



***'At Home'* exams in WISEflow**

How to submit your answers as photos using your phone

**Read all the way through. This presentation has
all the answers, but your question may not be
answered until the end**



Check what type of flow your exam is:

FLOWassign



- You can recognise it from the FLOWassign icon next to the title of the flow
- You must **submit one file** as your exam answer
- **The file needs to be a PDF.**
- If you need to include images you will need to insert them into a document before converting it to a PDF for submission.

FLOWhandin



- You can recognise it from the FLOWhandin icon next to the title of the flow
- You can upload **any type of file, you may need to take photos of paper and upload them from your phone** and as **many files** as you want
- If you exceed the overall upload limit of 5GB you will need to upload smaller file sizes of your images

FLOWmulti



- You can recognise it from the FLOWmulti icon next to the title of the flow
- You can enter answers directly into WISEflow

The following instructions are only valid if you exam is the FLOWhandin type!

Checking before uploading

The list below is to help you and the marker(s)

1. Take a few minutes to place in order all of your handwritten sheets of paper
2. Check they really are in order
3. Check that each page has a page number
4. Have you written on both sides of the pieces of paper ?

If so, check that each side has a page number (remember to double check both sides)

5. Check all question numbers are obvious.

If you continued an answer on a separate sheet of paper or on the back of a sheet of paper, make sure you write the question and where appropriate the section number/letter on each. It is better to write the page, question and section number too often than not enough.

6. Take a scrap of paper, not to be submitted, create a table (example on the right) so you can track your pages, photographs and that they have all been uploaded

With your papers neatly stacked and in order lets start.

Page Number	Good Photograph	Uploaded
1		
2		
3		
..		
15		

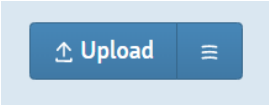

Uploading photos to FLOWhandin



General Guidance

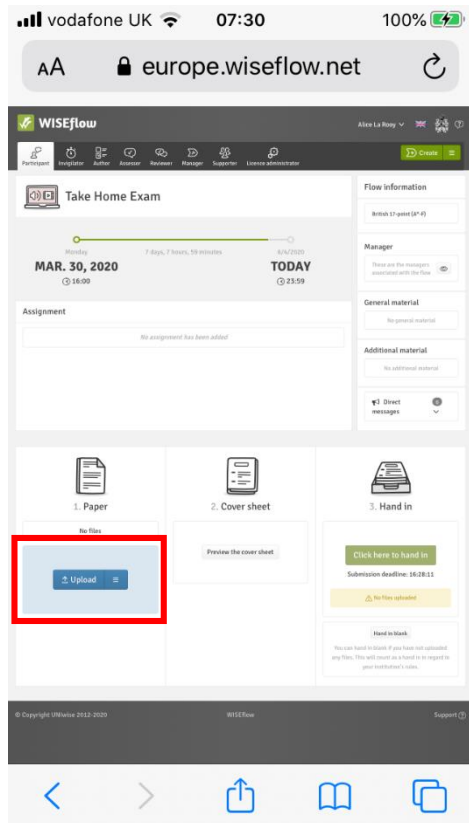
- Allow enough time to complete the upload process – time has been added for this purpose.
- Make sure the photos are clear – NOT blurry
- Take the pictures in portrait layout. If they are sideways when uploaded – remove the file and rotate the picture on your phone and upload again.
- Make sure the question number and page number of your answer sheets can be clearly see.
- We will set up a practice exam for you to try the process

From your phone

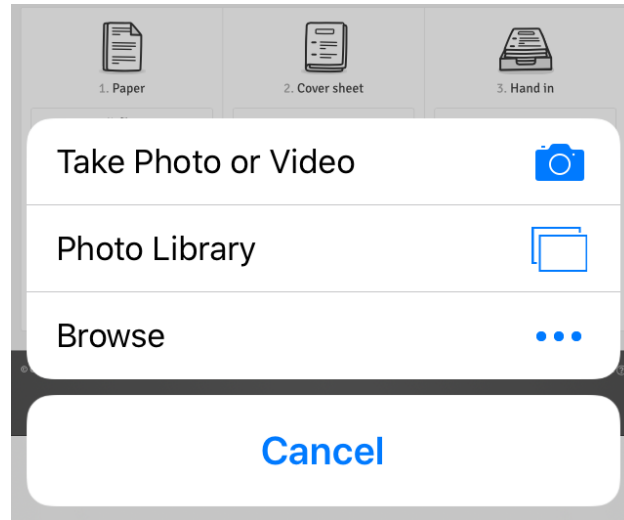
- Log into WISEflow from the browser on your phone
- Select the correct exam flow
- Tap on the blue upload button 
- Select photos from your photo library, or take each photo directly
- Check your photos are the right way around (portrait, clear to read, pages and questions should be numbered)
- When all photos are uploaded click the green hand in button 
- Ensure screen says status is 'handed in' and request a receipt

