AMMINISTRAZIONE CENTRALE
AREA DIDATTICA E SERVIZI AGLI STUDENTI
UFFICIO CARRIERE STUDENTI

1222·2022
800 ANNI

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

# ITALIAN MEDIEVAL AND RENAISSANCE STUDIES
# INFORMATION CONCERNING THE ENTRY TEST – 22nd September 2022

**The entry test will take place on <u>September 22nd at 2.30 p.m. CEST</u>.**

This document contains all the necessary steps to follow before the test and the day of the test. **Please read all instructions carefully.**
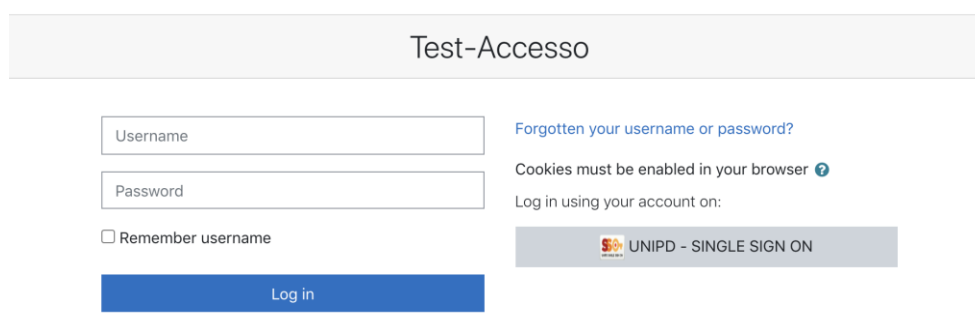
## STEP 1 - Before the test – to do before the 22nd September 2022
## Access the Moodle platform for the first time

Candidates that have been accepted to attend the test will receive an automatic e-mail from noreply.studenti@unipd.it by the 21st of September.
Please also check your spam folder in case you have not received the e-mail.
<u>In the mail candidates will be given the credentials (username and password) to access the Moodle platform at the following link:</u>
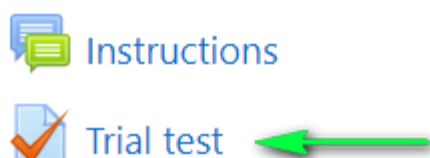https://test-accesso.elearning.unipd.it/course/view.php?id=196



In case you are not able to access the portal or in case you have forgotten your password you can click on "forgotten your username or password?" (as shown in the picture above).
After you have done so, you will be sent an e-mail to change the password.
Please also check your spam folder.

You will then need to click on **'Trial Test'** (as shown in the picture below) to take a mock test in preparation to the real test.



**These steps are compulsory and must be done before the 21st of September: the trial test will only be available until September 21st.**

# STEP 2 - Before the test
# Receiving the link to access the ZOOM meeting

By the 21st of September, candidates will receive an automatic mail with the link for the Zoom meeting from test.support@unipd.it
Please check your spam folder in case you have not received the e-mail.
Please also make sure to download the Zoom app on the device you will be using for the meeting.


# STEP 3 – On the day of the test: getting ready for the test
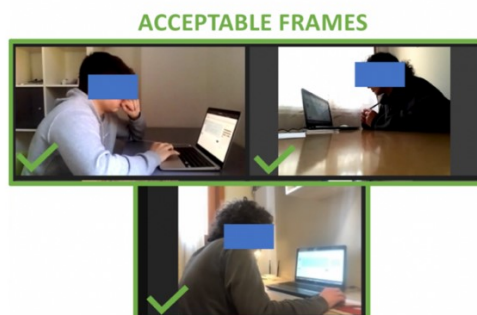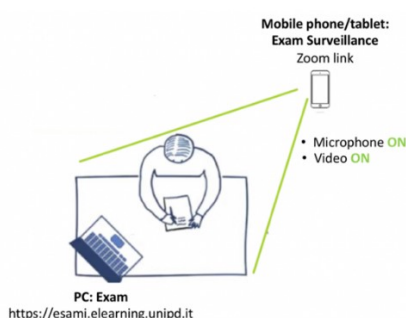# Equipment required to take the test and preliminary instructions

In order to take the test, candidates need:
- a stable data network to access the Internet;
- a desktop or laptop PC (hereinafter PC) connected to the power supply and to the Internet, which the candidate will take the test from;
- a smartphone or tablet (hereinafter mobile device) equipped with a video camera and microphone, connected to the power supply and to the Internet, and with ZOOM application installed allowing access to the virtual classroom (no personal account required). ZOOM will be used to identify and control the candidate before and during the test;
- a room in your house that has only one entrance door, that is silent, with no other people inside and properly lit in which to set up a space with the items listed above.


### Setup your workstation

Prepare your workstation at least 1 hour before the scheduled test start time in a quiet and properly lit room, where you must be alone.

