

User guide for exam submissions in WISEflow

All final exam submissions at MF uses WISEflow as a submission system (as opposed to course requirement submissions).

Set aside enough time for the submission. If you fail to submit at the deadline because of technical issues, contact us within five minutes on exam@mf.no, with the submission file attached. Please do not contact teachers if you have technical problems.

The web browser Internet Explorer is not compatible with WISEflow. Use another web browser.

Log in

A link to WISEflow is available in the bottom menu at mf.no and [here](#).

Log on using your *Feide* password from MF (same as the standard MF password).

Contact the exam office at once in case of problems with log in:

Exam@mf.no Tel: +47 22 59 06 37 / +47 22 59 06 16

The image shows two screenshots from the MF website. The top screenshot is titled 'Shortcuts' and lists various services and tools. The 'WISEflow' link is highlighted with a red box. The bottom screenshot shows the login page for 'Det teologiske menighetsfakultet' with the 'FEIDE' login option highlighted by a red box.

Shortcuts

Services and tools	Projects	Student administration	Student Democracy
<ul style="list-style-type: none">> Intranet for students> Fronter> Oria.no> Time Schedule> Student Web> WISEflow> Resources for employees	<ul style="list-style-type: none">> Church Development> Cultural Diversity> Tracing the Jerusalem Code> LETRA> ungdomsarbeid.no	<ul style="list-style-type: none">> Religion and Education> Religion and Society> Theology	<ul style="list-style-type: none">> About Student Democracy> The Student Council> International Student Union

MF Det teologiske menighetsfakultet

Choose log in:

- ID-porten MinID
- FEIDE**

Exam flow overview

After login, you are met by the **Flow Overview**. This is a list of all your active exam flows. An exam flow will be **visible no later than three days** before the start of a home exam or the submission deadline of an essay.

From the overview you have access to (see the picture below):

- 1) **Exam flows.** Click on the timeline or title of the exam flow. This leads you to the flow page for the exam in question (see the next page).
- 2) **Demo flows.** Here you can test how WISEflow works. If you wish to test this, choose *Flowassign* on the next page.
- 3) **Participant Archive**, listing all previous exam flows that have become inactive.
- 4) **User profile and help page.**

The screenshot displays the WISEflow interface. At the top, the WISEflow logo is on the left, and a user profile dropdown labeled 'Your name' is on the right. Below the header, there is a 'Participant' tab. The main content area is titled 'Flow Overview' with the subtitle 'This is the overview of the flows where you are enrolled as participant'. A 'Participant Archive' button is visible in the top right of this section. Underneath, there is a 'Flows' section with a 'Filter' input field. A flow titled 'Testemne 3' is highlighted with a red border. It includes a 'Test3' icon, start and end dates (08/15/2017 10:21 AM and 09/01/2017 12:00 PM), and a timeline with a green arrow pointing right, labeled 'State: Open for participation'. Below the flow list, a 'Demo flows' button is also highlighted with a red border.

How to submit

On the exam flow page you can (see picture below):

- Find information such as submission deadline, course description (“curriculum”) etc.
- View or download the **exam task sheet** (if home exam)
- **Submit your exam paper in three steps:**
 - 1) **Upload** your submission file in **PDF-format**
 - 2) **Fill in cover sheet** (academic integrity commitment etc.)
 - 3) **Confirm submission** (green button)

These three steps must be completed, in order. See the next pages for more information.

The screenshot displays the WISEflow interface for an exam submission. At the top, the course is identified as 'Testemne 3'. A progress bar shows the time remaining until the submission deadline on Friday, September 1, 2017, at 12:00 p.m. The 'Assignment' section lists 'Exam task sheet.pdf' (7.0 kB) with a red box highlighting the view and download icons. The right sidebar provides additional details: 'Flow information' (Norwegian 6-point scale), 'Manager', 'Curriculum' (No curriculum), and 'Additional material' (No additional content). The bottom section, outlined in red, details the three submission steps: 1. Paper (with an 'Upload' button and 'Anonymise the paper' option), 2. Cover sheet (with 'Fill in cover sheet' and 'Preview the cover sheet' buttons), and 3. Hand in state (with a green 'Click here to hand in' button, a submission deadline of +16 days, a 'No paper uploaded' warning, and a 'Hand in blank' button with explanatory text).

