MEDTEC SCHOOL – ADMISSION TEST
TECHNICAL GUIDE

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HARDWARE AND SOFTWARE REQUIRED FOR THE TEST

To be ready on the test day, we recommend that you have:

1. **A desktop or laptop computer** with a webcam and microphone (internal or external), equipped with Windows 8.1, 10, 11 or Mac OS 14, 13, 12, 11, 10.15, 10.14, 10.13; recommended browsers: Google Chrome, Windows Edge and Mozilla Firefox; the use of Internet Explorer is not recommended

IMPORTANT: It is not permitted to take the test on a tablet, a smartphone or a virtual machine. The use of multiple screens is not allowed. It is necessary to be a computer administrator and to have a webcam (internal or external) and a microphone which must be on throughout the test.

2. **A Smartphone or Tablet**: the ZOOM app must be installed on this device (the creation of a personal account is not required) for the virtual classroom commission to carry out recognition and surveillance operations. Both the microphone and video camera must be switched on throughout the test.
3. **A stable data network** to access the Internet: a download and upload speed of 1 Mbps for the computer you will use and a data network of at least 4G for the smartphone are considered the minimum requirements.
4. **A valid ID document**.

To be ready on the test day you must:

1. **Test your Internet connection** for the PC you will use to sit the test, and for the smartphone you will use to access the virtual classroom by completing the Demo test;
2. **Have already downloaded and installed Zoom** on your smartphone/tablet (it is not necessary to create an account);
3. **Have already downloaded and installed the Safe Exam Browser (SEB)** on the computer you will use to take the test, using the link available in the MEDTEC Test Demo app (see next page).
4. **Have suspended automatic system updates**;
5. **Have enabled JavaScript and Cookies**.

DEMO MEDTEC TEST: HOW TO TAKE IT

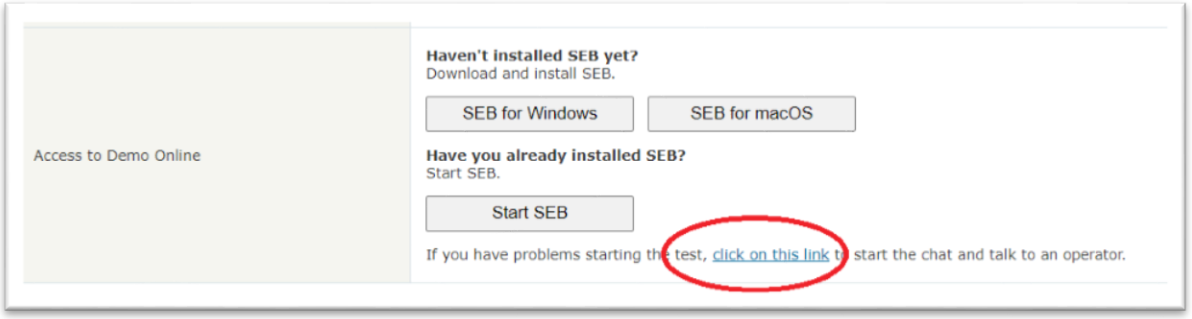
It is recommended to complete a technical test with the simulation test available in the MEDTEC Test Demo area of your PoliMi Online Services to:

- verify that the internet connection is stable;
- check the computer for taking the test;
- check the smartphone for accessing the virtual classroom;
- download and install the SEB software (the download is available from the app indicated below).

This simulation is an excellent indicator of the stability and compliance of the computer and smartphone.

You can try the Demo MEDTEC Test from March 15th to April 4th and from April 8th to April 18th, 2024, from 2 pm to 11:59 pm.

During the Demo you can ask for help with any problems encountered by **clicking on this link** shown below in order to open a chat and speak with an operator.



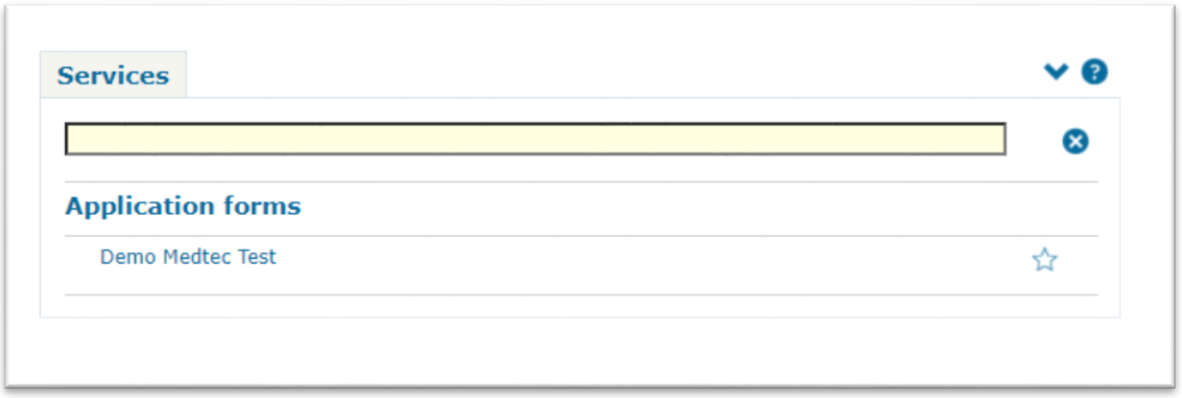
This assistance is available from Monday to Friday, from 2 pm to 6 pm, except on days when entrance tests for degree courses at the Politecnico di Milano are held, during which the live chat and demo will be available from 4:30 pm.

By using the Demo you can check that the smartphone/tablet to access the virtual classroom is suitable for the test. It is recommended that you install Zoom on your smartphone/tablet before completing the Demo.

