Following Mocks 2 and 3, the Tips for candidates have been updated. These updates are highlighted in grey.
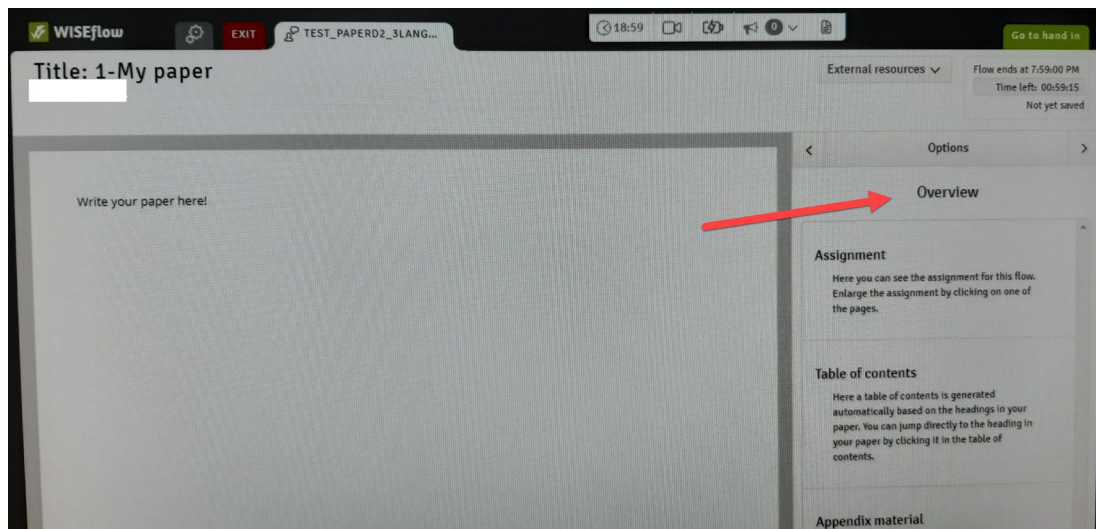
# 1.    Viewing the assignment

Each tab of the LockDown browser, including the first tab with the pre-exam questions or the text editor for the main examination papers, comprises the "info" icon at the top (near the tab name):



Clicking this icon allows accessing some settings such as a zooming scale of the browser tab. This zooming can be used to scale the pre-exam questions or the text editor to the desired size (thereby allowing a convenient side-by-side display of the text editor and the assignment – see below).

For the main examination papers, next to the text editor, there is an "Overview" section:



