



## ONLINE ADMISSION TEST - INFORMATION

The admission test for the undergraduate degree programmes of the Faculty of Economics is delivered through a dedicated online testing platform which implements a special control system. The system guarantees the facial recognition of each candidate, blocks any programme not included in the test on the personal device and monitors the progress of the test by recording an audio/video file.

### TECHNICAL REQUIREMENTS TO TAKE THE TEST

The test can be taken with a PC/MAC equipped with a working camera and microphone.

**The accepted operating systems are:**

- **PC:** Windows 11, 10, 8
- **Mac:** MacOS 10.12 or superior

To ensure that the test platform works smoothly, you must:

- **Have the latest updated version of Google CHROME browser installed**, make sure this is the default browser;
- Use a personal account and have the system administrator authorizations to install the ProctorExam plugin correctly, which is necessary to take the test;
- Close all apps open on your pc and make sure that no app opens automatically following the pc reboot.

It is also necessary to be equipped with a smartphone or tablet.

Huawei P30, Samsung Galaxy A3 (2016), Google Pixel 3 and later versions and Alcatel are **NOT** compatible.

A few days before the test, all candidates will receive by e-mail the invitation and the credentials needed to access the testing platform. It also requested to carry out a **Demo Test** and a **Technical Verification Check** of the Proctor Exam system, in order to get acquainted with the test environment and its functionalities.

**For this reason, it is necessary that a valid e-mail address is present in the Enrolment Portal.**

Please note that some technical problems may cause repercussions on the correct execution of the test, therefore the implementation of both the **Demo Test** and the **Technical Verification Check** are mandatory, as they allow to highlight in advance such technical problems that can be solved promptly before the test date.

Reports of malfunctioning by candidates who have not carried out the **Technical Verification Check** will not be considered.

On the day of the test, recognition is carried out through the webcam of your computer, therefore it is necessary to frame a **VALID IDENTITY DOCUMENT** with a photograph.

The use of a smartphone or tablet is also required to film the environment and the location where the test will be taking place.



## **RULES FOR THE PROPER CONDUCT OF THE TEST**

- 1- It is not possible to consult books, notebooks, formularies or use calculators. Only the use of a maximum of a pen and two blank sheets which must be shown front and back at the time of recording the surrounding environment with Proctor Exam, is allowed;
- 2- It is not allowed to speak/think out loud during the test;
- 3- The candidate must be alone in the room and no one can enter the room during the test;
- 4- The candidate must switch off the radio and television as well as music, voice assistants, etc;
- 5- It is not allowed to use a landline phone or any type of digital device (smartphones and other types of devices, other computers, voice assistants, etc.), with the exception of that required by the ProctorExam control system;
- 6- The use of headphones is not allowed;
- 7- The candidate must place the computer on a flat, rigid surface such as a table or desk and sit on a chair during the test. Placing the computer on your lap or on the floor is not permitted. Lying down and sitting on the bed, sofa or floor is not permitted;
- 8- The University is not liable for any problems arising from a lack or any other problem related to the Internet connection of the network used by the candidate;
- 9- The framings of the environment and the location where the candidate is taking the test must be clear and clearly visible. It is not allowed to place the smartphone or tablet in positions that obscure the view of the candidate and the PC/MAC used to take the test (e.g. behind one's back, or on one's hands, or taken from below);
- 10- The candidate's hands must be visible at all times during the test;
- 11- The candidate must look at the PC/MAC screen all the time and may not get up from his or her seat for the duration of the test (unless requested to do so by the smartphone or tablet reconnection system).

For students with specific learning disorders/disabilities the same rules apply without prejudice to the compensatory or support measures previously agreed with the Services for Inclusion.

Any dispute of actions that do not comply with the rules of conduct referred to above that could lead to the invalidation of the test and the exclusion of the candidate from the selection session may be notified to the candidate himself/herself at a later stage after the test.