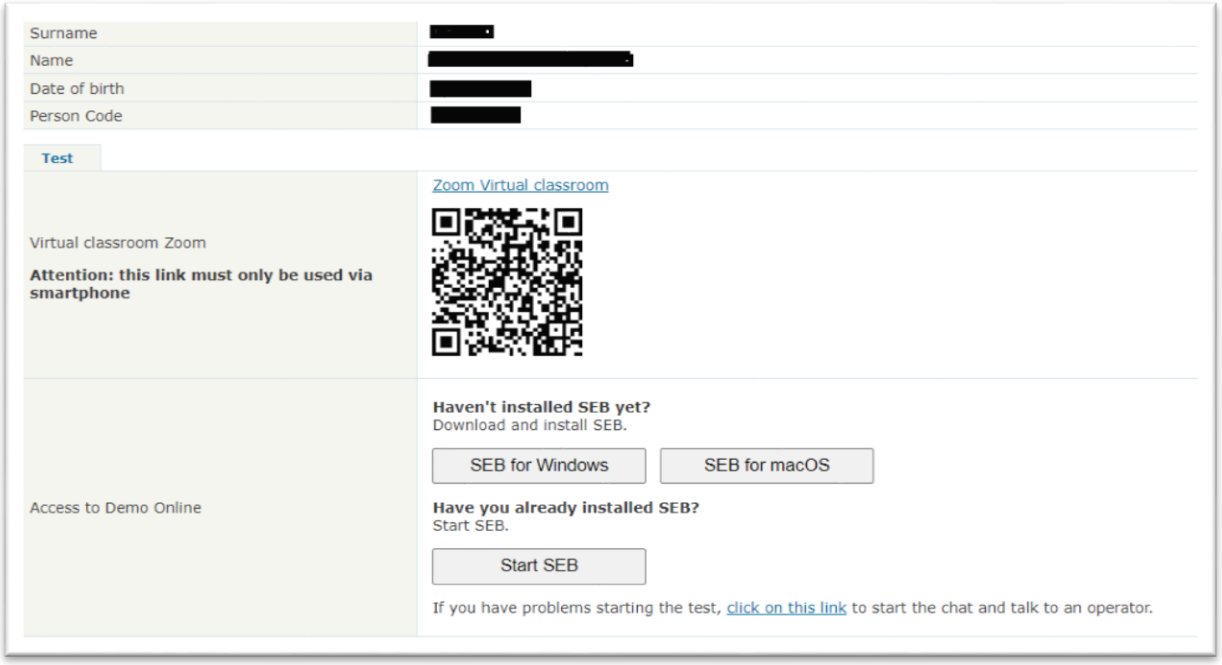
To be ready on the test day, we recommend that you check your Internet connection and verify that you have correctly downloaded the SEB software by doing the Demo during the days and times indicated above; this can also help lower stress levels on the day of the test.

Please, note that all times refer to the CEST time zone.

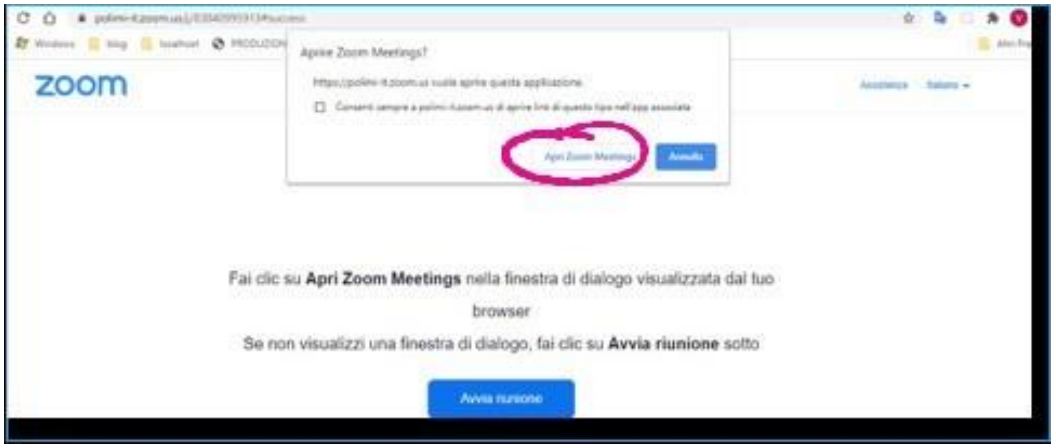
Using your computer, access PoliMi Online Services https://www.polimi.it/servizi-online and then click on “Demo MEDTEC Test”:



With your smartphone/tablet, frame the QR CODE to ACCESS THE ZOOM VIRTUAL CLASSROOM. You will be able to check that your smartphone works and that you can access the virtual classroom:

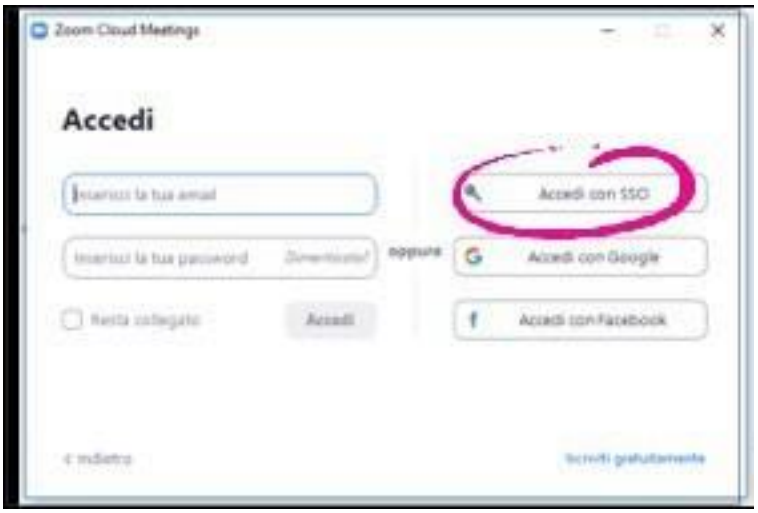


If you are unable to frame the QR CODE, access the Online Services using your smartphone or tablet and click on "**Zoom Virtual Classroom**"
A Pop-up will open: click on "**Open Zoom Meetings**"



You may be asked to click on "**Login to enter**" **[*Accedi per entrare*]**,

Then click on "**Sign in with SSO**" **[*Accedi con SSO*]** (authentication method)

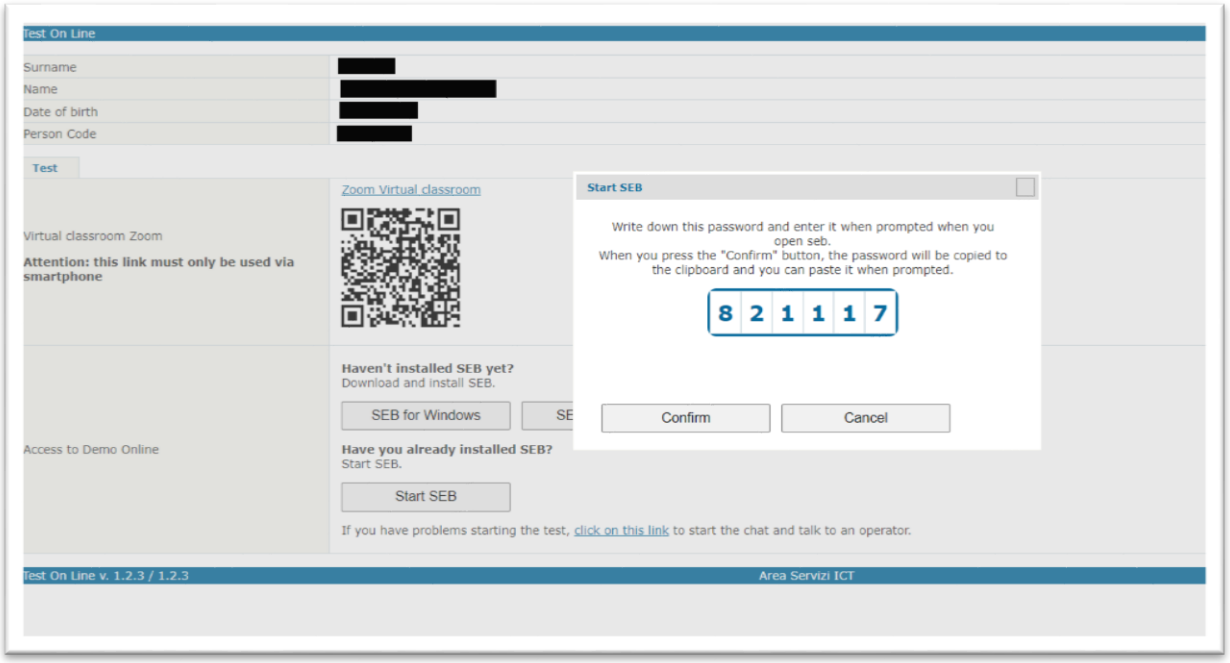


Enter **polimi-it** in the "**Company Domain**" field and click on "**Continue [*Continuare*]**

This way you will be able to access the Waiting Room of the virtual classroom. While waiting to be admitted to the test room, your microphone and video camera must be switched on.

