

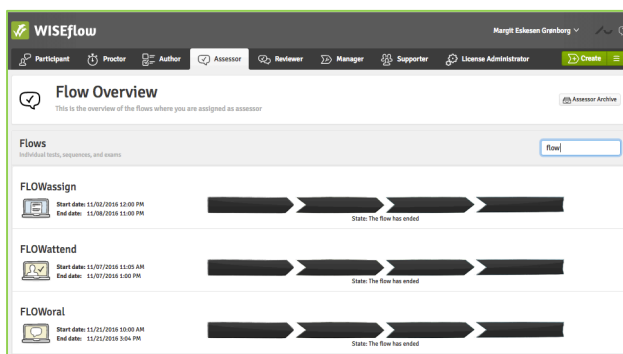
# Oral examination with FLOWoral (assessors)

By applying FLOWoral in WISEflow at Aarhus BSS it is now possible to plan and support oral examinations which are held 'by analogue' between participants and assessors.

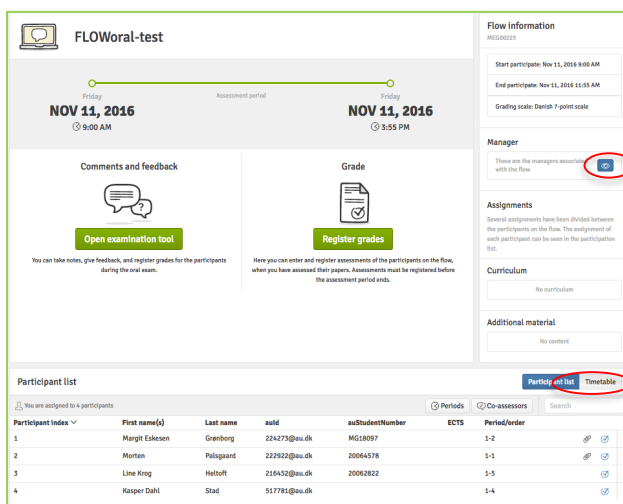
In the same way as for written exams, all assessors and participants are assigned to a flow in WISEflow, where the examination period(s) and various material such as study programme, course descriptions or an assignment can be available, and where assessors can see and may be change the order of participants, type comments concerning the examination as well as grading the performance. Assessors may indicate if students stay away from the examination, and notification mails can be sent if, as a consequence, the examination period has to be changed for the remaining participants.


Grades must be entered and registered in the flow after examination and conferring, no later than at midnight on the same day as the examination took place.

Assessors will find their FLOWoral flows in WISEflow on the Assessor tab:




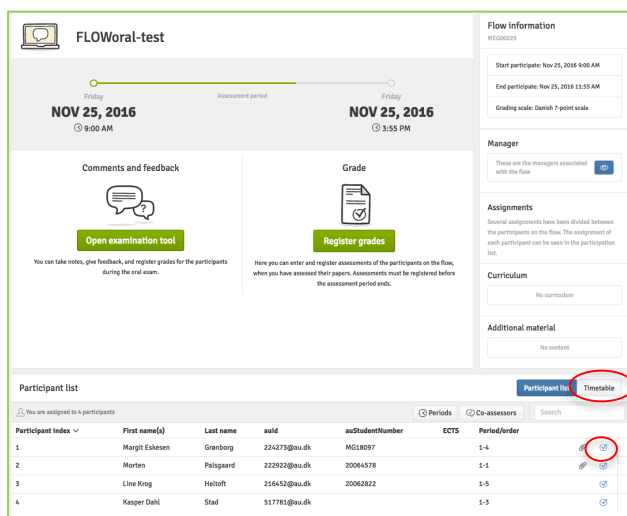
In the flow assessors will have access to published material, if any, contact information on flow managers and co-assessors, time table and participants.



If assignments have been uploaded for the participants, the assessor can see the uploads from the attachment button. 

