

RULES OF CONDUCT DURING THE LANGUAGE EXAM FOR APPLICANTS APPLYING TO BE ADMITTED TO THE FREE UNIVERSITY OF BOZEN-BOLZANO

The examination takes place online and is accessed via the link sent by the Language Centre. The entire exam will be recorded. During the exam, spot checks may be carried out.

1. PREPARING THE COMPUTER FOR THE LANGUAGE EXAM

To take the language exam, your computer must meet the following **system requirements**:

- Windows 10 or 11, macOS 10.15 (Catalina) or later, 8 GB RAM
- A working webcam connected to the PC/notebook.
- Headphones with an integrated and working microphone, connected to the PC/laptop.

Ensure that your computer is updated.

Download or update the following on your device shortly before the exam:

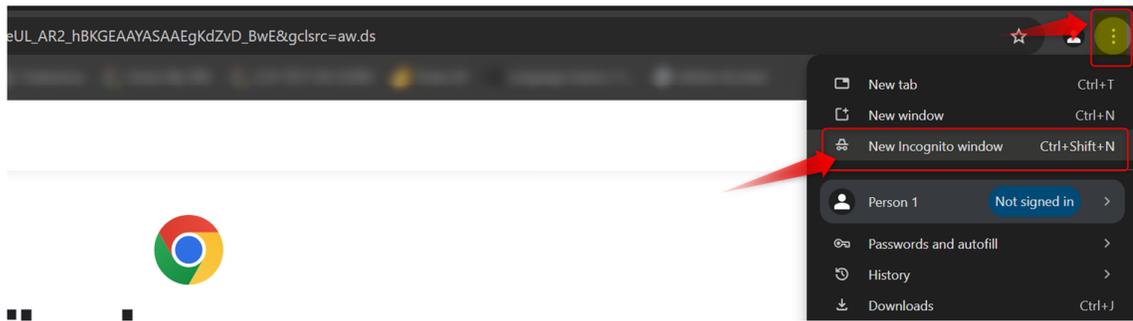
- [Chrome](#)
- [Zoom](#): **Please note that the online version of Zoom does not allow the exam to be taken, and it is necessary to download the app on your device.**

Check in the computer's system settings that the camera and microphone can be accessed by Zoom. If not, enable this option.

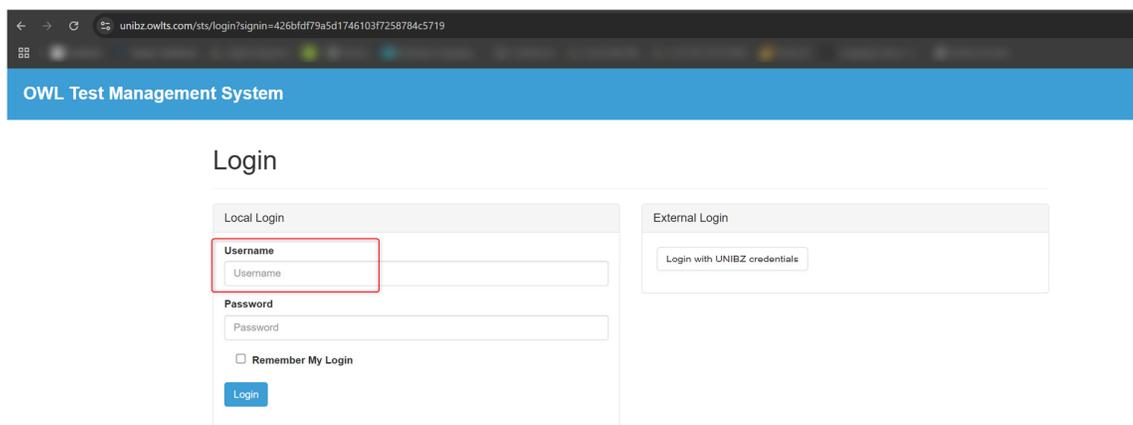
Please note that the platform does not support tablets and mobile phones. .