Under the "Assignment" subsection of the "Overview", the participants are able to select the language of the examination paper and access the preview of the document:
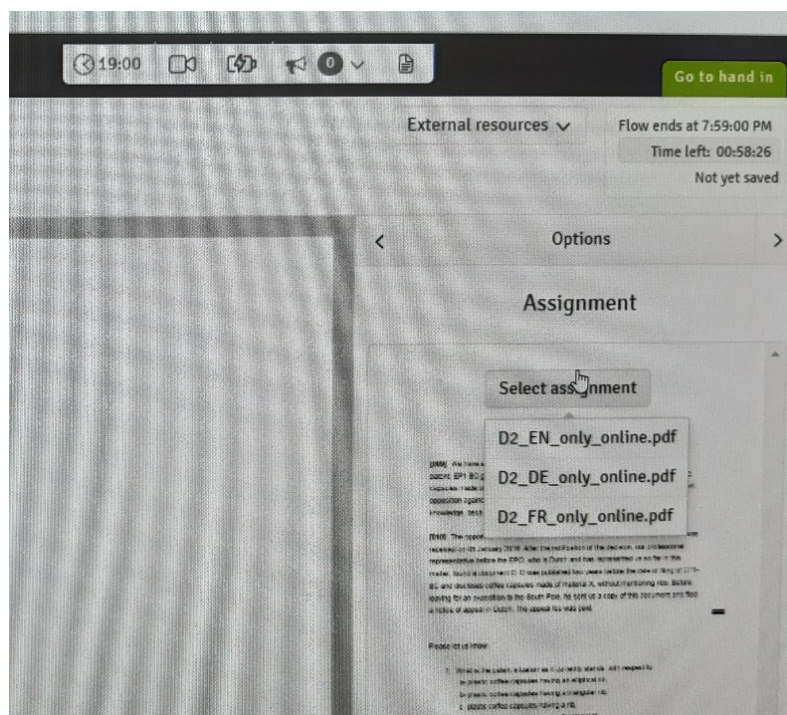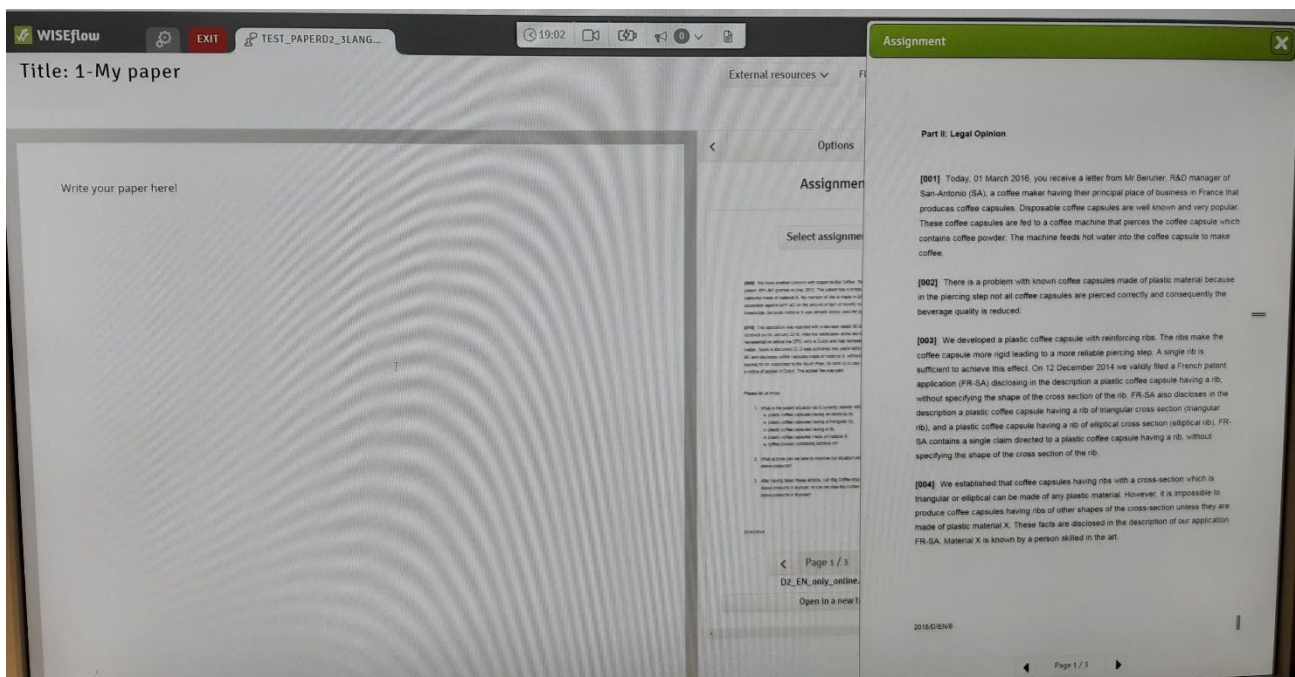
## 1.1. Assignment in overlay window

For the main examination papers, clicking the assignment preview opens a separate window, possibly overlaying the editor. This can be used to obtain a side-by-side display of assignment and text editor.
Size and position of the windows can be changed as desired. The size of the text therein is scaled to fit the width.

If the assignment is changed during the exam, e.g. because a different language has been selected, it might be necessary to refresh ↻ the browser, for the overlay window to display it. Please note that refreshing the browser could take you back to the procedure of taking another entry image (see below). Because of that, it is recommended to first open the overlay window <u>after</u> the assignment has been selected in the desired language (consultations of the other languages can be in the separate tabs – see below).

The image below reflects the result in a 27" monitor with 1440 vertical lines of resolution:



The assignment can be navigated page-by-page in the overlay window.

