



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 [here](#).

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 10.15 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

! 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
- 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: You are responsible for ensuring that you have a stable internet connection for the entire duration of the exam! A stable internet connection is absolutely essential in order to be able to complete the exam online during the entire exam period. This is a prerequisite for the exam to be graded.
- 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.



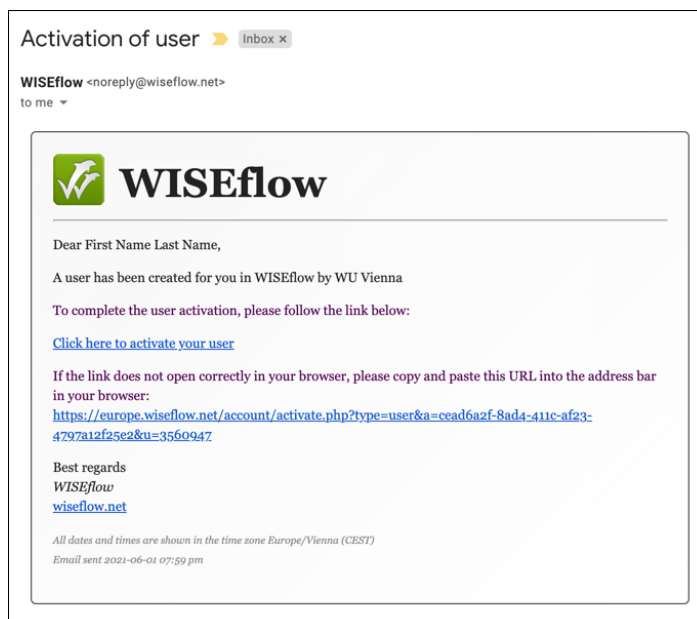
Your WISEflow account

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.

The image shows a 'User activation' form for WU Vienna. The form is titled 'User activation' and 'Activate your user on WU Vienna'. A blue box states: 'The licence has been set up with WISEflow standard login. Your username is your email address. Enter the desired password below.' The form has three main sections: 1. 'Username' with a text input field containing 'youremail@email.com'. 2. 'New password' with a text input field containing 'Type password' and a red circle with the number '1' next to it. 3. 'Confirm password' with a text input field containing 'Type password' and a red circle with the number '2' next to it. Below these is a green 'Continue' button with a red circle with the number '3' next to it. A white box on the right side of the form lists password requirements: 'Password must meet the following requirements: At least one letter, At least one capital letter, At least one number, Be at least 8 characters'. Each requirement is preceded by a red 'X' icon.

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.

The image shows a 'Privacy & Cookie Policy' page. The title is 'Privacy & Cookie Policy'. Below the title is a small text: 'When using WISEflow, we process and store data on behalf of your educational institution according to our Privacy & Cookie Policy'. The main content is a scrollable area with the following text: 'Privacy Policy UNiNetze AGs ("un", "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 UNiNetze AGs. Information we may collect from you We may collect and process the following data about you: Information you provide to us'. At the bottom of the page is a green button that says '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).

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' sub tab.

The screenshot shows the WISEflow user interface. At the top right, the user is logged in as 'Demo Student' and has a dropdown menu with 'Edit profile' and 'Log out' options. The 'Edit profile' option is highlighted with a red box. A red arrow points from this box to the 'System' sub-tab in the 'Profile' section. The 'System' sub-tab is also highlighted with a red box. Below the 'System' sub-tab, there is a 'Facial Comparison' section with a 'No image' placeholder. At the bottom, there is a 'Lockdown Browser' section with two columns: 'Download and install' and 'Try it out'. The 'Download and install' column has two rows: 'Download for Windows (10 and above)' with a 'Download' button (numbered 1) and 'Test Lockdown Browser' with a 'Test browser' button (numbered 2). The 'Try it out' column has two rows: 'Demonstration of FLOWlock' with a 'Start the demo' button and 'Demonstration of FLOWmulti' with a 'Start the demo' button. A 'Setup guide' button is located at the bottom left of the 'Lockdown Browser' section.

