

GUIDELINES FOR THE SURVEILLANCE PROCEDURE AND THE EXAMINATION PROCEDURE

The information contained in this document provide a helpful support to guide you through every STEP required for the correct usage of the Surveillance Platform and the Working Platform of your exam.

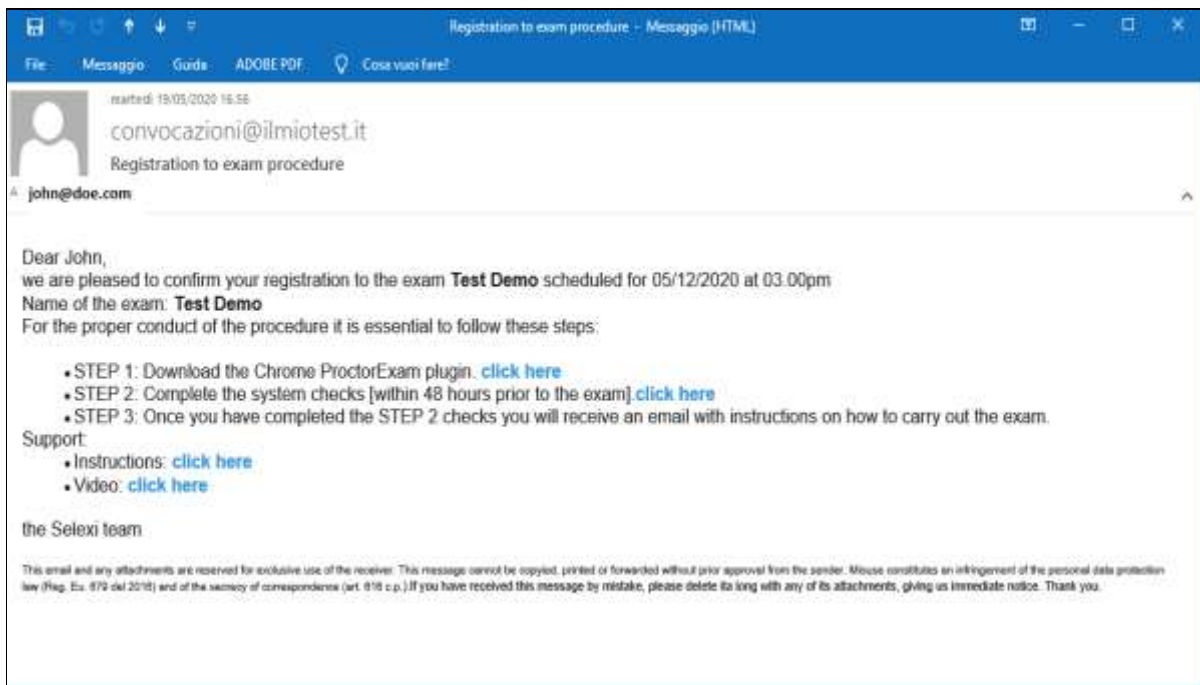
First make sure you have access to:

- a PC (or a MAC);
- internet access (home connection or Mobile)

Please note: a Tablet can't be used to replace a PC (or a Mac)

If you do not have access to the above mentioned tools, you have enough time to obtain them before the date of the examination.

ONLY after the deadline set by the Competition Notice for the enrolment to the exam, you will receive the "Registration to the Exam Procedure" e-mail (please also check your SPAM folder).



By clicking on the first link, you will be able to download the free Chrome plugin.

If previously installed plugins are in use, you will be asked to turn them off (for examples: ad-blocking or content-filtering plugins)

After downloading the plugin, you will be asked to check if the Google Chrome browser is correctly prepared for technical cookies. Please, use the following link: https://manual.ilmiotest.it/test_cookies.php

