

## Annex C - Design Call for applications

### Guidelines for remote TIL (Test in LAIB) tests

Politecnico di Torino is working to ensure that teaching is delivered without interruption during the COVID-19 emergency with the due adjustments. In particular, Politecnico decided to administer its admissions tests (TIL, Test in LAIB) online from a remote location in order to allow prospective students to take their test safely at home.

Applicants must take the admission test using a special browser that will block other computer activity and monitor them via audio and video recording through their PC webcam. Moreover, a number of Virtual Classrooms will be created with the software normally used to deliver video lectures to students. Applicants will enter these Virtual Classrooms from their smartphone or tablet using any kind of browser. The Virtual Classrooms allow Test Supervisors to monitor applicants during the test.

The details and technical requirements to take the remote test follow below.

#### Technical requirements

Applicants need to have the following equipment and must do some system checks to test their equipment before the test. The details of system checks are listed below and will be made available on the Apply@polito platform - *TIL* section.

Required equipment:

1. In order to take the remote test, applicants must have:
  - a. a desktop or laptop computer with Windows 10 or Mac operating system, plugged to the electrical power supply and to the Internet, **with a webcam**. Applicants must install a software called *LockDown Browser* on their PC. Installation instructions will be available on the applicants' personal page of the Apply@polito platform.
  - b. a stable data network for Internet connection from the PC.
2. In order to allow test proctoring, applicants must have:
  - a. another device (smartphone, tablet or another PC) plugged to the electrical power supply and connected to the Internet, **with a webcam**. The second device will be used to allow students to join the virtual classrooms from a browser. Each Virtual Classroom will be monitored by the Test Supervisors, who will use this second device to identify and supervise applicants before the beginning of the test and during the test.
  - b. a stable data network for Internet connection from the second device, preferably different from the network used for the PC.

Applicants must take the test in a quiet room at home (hereinafter referred to as the "*room*"). They must make sure that the room gets enough light and that the light source is not directly behind them during the test.

No one can enter the room during the test, apart from assistants for students with disabilities or with specific learning disorders who submitted a specific request.

2. The table used for the PC (hereinafter referred to as the "*work station*") must be clear of all objects. On the work station applicants are allowed to keep only their identification document, some blank sheets of paper and a pen or a pencil. Applicants must organise their workstation in advance as they will not be allowed to leave their chair after the test starts.

#### What to do a few days before the test

A few days before the test date applicants **must** do the following:

1. install the *LockDown Browser* on their PC; the instructions and link will be made available on the applicants' personal page of the Apply@PoliTo platform;
2. try to take the mock test at least one time before the real test. The mock test is available on the applicants' personal page of the Apply@PoliTo platform – TIL section. This will allow applicants to check if the LockDown Browser has been installed correctly and to get familiar with its usage.

### What to do right before the test

On the day of the test applicants must organise the room where they will take the test as explained in the previous section *Technical Requirements*. **Both** Internet connections of the PC and of the mobile device **must be always active** during the test (Please note that during the test there will be an estimated data traffic of 500 MB for each device).

In the event if there is no Internet connection for a period of time that (of one or both devices) lasting for a period of time which that does not allow to monitor the applicant correctly, the test will be considered invalid. This decision is taken by the Committee and it is unquestionable.

The LockDown Browser will **record applicants, both audibly and visually, through the PC webcam** while they take the test. The recordings can be used by the Committee to verify that the test was taken in a legal way.

Before the test starts, applicants must make sure they have an identification document, some blank sheets of paper, pens or pencils on their workstation.

### What to do during the test

At the beginning of the test applicants must do the following:

1. Log in to their personal page of the Apply@PoliTo platform from their PC and **wait before starting the test**. On the same page they will find the link to join the Virtual Classroom. Logging in to one's personal page of the Apply@PoliTo platform corresponds to signing one's attendance to the test and certifies that the applicant has actually taken the test.
2. Click the above-mentioned link using any browser **from the second device**. Each applicant must log in using his/her username and password and **not as a guest**. The applicant thus joins the Virtual Classroom but **must wait to receive instructions from the Test Supervisor**.
3. When the Test Supervisor does the roll call to identify the applicants, each applicant must use the second device in order to:
  - a. show his/her identification document and face;
  - b. show his/her workstation, and in particular show that the paper sheets on his/her desk are actually blank;
  - c. place the second device near him/her (for example, leaning it against some books placed on the workstation only for this purpose), so that the video camera shows at least his/her face profile and keyboard;
  - d. follow the instructions to start/open the LockDown Browser from his/her personal page of the Apply@polito platform using his/her PC; go to the test start page but wait for further instructions from the Test Supervisor before starting the test.
  - e. Start the test when the Test Supervisor gives the authorization to do so.