3. Under '*Lockdown Browser*', 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.

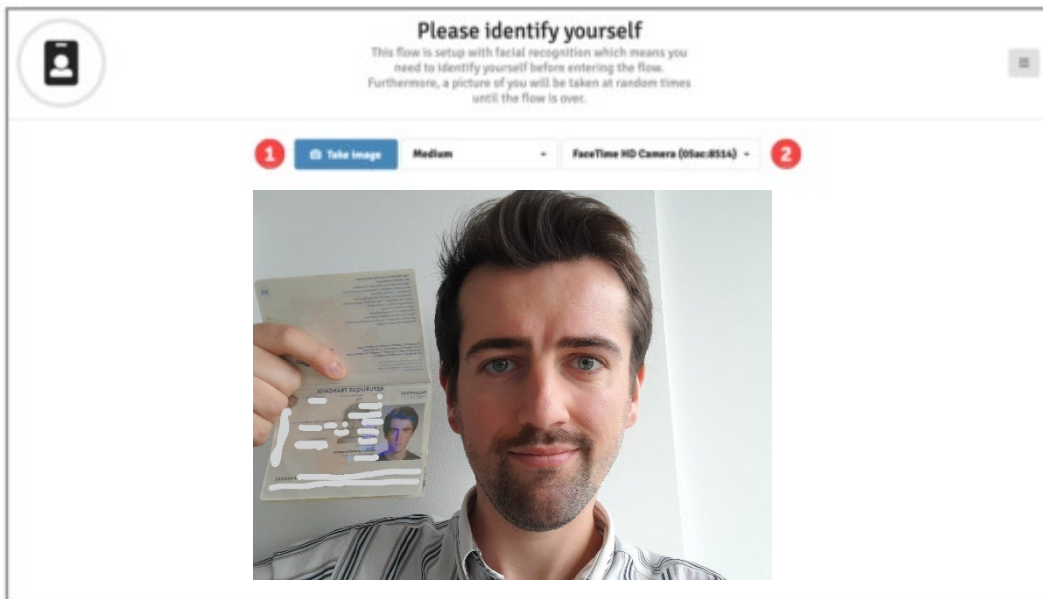
WISEflow's facial comparison feature monitors you through randomly taken snapshots of webcam recordings that will analyze your identity throughout the exam. The snapshots will be taken regularly at random intervals during the completion of your assessment. The actual snapshot and matching process will 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. The reference image is also available on the 'Profile Settings' page. **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. **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 (Obda: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.

! Headphones and earbuds are not allowed, even if they are used for their microphone function. !



Information on the mock exams and the entrance exam

9. Introduction to mock exam 1 between June 10 and June 11, 2024

- Mock exam 1 will be accessible in WISEflow from June 10, 8:00 a.m. until June 11, 4:00 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.

10. Introduction to mock exam 2 on June 12

- Mock Exam 2 will start in two intervals: 10:00 a.m. and 10:02 a.m. (CEST). We will send you an e-mail beforehand to let you know what your start time is.
- Duration: 1 hour
- 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.
- 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.
- Your exam will be automatically submitted when your participation end time has been reached.

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 18, 2024

- The BBE online entrance exam will take place on June 18, 2024 via WISEflow. It will start in two intervals: 10:00 a.m. and 10:02 a.m. The exam questions are the same for both intervals, only the start time is different. We will send you an e-mail beforehand to let you know what your start time is.

- 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 18, you will automatically be excluded from the BBE selection procedure.

12. Before the (mock) entrance exam begins

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.

The screenshot displays the 'Exam with the Lockdown Browser' interface. At the top, it shows the exam title and a progress bar indicating a 2-hour duration for 'TODAY' (29/2/2024), starting at 10:00 and ending at 12:00. Below this, the 'Instructions' section states that the assignment is interactive and starts from a green 'Start' button. A 'Lockdown browser guide' section provides details: the flow can be accessed 1 hour before the official start time, but access begins only at the official start time. It notes that submissions are made in an embedded editor within WISEflow, which is only accessible during the specified duration. It also states that the editor can only be used with the lockdown browser, which limits access to files, applications, and system actions. A 'Guide to lockdown browser' button is provided. On the right side, there are sections for 'Flow information' (Percentage: 0.00-100.00), 'Manager' (These are the managers associated with the flow), 'Supporting material for all' (No supporting material for all), and 'Supporting material for participants' (No supporting material). There is also a 'Direct messages' section with a dropdown arrow and a 'Read the flow description' button. At the bottom, there are two main sections: '1. Paper' with a document icon and '2. Submit' with a printer icon. A large green 'Start the flow' button is prominently displayed in the center, with the text 'The paper is written in the lockdown browser.' and 'Flow start: 00:32:38' below it.

