Admission test procedure

COURSE OF STUDY IN "MARITIME SCIENCE AND TECHNOLOGY"

The admission test, as specified in the announcement, will take place for the academic year 2021/2022 in **telematic mode**.

Equipment needed to take the admission test

1. one PC or tablet,

2. a Smartphone or tablet (with camera).

Use of devices

1. **The first device**, PC or tablet, will be used

   - to open the Aulaweb page indicated and take the test;

   - It must be connected to the Internet.

     Please note: it is very important that the candidate has a stable and working Internet connection.

   - It is **NOT** possible to take the test on a mobile phone.

2. **The second device**, smartphone or tablet, will be needed:

   - to check students' identity via ID card or other document,

   - for monitoring by committee members during the test.

     The device must therefore:

     - have a functioning camera and microphone;

     - the camera and microphone must be active during the test;

     - have the **Microsoft Teams** surveillance application installed (read the guidelines for proper installation).

NO listening devices (earphones or headphones) may be worn while taking the test.

To take the admission test, you must have and use both of the above devices.

Positioning the second monitoring device

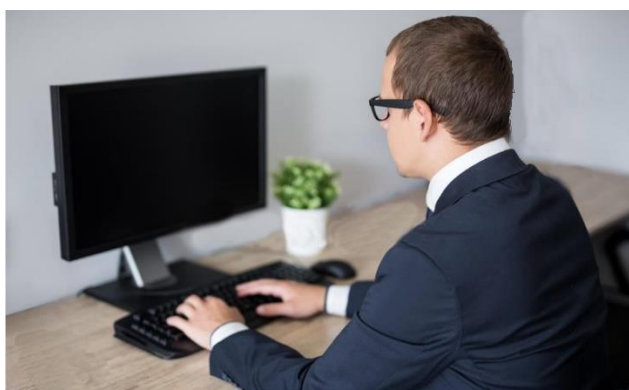Place your second deviceso that the screen of your PC and your hands/chest are framed to one side.

Figure 1 - example of what the second video surveillance device should frame.

It is recommended that you activate screen rotation if you use a smartphone (a function common to all devices). If you are not familiar with it, use a search engine to find out how to activate it.

Equipment, material and behaviour allowed/not allowed in the exam

REQUIRED/ALLOWED	NOT ALLOWED
• Camera - always on during testing.	• Textbooks, revision notes, grammar reference books or dictionaries (either paperback or online), etc.
• - Microphone on Teams - always on during the test.	• People in the room apart from yourself.
• - Earphones/headsets/headphones - used	• Leaving your desk during the exam.

Recommendations for optimal test performance

- It is recommended that the examination takes place in an environment that is as quiet as possible (e.g. where there are no pets, no background music, windows can be closed to prevent noise from outside, etc.).
- The mobile phone camera should be positioned so that it frames part of the candidate and the screen (figure 1).

Technical issues

- Should you experience any system failures and/or connection problems, you will be asked to abandon the test.
- In the event of any anomalies being found, the teacher may cancel the test (e.g. if the camera goes off or if a candidate is seen copying or visibly talking to someone in the room, etc.)
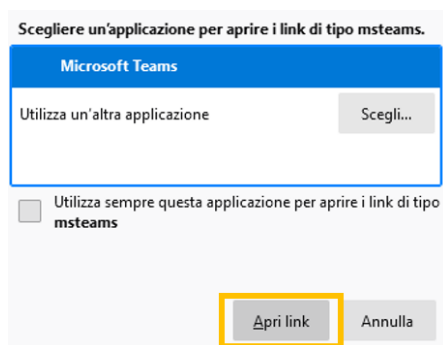
How to access the meeting

Candidates will receive an e-mail with links to the meetings they will have to attend, one for the technical test, one for the test.
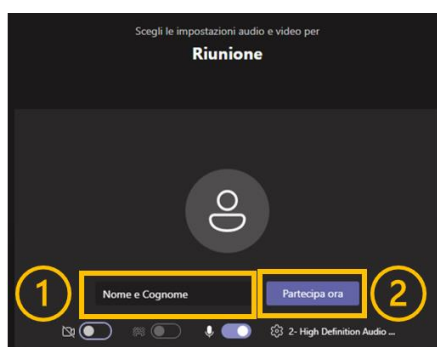
They will then need to:

- **Check** that they have installed the Microsoft Teams app on the second device.
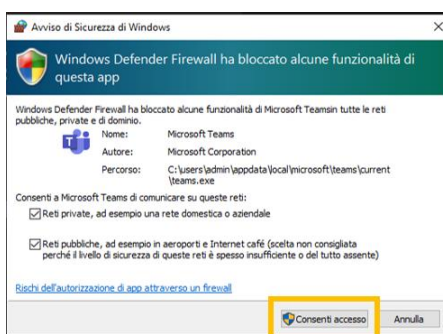- **Click** on the meeting link.

