

LANGUAGE EXAMS FOR APPLICANTS TO THE FREE UNIVERSITY OF BOZEN-BOLZANO

The language exam is held remotely and can be accessed, after registration, via the link sent by the Language Centre.

IN THE DAYS BEFORE THE LANGUAGE EXAM

To take the language exam remotely, you must have the technical equipment listed below and meet all the specified technical requirements.

Otherwise, you will not be able to take the language exam.

REQUIRED EQUIPMENT

- A **stable internet connection** with a minimum bandwidth of 2 Mbit/sec in both upload and download. We recommend checking your connection using an online speed test (e.g. <https://fast.com>)
- A notebook or **computer** connected to a power source and the internet, equipped with:
 1. a single screen;
 2. a working integrated webcam;
 3. headphones, preferably wired, with a working microphone for recording the oral module;
 4. a power supply.
- A **smartphone or tablet** connected to a power source and the internet, equipped with:
 - a. a working camera;
 - b. the Zoom application installed;
 - c. a QR code reader application;
 - d. a power supply.
- A **valid identity document** (ID card, driving licence, or passport).
- **For Module III (oral) only:** blank sheets of paper and a pen for taking notes, which may only be used during Module III.

REQUIRED TECHNICAL AND SOFTWARE REQUIREMENTS

To take the exam, your notebook or computer must meet the following system requirements, which must be checked in the days before the exam:

- An internet connection with a minimum bandwidth of 2 Mbit/sec in both upload and download (we recommend checking it using an online speed test, e.g. <https://fast.com>);
- The computer or notebook must have the following system requirements: Windows 10 or 11, macOS 10.15 (Catalina) or later, 8 GB RAM.

The following software must be downloaded and installed on your notebook or computer in the days before the exam:

- **Google Chrome** (to be used for taking the exam):

<https://www.google.it/intl/it/chrome/>

The following app must be downloaded and installed on your mobile device (smartphone or tablet) in the days before the exam:

- The latest version of **Zoom** – please note that the web version of Zoom does not allow you to take the exam; it is necessary to download the app on your device: <https://zoom.us/it/download>

Additionally, you must check in your computer's system settings that applications used for the exam are allowed to access the webcam and microphone. If not, please enable these options.

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

CONDUCT OF THE LANGUAGE EXAM

- The exam must be taken in a quiet and sufficiently well-lit room;
- The computer and mobile device must be positioned to avoid screen reflections and backlighting conditions;
- When instructed, the mobile device must be placed behind your workstation (desk or table) on a support (e.g. shelf, bookcase, or another suitable support).

During the test:

- Both the mobile device and the computer must be connected to a power source to prevent them from running out of battery;

- The mobile device camera must not capture objects in the room that could reveal sensitive information (e.g. books, religious texts, photographs, clothing) about the candidate or cohabitants;
- You must be alone in the room.

SETTING UP YOUR WORKSTATION

Make sure that your workstation (desk or table) is sufficiently well lit.

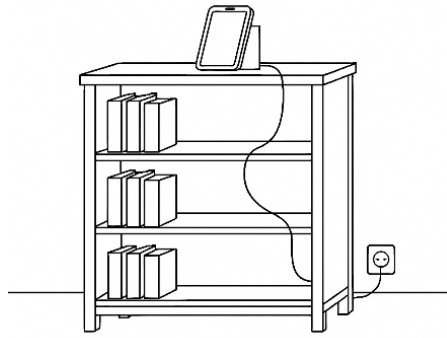
Place the computer or notebook on which you will take the exam there, connected to a power source and to headphones, preferably wired.

Remember that you may only have blank sheets of paper and a pen for taking notes during the oral module of the language exam, which takes place in the afternoon.