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.

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.

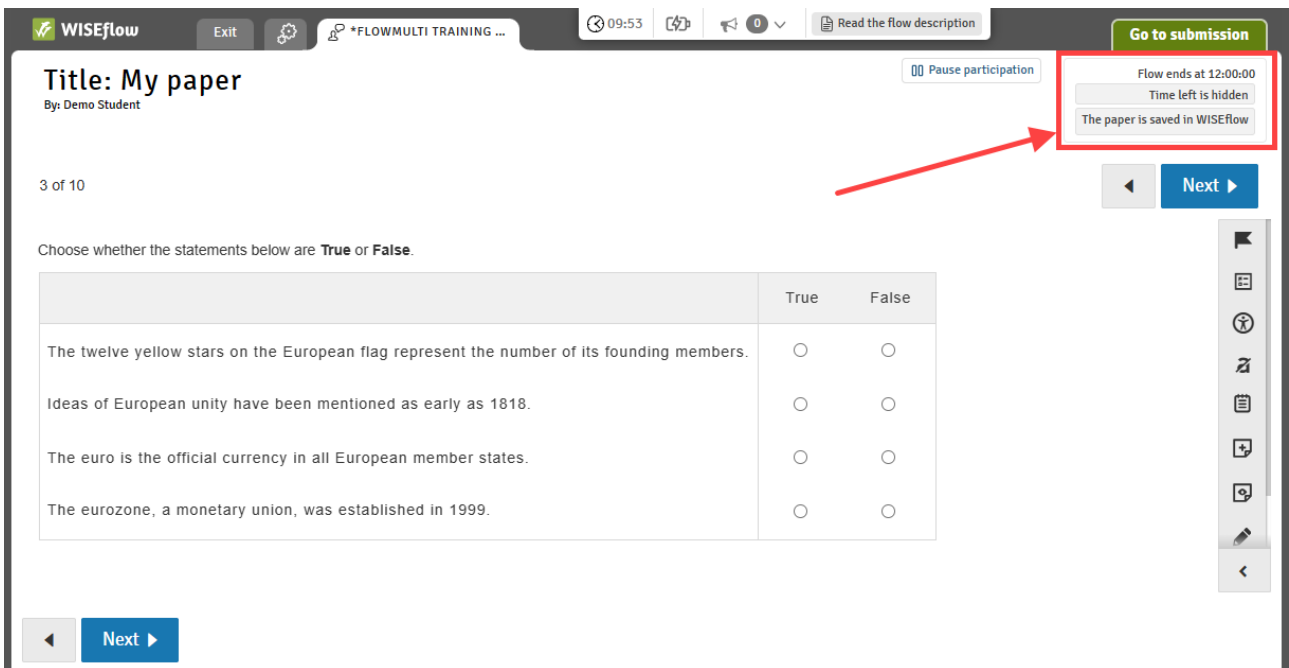
Additionally, you will be asked to record your full name for voice detection.

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 (mock 2) entrance exam period.

