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 via Zoom and is accessed via the link sent by the Language Centre.

The rules to be followed during the examination are specified below:

- The video camera, which is installed on your PC or laptop, must be turned on during the entirety of the exam and you must be present in the Zoom Meeting. Please remember to keep the Zoom window open in the foreground throughout the exam. You can split the screen into two parts and keep both the exam and the Zoom Meeting in the foreground. If during the examination you realize that you have left the Zoom Meeting unintentionally, 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 continue with the examination.

- Any other windows, except for Zoom and Chrome, must be closed on your computer. This includes any Chrome Tabs, except for the exam page.

- The headset must be connected and in working order. You may also choose to take the exam without headphones, but this may affect the quality of the audio track and/or the oral exam.

- Books, dictionaries, and any other materials that might be used as an aid are not permitted to be kept on your desk. Your desk must be kept completely free of any objects. Only a copy of this document can lie on your desk for reference purposes, and you must show it to the Invigilator (the Invigilator is the first person supervising the exam) if needed.

- It is not permitted to take notes during modules I and II although it is possible to do so during module III (the oral part).

- During the entire exam, follow the instructions given to you by the Invigilator and Proctor (the Proctor is the second person supervising the exam).

- At the beginning of the exam, the Invigilator will be in contact with you to begin logging you in. You must show a valid identity document, otherwise you will not be able to take the examination.

- Follow the instructions on the exam page, complete the audio test and start the exam. From this point on, the time you are given to complete the exam will begin. Carefully read all the information and task instructions.
• You are neither permitted to stand nor speak during the entirety of the exam and you must be alone for the whole duration in the room where you take the exam.

• It is not possible to take the examination outdoors, on public transport or in places where others might be present.

• It is also not possible to take a break and then resume the exam at a later time.

• You may request support regarding any technical problems in the Zoom Meeting by physically raising your hand.

• You must also physically raise your hand when you have finished the exam.

• The Proctor and Invigilator are able to monitor all of the examinees at any time.

• During the exam, spot checks may be carried out.

• The entire exam will be recorded.

• If you do not follow the instructions, the above list of rules or attempt to cheat, the examination will be stopped and will not be evaluated.