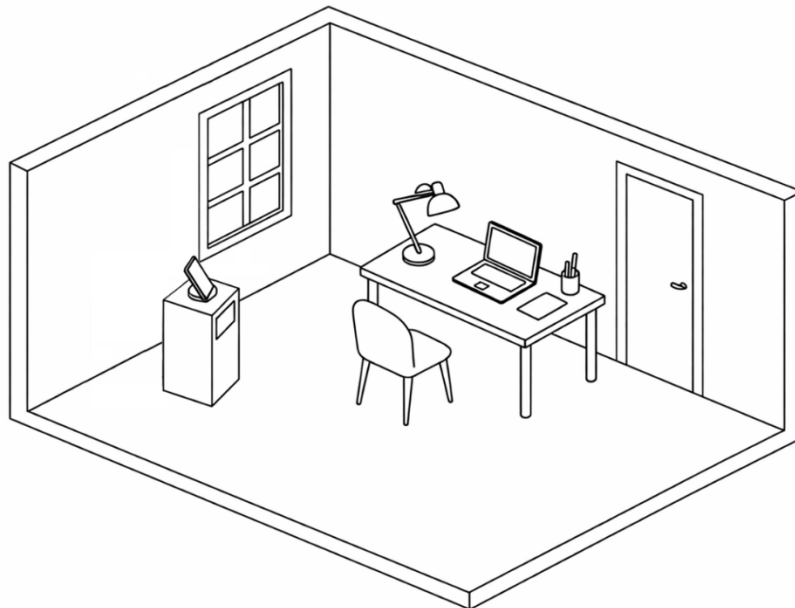
POSITIONING OF THE MOBILE PHONE OR TABLET

Place the monitoring device (mobile phone or tablet) on a support, such as a shelf or bookcase, behind the workstation where you will take the exam.



The camera of this device must frame the desk when instructed by the person carrying out the check-in procedure; the support must have:

- an **angle of approximately 45°** relative to the desk – the computer screen and the surrounding area must be visible via the mobile device;
- a **maximum height of 150 cm** from the floor;
- a **distance of approximately 120–150 cm** from the desk.



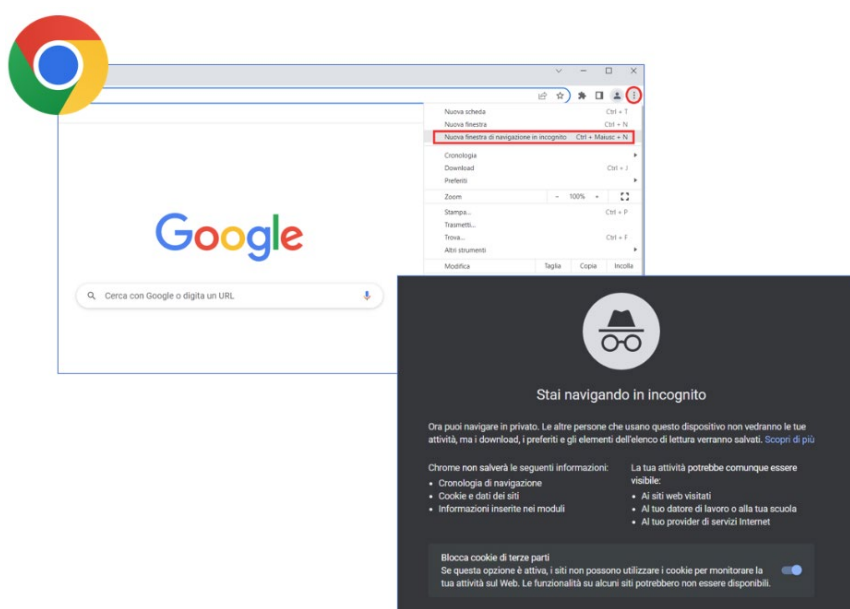
ON THE DAY OF THE EXAM

Take your mobile device (mobile phone or tablet), open Zoom, and join the exam meeting via the QR code we have sent you at the time indicated in the email containing your exam credentials, following the instructions provided.

In this way, you will access the so-called "Waiting Room" of the Zoom meeting. Please note that the waiting time may extend up to one hour; we thank you in advance for your patience.

While waiting for your turn to complete the check-in procedure, you must make sure that all applications previously opened on your notebook or computer are closed.

You must open a new incognito window in Google Chrome.



In the incognito window (recognisable in the top right corner), you must enter the following URL to open the exam platform page: <https://unibz.owlts.com>.

The following screen will open. In the field labelled "username", you must enter the user code you received by email (please note that, depending on your computer settings, the exam platform may open in a language other than Italian).

The invigilator will provide you with the password during the check-in procedure.