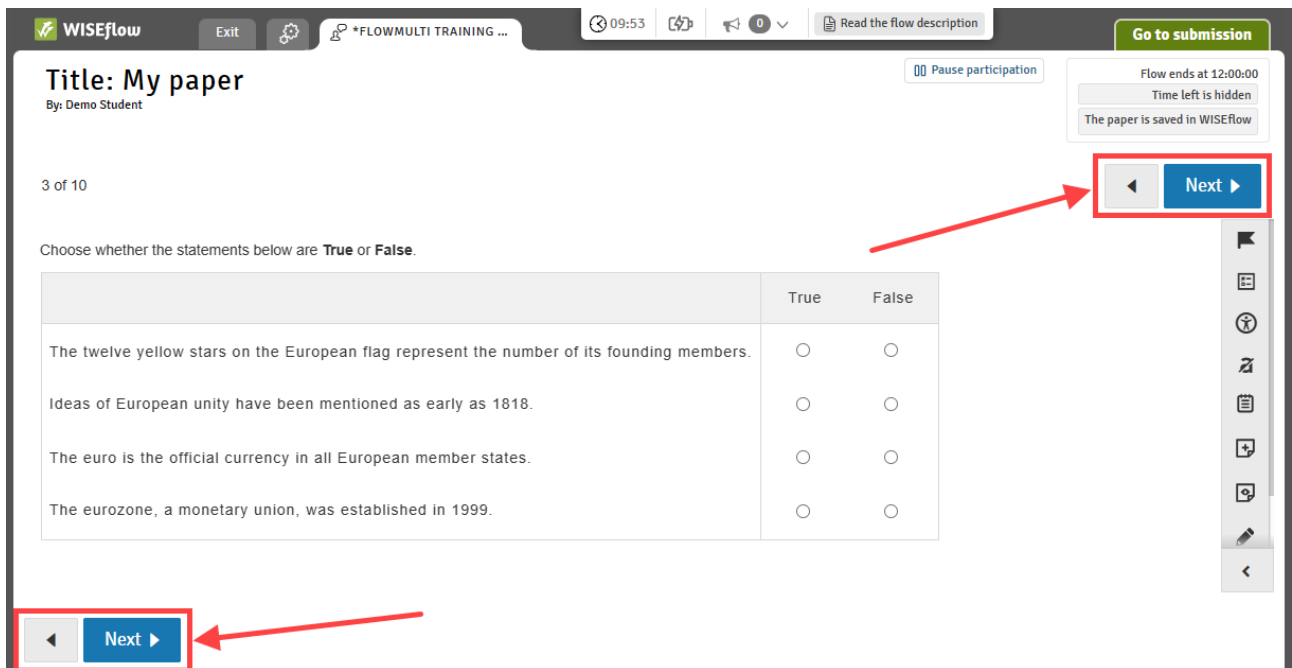
Following the image capture step and the voice recording, you will be taken to a page that counts down to the beginning of the exam. The exam will begin once the countdown concludes.

14. The (mock) entrance exam environment

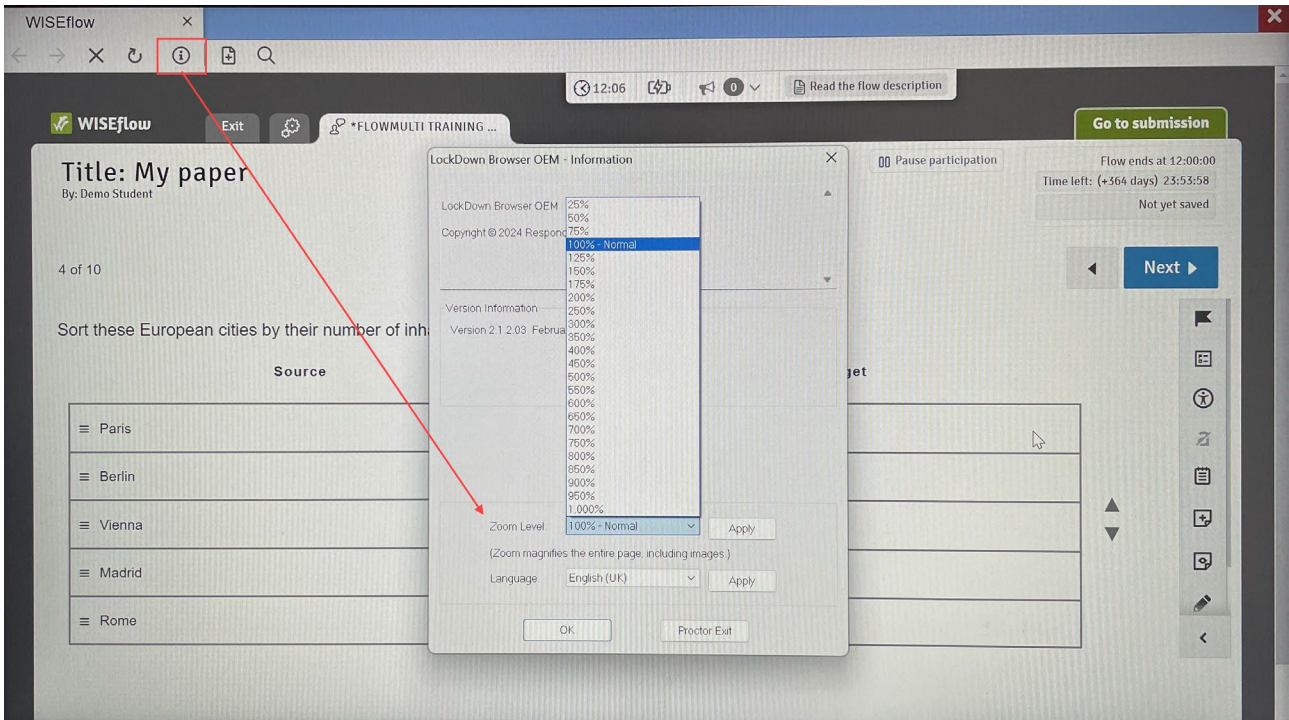
In the top right corner, you can see the amount of time that remains for you to complete your exam submission. Here you will also get a confirmation when your answers have been saved (*see image below*).



