

## MEDICAL BIOTECHNOLOGIES INFORMATION CONCERNING THE ENTRY TEST – 3<sup>rd</sup> April 2024

The entry test will take place on April 3rd at 1.15 pm, CEST.

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 3<sup>rd</sup> of April 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](mailto:noreply.studenti@unipd.it) by the 2<sup>nd</sup> of April.

Please also check your spam folder in case you have not received the e-mail.

In the mail candidates will be given the credentials (username and password) to access the Moodle platform at the following link:

<https://test-accesso.elearning.unipd.it/course/view.php?id=189>



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 before the 3<sup>rd</sup> of April: the trial test will only be available until April 2<sup>nd</sup>, Italian time.**

## STEP 2 - Before the test

### Receiving the link to access the ZOOM meeting

By the 2<sup>nd</sup> of April, candidates will also receive an automatic mail with the link for the Zoom meeting from [test.support@unipd.it](mailto: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 earphones, headphones, smartwatches, google glasses, 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**

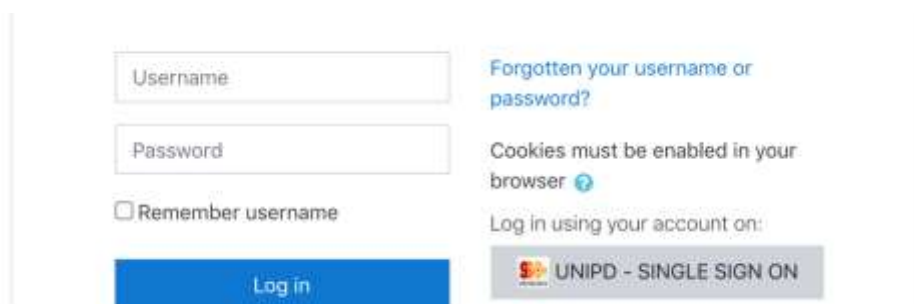
### **Access the virtual room at 1.10 p.m. CEST and start the test**

Candidates must access the ZOOM meeting through the link provided via e-mail **at 1.10 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 “Medical Biotechnologies TEST – 3<sup>rd</sup> April 2024” will open. Further instructions to start the test will be provided by commissioners after the roll-call.

## Admission Test Medical Biotechnologies



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

Should 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 forcibly 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](mailto:test.support@unipd.it), that e-mail address will be available and checked by administrative staff until and during the exam only.

**Please note that the meeting will be recorded, therefore commissioners may take a look at the footage after the test and invalidate it. A *brief disclosure on the processing of personal data* is available at the bottom of this document.**

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

### **Finish the test**

When Candidates finish 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, the 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 40 minutes (a timer will always be visible on the test page). Please refer to the [Call for Admission](#) for information concerning the test.

## **BRIEF DISCLOSURE ON THE PROCESSING OF PERSONAL DATA**

### ***Admission test for the Master's Degree Course in Medical Biotechnologies***

This information is provided pursuant to art. 13 of the EU Regulation 2016/679, in relation to the personal data that the University of Padua, in its capacity as Data Controller, comes into possession of for the purposes of conducting the admission test to the Master's Degree Course in Medical Biotechnologies.

The processing of personal data is based on the principles of correctness, lawfulness and transparency and the protection of confidentiality as better specified in the ['Students' Policy'](#).

#### **Purposes, categories of data subjects and data to be processed**

1. Data processing is aimed exclusively at the computerized management of the admission test to the Master's Degree Course in Medical Biotechnologies.

Registration of the test is carried out exclusively to verify the formal regularity of the procedure.

2. The categories of interested parties are as follows

- candidates for the admission test to the Master's degree course in Medical Biotechnologies.

3. The types of personal data are as follows

- audio-visual recordings of the Zoom meeting created for the execution of the test.

#### **Processing methods**

The audio-visual recording of the test is made by the classroom commissioners by activating the specific function within the Zoom platform.

The University does not use automated decision-making processes, including profiling, relating to the data subject's rights, in compliance with the safeguards set out in Article 22 of the EU Regulation.

#### **Data retention**

Audiovisual recordings are kept for a maximum of 72 hours, in an area with restricted access to specifically authorized University staff.

#### **Data processor**

*Zoom Video Communications, Inc.* - San Jose, CA 95113, 55 Almaden Blvd, Suite 600, as the data processor appointed under Article 28 of EU Regulation 2016/679, takes appropriate organizational and technical measures to ensure the confidentiality and security of personal data, in particular against loss, theft, as well as unauthorized use, disclosure or modification of personal data.

For further information, please refer to the *Zoom Video Communications* [Privacy Policy](#).

#### **How to exercise your rights**

As better specified in the 'Students' Policy, published on the University website at the link <https://www.unipd.it/informativa-studenti>, in order to exercise their rights, the interested party may write to the email address [immatricolazioni.studenti@unipd.it](mailto:immatricolazioni.studenti@unipd.it). Alternatively, the interested party may write to: Università degli Studi di Padova, via VIII Febbraio n. 2, Padova.