

06 July 2020

Considered:

- The CALL FOR APPLICATIONS FOR EU AND EU-EQUATED CITIZENS TO THE ONE-CYCLE DEGREE COURSE IN MEDICINE AND SURGERY called MEDTEC SCHOOL WITH LIMITED ACCESS (Class LM-41) IN ENGLISH AT HUMANITAS UNIVERSITY.
- the COVID-19 epidemiological emergency and the current rules on social distancing;
- the shifting of the test date from the date March 20th 2020 to the date September 4th 2020;

Humanitas University considers it appropriate and essential to transform the admissions test into a home-based administered test, i.e. remotely-held at the candidate's primary residence or any other place chosen by the candidate. The date and time of the admissions test are confirmed; the test will take place on Friday, September 4th, 2020 at 2.00 p.m. CEST.

Besides the amendments described in this document, the rules specified in the above-mentioned Call for Applications still apply.

Registration

Registrations remain valid for candidates who have already completed their registration before these provisions. During the month of July, these candidates will receive an e-mail inviting them to download the updated registration receipt from Politecnico di Milano Web Portal.

For new registrations:

1. **Candidates have to complete the Online registration on MyPORTAL at <https://humanitas.esse3.cineca.it>: the candidate must register online to receive a**

username and a password; the username and password will be necessary to access the personal page on Humanitas University MyPORTAL;

Candidates must register for the test on MyPORTAL by using their username and password. Candidates are required to pay the test fee of 165,00 €. **The test fee cannot be reimbursed for any reason.**

- 2. Test registration must be completed on the Politecnico di Milano website:** candidates will be automatically redirected after paying the test fee on Humanitas University MyPORTAL. **When completing the registration candidates receive a Personal Code and a Password to be used on the test day to start the test.**

The Personal code and the password received from the Politecnico di Milano:

- are a precondition to sit the test;
- must be used by the candidate on the test day. Without the Personal Code and the Password it is not possible to sit the test;
- are different from the username and password received from Humanitas University.

- 3.** Once completed the registration, each candidate receives a confirmation e-mail with the test starting time.

Registrations will close on August 26th 2020.

Technical Requirements

In order to take the test, candidates must be equipped with all the devices specified below in bullet a, b, c:

- a. a computer or laptop equipped with a videocamera, microphone and speakers, with Windows 7, 8, 10 or MAC-OS 10.10 or more recent operating systems and free hard disk space of 120 MB;

- b. a mobile device (mobile phone or tablet) equipped with a videocamera and a microphone;
- c. a Wi-Fi network with a minimum upload and download speed of 1 Mbps on the computer and a data network of at least 4G active on the mobile device.

Candidates must also install the Respondus Lockdown Browser software on the computer or laptop which will be used for the test. Any other versions of Respondus Lockdown Browser already present on the computer must be uninstalled.

The Respondus Lockdown Browser software can only be downloaded from Politecnico di Milano Online Services Web Portal from August 25th 2020.

The App of ZOOM Cloud Meetings videoconferencing software can be installed on candidates' mobile phone/tablet also before August 25th 2020.

Candidates must verify that their mobile device (mobile phone or tablet) meets the technical requirements of Zoom, which can be consulted at the following link:

<https://support.zoom.us/hc/en-us/articles/201179966-System-requirements-for-iOS-iPadOS-and-Android>

The Respondus Lockdown browser and the App of ZOOM *Cloud Meetings* videoconferencing must be installed before the general simulation to be held on August 31st 2020.

Each candidate will be sent a technical guide to the email address used to complete the registration for the test. The technical guide will provide all details and explain how to set-up the softwares to be installed.

Security measures to ensure transparency and fairness of the test results

The Respondus Lockdown Browser software will block the candidate's browser on the test itself, making it impossible to consult other web pages and inhibiting the use of certain keyboard functions (e.g. copy-paste or snapshot of the screen). It will also record the candidate through the computer videocamera for the entire duration of the test.

The virtual classroom, which will be accessed through the ZOOM link via Politecnico di Milano Online Services Portal, will allow the invigilator to monitor the correct conduct of candidates during the test.

If necessary and in order to validate the final scores, all candidates' tests will be reviewed after the end of the session using the Respondus Lockdown Browser videorecording.

Procedure for taking the admission test

The admission test will take place on Friday, September 4th 2020 at 2.00 p.m. CEST. On the day of the test candidates must access the Politecnico di Milano Online Services Portal by 1.00 p.m. CEST both via computer/laptop and mobile device.