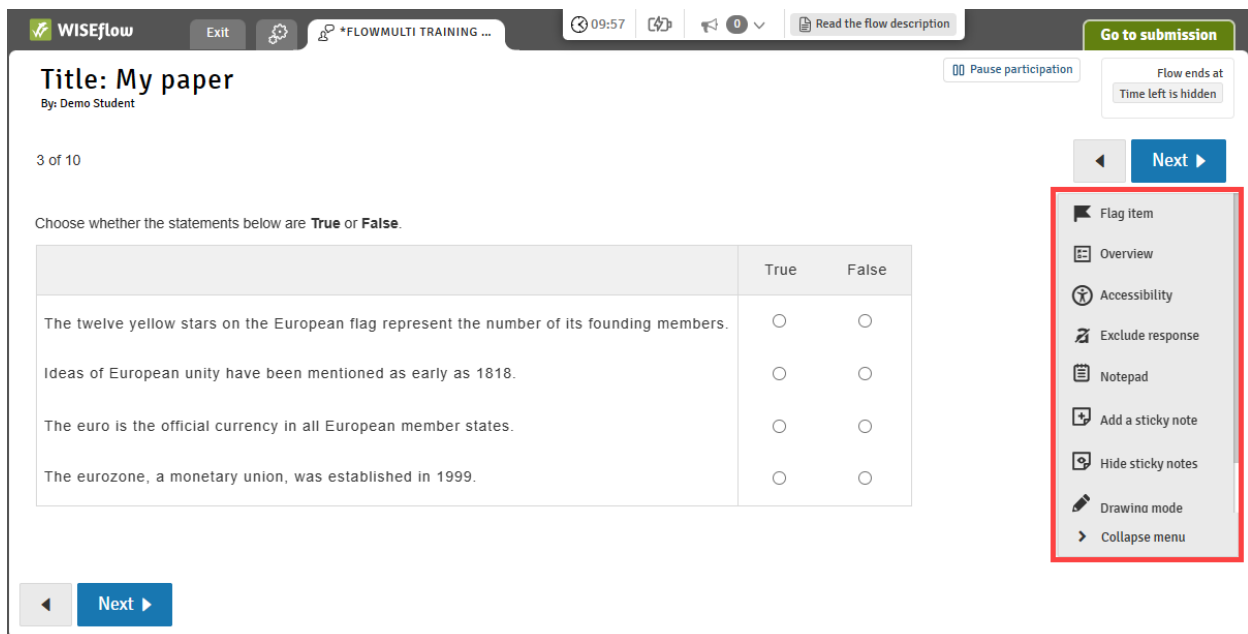
You can go to the next page by clicking 'Next' in the top right or lower left corner (see image below).



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.'