iPhone

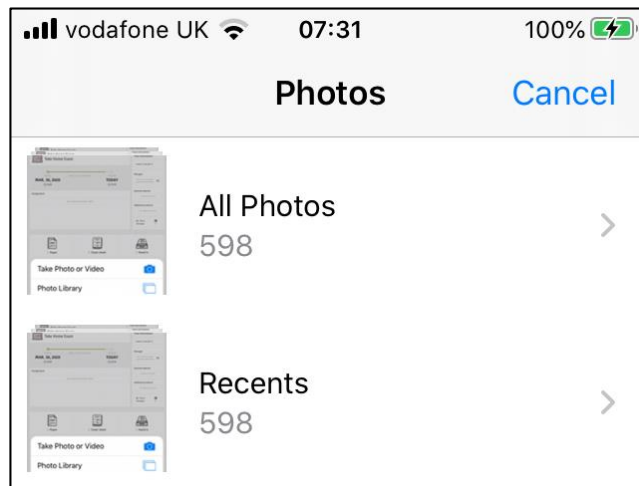
Step 1



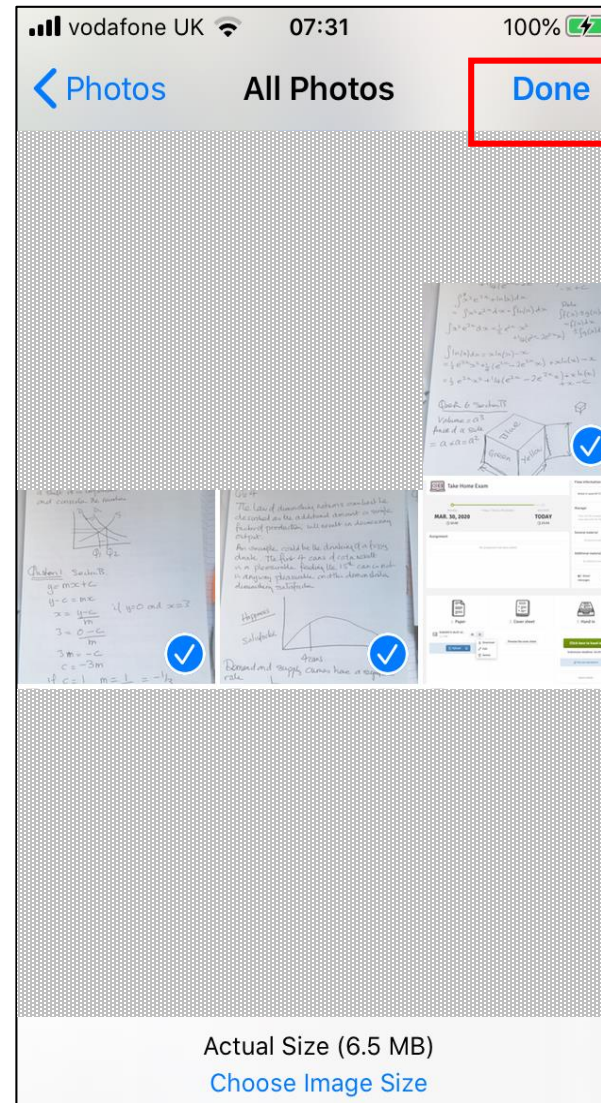
Step 2



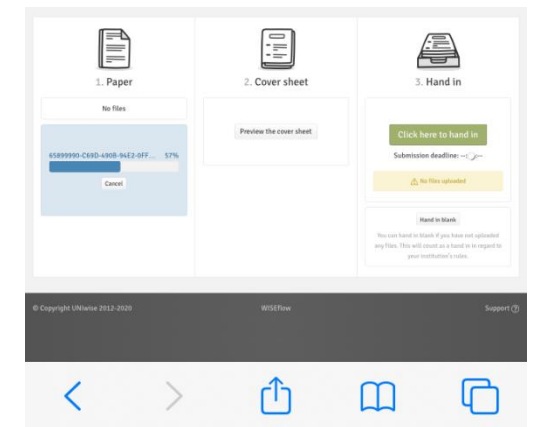
Step 3



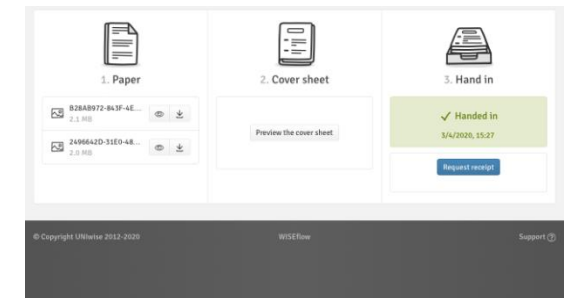
Step 4



Step 5