# TIPS FOR CANDIDATES

If the text in the separate window appears distorted, navigating to a different page (and back) using the arrows at the bottom may solve this problem. Re-opening the overlay window of the selected assignment after browser refresh also helps.
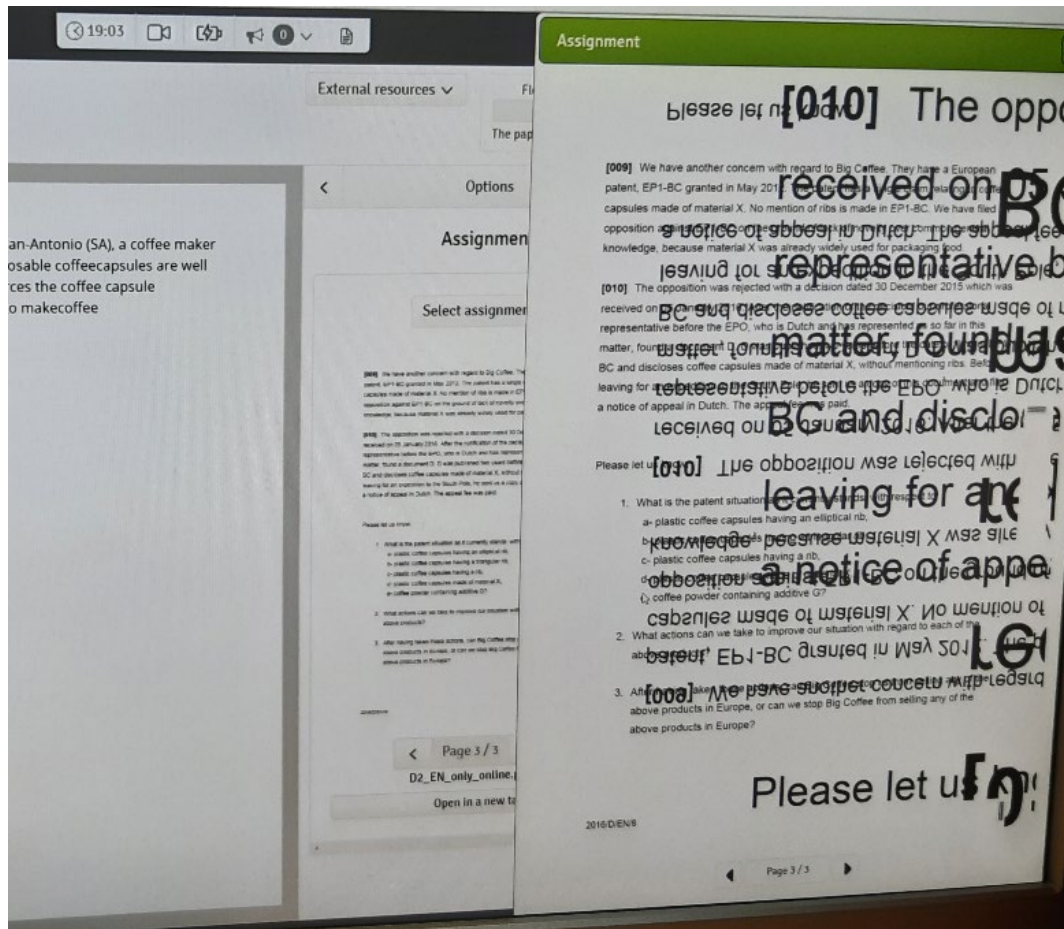
## 1.2. Assignment in separate tab

At the bottom of the preview there is the button to open the assignment in a separate tab. Multiple and independent instances of a document can be opened, but the title of the tab cannot be changed.

In the separate tab, pdf bookmarks (left arrow) can be used to navigate within the assignment:
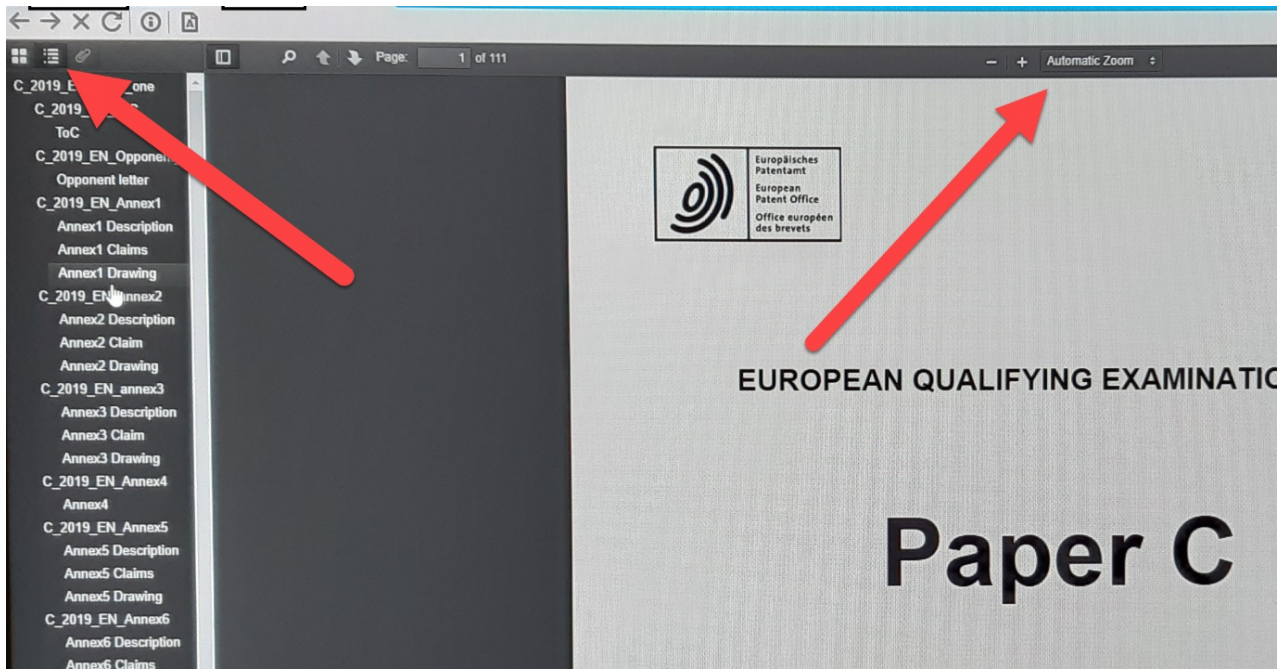


