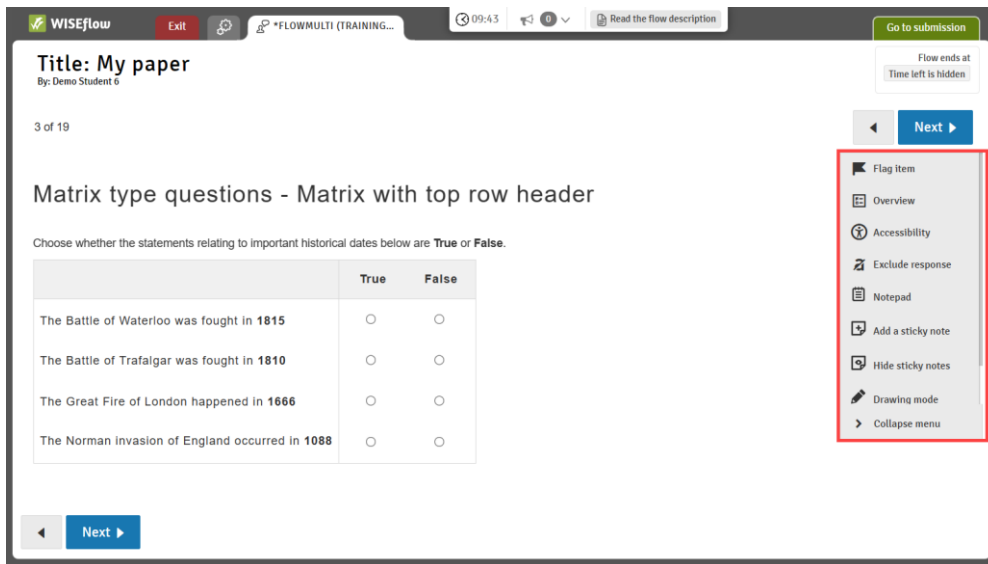
You can go to the next page by clicking 'Next' in the top right or lower left corner (see image below).



If necessary, you can also zoom in and out in WISEflow. To do so, click on the small info circle in the top menu. This will open the settings window where you have the option to set a zoom level and apply it (see *image below*).




During your exam, you may need to take personal notes and the right-hand side menu has options that you can use to assist you (see *image below*). You can disallow options in a multiple choice to prevent you from selecting the option you know is wrong. There is a small notepad that you can use throughout the entire exam and sticky notes that can be added to a particular section. And finally, there is also the option to draw on the section.



In the mathematics section, you will find a formula sheet and right above the questions a calculator. Click on 'Calculator' to open it (see *images below*). Note that some keys only activate after you have entered a number in the calculator.

Math (1 out of 1)

 Calculator

Statistik Austria provides the following data about the development of the Austrian agricultural sector:

Year


Total number of agriculture and forestry holdings


Average holding size in hectare

Which of the following statement(s) is **correct**? (3 points)

Preview

1 of 1



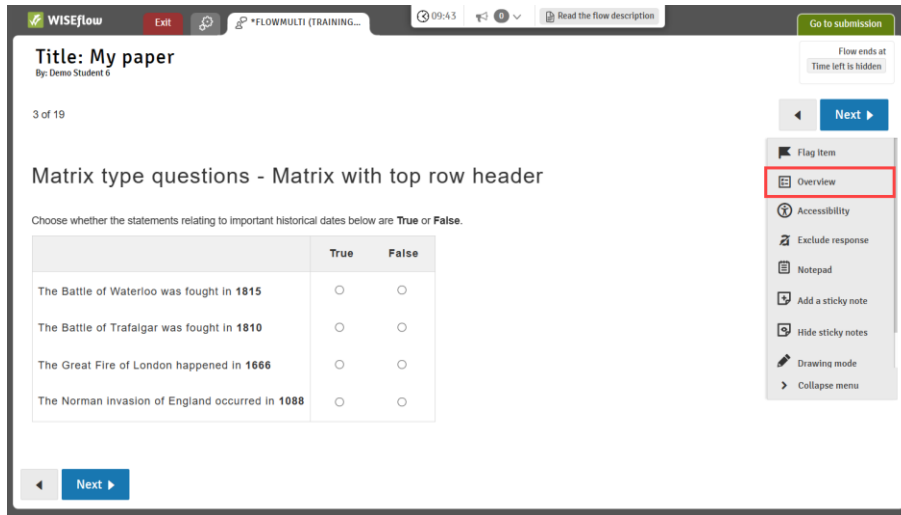
MC	MR	M+	M-					5
Rad		%	π	+/-	()	CE	C
2 nd	1/x	x^y	x^2	ln	7	8	9	÷
\sqrt{x}	$\sqrt[3]{x}$	$\sqrt[n]{x}$	e	log ₁₀	4	5	6	×
sin	cos	tan	nPr	nCr	1	2	3	-
sinh	cosh	tanh	x!	Rand	0	.	=	+