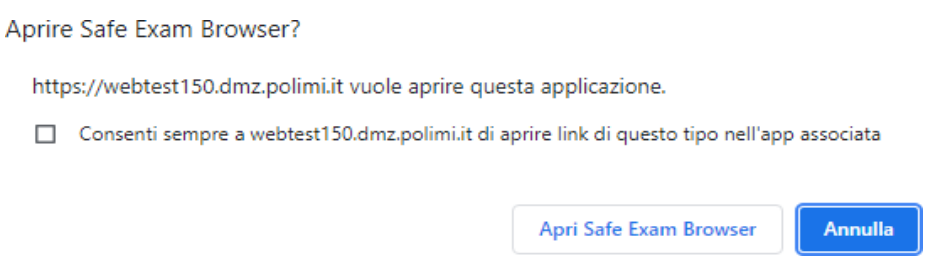
IMPORTANT: It is not possible to communicate by voice in the Waiting Room but only via the Zoom text chat. Check for any messages from the invigilator in the Waiting Room chat.

The previous steps admitted you to the Zoom virtual classroom. Now you need to access the Demo; using the computer, click "**Start SEB**"

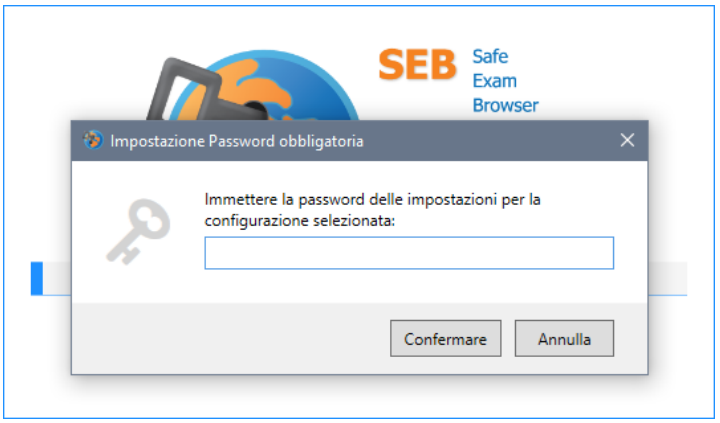


Note the numeric code to be entered when starting the SEB, you can copy it by clicking "**Confirm**" and you can then enter it in the appropriate text box using the key combination to paste the data CTRL + V and then click **Confirm.**

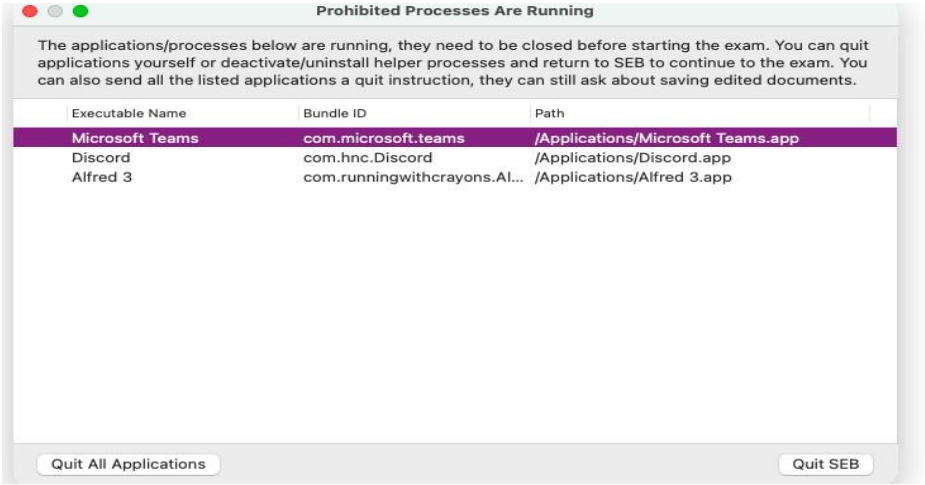
You will be prompted to confirm the **opening** of the SEB external app in order to proceed **[*Apri Safe Exam Browser*]**



Paste/type the numeric code you previously copied into the empty text box, then click **CONFIRM [*Confermare*]** to open the SEB



Before using SEB, you may be asked to check that there are no other programs and applications running. You can view them on one screen and close them all by clicking on the appropriate button.



You can now start the Demo MEDTEC Test. During the test, it is possible to move from one section of the test to another without answering all the questions and without using all the available time, by selecting "**End section**".

Once the Demo is finished, click on **EXIT [*USCITA*]** to close the SEB and return to the Home screen.

ADMISSION TEST: HOW TO TAKE THEM

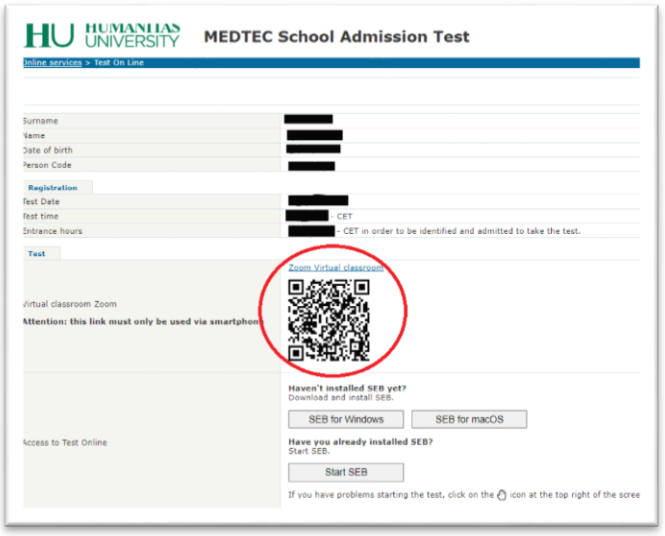
To be ready to take the test, remember that you need to have:
- checked your Internet connection,
- checked the PC you will use for your test and where you have installed SEB, and – checked your smartphone/tablet for access to the classroom by taking the test Demo.
- downloaded and installed Zoom on your smartphone/tablet
(it is not necessary to create an account)
- downloaded and installed SEB on the computer you will use to take the test