2. ON THE EXAM DAY

- Open the Zoom app according to the instructions sent by the Language Center, connect at the indicated time via the link in the email to the Zoom meeting, and wait to be admitted to the meeting in the "Waiting Room." The waiting time may last up to an hour, so we appreciate your patience. Once admitted, the check-in and login procedure with the Invigilator (the first person responsible for supervising the exam) will take place, and the exam can begin.
- Open a page in Chrome as a "new incognito window" and enter the following URL to open the exam platform page: <https://unibz.owlts.com>.



- Enter the user code sent via email in the appropriate space under "username." The Invigilator will tell you your password at the time of check-in and login.



- For the entire duration of the exam, the integrated webcam on your PC or laptop must be turned on, and you must be present in the Zoom meeting.
- Any other windows – except for Zoom and Chrome – must be closed, including any Chrome tabs not necessary for the exam: only the exam page should remain open.

It is necessary to keep the Zoom window open in the foreground next to the **Chrome window where the exam platform page is open.**

- If you realize you have unintentionally left the Zoom meeting, you must return to the Zoom meeting immediately via the link which has been sent to you.
- If you leave the Zoom meeting for more than 5 minutes, you will not be allowed to complete the exam.
- The headset must be connected and working. You may choose to take the exam without a headset, but this may affect the quality of the listening part and/or oral production.

In the case of any technical problems, you can ask for assistance by physically raising your hand.

3. DURING THE EXAM

For the entire duration of the exam, it is necessary to follow the Invigilator`s instructions (the first person responsible for supervising the exam) and the Proctor (the second person responsible for supervising the exam), who control and monitor the participants throughout the exam.

The Invigilator is responsible for starting the login procedure; during this phase, you will need to show a valid ID, without which it will not be possible to take the exam.

Once the login is complete, you must:

- follow the instructions on the initial exam page (to take the exam, it is necessary to allow the exam platform access to the audio and microphone);
- perform the audio test and start the exam. Note: from this moment, the time available to complete the exam begins;
- carefully read all the information and instructions for completing the exercises.

You can take notes only during module III (oral).

At the end of the exam, you must physically raise your hand to indicate that you have finished the test.

4. RULES OF CONDUCT

According to Article 7 of the "Regulations regarding the conduct of language exams," those taking the exam:

- cannot use any external aid or support, whether paper or electronic (e.g., manuals, handouts, personal notes, books, publications, mobile phones, tablets, or other electronic devices. Only a printout of this document can remain on the desk as a reminder and must be shown to the Invigilator if necessary;
- must refrain from any form of copying, as well as from using systems that replace, even partially, autonomous production;
- cannot contact or attempt to contact other people in any way; for this reason, during the exam it is not possible to:
 - stand up;
 - talk to other people;
 - take the exam in the presence of other people in the room where the exam is being held;
 - take the exam outdoors, on public transport, or in places where the presence of third parties is expected;
 - interrupt the exam and resume it at a later time.

5. CONSEQUENCES OF CHEATING AND OTHER FRAUDULENT BEHAVIORS DURING THE EXAM

The Language Center staff are responsible for supervising the entire exam conducted remotely on the computer.

In case of violation of one or more of the behavioral rules mentioned previously, the following will be arranged:

- the suspension of the ongoing exam, without the possibility of evaluating the test, if the violation occurs during the computer-based exam;
- the non-evaluation of the test, if the Evaluation Commission ascertains a violation of the rules during the correction phase.

The exam commission drafts and sends to the concerned person, via email, a report certifying the violation of the behavioral rules, also based on the reports of the supervisory staff.

Within two days of receiving the aforementioned report, the concerned person can submit any written observations that will be evaluated by the commission.

If the observations are not received or are deemed inadmissible, any modules related to the same exam passed in the same session or in previous sessions will be annulled. The language exam must therefore be repeated in its entirety.

The exam commission may require the test to be repeated via videoconference in the presence of the commission.