Next ▶

Done

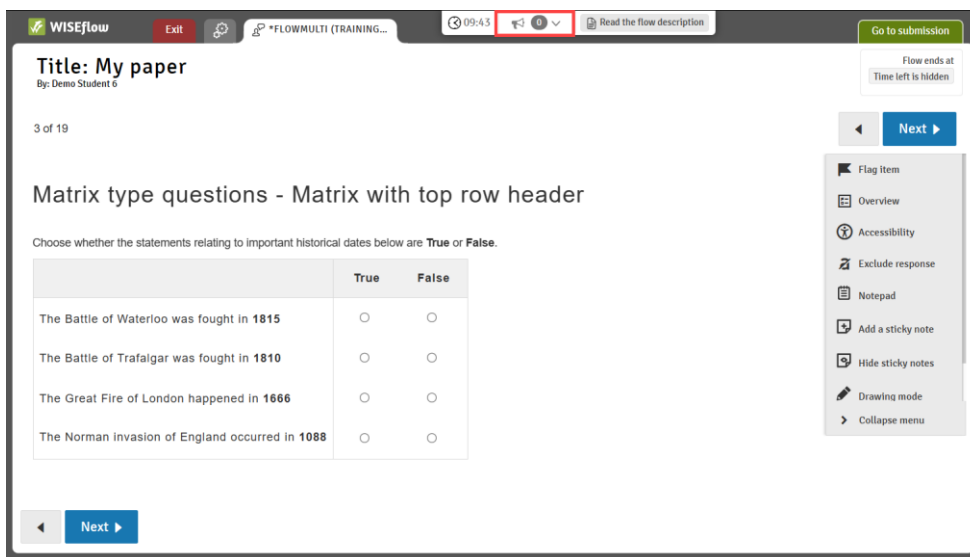
Do not use any other items than your exam device during the exam. All functions you may need will be available in the WISEflow exam tool. Please note: Anyone caught using unauthorized aids or cheating in any way will be excluded from the selection procedure. **We strongly recommend familiarizing yourself with all these functions during the mock exams.**

When you reach the last page, you can review all pages of the exam to see which ones you have answered. You can always navigate to the review screen by clicking 'Overview.'



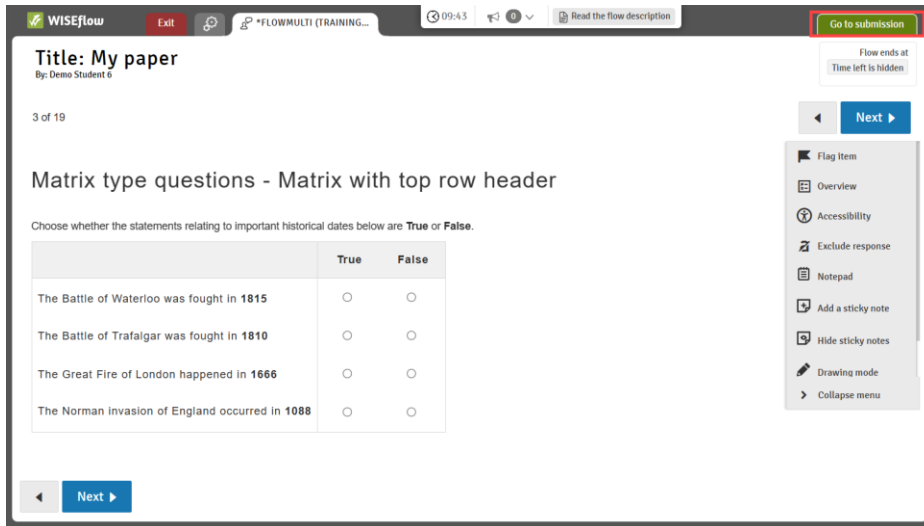
During the exam, you may be sent important exam related information as messages that appear within the exam environment. Once you have read a message, you need to click 'Close' to be able to view the exam paper again. You can access any messages that have been received by clicking on the messages area at the top center of the screen.

Note: During the mock exams, you will not receive any direct messages.

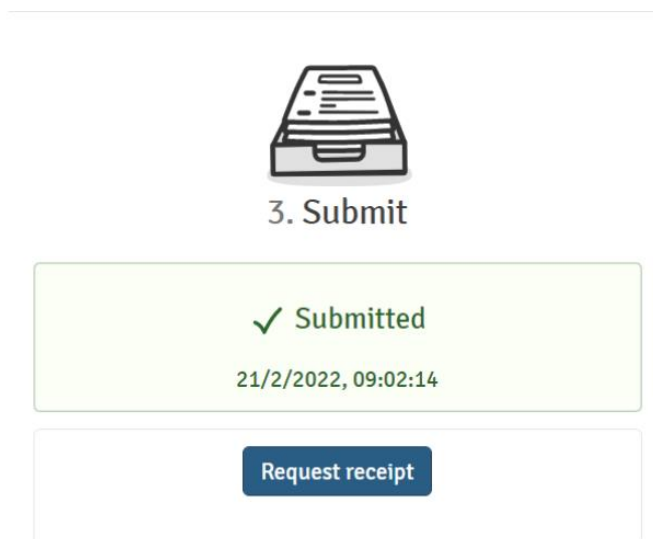


15. Submitting the exam

When you are ready, you can submit your exam paper by clicking on the green 'Go to submission' tab at the top right of the screen.