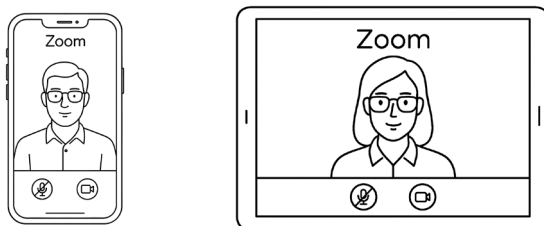
Accedi

CHECK-IN PROCEDURE

Keep your mobile phone or tablet on the desk and wait for your turn.

When it is your turn, you will join the meeting, and the check-in procedure will be carried out with the invigilator (the first person responsible for supervising the exam).

On the screen of your mobile phone or tablet, you will see the invigilator, who will ask you to confirm your name and to show a valid identity document (ID card, driving licence, or passport), without which you will not be allowed to take the exam.



Once this step has been completed, the invigilator will ask you to briefly show your workstation, will provide you with some instructions for taking the exam, and will then dictate the password to access the exam platform.

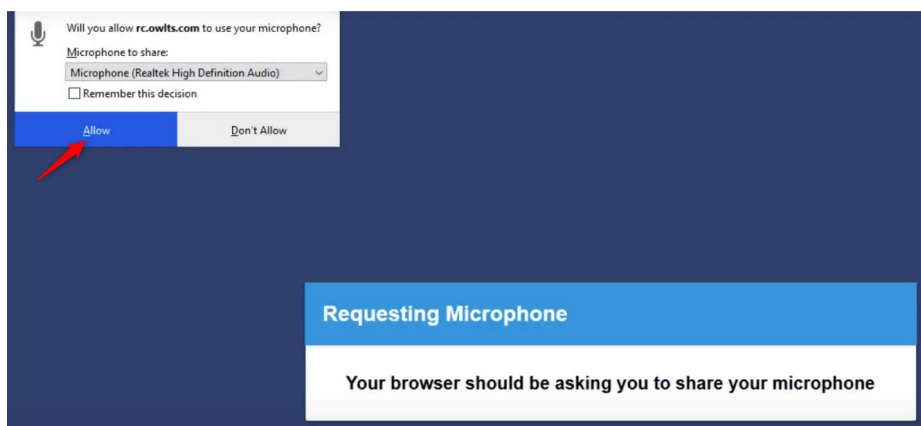
Once you have completed the login, the invigilator will ask you to place your mobile phone on the support behind you and to correctly frame the workstation where you will take the exam (see the section "Positioning of the mobile phone or tablet"). From that moment, you may begin your test.

It is very important that the mobile device positioned behind you remains properly connected to the Zoom meeting for the entire duration of the exam. If you realise that you have unintentionally left the meeting, you must rejoin using the same procedure indicated above as quickly as possible.

START OF THE EXAM

Once you have logged in to the exam platform, you must follow the instructions on the start page:

The exam platform will require you to carry out a so-called "Device Check", which verifies the functioning of the audio peripherals (headphones/speakers and microphone) needed to take the exam.



Module I–audio check

Device Check

Before starting, we need to make sure that you can:

1. Play audio on your device

Next

Play Audio

1. Click Play
2. When you can hear the audio clearly, click Next

Player

0:01 / 0:02

Back

Next

If you can hear the recorded sentence, you can click “Next”. The message below will then appear, and you may start the exam.

Device Check Completed

Click Next to begin

Back

Next

Module III – audio and microphone check

Device Check

Before starting, we need to make sure that you can:

1. Record audio with your microphone
2. Play audio on your device

Next

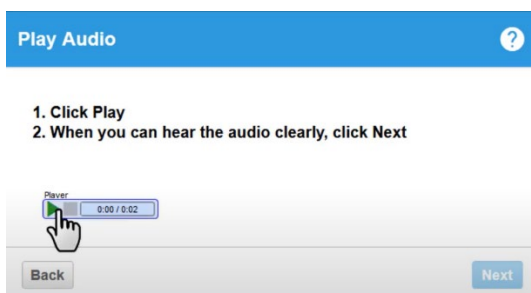
Once the use of the microphone has been enabled, it can be used by the exam platform: click on the red button ● and record a short sentence (e.g. “1, 2, 3, microphone test”).

After finishing the sentence, click on **Stop** ■ and then on “Next”.