ADMISSION TO THE ZOOM VIRTUAL CLASSROOM

The Test starts from a specific link "**MEDTEC Test**", which **appears among your Online Services. Admission to the virtual classroom** for the test **is possible one hour before the start of the test.**

One hour before the start of the test, use your computer to access the Online Services and **click** on "**MEDTEC Test**"

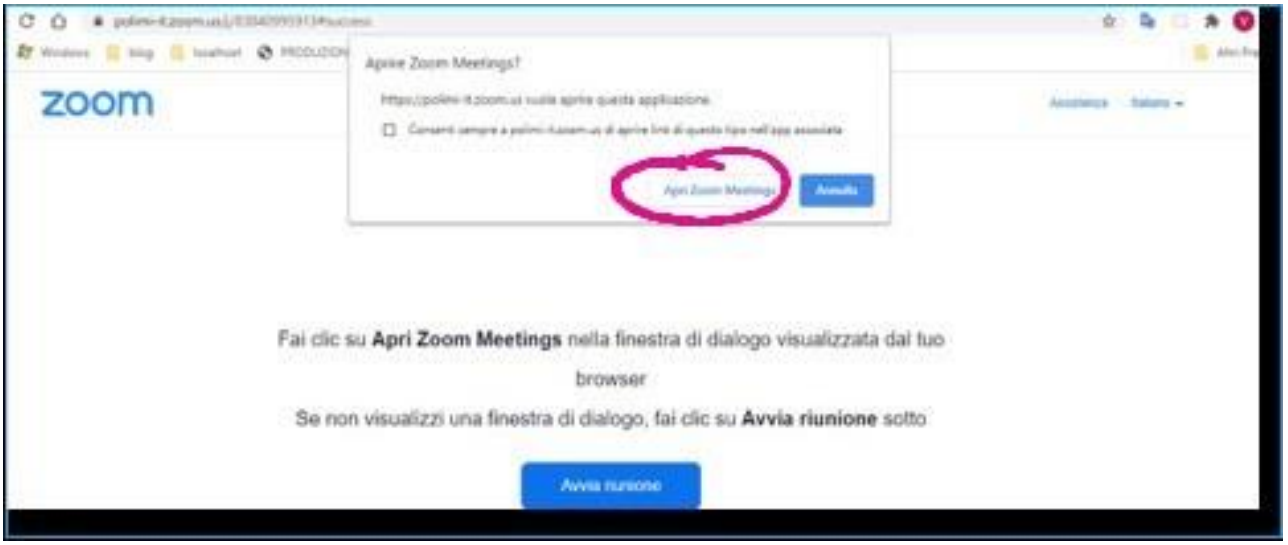
With your **smartphone/tablet**, frame the **QR CODE** to **ACCESS THE ZOOM VIRTUAL CLASSROOM**. If you are unable to frame the QR CODE, access the Online Services using your smartphone or tablet and click on "**Zoom virtual classroom**".



If you need to contact the invigilator/assistance via chat because you are having problems, click on the icon

at the top right of the screen and wait to talk to him or her

A Pop-up opens: **click** on "**Open Zoom Meeting**" **[*Apri Zoom Meeting*]**



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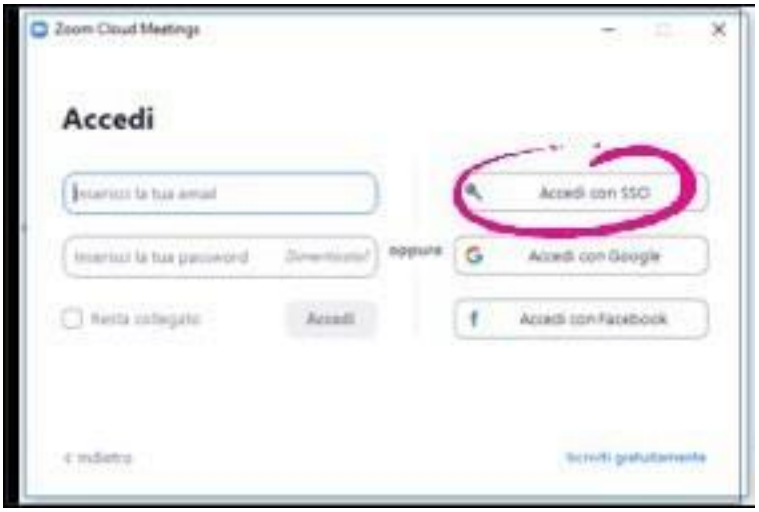
Then click on "**Sign in with SSO**" **[*Accedi con SSO*]** (authentication method)



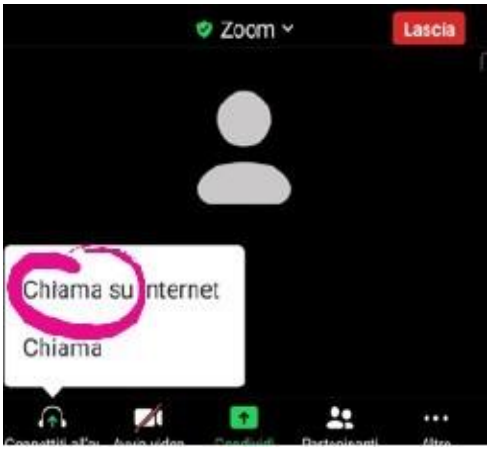
Enter **polimi-it** in the "**Company Domain**" field and click on "**Continue**" **[*Continuare*]**

This way you will access the Waiting Room of the virtual classroom. While waiting for the invigilator to admit you to the test room, your microphone and video camera must be switched on.

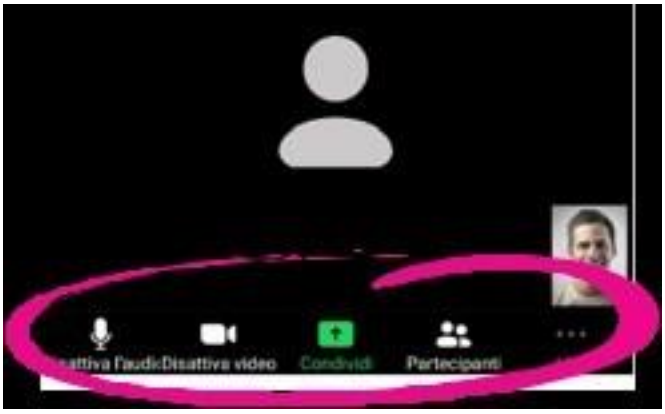
IMPORTANT: It is not possible to communicate by voice in the Waiting Room but only with the Zoom text chat.
Check for any messages from the invigilator in the Waiting Room chat.
All the students present in the Waiting Room will be admitted to the test. Do not disconnect from Zoom, wait patiently for the call from the invigilator.