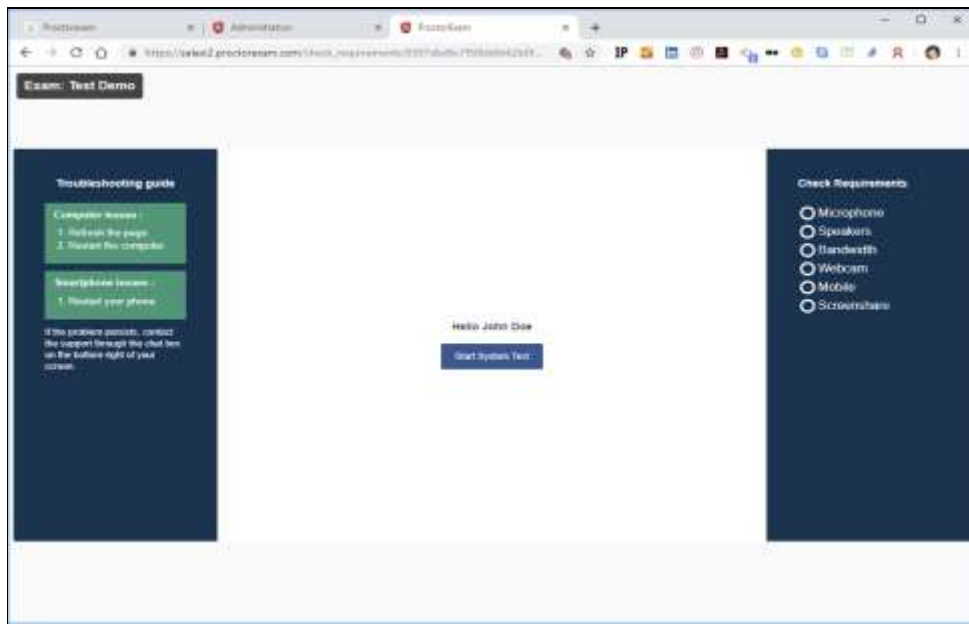
Enabling technical cookies is essential to be able to take the exam.

The cookie which will be used, will only be used to allow navigation or to provide the services requested by the user. They will not be used for any further purpose.

Clicking on the second link you will be redirected to the platform, and you will be asked to check the correct functioning of:

- the speakers and the microphone of your PC
- your internet access
- your webcam
- your screenshare

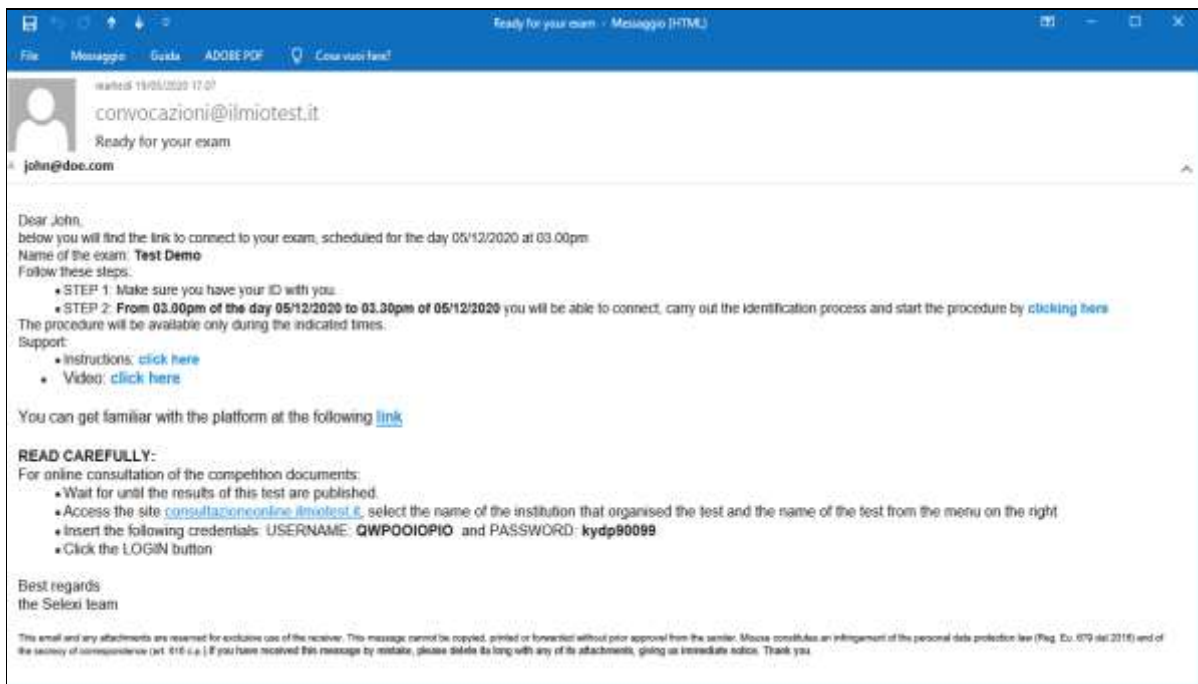
If required, click “Allow” in order to enable the surveillance system during the procedure.