- Position your PC on a desk, in such a way that there is no reflection or glare on the monitor. During the test the PC should be connected to a power outlet, and ONLY the test window must be open, all other apps must be switched off.
- Position your mobile device on a support (bookcase, shelf, tripod, etc.) beside/behind you, so that the video camera frames you, your desk, your PC monitor (**as in the picture below**) and your entrance door. All doors must be closed and no one must enter the room.



- During the test, the mobile device must be connected to a power outlet; alternatively, it must have at least three hours of battery life. All unnecessary apps must be closed.
- Throughout the test, it is not possible to use any electronic devices or accessories as earphone, headphone, smartwatch, google glass, microphones, speakers.
- Check that the camera on your mobile device does not capture objects present in the physical room that could reveal sensitive information (such as books, sacred texts, photographs and clothing) of the person taking the test and cohabitants.

- On the desk there should be: the PC and the ID document, ONLY; any other objects or tools not listed above must be removed.
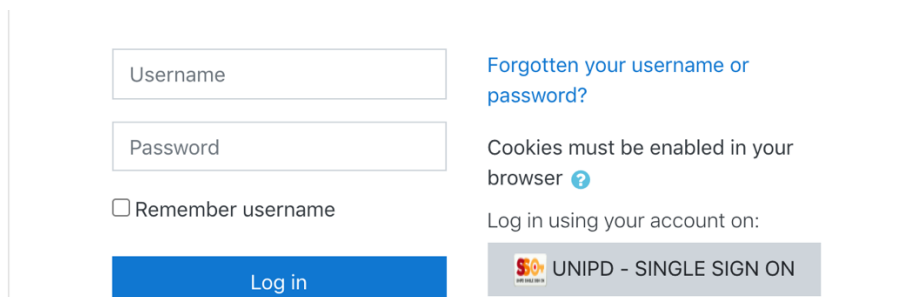
## STEP 4 – On the day of the test
## Access the virtual room at 2:30 p.m. CEST and start the test

Candidates must access the ZOOM meeting through the link provided via e-mail **at 2:30 p.m. CEST. Candidates who show up late will not be admitted to the test.**

**Candidates must connect to the Zoom Meeting only with the mobile device; do not connect to Zoom with the computer you will be using for the exam**. Video and audio must be always turned on.
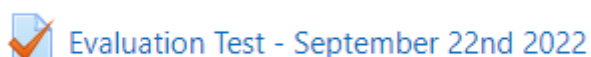
To start the access process, candidates must also access the Moodle Exam from their PC:
1. Connect to the link provided by email;
2. Type the personal Username provided via email and the password that has been changed after the first access to the platform and click "Log in":



3. A window named "Italian Medieval and Renaissance Studies TEST– Evaluation Test - September 22nd 2022" will open. Further instructions to start the test will be provided by commissioners after the roll-call.



Upon admission to the virtual rooms, Candidates must answer the roll-call.
When required by the test Commissioners, partecipants should:

- Show their face through the mobile device camera;
- Show to the Commissioners the room surroundings and workstation;
- Adjust the position of the mobile device, in order to frame their desk properly.

Once these preliminary steps have been completed, the test Commissioners will ask Candidates to sit in front of their PC and will communicate the instructions to start the test, including a second password.

Throughout the test, candidates must remain in front of their desk and connected with the virtual Zoom rooms.
Candidates must remain silent to avoid disturbing the other candidates present in the virtual test room.

The Commissioners will constantly monitor that the proper conditions for carrying out the test are maintained; they may ask the candidates, at any time, to show the surrounding environment or to speak out.

**The Commissioners will invalidate the Candidate's test in case of improper behavior**. Specifically, the test will be suspended and possibly invalidated if, at any time during the test, the Candidate:

- Leaves the virtual room;
- Turns off the camera of the mobile device;
- Turns off the microphone of the mobile device;
- Keeps the environment inadequately lit;
- Does not remain silent during the test;
- Does not carry out the control operations required by the Commissioners at any time;
- Allows other people to enter the room.

Would the Candidate face any technical issues during the test, they must immediately contact the Commissioners by Zoom (in ZOOM App, click on the icon "All the participants" and then click on "Raise your hand"; or write a private message to the Host in the video chat).

In case Zoom connection with a Candidate **is lost for more than 5 minutes and cannot be restored**, the Candidate's test will be forcedly interrupted.
Candidates are invited to check Zoom connection from time to time during the exam. Candidates whose test has been interrupted because of technical issues need to immediately notify the problem to the Commission by writing a message on Zoom or, if there are connection problems, by sending an email to the address: **test.support@unipd.it , which will be available and checked by administrative staff until and during the exam only**.

**Candidates will only have one attempt to take the test.**

**Finish the test**

When a candidate finishes the test, they must submit the test:
- Click "Finish attempt" in the test webpage
- A summary page will open; click "Submit all and finish" at the bottom of the window.

At this point, candidates are allowed to leave the virtual room.
Should time expire before the candidates have finished the test, answers will be automatically submitted.

The test will last 60 minutes (a timer will always be visible on the test page). Please refer to the Call for Admission for information concerning the test.