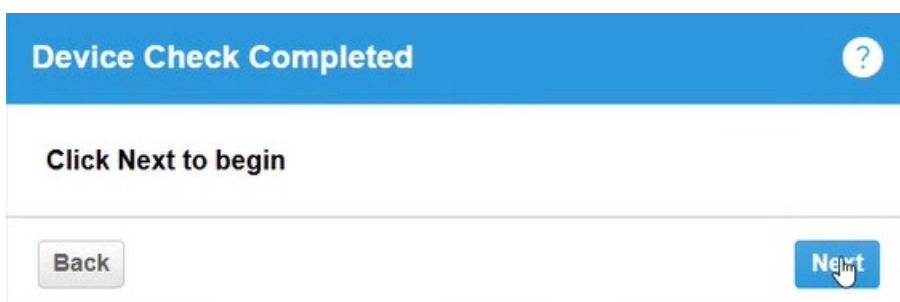


Now you can check whether your recording has been made correctly. If you can clearly hear what you recorded, you may click “Next” and start the exam.

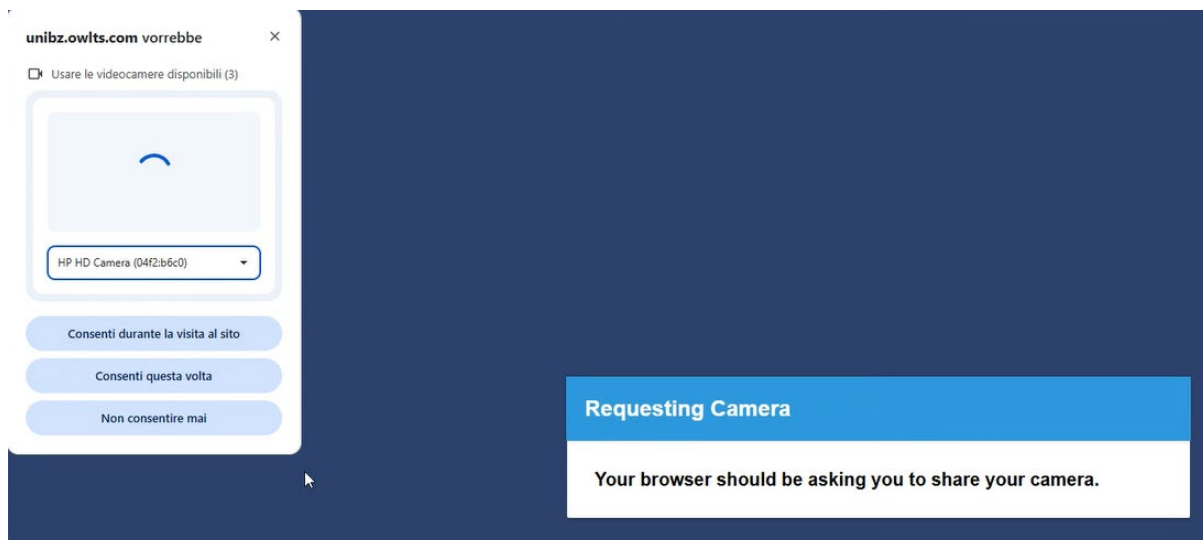
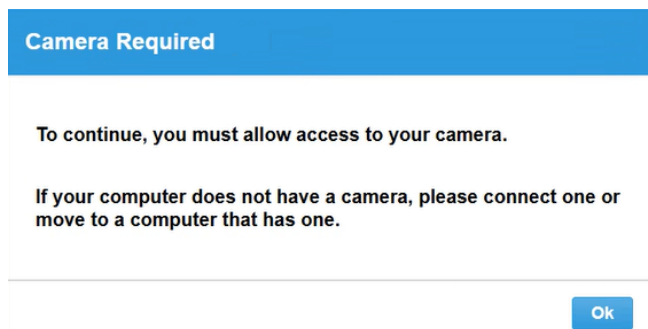
Otherwise, you can repeat the recording.