The best way to zoom in the separate tab is via the zooming function of the pdf viewer (right arrow).

Please note: you should not open more than 10 tabs (or even fewer if you have a screen with a resolution of less than 2560 vertical lines), because you would then not be able to navigate away from the eleventh tab. In the Wiseflow setup of the EQE, this fact implies that you would have no other option than rebooting the PC.

The maximum number of tabs which can be opened appears to be determined by the possibility to fully accommodate over the width of the screen the complete top navigation bar for all tabs, i.e. the bar showing in a row all the identical tab titles "WISEflow". When opening an additional tab, the navigation bar is not resized, and, if there is no space for the title of the new tab, no navigation is possible.

## 1.3. Highlighting text

It is not possible to highlight the text in the assignment, neither in the pdf-viewer, nor in the overlay window.

## 2. Text editing

### 2.1. Copy and paste

It is possible to copy text from the assignment when it is opened in a separate tab.
Please note that the pasting function is automatically adding carriage returns after every 32 characters. As a workaround in case a large amount of text is pasted, select the text and use the following button to "remove formatting", or paste as "CTRL-SHIFT-V" in MS Windows:

→ Be reminded that no keyboard shortcut are allowed in the LockDown browser, except the ones for copy/pasting (CTRL-C, CTRL-V, CTRL-SHIFT-V and the Mac's ⌘-equivalents).

### 2.2. Track-changes coding

Strikethrough formatting is not easily accessible in the text editor of the LockDown browser.
Candidates who wish to show track changes should do it as follows:
- deletions should be indicated with square brackets "[ ]";
- the text of additions should be shown by underlining the added text.

### 2.3. Table of Contents

The text editor features the formatting of the text for structuring its content in "paragraphs".
The "Table of contents" provides an overview of the content of the typed answer by showing the total number of characters, the saved characters, the page number, and a list of the paragraph headings. The latter are not cross-linked and cannot be used to navigate within the text.

## 3. Handing in

To hand-in your answer and finish the flow, use the green button on the top-right. After handing-in, you cannot re-enter the flow to modify your answer. However, no accidental "Exit" or "Hand-in" is possible, because the corresponding buttons open a separate pop-up window, which requires two additional clicks to confirm the action.

# 4.    Taking the entry image.

The entry image is a mandatory field within the flow, for which image-based invigilation features have been activated (i.e. all EQE flows). You will not be able to continue unless you have taken the entry image.

Upon entry to the LockDown browser, you will be requested to take a picture, which you will have then to review and confirm. As long as it has not been confirmed, e.g. if the picture is not satisfactory, you can go back and re-take it. Once the picture has been confirmed, the entry to the LockDown browser is completed, and the image cannot be changed anymore.

The responsibility of the quality of the image is with the candidate, and therefore please ensure you follow the HW/SW settings recommended and you have tested your equipment beforehand.

## 4.1.    Image with ID or passport.

You have to take the picture of the entry image showing a valid ID or passport. Hence, we recommend to have your ID/passport within your hand reach.

It is recommended to keep (i) the ID card/passport in the foreground showing the page with your picture & personal data, and (ii) your face slightly at the back facing the camera and not covered. Please ensure the ID is zoomed and readable and the photo taken is not dark or too bright. In the exemplary image below, the ID card has been blurred on purpose.