On Politecnico di Milano Online Services Portal two links will be available:

- a. a link to the Zoom virtual classroom;
- b. a link to the test.

The candidate must then carry out the following procedures:

1. with the mobile device, the candidate must access the virtual classroom through the appropriate link;

Access to the Zoom application must take place exclusively through the credentials used to access Politecnico di Milano Online Services Portal.

2. in the virtual classroom each candidate must show his/her ID to the classroom supervisor (ID card or driving license or passport);
3. the candidate will be entitled to access the admissions test from his/her PC once the classroom supervisor has given instructions to do so.

The link to access the test is activated at the scheduled starting time of the test. When the test starts, the Respondus Lockdown Browser, previously installed on the candidate's computer,

will automatically activate.

Candidates who do not access the virtual classroom by the scheduled starting time of the test will not be admitted and will not be able to take the test on September 4th 2020, nor will they be able to sit the retake test as provided for in this Call.

At the end of the test, the candidate must click on "Test completed". In any case, the system will automatically save the answers given by the candidate.

Computer workstation preparation and general simulation

From August 24th 2020 until August 28th 2020, a demo session will be available via Politecnico di Milano Online Services Portal in order to help candidates to prepare the computer workstation and to get acquainted with the system.

At this stage, the candidate will be able to download the Respondus Lockdown Browser application through a specific link on Politecnico di Milano Online Services Portal.

On August 31st 2020 at 2.00 p.m. CEST, a general simulation of the admissions test will be organised and it will include:

- a demo quiz (with some questions to answer for practising);
- the use of Zoom via mobile device to simulate the monitoring from invigilators.

Candidates must log into the Online Services Portal for identification procedures by 1.00 p.m. CEST.

Code of conduct for candidates during the admissions test

During the test, candidates must be alone and in a well-lit room. Leaving the workstation even to use the bathroom is strictly prohibited.

Candidates may only use their own computer/laptop without any additional screen, keyboard or mouse.

The computer/laptop used on the day of the test must be the same device used for the simulation and therefore already correctly configured.

Both the camera and the microphone must not be deactivated. The use of earphones or earplugs

or any type of verbal communication is forbidden. The use of calculators, books or notes is also forbidden.

Communication with classroom invigilators is permitted only through a technical support chat. Two blank sheets of paper and a pen can be used for calculations.

The Commission will ensure compliance with these rules and will take appropriate measures if they are not observed.

Disconnection from the admission test: conditions for retaking the test

In case a candidate does not finish the test due to disconnection from Politecnico di Milano platform, not attributable to the test provider, he/she will be assigned the test score acquired at the time of disconnection. Possible examples of disconnection not attributable to the test provider are the Wi-Fi connection, technical problems related to candidates' laptop/computer due to interruption of the electric power and to connectivity due to service providers.

These candidates can be granted the opportunity to retake the test, after a preliminary investigation by the relevant Commission, by writing to admissions@hunimed.eu by 8.00 p.m. CEST on Friday, September 4th 2020.

The Commission will evaluate the requests from candidates to retake the test. Candidates will be informed as to whether they may repeat the test by Sunday, September 6th 2020, 6.00 p.m. CEST.

Authorized candidates will retake the admissions test on September 8th 2020, 2.00 p.m. CEST with the same modality as described in this document. The test will be of the same level of difficulty as the test taken on September 4th 2020.

The candidates retaking the test will only be evaluated with the score obtained in the retake test.

If candidate's request to retake the test is not accepted, he/she will be assigned the test score

acquired at the time of disconnection.

In case of disconnection from Zoom virtual classroom due to candidates' technical problems, the Commission will assess whether the candidate is allowed to continue the test or the test is invalidated.

The Commission will decide on this matter after reviewing the Respondus Lockdown Browser videorecording. Candidates whose test is invalidated will be informed via e-mail by Sunday, September 06th 2020, 6.00 p.m. CEST.

These candidates will retake the test on September 08th 2020, 2.00 p.m. CEST.

The admissions test can be exclusively repeated on September 08th 2020, 2.00 p.m. CEST.

In case of disconnection from the Politecnico platform or from the Zoom software due to test provider problems, a new test will be scheduled for all registered students.

Privacy

All candidates' personal data will be exclusively used to provide the admissions test and to elaborate test scores and ranking list.

For further details candidates can read the privacy policy on the MyPORTAL area of the www.hunimed.eu website.