Wait patiently, with an ID document, for **the call from the invigilator who will admit you to the test room to proceed with the physical identification (you will need to show the ID document next to your face), the verification of the workstation and the room, as well as the positioning of the mobile phone for invigilation during the test.**

IMPORTANT: When the invigilator **admits you to the test room, you must ACTIVATE AND TURN ON THE MICROPHONE** by clicking on "**Call on the internet/call Wi-Fi or data line/the first available option**" **[*Chiama su Internet*]**



If you do not turn on your microphone and camera, they will show up as being switched off. Click on the relative icon to reactivate them. Remember that the smartphone microphone and camera must be switched on for the duration of the test.

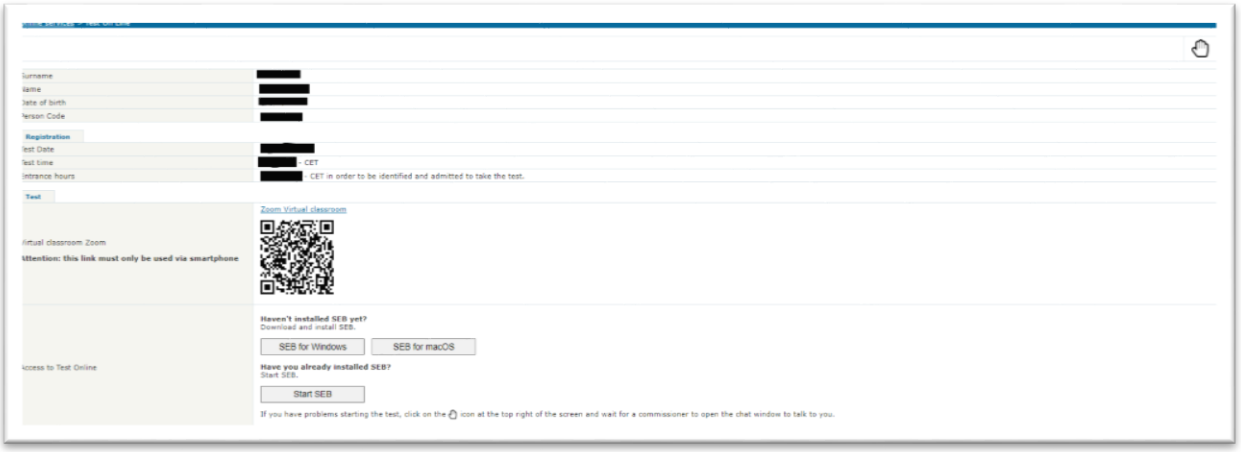


IMPORTANT: On connecting, make sure that your mobile phone microphone and video camera are switched on. Without their activation, you will not be admitted to the virtual classroom to take the test. Both the microphone and video camera must be switched on until the end of the test.

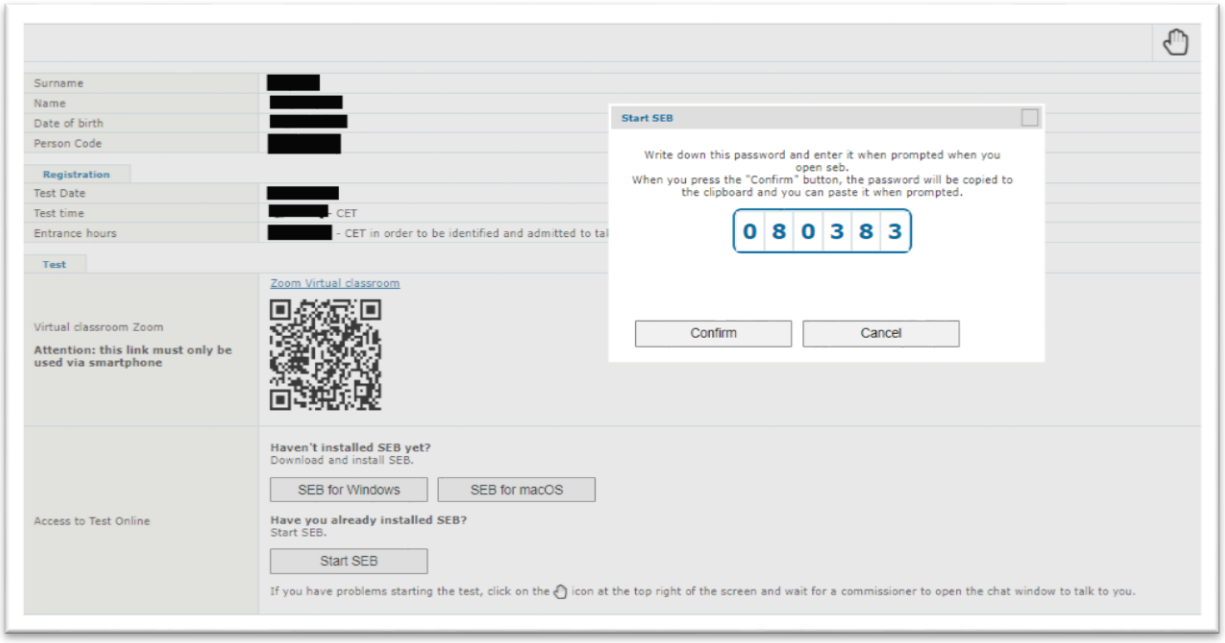
Please remember that you are required to comply with certain rules of conduct and regulations to take the test; failure to comply with these could result in your being cancelled.

START OF THE TEST

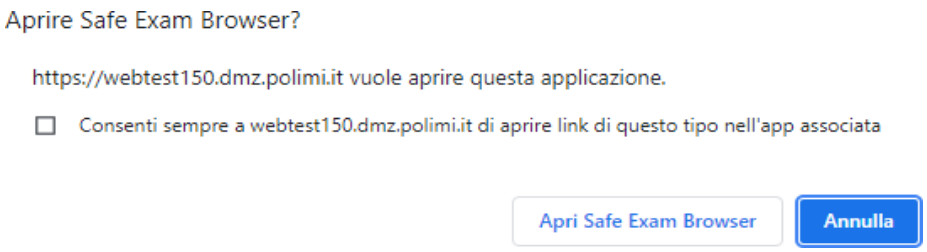
The previous operations admitted you to the Zoom virtual classroom, now you have to access the Test via the computer. Click on **"Start SEB".**



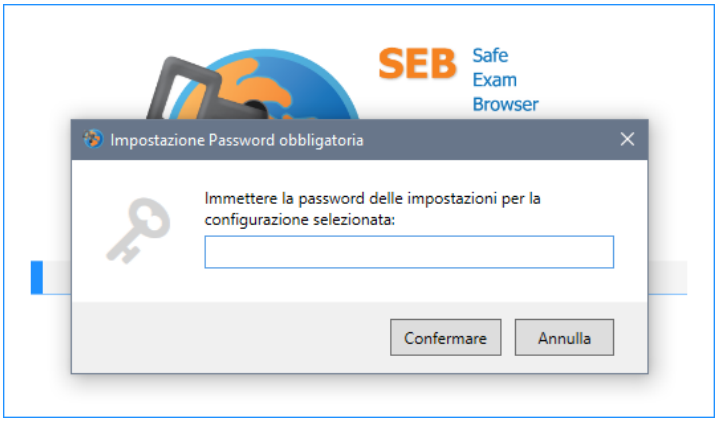
Note the numeric code to be entered when starting SEB, you can copy it by clicking "**Confirm**" and you can enter it in the appropriate text box using the key combination to paste data CTRL + V and then click **Confirm**