Once you have completed all of these passages, you will receive a second E-mail containing your convocation to the test, with the precise indication of the time frame within which you will have to be connected for the identification procedure, during which you will have to show your ID.

In addition to the information about the exam, in this e-mail you will find indications to:

- get familiar with the exam working platform connecting to the provided link and trying a demo version
- access your personal page on the online system for the consultation of the documents, that will become available after the publication of the results



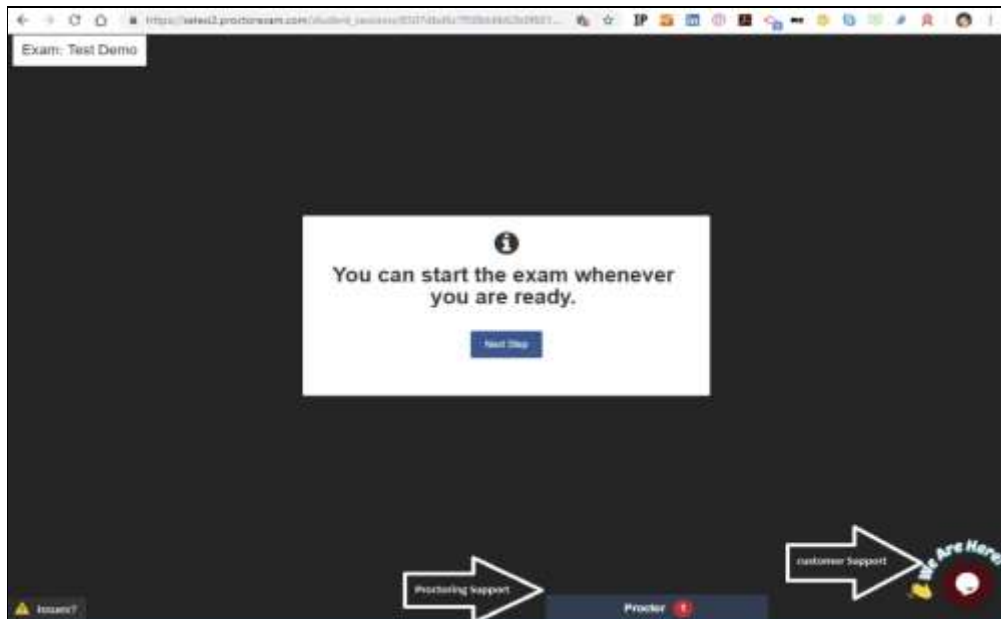
On the day of the exam you will have to click on the STEP 2 link strictly within the indicated time frame, and follow all the steps required for the identification process, to check the correct functioning of your tools, and to monitor the environment in which you will take the test.

You will be asked to check again the proper functioning of your tools: the microphone, speakers and webcam of your PC, your internet access and lastly, to share your PC screen.

For the identification process, you will have to show your ID through your PC webcam, take a photo while it is perfectly readable and click on SEND.

Then you will have to position yourself inside of the silhouette template, take another picture and send it to the system as well.

If technical issues occur you can address the support service using the chat box that you can find on the bottom right part of the screen. You can do it whenever you need to, from the process of verification of the requirements to the whole duration of your exam.



Leave your Google Chrome browser open and, when the time of the exam comes, click the link to connect to the Exam Platform, accept the terms and conditions, log-in and carefully read the instructions before you start.

When you are finished, log out, go back to Google Chrome and click the END TEST button on the top right part of the screen.

Good luck!

WARNING

Things you cannot have with you during the exam

- Additional devices (additional screens, keyboards, mice)
- Headphones or earphones

Things you cannot do during the exam

- Talk
- Go to the toilet
- Browse books, papers, web pages

Exam environment requirements

- Adequately lit room
- Be alone
- Correctly placed webcams (PC/Mac)

SOFTWARE AND CONNECTIVITY REQUIREMENTS

- PC (Windows 8 operating system, or later ones, or LINUX) or MAC (MAC-OS 10.12, or later ones) equipped with a webcam and a microphone, it is mandatory to use GOOGLE CHROME (81.0, or later ones) as browser.
- Internet connection with minimum speed in upload and download of 1 Mbps. However, the admission to the exam depends upon the system check in which, in the days before the exam, you will be asked to take part to a test session to check the correct functioning of all the tools and the connectivity of the exam environment.