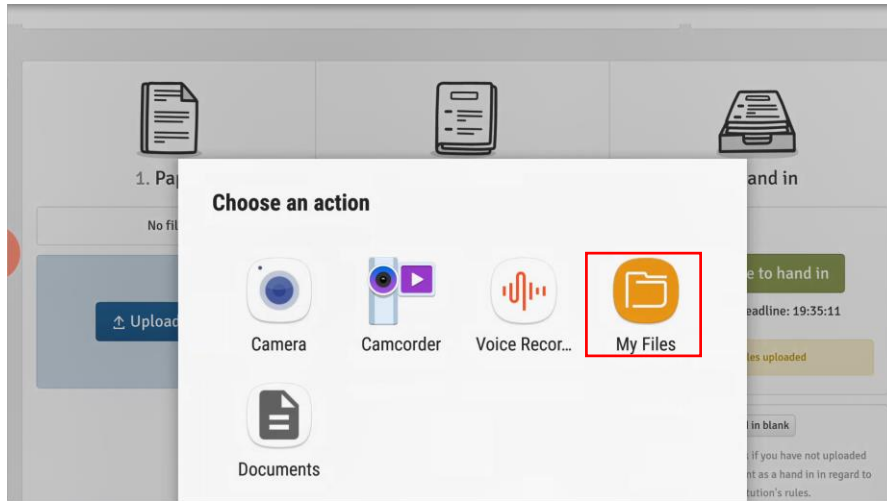


Step 6

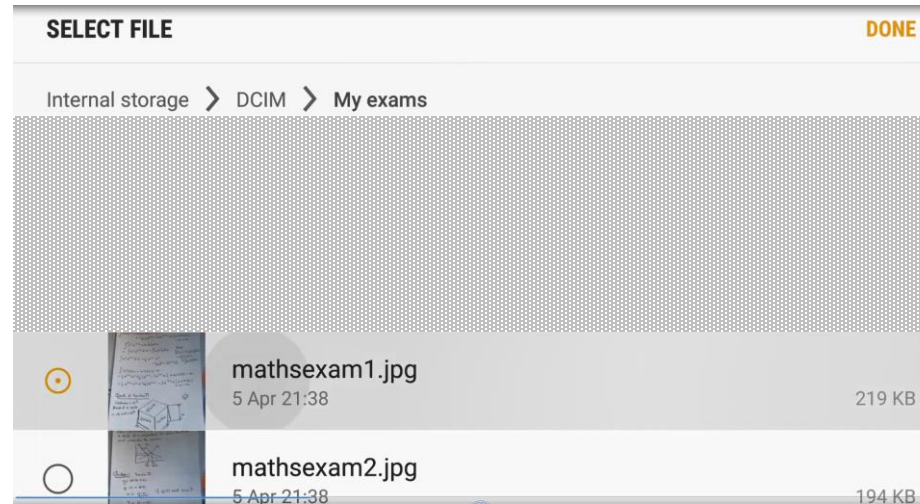


Android

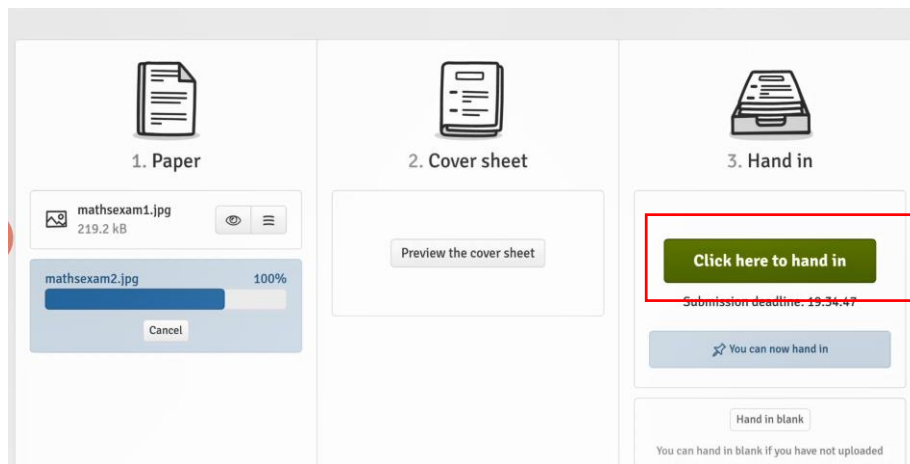
Step 1



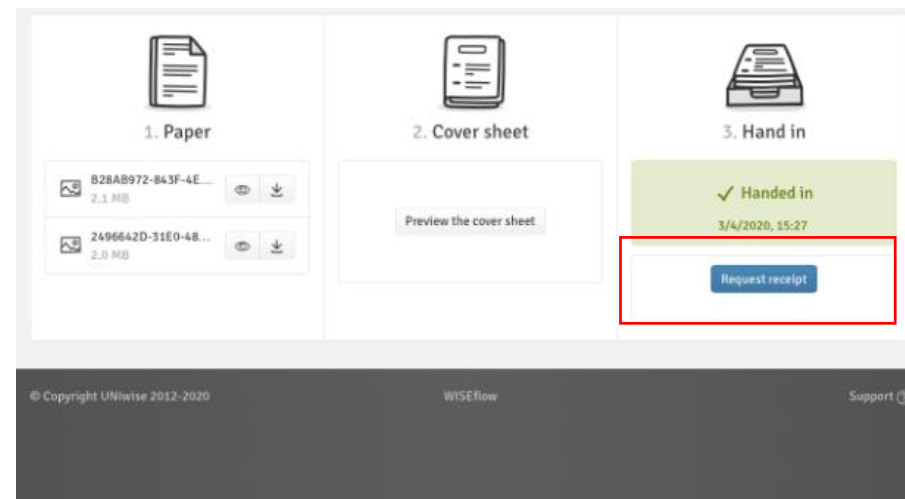
Step 2 (repeat step 1&2 as necessary)