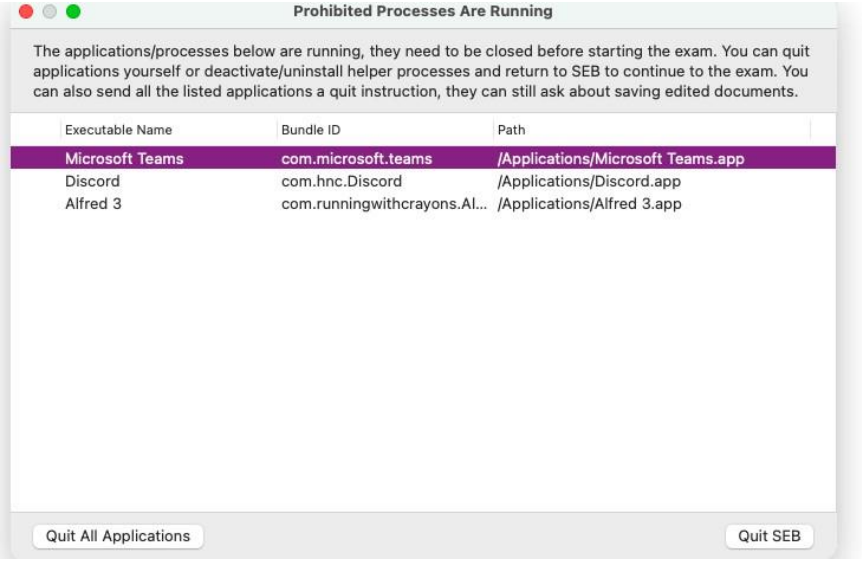
You will be prompted to confirm the **opening** of SEB external app in order to proceed **[*Apri Safe Exam Browser*]**



In the empty text box **paste/type** the numeric code you previously copied, then click **Confirm** **[*Confermare*]** to open SEB



Before using SEB you may be asked to check that there are no other programs and applications running. You will be able to view them on one screen and close them all by clicking on the appropriate button.



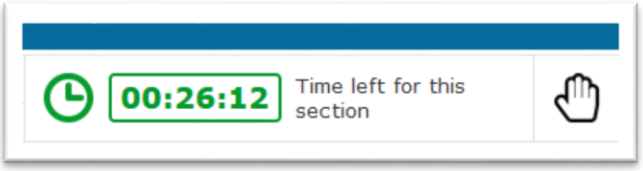
WARNINGS AND RULES OF CONDUCT

Once the identification procedure has been carried out, under the penalty of the test annulment for the duration of the session, IT IS STRICTLY FORBIDDEN:

- to use any written materials, calculators, smartphones, smartwatches, or similar to help you take the test;
- to use a ruler, protractor, compass, etc.;
- to leave your workstation;
- to disable the camera and microphone;
- to use headphones, earphones and a second monitor;
- for other people to be present in the room.

You must take the test in **TOTAL SILENCE** out of respect for the other candidates taking the test.

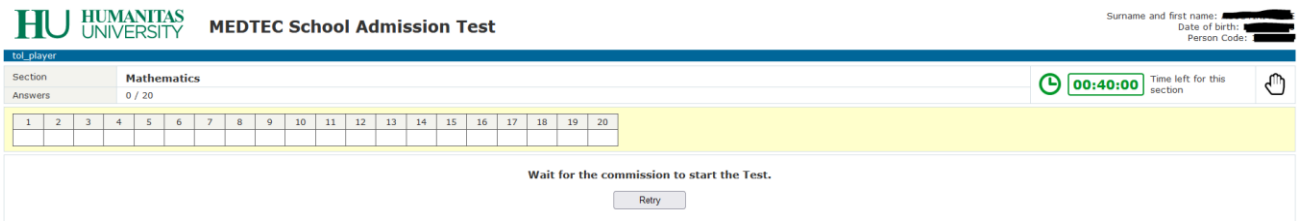
- **YOU ARE ALLOWED** to use two blank sheets of paper and a pen for any calculations.
- **If necessary, YOU MAY** write to the class commissioner via the chat, available in the test app. Remain silent so as not to disturb the classroom.



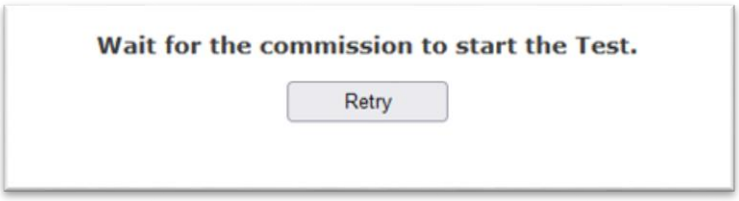
IMPORTANT: The invigilator, even after admitting you for the test, may request further checks during the test, such as:

- Carrying out a visual check of the workstation and what is around you,
- Finding a different position for the control mobile/tablet,
- Asking you to show your face again,
- Asking you to show that your clothing cannot conceal objects,
- Asking you to show the blank sheets of paper and the pen to be used,
- Asking you to show the room where you are taking the test with a 360° shot.

Scroll down to the grid of the first section of the test and wait for the invigilator to start the session for all the candidates in the classroom.
The invigilator starts the test session for everyone, and ensures that the test is being carried out correctly throughout the session; **remember that YOU will need to open the subsequent sections until the end of the test**.



Speaking through your smartphone/tablet, the invigilator alerts you when the test starts. You may be asked to click on the **Retry** button.



The times for each section are binding, i.e., at the end of the time assigned to each section you must move on to the next one; however, you can go on to the next section even if you have not used all the time available.
Remember, however, that once you have gone on to the next one, you will no longer be able to go back and edit answers of sections already completed.

