Rules and regulations for BYOD Wiseflow tests

Where do you need to be?
- Unless indicated otherwise, tests will be held in **Room 305.** You need to enter via room 304.
- A **seating plan** will be posted each day on the notice boards on level 3, showing where you should sit. Check your **seat number** before you enter room 304.
- Mid-term tests will be 50 minutes long for each module.

When do you need to arrive?
- You must arrive in room 304 **20 minutes before** each exam is due to start.
- Your exam timetable is on Celcat.
- Come on time, if late, you will no longer be able to sit the test. Mitigating circumstances must be reported to the senior tutor within 5 days after the test.

What to bring?
- You must bring your **College swipe card** and leave it on the desk for checking.
- You must bring your own laptop set up with Wiseflow and the FLOWlock browser. Also bring a power cable in case it is needed. When you do not have your own device, you must borrow a laptop from the **automatic dispenser in room 304**.
- You must **start up your computer** before you enter room 305.
- You may bring normal writing instruments (**pens, pencils, rubbers, rulers, etc**.). Any bag used for carrying such items MUST be **transparent**.
- You may bring water in a **clear** bottle.

What will be supplied?
- Sockets for power.
- Paper for working on.
- A calculator when requested by the module leader.

What is not allowed in the test room?
- You may **NOT** take briefcases, bags, computer bags, overcoats, mobile phones, computer mouse or smart pen, smart watches, calculators or any other electronic equipment except for your laptop into the test room. This will be enforced rigorously. Your wallet must be left in the valuables box when entering room 305.
  - Group A: leave your belongings in room 406 on level 4. The room will be opened 30 minutes before the test and remain locked for the duration of the test.
  - Group B: You use room 304 instead of room 406.

Code of conduct
- You must observe **silence** in room 305 at all times. When you're seated, you must start up Wiseflow and the FLOWlock browser. You will be given a code to start the test and after 50 min. a code to submit the test. Remain seated until all submissions are complete. When asked, leave the room via the door nearest to the staircase. Do NOT remove the calculators nor your written work.
- Students who have a loan laptop will be requested to return it to room 304 after the next group has entered 305.
- You are not allowed to move around the test room once the test has started.
- When you require power or have a problem you should stick up your hand. Someone will come and help.
- There will be no toilet breaks.
- We expect you to be honest and not cheat. Being caught cheating will have serious consequences (regulations).