- **Instruct** the system to open the link with the Microsoft Teams app ("Open Link" or "Apri Link").

1. **Enter** your first and last name in the dedicated box ("Nome e Cognome").
2. **Click** on **"Join now" ("Partecipa ora").**

- **Give the app permissions** ("**Allow access**" – **"Consenti accesso"**) to use the camera and microphone of the device, the first time it is used.

- **Wait** for the meeting to start and be accepted into the meeting.

The test will be conducted on **AulaWeb** (https://testingresso.aulaweb.unige.it/). To access the course, candidates must:

- **Log in** with the **uniGePASS** credentials, assigned at the time of pre-registration.
- **Follow the instructions** given by the commission.

Instructions before the test

Before the test

Candidates on the **07/09/2021 at 10.30 (CEST), MUST** (under penalty of exclusion from the test) carry out a series of technical checks on their remote connection before the admission test.

By 03/09/2021 each candidate will receive by e-mail the link to the meeting in which they must participate.

A date will be set on which the candidate will be asked to connect to the meeting to verify that he/she has followed the instructions given above and to verify:

- The correct use of the two devices.
- The correct positioning of the second device.
- The identification of the candidate.
  During the technical test, you must **show a valid identity document** with a photograph (identity card or passport) so that your identity can be confirmed.
- Access to the Moodle AulaWeb application where the admission test will take place.

In the event of success in the technical test, the candidate will sign a declaration **in which he/she undertakes NOT to modify** the verified technical set-up until the end of the admission test.

Any change, whether accidental or voluntary, to this configuration will be considered a reason for exclusion from the admission test.

In any case it **is NOT allowed to modify** the verified configuration, unless explicitly authorised by UniGe technical staff.

The day of the test

- The candidate will have to prepare the room for the test, positioning the two devices according to what was done during the technical tests (figure 1).
- The room shall have **only one access door** and **shall be: quiet and properly lit**.
- The examination must be taken in an **isolated location**, without the presence of other people or noise that even accidentally disturbs the examination.
- Room lighting should not compromise the visibility of the candidate for video surveillance and will be verified during the technical test prior to the selection.
- The candidate must be careful that the camera does not capture photographs or other objects, the capture of which could violate the privacy of the candidate or his/her cohabitants.

- The two devices used, the one for carrying out the test (first device) and the one for video surveillance (second device), must be connected to the mains and have a charged battery, in order to ensure proper operation for the duration of the test.

- The workstation must be clear of pencil cases, notebooks, or other materials (barring any compensatory tools for students with DSA).

- Other cell phones and/or devices, excluding the second device used for video surveillance, shall be clearly visible on the work surface and shall be turned off.

Final Instructions

- The candidate will have to **connect to the meeting from the second device on the date and time of the meeting, communicated to him/her by e-mail.**

- He/she will also have to connect by already placing him/herself in the position defined during the technical test and described above.

- At the time of roll call he will have to **show a valid identity document** with photograph (ID card or passport), possibly the same one shown during the technical test.

- Those who have not logged in in time to allow the identification procedure will not be able to take the test.

- - **After starting the test**, the microphone and webcam of the device used for video surveillance must be kept on at all times.

- - No earphones or headphones may be worn.

- - Anyone caught copying or communicating with other candidates and/or other people will be excluded from the selection.

- - The candidate, after finishing the test, will be able to disconnect **only when explicitly dismissed by the monitors**.

Declaration of non-responsibility

- The University is in no way responsible for technical or connection problems that prevent the candidate from taking the test correctly and cannot provide any technical assistance during the test.

- **Any serious technical problems must be reported by the candidate during the technical test phase.**

- **Should the candidate leave the meeting or disconnect from AulaWeb during the test, for any reason, the committee may cancel the test.**

- The University reserves the right to carry out random checks on the congruence of the IPs connected to the AulaWeb portal and Teams.