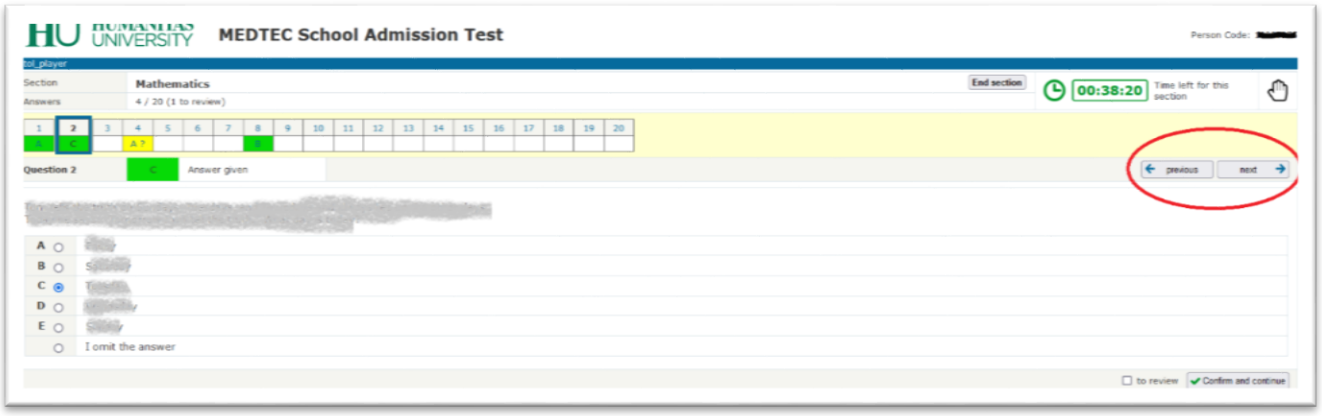
To move between the screens in the current section, you can only use the mouse and the app buttons.

IMPORTANT: do not use the "back" and "forward" functions of the browser bar, **you must only move to the previous/next question using the appropriate app buttons.**

Not following these instructions could cause a temporary misalignment and the consequent loss of time for the test completion. Should such an issue occur, the message shown below will appear: To continue with the test, click **"Retry".**

HOW TO ANSWER THE QUESTIONS

The grid contains in succession the numbering corresponding to the questions of the section in progress. By clicking on the PREVIOUS and NEXT buttons you can go to the previous or next question, moving back and forth between the questions.



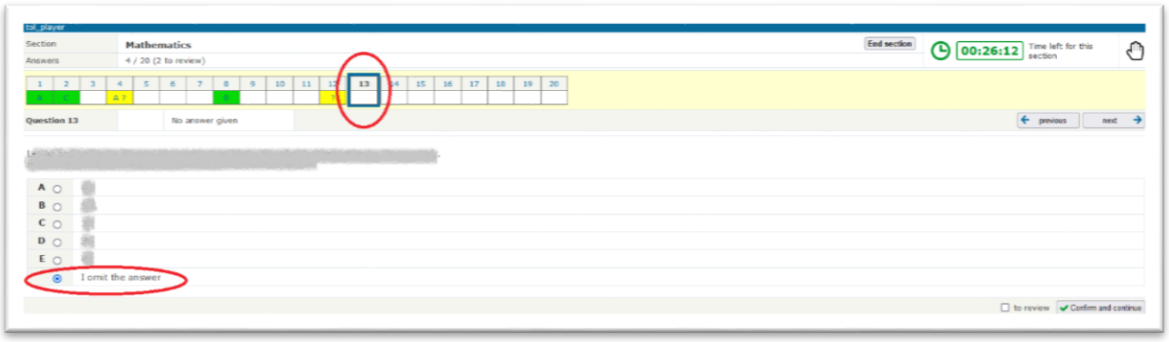
Please note that you can find a question by clicking on the selected number in the grid, and you may go back to an already confirmed answer and modify it.

You cannot modify the answers to the questions of sections already concluded.

For each question, there are 5 possible answers (marked by the letters A, B, C, D, E), only one of which is correct.

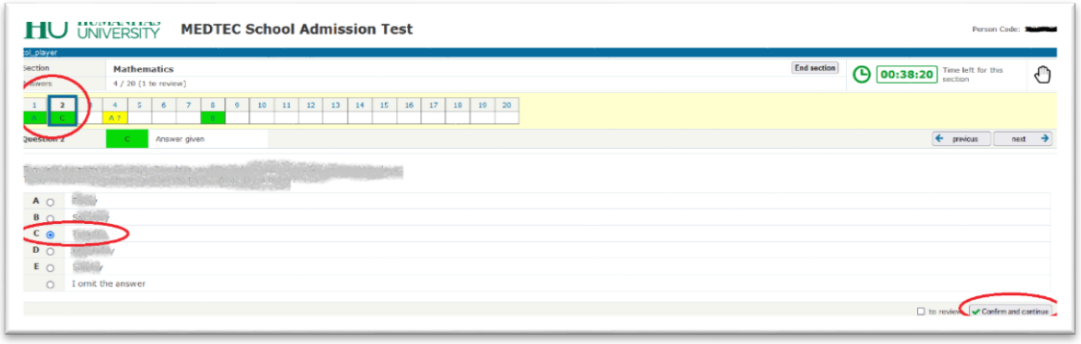
To answer a question you must "**click on the circle**" corresponding to the chosen answer and **choose whether to confirm or revise the answe**r.

The option "I omit the answer" is equivalent to an answer not given.



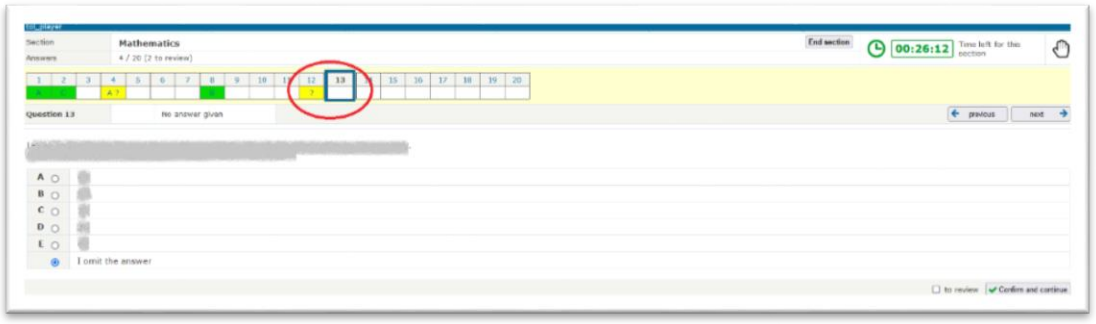
If you want to confirm an answer, after selecting the circle corresponding to the chosen answer, you can click the button: "**Confirm and continue**" at the bottom right of the screen.

In the grid, the box corresponding to the **confirmed answer turns green**



If you intend to **subsequently reconsider the question or re-examine the answer given, click the "To review" box and the "Confirm and continue"** button at the bottom right of the screen.

In the grid, the box corresponding to the answer to be reviewed is colored yellow with a "?" mark next to the letter corresponding to the answer selected



At the end of the time allocated for the section, the boxes marked with the "To review" option will assume the value of the answer given if they contain the choice of a letter, and the value of the answer not given for the "I omit the answer" option.

You cannot modify the answers to the questions of sections already concluded.

Each confirmed answer is immediately saved in the info system.

CONCLUSION OF THE TEST

Once the last section is finished, the test is concluded:

Click on **Exit** to close SEB and return to the main screen.

Should you make a mistake when closing the app, or you turn off the computer without having carried out the above steps, please note that the test will have been saved in the University's computer systems.
Once the test is finished and the procedure for carrying out the test on the computer is closed, you can leave the virtual classroom: take your smartphone and click on **"Leave Meeting" [*Lascia*]** to leave Zoom's virtual classroom.