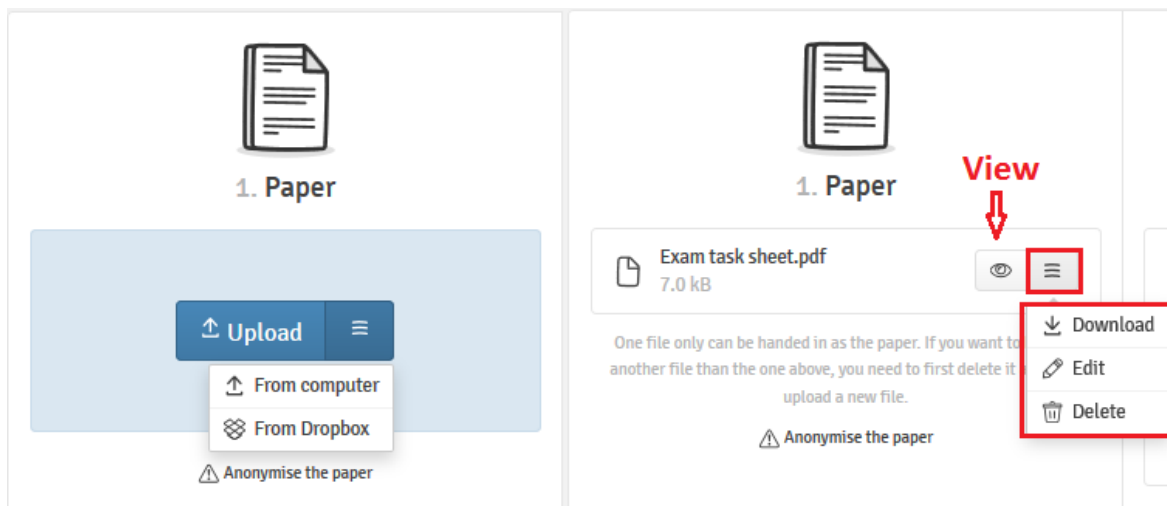
1. Upload paper

Under “Paper”, you can **upload your submission file**. Normally only one file is allowed. You can also download or delete files.

NB! Note that only PDF-files are accepted. This means that you must save your file as PDF before you submit. Make sure you know how to create a PDF before the exam starts.

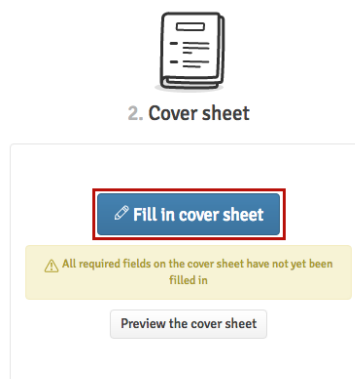
In Word 2010 you convert to PDF by choosing the tab “File”, “save as” and PDF as file type. In Word 2013/2016 you convert by choosing the tab “File”, “export” and “Create PDF”. A general guide on how to convert files to PDF is available [here](#).

Your submission must be **anonymous**. Don’t write your name anywhere, including the file name. We prefer that you state your candidate number (in the introduction). You can find it on StudentWeb.



2. Fill in cover sheet

The **cover sheet** will be inserted as the first page of your hand-in. Click [Fill in cover sheet](#). Required fields are marked with (*). You will be asked to confirm an academic integrity commitment. Some information should also be written directly in to the submission text (see www.mf.no/en/exam-submissions under “formal requirements”).



3. Final submission

You can now complete submission by clicking the button [Click here to hand in](#)

On home exams, it is possible to **hand in blank** if no files have been uploaded. If you choose to do this, your submission will count as “[withdrawal during an examination](#)”. Note that this is not an option on essay submissions or portfolio exam submissions.



You can request a **receipt** for the completed submission to be sent to your email. Check that the correct e-mail address is registered in your profile in the top right corner.

You can **withdraw your paper and hand in a new one** within the submission deadline. Click “withdraw submission” and delete your uploaded file (see the previous page) before submitting again.