This will then display a small window titled 'Submitting'. Submit your assignment by clicking the 'Submit' button. You will see a confirmation that the submission has been successful. You can also request a receipt as proof (see image below).



You can now exit and close the Lockdown Browser.

Note: Once you have submitted the entrance exam, you cannot restart it again.

16. Loss of internet connection during the entrance exam

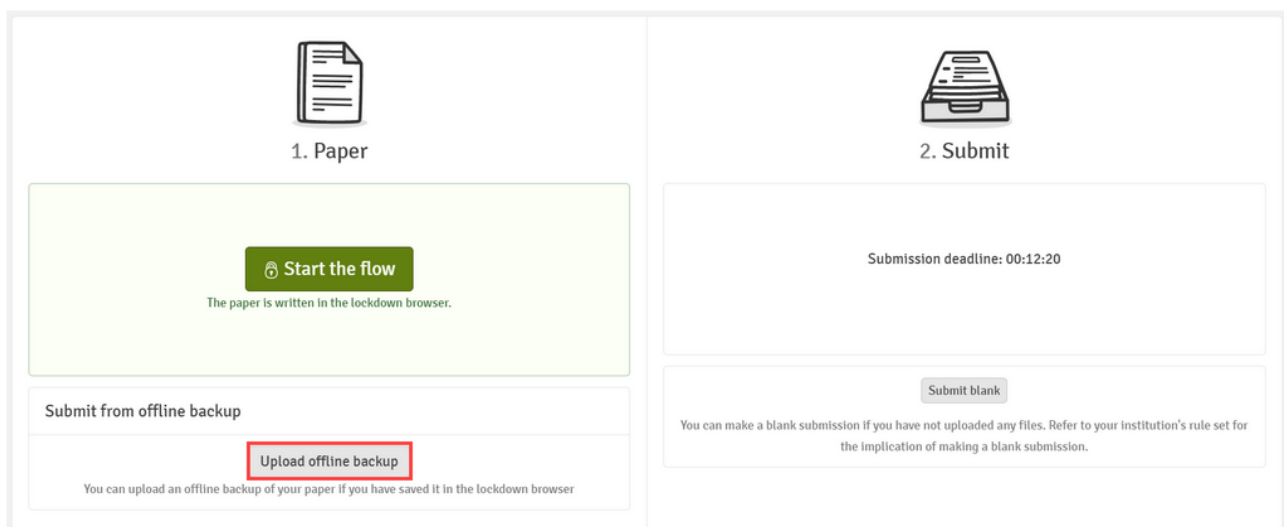
During the entrance exam, WISEflow will automatically and continuously save your work, and you will be able to keep track of this in the upper right-hand corner of the screen. If your internet connection fails during the exam, you may proceed as though nothing has happened. Once your computer reestablishes the connection, the WISEflow connection will automatically be re-established as well, and your work will be saved to the server continuously as before. You will be notified directly through the Lockdown Browser if your connection is lost and the 'No connection to WISEflow' bar will show at the top of the screen.

Once the connection is re-established, the 'No connection to WISEflow' bar will disappear.



If your connection is lost and is not re-established within a few moments, it is recommended that you save your work manually on your own computer (see *image above*). Do this regularly to prevent any loss of data in case your computer should shut down by clicking on the 'Download paper' tab in the upper right corner of the screen (this tab only becomes visible if WISEflow detects that you have lost your internet connection). It is important to make a note of where you have saved the manual downloads on your computer.

If the internet connection is re-established you will not need to use this back-up version, because you will be able to save and hand in your exam paper through WISEflow. If it is not re-established, you will have to upload the offline backup which you saved manually during the exam. To do this, go to the flow page for the exam (where you clicked 'Start the flow' to begin your exam), click 'Upload offline backup' and locate the last downloaded copy of your exam paper that you saved on your computer (see *image below*). The file name ends with .wf, and includes the time when the file was saved by default.



Note: If you had to download an offline backup and need to upload it because you were unable to regain internet connection before the end of the entrance exam at 12:30 p.m. (CEST) on June 27, please contact us at support.bbe@wu.ac.at. We will share a password with you to upload the offline backup.

17. Support during the exam

If you need support because of any unforeseen circumstances during mock exam 2 or the entrance exam, please do not hesitate to contact us at support.bbe@wu.ac.at. Include your name, birth date, and telephone number including country code in your request, in case we need to call you back.

Please note that we will not answer any content-related questions.

Please add the email address to your contact list before the entrance exam and use another device if you need to contact us. Please keep in mind that your computer or laptop will be locked during the exam and you will not be able to contact us using your entrance exam device. However, please make sure that you use an alternate device only for the purpose of contacting us, as any other use could be construed as cheating. For more information, please see '*Unauthorized aids*' on [our website](#).

Note that the support email address will only be available during mock exam 2 (June 20) and the entrance exam on June 27, 2023 between 9:30 a.m. and 12:30 p.m. (CEST), not during the mock exam 1 period. If you have any questions before the day of the entrance exam, please contact us at bbe.selectionprocedure@wu.ac.at.

Good luck on the exam!