So as not to disturb other candidates, please remain silent when leaving the virtual classroom.

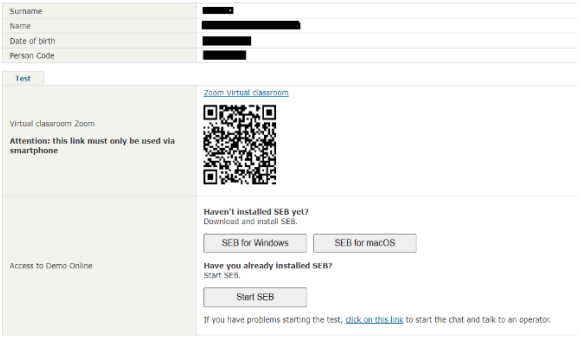
IMPORTANT: Please remember that it is strictly forbidden to divulge the material used during the test.

FURTHER INFORMATION

CHAT USE DETAILS

If you need assistance during the online test Demo or even on the day of the actual test, use the chat that is available via the computer. To request assistance during the online demo, you should click the appropriate link, or during the day of the test, you should click or the hand icon (for more on assistance, see page 4).

Online Test Demo Chat



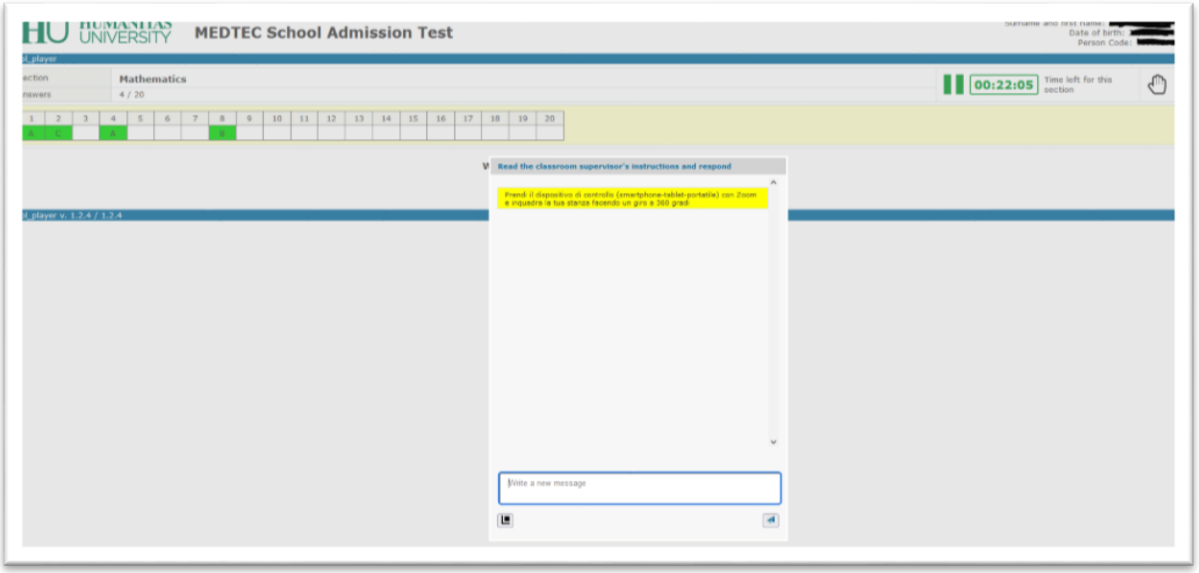
Online Test Chat

IMPORTANT: After opening the chat, the time for the section is blocked until the invigilator activates the section again once the problem has been solved.

This is the chat entry screen

You may be put on hold by an operator, and you can see the number of people on hold before you [*Utenti in attesa*]

When the operator is dealing with your request, you can communicate with the tech support by writing in the field at the bottom of the form.

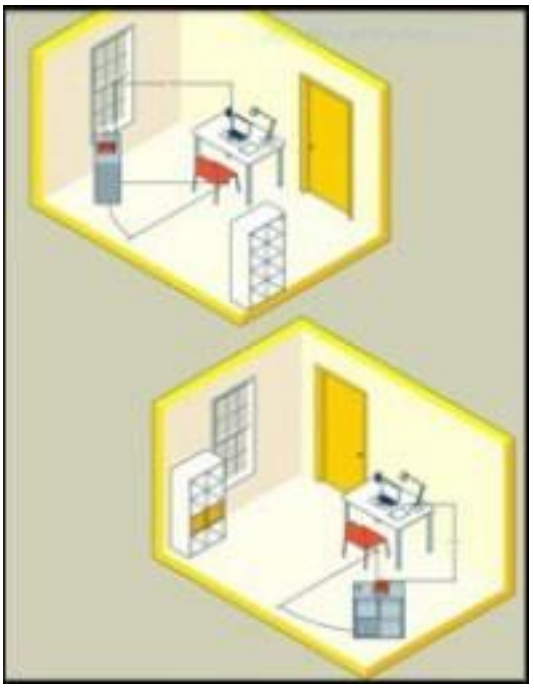


HOW TO PREPARE YOUR ROOM

- Choose a room in the house that is quiet and adequately lit (study, kitchen, bedroom, etc.) if possible with a single access door, in which to set up a space with the items listed below;
- Position the computer monitor and the mobile device in such a way as to avoid reflections and glare, therefore with the light source (whether natural or artificial) preferably arriving from the right or left;
- Position a support (a bookcase, shelf, tripod, etc.) at your side on which, only when the virtual classroom commission requests it, you can place the mobile device with its camera viewing the desk;

Technical indications for the positioning of the support object

- Your desk must be placed at an angle of approximately 45° so that your mobile phone frames you and your workstation (it must not be positioned behind you);
- The support must be a maximum height from the ground of 1.50 meters;
- The support must be approximately 1.50 meters away from the desk;



During the test:

- Your mobile device must be connected to a power outlet; alternatively the battery must have at least three hours charge remaining. Always keep the battery charger for your computer and smartphone nearby.
- The door to the room must be closed and must, if possible, be framed by the camera of your mobile device;
- No other people can be present in the room where you are taking the test, under penalty of your test being annulled;
- You may not leave the room;
- Check that the video camera of the mobile device does not frame objects in the environment that could be traced back to information on sensitive data (for example books, sacred texts, photographs, or clothing) of the person taking the test or of his/her cohabitants.
- You cannot use any type of device or accessory such as headphones, earphones, or external microphones.

On the test day, it is advisable to wear clothes that cannot conceal objects (for example sweatshirts with pockets, jackets, coats) and to ensure that your position allows you be framed as in the photo below:

On the desk you must have:
Your computer, 2 completely blank sheets of paper, a pen, and an ID document; any objects or tools other than those listed above must be removed.
You will need to have your mobile device to connect to Zoom and access the virtual classroom; this mobile device must be placed on the support next to you in case requested by the virtual classroom invigilator.