## Grading

During the exam and a couple of hours after (deadline appears from the assessment period at the top of the flow window) assessments may be registered from the Grade tool. Click the button 'Register grades' or the assessment button on the participants list: 



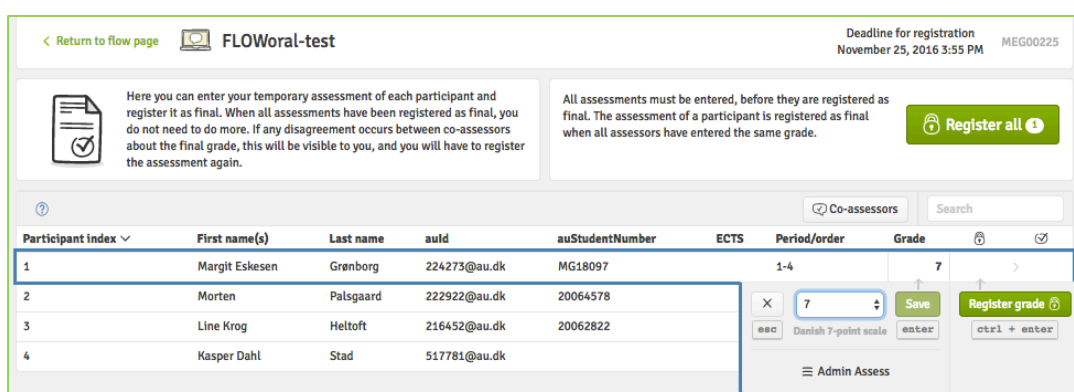
The screenshot shows the FLOWoral-test interface. At the top, it displays the assessment period for Friday, NOV 25, 2016, from 9:00 AM to 3:55 PM. Below this, there are two main sections: 'Comments and feedback' with an 'Open examination tool' button, and 'Grade' with a 'Register grades' button. To the right, there is a 'Flow information' sidebar with details like start/end dates and grading scale. At the bottom, a 'Participant list' table is visible, with a 'Timetable' button highlighted in red. The table contains the following data:

Participant index	First name(s)	Last name	auId	auStudentNumber	ECTS	Period/order	
1	Margit Eskesen	Grønborg	224273@au.dk	MG18097	1-4		
2	Morten	Palsgaard	222922@au.dk	20064378	1-1		
3	Line Krog	Heltoft	216452@au.dk	20062822	1-5		
4	Kasper Dahl	Stad	517781@au.dk		1-5		

Examination order appears from the participants list. Click 'Timetable' to see a detailed timetable.

Registering of grades **must take place directly** in WISEflow and must be entered and registered no later than midnight on the same day as the examination took place. If the exam is conducted over more days, grades must be registered after each examination day.

In the grade page you see the registration deadline at the top right corner. Enter and save your grades and register afterwards.



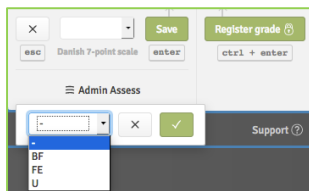
The screenshot shows the 'Grade' page in WISEflow. At the top right, it displays the 'Deadline for registration' as November 25, 2016 3:55 PM. Below this, there is a 'Register all' button. The main content area contains a table of participants and a modal window for entering a grade. The table contains the following data:

Participant index	First name(s)	Last name	auId	auStudentNumber	ECTS	Period/order	Grade
1	Margit Eskesen	Grønborg	224273@au.dk	MG18097		1-4	7
2	Morten	Palsgaard	222922@au.dk	20064378			
3	Line Krog	Heltoft	216452@au.dk	20062822			
4	Kasper Dahl	Stad	517781@au.dk				

The modal window shows a grade of 7 being entered, with a 'Save' button and a 'Register grade' button. The 'Register grade' button is highlighted in green.

As an assessor at an oral exam you must register administrative assessments in these particular cases:

- *The student does not show up for the oral exam:* mark U (Udeblevet = no show).
- *The student selects an exam question but does not wish to be examined:* mark FE (Forladt eksamen = left the exam).



After discussions with coassessor and agreement on the grade, all grades should be registered, either individually, or from the button 'Register all'.

Return to the flow front-page by clicking 'Return to flow page' in the upper left corner.

## Examination tool

Clicking the button 'Open examination tool' will give you access to a variety of advanced tools and functions, such as notes and feedback to students, which are currently not in use in connection with oral exams at Aarhus BSS.