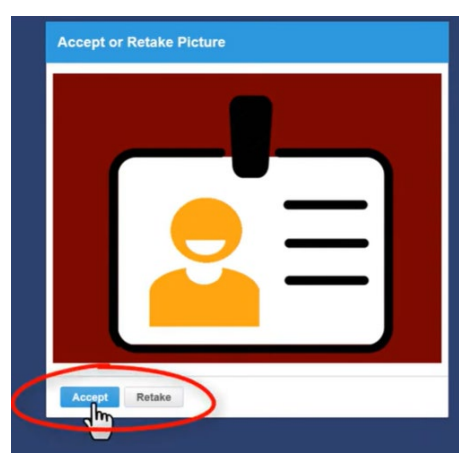
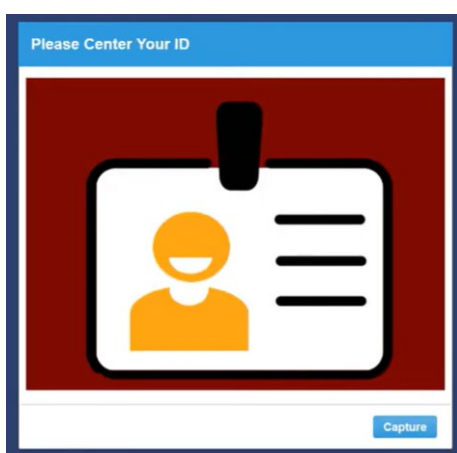
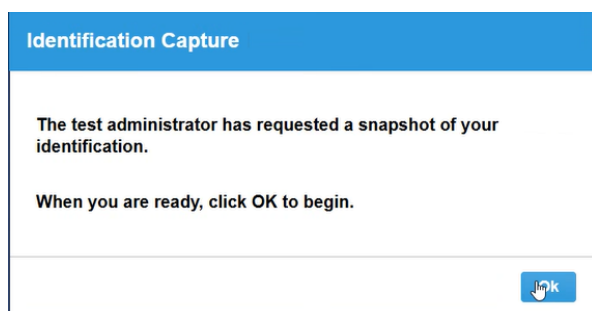
If everything has worked correctly, you will see this message, after which you can start the exam.



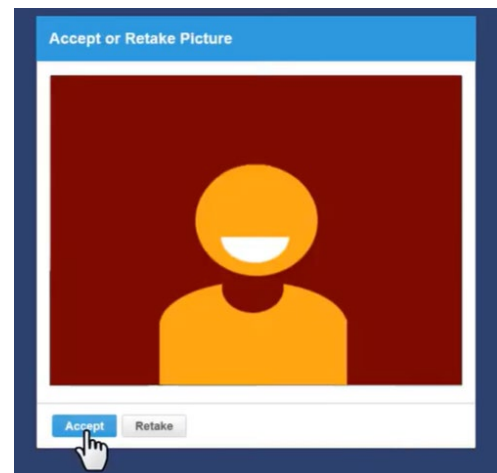
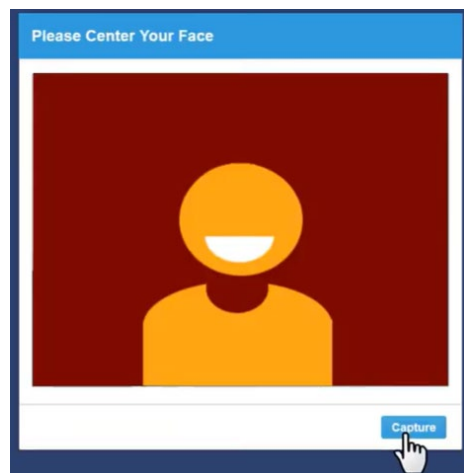
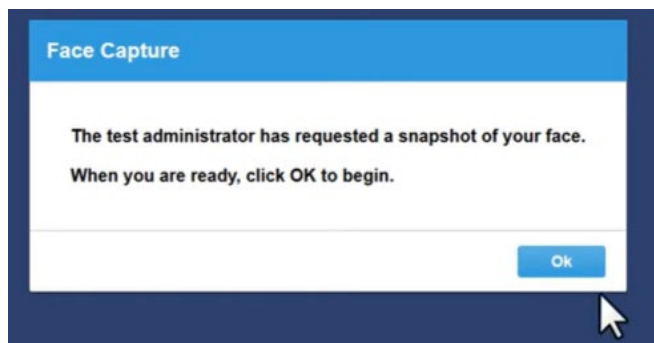
To take the exam, you must allow the platform to access your webcam – you will be explicitly asked to give your consent via pop-up messages that will appear at the beginning of the exam. Throughout the entire duration of the exam, images will be recorded by the exam software.



