

## PROCEDURES FOR THE ADMISSION TEST

### Degree in “Maritime Science and Technology”

As already specified in the Call, the Admission Test for the Academic Year 2020/2021 will take place in **remote mode**.

Students must guarantee that they have the following necessary equipment:

- a PC with adequate access to the Net (using the data network is advisable) for the technical test and the Admission Test;
- another device (a mobile phone or a tablet) with perfectly working webcam and microphone – they are necessary for the video invigilating.

Candidates will use their personal e-mail address, the one given on the pre-enrolment phase, which must be linked to a Microsoft account necessary for the configuration of the following platforms:

- a) **Microsoft Teams:** accessible via personal e-mail address linked to a personal Microsoft account – candidates will be notified how to access the platform; candidates without a Teams account must follow the procedure available at page: <https://cedia.unige.it/sites/cedia.unige.it/files/pagine/Guida%20per%20l%27utent%20ospite%20%281%29.pdf>  
Candidates who already have a Teams account need to launch the app. and select - in the interface - the link to UNIGE.
- b) **Virtual lab MS/Azure Lab** (<http://labs.azure.com> – the access is possible via a remote connection software the students will be given during the technical test sessions preceding the Admission Test);
- c) **Moodle AulaWeb:** <https://testingresso.aulaweb.unige.it/> the access is possible using the UNIGEPASS credentials (personal ID and password given to the candidates when pre-enrolling).

## BEFORE THE TEST

Before the test, candidates **are obliged** (under penalty of exclusion) to carry out a number of technical tests on their remote connection. **On August, 31st 2020, each candidate will be invited, via e-mail, to join Microsoft Teams using their personal e-mail address, in addition, they will receive a detailed list with the instructions necessary to access the aforementioned platforms** – the instructions are to be used both for the technical tests and the Admission Test.

An online appointment will be sent to the email address given by each candidate on the pre-enrolment phase stating date and time of the technical tests.

The technical tests are necessary to:

- download, install and test the correct functioning of Microsoft Teams software in the personal device used for the video invigilating;
- ensure the identification of the candidates who, during the technical tests, will show **a copy of a valid personal identity document** with a photo. In this way each candidate

can be associated to the email given and to the software chosen for the admission test;

- access the platform MS/Azure Lab, by downloading, in each PC, the link to the remote machine where the admission test will take place;
- access, within the remote machine, Moodle AulaWeb <https://testingresso.aulaweb.unige.it/> to register at the virtual area of one's Course of Studies.

After a successful technical test, each candidate has to sign a self-certification declaring that s/he will NOT modify the tested technical arrangement until the end of the Admission test. Any fortuitous or voluntary change to the configuration is to be considered a reason of exclusion from the Admission test.

In any case, it is FORBIDDEN to modify the tested configuration, unless there is a clear permission to do it given by the ICT UniGE staff.

## THE TEST

On the scheduled day, the candidates must prepare their own room where they will sit the test. The room has to be a single-door room, with no source of noise and with proper lighting: the whole test has to take place in an **isolated situation** without any distraction – no people nearby – or noises which may disturb the exam.

Following the instructions given by the Commission, **the webcam for the video invigilation** has to be positioned behind the candidate so as to frame **their head, arms, workspace and the only door** which must be (kept) closed. The room lighting has to be of help to the video invigilation and, for this reason, it will be tested during the technical test before the Admission Test. To respect the candidates' privacy and that of the people living with them, no photos or other personal objects must be framed.

Both the device used for the video invigilation and the one used for the test must be connected to the grid and have a fully charged battery so as to guarantee the proper functioning for the whole duration of the text.

No pencases, notepads or other similar items are allowed on the workspace apart from candidates with learning disability (DSA)

Moreover, if candidates have other e-devices (in addition to the one used for the video invigilation), they must be placed on the workspace, made visible and switched off.

Candidates must **log in the Teams app. on the date and time previously communicated for the identification procedures.**

During the roll call the students will have **to exhibit their valid ID (with a photo)**: it is advisable to show the same document exhibited during the technical tests. Candidates who fail being punctual for the identification procedures will not be allowed to sit the Admission test.

**Before the beginning of the Test**, candidates will be asked to frame – using their device for the video invigilation – the image available on AulaWeb of the test which will be checked/controlled by the invigilators.

**Being this check phase concluded**, candidates will be invited to place the device for video invigilating in the position already described – see page 2 of this file.

**Once the test has started**, both the microphone and the webcam of the device used for invigilating must be always ON.

Neither earphones nor headphones are permitted.

Cheating and/or talking to other candidates or people will result in the candidate's exclusion from the selection.

UniGe is not responsible for any technical/connection problems which might prevent a candidate from having/completing their regular test; in addition, UniGe cannot provide any technical support during the test itself. **Should candidates experience any serious technical problems, they are kindly invited to communicate them during the technical tests.**

**If, during the Admission test, a candidate abandons the Team for video invigilation or the platform AulaWeb, his/her test will be invalidated and cancelled, whatever the reason.**

UniGe reserves the right to do a random spot-check to see the consistency of the IPs connected to AulaWeb and Teams.

To disconnect, candidates must **wait for the explicit permission given by the invigilators at the end of the test.**