

# Procedure for the Admission Test to the Master's Degree Course in Management and Finance

Students enrolled in the Admission Test will receive an invitation via Google Meet and should join **thirty minutes before the start of the tests**.

Prior to the start of the test, recognition will be provided by means of a valid passport with photo (the same document used when registering for the test) and by presenting the receipt of registration for the admission test.

In order to take the test, students must follow the University guidelines available at <https://www.uniupo.it/en/node/5359>.

Particular attention should be paid to the following aspects:

1. The student must be in a room to which no other person has access to. The committee can request to view the room via webcam at any time.
2. The student may not wear watches of any kind, earphones, caps or headbands and, on request, he/she must show that he/she does not wear or have available any means of communication devices;
3. The student must arrange the webcam so that the work space, face and hands are always fully visible;
4. The student must ensure that the webcam microphone is working;
5. The test must be taken with the webcam, and its microphone, switched on under the control of the board for the duration of the test;
6. Access to Google Meet can only take place via the Google browser if using Windows. The use of other browsers will prevent the test from taking place. In the case of MAC applications, the use of both Chrome or Safari is accepted;
7. It is possible to take the test using a tablet and/or IPAD
8. It is not possible to take the test using a smartphone.
9. Candidates who do not comply with the above rules, or who attempt to adopt behaviour not conducive to the proper conduct of the test will be excluded from the Admission Test.

During the test, the student must use the Safe Exam browser, which can be downloaded from the following link:

<https://www.dir.uniupo.it/mod/page/view.php?id=282723>

The text of the written examination will be displayed exclusively on the screen of the virtual classroom and it will not be possible to download it onto one's own devices.

If, after the exam, the student is required to take an oral interview, the student must have white sheets, a dark felt-tip pen with a thick tip and keep his / her written test at hand

In order to familiarise themselves with the entire procedure, all students registered for the MEF Assessment Test will receive a Google meet invitation to a virtual examination organised before the test (usually, during the working day before the date of the test).

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