### Conduct rules during the test

During the test applicants must behave properly as normally required during examinations. To make sure that the test is valid, applicants must strictly abide by the following conduct rules:

1. if needed, rise an hand to talk to the Test Supervisor or call his/her attention verbally if does not respond ;

2. immediately report any technical issue to the Test Supervisor;
3. For the entire duration of the test:
  - a. do not log out from the Virtual Classroom and keep the webcam and microphone of the second device always active. Do not use the second device for any other purposes;
  - b. do not allow other people to enter the room where the test is taking place;
  - c. be absolutely silent during the test in order to avoid disturbing other applicants in the same Virtual Classroom (applicants are only allowed to talk to the Test Supervisor, if necessary);
  - d. if necessary, use only blank sheets of paper and a pen;
  - e. show the workstation and identification document again whenever required by the Test Supervisor.

Applicants are not allowed to use any calculators, notes or other teaching material during the test.

The Test Supervisors will monitor the applicants during the test to make sure they are complying with the conduct rules. In the event of a violation of the conduct rules, the Test Supervisors will immediately declare the test invalid.

### How the test works

The test is divided into sections, as explained in the Calls for applications for admissions to the Bachelor's degree programmes of Politecnico and on the website of the University <http://orienta.polito.it/en/enrolment>. Each section must be completed in a given time. The sections must be completed in the same order they are shown on the applicants' personal page of the Apply@PoliTo platform. **The remote test has the same format of the test taken at the University.** Applicants must use all the time assigned to each section and are not allowed to move to the next section before the time expires.

The test finishes automatically when the time expires.

### Test scores

Applicants will see their test score on their personal page of the Apply@PoliTo platform immediately after the test.

In the event of suspect inappropriate behaviour of an applicant, at the end of the test the Test Supervisors may examine the reports and the recordings of the LockDown Browser as well as the video and audio recordings of the Virtual Classroom.

The Test Supervisors have three working days from the test date to examine the recordings and verify if there has been a violation of the conduct rules. In such case, the test will be invalidated and the applicant will be informed by e-mail.

### Applicants with specific learning disorders (SpLD) or disabilities

Applicants with certified disabilities or specific learning disorders (SpLD) who want to get special arrangements to take the remote TIL test must upload their certificate of disability/SpLD to the Apply@polito platform ("Biographical information" section) before the test registration deadline illustrated in art. 2 of the call: [http://orienta.polito.it/it/bandi\\_di\\_selezione\\_20\\_21](http://orienta.polito.it/it/bandi_di_selezione_20_21)

The Special Needs Unit of Politecnico di Torino will examine the certificates which must be in line with the provision of art. 4 of the Call, without prejudice to the provisions of the new directive of the Ministry of Education, University and Research (MIUR) dated 15<sup>th</sup> April 2020, which extended the validity of the certificates issued more than 3 years ago.

Applicants who submit a certificate of disability or specific learning disorder (SpLD) are entitled to take the remote test with a 30% extra time compared to standard test time and they can use a non-programmable calculator. Applicants who need other kinds of support to take the remote test (a person who helps them use the PC, a person who reads for them, etc.) must contact the Special Needs Unit in advance through the ticketing service.

## Privacy policy and access to documents

In accordance with the General Data Protection Regulation (EU Regulation 2016/679) and the "Code regarding the protection of personal data" (Legislative Decree No. 196 of 30<sup>th</sup> June 2003 and further amendments) Politecnico di Torino will process personal data exclusively in pursuit of its institutional aims and in accordance with the transparency purposes imposed by the law. The processing of personal data is based on the principles of correctness, lawfulness and relevance of purposes. More information on the processing of the personal data provided by the applicants and their rights as data subjects is available at <https://didattica.polito.it/privacy/>.

To take the remote test applicants must use a computer with a webcam and a microphone; they must be connected to the Internet and they must access the must access LockDown Browser for remote supervision. Applicants will be recorded while they take the test.

Moreover, applicants will be recorded through their own mobile device.

The legal basis for the processing of personal data by Politecnico di Torino lies in reasons of substantial public interest ( article 9, paragraph 2, letter g) of the GDPR) in order to allow students to progress in their learning path. Remote testing is necessary and compulsory to allow that admission tests take place during the emergency situation caused by the COVID-19 outbreak.

Applicants take the test online from a remote location using the Respondus Monitor. The system will collect specific personal data that will be processed in accordance with the principles of correctness, lawfulness, necessity and proportionality with the sole purpose to allow prospective students to take the admission tests during this emergency situation.

Student terms of use of the Respondus monitor are available at: <https://web.respondus.com/tou-monitor-student/>

Reference is made to the Respondus privacy policy (<https://web.respondus.com/privacy/privacy-additional-monitor/>) for more information on the processing of personal data.

The recordings will be kept for no longer than is necessary for the purposes of monitoring the test. In the event of an applicant's complaint, the legal basis for the use of the recordings is the protection of his/her rights; in this case, recordings may be kept as long as it is necessary to exercise these rights. It is prohibited to disclose the recordings through any media.

Politecnico di Torino will monitor the test and examine the recordings after the test conclusion, reserving itself the right to declare the test invalid in the event of student conduct violations.

The Data Controller is Politecnico di Torino which appointed a Data Protection Officer (DPO) who can be reached at [dpo@pec.polito.it](mailto:dpo@pec.polito.it) (certified email). The privacy policy of the University is available at: <https://didattica.polito.it/privacy/>

Access to documents is allowed in the forms provided for by current legislation.