Step 3



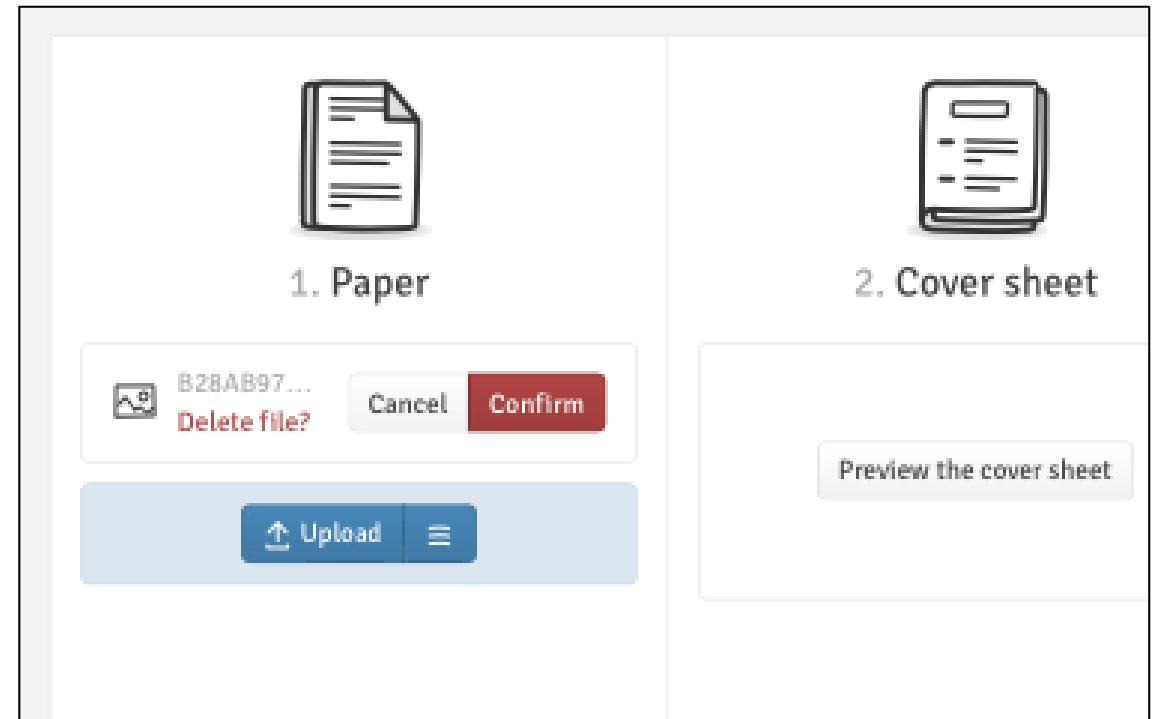
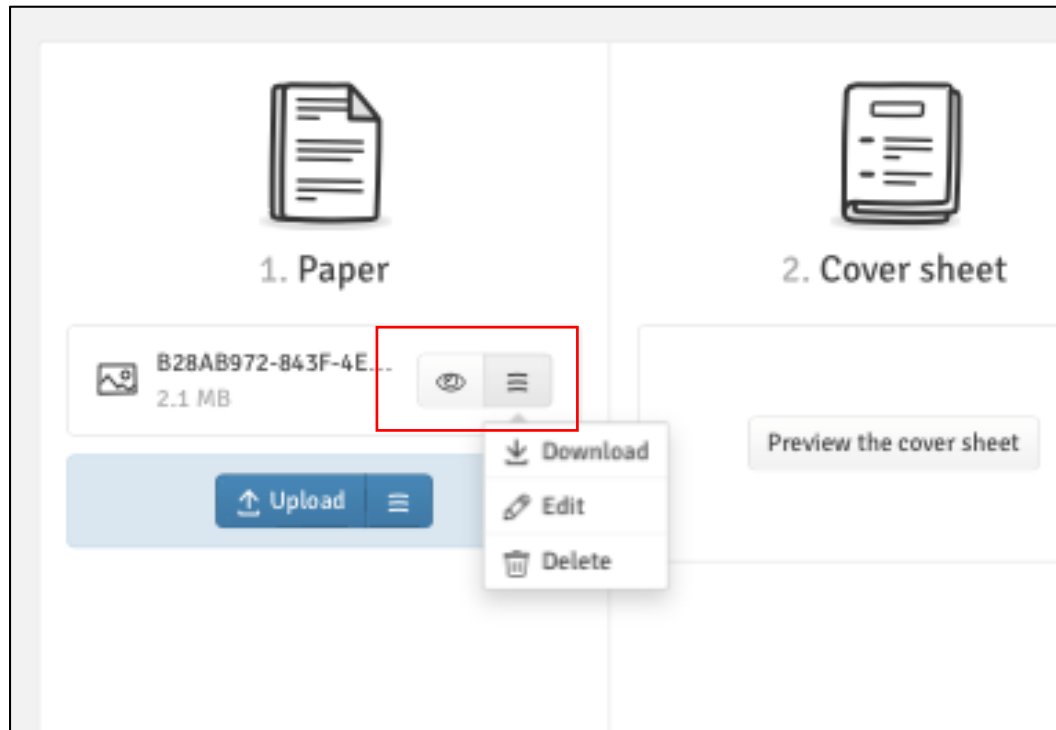
Step 4



Preview, delete and re-upload

- Use the eye button to preview
- Use the menu button to delete

- Confirm delete
- Edit photo
- Re-upload



Rotating photos

iPhone

- Launch the **Photos**.
- Tap an **image**
- Tap **Edit** on the top right of your screen.
- Tap on the crop button in the bottom menu.
- Tap on the **rotate** button on the bottom left.
- Tap the **Rotate** button in the top menu.
- Tap it until you get your desired rotation.
- Tap Done

Android

- Open **Photos**.
- Tap an **image**.
- Tap the pencil icon.
- Tap the crop/**rotate** icon.
- Tap the **rotate** icon.
- Tap it until you get your desired rotation.
- Tap Done.

Any Problems?

- Refer to the 'Take Home' exam candidate guide on the Examinations website for how to get help during exams
- During the exam the fastest way to get help will be via the chat button, this will only be available in the exam period, Mon-Fri 8:30am-7:30pm BST(British Summer Time).
- For non urgent help email WISEflowhelp@brunel.ac.uk for general WISEflow queries or contact your department for specific advice about the exam format etc.