The screenshot shows the WISEflow exam interface. At the top, there is a header with the WISEflow logo, an 'Exit' button, a gear icon, a browser tab titled '*FLOWMULTI TRAINING ...', a timer showing '09:57', a 'Read the flow description' button, and a 'Go to submission' button. Below the header, the exam title is 'Title: My paper' by 'Demo Student'. The current question is '3 of 10'. The question text is 'Choose whether the statements below are True or False.' Below this is a table with four rows of statements and two columns for 'True' and 'False' answers. The statements are: 'The twelve yellow stars on the European flag represent the number of its founding members.', 'Ideas of European unity have been mentioned as early as 1818.', 'The euro is the official currency in all European member states.', and 'The eurozone, a monetary union, was established in 1999.' To the right of the question is a sidebar with various options: 'Flag item', 'Overview' (highlighted with a red box), 'Accessibility', 'Exclude response', 'Notepad', 'Add a sticky note', 'Hide sticky notes', 'Drawing mode', and 'Collapse menu'. At the bottom left, there is a 'Next' button.

	True	False
The twelve yellow stars on the European flag represent the number of its founding members.	<input type="radio"/>	<input type="radio"/>
Ideas of European unity have been mentioned as early as 1818.	<input type="radio"/>	<input type="radio"/>
The euro is the official currency in all European member states.	<input type="radio"/>	<input type="radio"/>
The eurozone, a monetary union, was established in 1999.	<input type="radio"/>	<input type="radio"/>

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.

This screenshot is identical to the one above, but with a red box highlighting a message notification icon in the top center of the interface, located between the timer and the 'Read the flow description' button. The rest of the interface, including the question and the sidebar, remains the same.

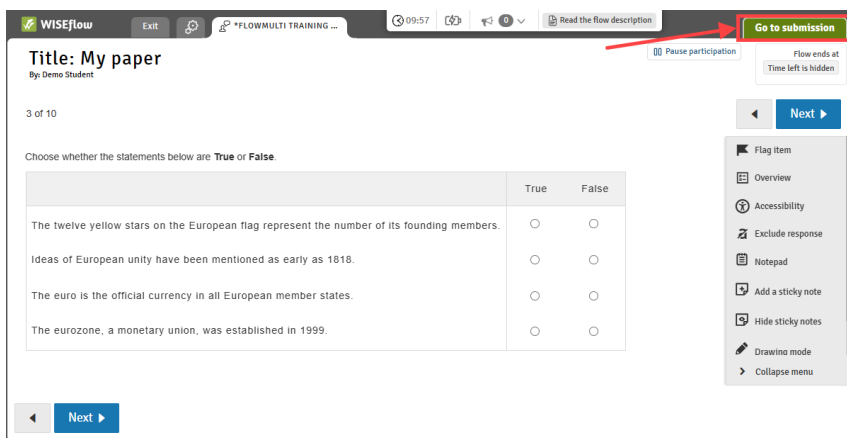
15. Submitting the exam

Your exam will be automatically submitted when your participation end time has been reached. You will be informed once the submission has been completed and you can then return to the flow page. Automatic submission will only occur in the following circumstances:

- you have an internet connection and are online,
- the latest revision has been saved.

If these conditions are not met, you have to submit your work manually by clicking on the green 'Go to submission' tab at the top right of the screen. More information can be found [here](#).

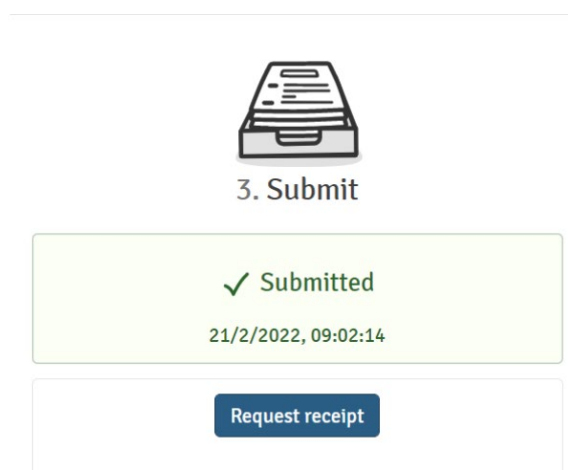
If you want to submit your exam before the end time has been reached you can submit your exam paper by clicking on the green 'Go to submission' tab at the top right of the screen.



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 then return to the flow page which will automatically close down the Lockdown Browser.

After having submitted your responses, you can also request a receipt as proof directly on the flow page (see *image below*).

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



16. 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.

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 and the entrance exam, 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.



...ON THE EXAM!