Practice Assessment: Lockdown Browser exam (FLOWlock)

Please follow the below instructions fully to familiarise yourself with all the steps (11 in total) that may be required of you when taking a Lockdown Browser exam (FLOWlock).

Instructions

1. Open your assignment in a new tab

   i. In the Overview panel, click Assignment to view your assignment and select Open in a new tab (you may need to scroll down to see this option)

   ii. You should now see the assignment document in a new browser tab, so that you can switch between the assignment and the text editor where you will be typing your responses.

   iii. Alternatively, you can click the preview page of the assignment to view it in a pop-up window:
2. Write your own notes on the assignment

i. When you open the assignment in a new tab, you can annotate the assignment document – such as highlighting key words or writing your own notes to help you when answering questions.

ii. Click Annotate in the toolbar at the top of the screen and use the icons in the annotation ribbon to make some notes and/or highlights on the assignment:

![Annotation screenshot](image)

3. Check time remaining

i. Return to the tab with the text editor and check the time remaining for your exam (highlighted in red):

![Time remaining screenshot](image)

Note: this practice assessment does not represent actual exam timings.
4. View the toolbar information (clock, battery, message centre, flow description)

i. On this page, you will see toolbar icons at the top of the screen which display useful information when taking your exam:

1. **Clock** displaying the current local time.
2. **Battery status** of your device.
3. **Direct messages** that have been sent by invigilators or managers of the exam. There is a test message for you to view.
4. **Flow description** – this is the same text presented to you on the main flow page before you started and entered the lockdown browser.

5. Type some responses in the main text editor

i. The main text editor is where you will write your responses to questions listed in the assignment. The text editor works similar to most standard text editors, such as Microsoft Word.

ii. Type a test response in the text editor (your typed responses will not be marked). You can use the options in the text editor toolbar to edit your text (i.e. bold or underline words etc).
6. Zooming in and out (changing your view)

i. Click on the info icon in the top menu (highlighted below). This will open the settings window where you have the option to set a zoom level. Click Apply to save this setting.

7. View permitted internet resources

i. If you are taking a lockdown browser exam at UCL, you should be informed in advance whether there are any internet resources you are permitted to access during your exam.

ii. You can access these resources by clicking **Permitted internet resources**:

iii. Select the relevant internet resource from the drop-down list. This resource will open in a new tab.
8. Navigate through the Overview panel

i. The Overview panel is where you can access key information and materials for your exam:

In this panel, you can access four options:

1. **Assignment** (you should have already accessed this document in step 1)
2. **Table of contents** (figure 1 below) – if you use headings in the text editor, you can jump directly to that section of your paper. This container also includes information on word count and no. of pages.
3. **Appendix material** – here you can add materials to your paper, including access to a webcam function to add images of handwritten work. This area is covered in more depth in the next step (9. Appendix Manager).
4. **Revisions** (figure 2 below) – you can preview a list of revisions each time your paper is saved to the WISEflow servers. By clicking on a specific revision in the list, you can preview your paper and revert to that revision if necessary.

**Figure 1:**

<table>
<thead>
<tr>
<th>Table of contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper</strong></td>
</tr>
<tr>
<td>Characters: 46</td>
</tr>
<tr>
<td>Word count: 5</td>
</tr>
<tr>
<td>Saved in the FLOWlock browser: 46</td>
</tr>
<tr>
<td>Pages: 0.02</td>
</tr>
</tbody>
</table>

**Figure 2:**

<table>
<thead>
<tr>
<th>Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can view your paper in any revision by clicking the revision in the list below. If you wish to revert your paper to an earlier revision, this can be done in the preview window.</td>
</tr>
</tbody>
</table>

- **Saved at 15:50.10 - Characters 446**
- **Saved at 15:50.03 - Characters 448**
- **Saved at 15:49.56 - Characters 37**
- **Saved at 15:49.47 - Characters 20**
ii. You can also navigate through each option using the arrows or clicking Options to select the option from a dropdown list, as shown below:

9. Using the Appendix Manager

i. The Appendix Manager helps you create and manage your appendices. Depending on how your exam is set up, you can access the following options in the Appendix Manager: drawing tool, webcam, code editor, file upload and formula editor.

ii. In this step, you will be shown how to add two appendices (an image you have drawn and an image you have taken with your webcam) as well as inserting an appendix into the text editor (i.e. the body of your answer document).

