

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.

During the entire exam, follow the instructions given to you by the Invigilator (the Invigilator is the first person supervising the exam) and Proctor (the Proctor is the second person supervising the exam); they will monitor all of the examinees at any time. The entire exam will be recorded. During the exam, spot checks may be carried out.

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

TECHNICAL EQUIPMENT AND DEVICE SETTINGS

- 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, which must be opened via the app downloaded according to the instructions sent to you.
Please note that the online version of Zoom does not allow the exam to take place.
- Any other windows, except for Zoom and Chrome, must be closed on your computer. This includes any Chrome Tabs, except for the exam page.
- 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 complete the examination.
- 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.

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

DURING THE LANGUAGE EXAM

The Invigilator is in charge of the login procedure; during this phase you must show a valid identity document, otherwise you will not be able to take the examination.

Once logged in, it is necessary to:

- Follow the instructions on the exam page.
- Complete the audio test and start the exam. Please note from this point on, the time you are given to complete the exam will begin.
- Carefully read all the information and task instructions.

Notes can only be taken during module III (oral).

During the language exam you are not allowed to:

- Use a mobile phone or any other electronic device.
- Use books, dictionaries, and any other materials that might be used as an aid: these 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 if needed.
- Stand nor speak during the entirety of the exam.
- Stay in the same room where you take the exam with other people for the whole duration of the exam: the presence of third parties will cause the examination to be interrupted and not assessed.
- Take the examination outdoors, on public transport or in places where others might be present.
- Take a break and then resume the exam at a later time.

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

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.