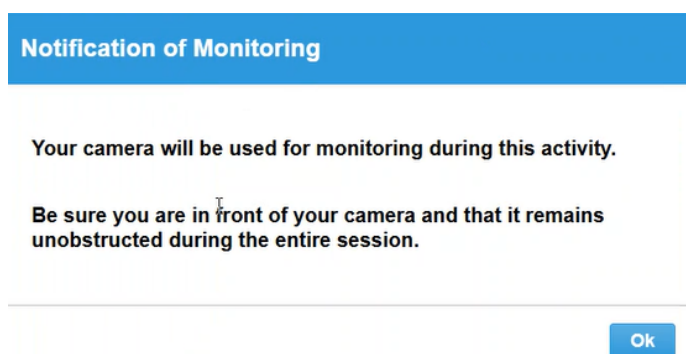
Once the webcam has been set up correctly, you must take a photo of your identity document by holding it in front of the camera when prompted by the exam platform.



You must then take a photo of yourself:



Once this phase has been completed, the exam platform will take snapshots throughout the entire duration of the exam; therefore, the webcam must always remain active and fully functional.



The first screen you will see is the instructions page.

Please note: once you have read the instructions on the exam's start page and clicked "Start Test", the time allocated for completing the exam will begin.

Please follow the directions.

Directions

Dear test-taker,

You are going to take a computer-based exam. The exam is structured as follows:

Module I:
1. Listening
2. Reading

Module I will last **80 minutes**. Please check the time counter at the top of the screen.

All questions must be answered to proceed to the next exercise.
It is not possible to return to the previous exercise.
Each audio recording can be listened to **twice** but **cannot be paused**.

Click on "submit my test" to complete the module.

If you pass **Module I** with at least 60% correct answers, you will be automatically taken to **Module II (Writing)**.

You can then sit **Module III (Speaking)**.

You will need at least 60% in each of the 3 modules in order to pass the full exam. In the event of failing Modules II and/or III, these parts of the exam may be repeated within 18 months of passing Module I.

Lieber Prüfungskandidat:in,

Sie nehmen an einer computergestützten Prüfung teil. Dieser Test ist wie folgt aufgebaut:

Modul I:
1. Hören

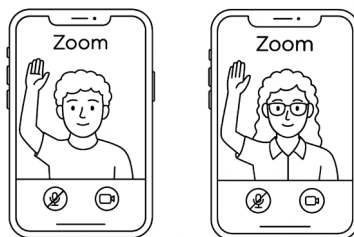
Start Test

- Read all the information and instructions for completing the exercises carefully;
- Please note that you can proceed with and complete the exam only if you have answered all questions in a section, and that you cannot return to a previous section once you have moved on to the next one;
- Please note that you may take notes on a blank sheet of paper only during Module III (oral).

ANY PROBLEMS DURING THE EXAM

If you encounter technical problems during the exam, you must turn towards the mobile device and physically raise your hand to signal that you are experiencing an issue.

Please be patient, as the proctor and invigilator may at times be assisting other participants in your group and need time to attend to your request. The issue will be checked as quickly as possible.



If necessary, the invigilator will ask you to show your computer screen to check the technical issue, by framing it with your mobile device. Once the problem has been resolved, you may continue your exam.

AT THE END OF THE EXAM

At the end of the exam, you must turn towards the mobile device and physically raise your hand to indicate that you have finished the test. Please be patient, as the proctor and invigilator may at times be assisting other participants and need time to attend to your request.

Please do not leave the exam meeting without informing them: we must verify that your exam has been correctly saved in the database.

You may leave the Zoom meeting only after confirmation from the proctor or invigilator.

EXAM RESULTS

The exam results will be published on the pre-enrolment portal as soon as they are available and, in any case, in time to allow you to take any admission test required for the study programme you are interested in.

You will also receive an email informing you of the scores obtained in each exam module.

RULES OF CONDUCT

Below is an extract from the Language Exam Regulations.

According to Article 7 of the "Regulations governing the conduct of language exams", candidates 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.

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 person concerned 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.