Adding an appendix

i. First, open the Appendix Manager by selecting Appendix material, then Manage appendices:
ii. The **Appendix Manager** will open in a new tab:

![Appendix Manager](image)

In this practice assessment, please attempt to **create a drawing** (1) and **take an image** (2):

1. **Create a Drawing**

i. You can draw your own image using the drawing tool. To do this, click **New appendix** (green button) and select the **Drawing** option. 

ii. On this new screen, use the options in **Tools** to draw an image:

![Drawing Tool](image)

iii. You can rename this appendix by clicking the pencil icon at the top of the screen:

![Rename Appendix](image)

iv. Once you are satisfied with the drawing and the name of the appendix, click **Save** to add this to the appendix material list.

Note: your appendices should have unique names. If you try to save an appendix the same name as another, you will not be able to save it (“A file with that name already exists”). In this case, rename the appendix you are attempting to save.
**Take an image**

Now you will repeat the process above, but this time **adding an image taken from your webcam**.

i. In the **Appendix Manager**, click **New appendix** (green button) and select the **Take and image** option. 

ii. On this new screen, your webcam will be enabled. When you are ready to take an image (i.e., an image of handwritten work), click the **Take image** (blue button):

![Webcam Enabled](image)

iii. Once you are satisfied with the image and renamed the appendix, click **Save** to add this to the appendix material list.

**Inserting an appendix into your answer document**

i. You have the option to insert any appendix materials into your answer document.

ii. Return to the main text editor page. Under the **Appendix material**, you will see a double arrow icon next to each appendix you have added. You must click this **button twice to insert the appendix material** at the location of the cursor in the text.
10. For information: Working offline (when your Wi-Fi fails)

This step is for information only. Please read the information before proceeding to submit (Step 11).

**During the exam**

If your internet connection fails during the exam, you can continue to work uninterrupted. When your internet connection re-establishes, your work will be saved. You will be notified directly inside the lockdown browser if your connection fails:

You should inform the invigilator if your internet connection is not established after a few minutes.

If your internet connection is not re-established, you will be given the option to download your paper offline (a Download paper tab will appear next to the submission button). We recommend that you manually store a backup version if your internet connection cannot be re-established after a few minutes. This will mitigate any loss of data; for example, if your computer shuts down.

**Important:** Manually choose the location where an offline backup of your paper should be saved to (e.g. the desktop). Some drives are restricted, and files cannot be saved there - e.g. Macintosh HD on Mac.

If the internet connection is re-established, you will not need to use this backup version, you can save and submit your paper in the normal way.
At submission time

If the internet connection is lost around the time you must submit, you will not be able to submit your work. In this case, you must save an offline backup of your paper before exiting the exam; once you have access to the internet again, the saved file can be uploaded and submitted from the original flow page up to four hours after the submission deadline.

Note: In this scenario, you will be asked to enter the Invigilator password to complete the upload.

Exiting without submitting

If you need to exit the assessment without submitting (i.e. your internet connection fails and you will be uploading an offline backup, as detailed earlier):

i. Select the red Exit tab:

ii. One of your exam invigilators can provide you with an Invigilator password which will allow you to Exit without submitting (note: you do not need to complete this step for this practice assessment):

Note: this is the only way to exit the assessment (clicking the X on the right-hand corner of the application will not work).
11. Submit your exam

i. Select Go to submission in the upper righthand corner. Your answer document will not be submitted automatically so it is important that you remember to submit.

ii. You will be asked to confirm you want to submit the latest saved submission – tick the checkbox – and select Submit.

iii. When the time runs out you will be blocked from making any further changes to your work. You have up to 30 minutes, once the exam has ended, to submit your paper (this will be the latest saved version of your paper, at the point the exam ended).

END OF INSTRUCTIONS