

# ADMISSION TEST AY 2023/24

## INSTRUCTIONS AND RULES OF CONDUCT

### SPECIALIZED MASTER PROGRAM

<b>1. REGISTERING FOR THE TEST</b>	<b>2</b>
1.1. Access the webtesting platform and create and account	2
1.2. Buy a test attempt	2
1.3. Students with disability/learning disorders	3
<b>2. PREPARING TO TAKE THE TEST</b>	<b>3</b>
2.1. Technical requirements	3
2.2. Set up the room to take the test	4
<b>3. TAKING THE TEST</b>	<b>6</b>
3.1. Access the test area and start the exam	6
3.2. Sequential navigation during the test	6
3.3. Conclusion of the test	7
3.4. Test score and score report	7
<b>4. RULES OF CONDUCT</b>	<b>7</b>
<b>5. CASES OF TEST CANCELLATION</b>	<b>8</b>
5.1. Irregular test due to lack of audio/video streams	8
5.2. Irregular test for infringement of the rules of conduct	9
5.3. Irregular test for incorrect or failed launch of proctoring systems	9
<b>6. ASSISTANCE</b>	<b>9</b>
6.1. Change the test date and/or language	9
6.2. Absence from the test	10
6.3. Withdrawal and refund policy	10
6.4. Technical support and contacts	11



## 1. 1. REGISTERING FOR THE TEST

### 1.1. ACCESS THE WEBTESTING PLATFORM AND CREATE AN ACCOUNT

The webtesting platform is available at the following web address:

<https://bocconiwebtesting.giuntipsy.com>.

The first step to register for a test session is to register and create a personal account, by clicking on the "register" button available on the homepage at the top right.

On the registration screen you will be asked to enter your personal data, such as: name, surname, gender, date and place of birth, the year in which you will obtain the degree, tax code, e-mail and a password of your choice. **It is necessary that all the data entered correspond to the candidate** to allow the correct association of the online test with the application for admission.

Once you have completed the form with your data, you will receive an email to verify and confirm the creation of the account. From that moment, you will be able to access the webtesting platform with your credentials (personal email and password you have chosen).

**Attention! One single account per candidate is allowed.** It is prohibited to create multiple accounts corresponding to the same person, using different email and personal data combinations. Only test attempts made with the first account created in chronological order will be considered.

### 1.2. BUY A TEST ATTEMPTS

Proceeding with the purchase of a test attempt, you will be asked to choose whether you want to take the test in Italian or English. **The choice of the language in which to take the test is independent of the language of the program(s) in which you are interested.**

You will see the calendar of available dates – starting from the second day after the current date – and you can select the one you prefer to take the test:



**To carry out the test you will have the whole day available, that is from 00:00 to 23:59 of the date you have booked (Italian time zone).** Therefore, you can access the admission test at any time.

When considering when to take the test, keep in mind that **technical assistance is guaranteed from 9:00 to 18:00 Monday through Thursday, and from 9:00 to 16:30 on Friday.**

At this point you will have to proceed with the "**Checkout**" and the payment of the registration fee for the online test, equal to €60 for each attempt, **with PayPal system or by credit card.**

Remember that you have **a maximum of two attempts per academic year**, which you can organize according to your personal strategy.

In order to purchase a second or third attempt, 24 hours must have elapsed since the previous purchase. Two attempts may not be made on the same day or on two consecutive days.

By accessing your personal area, under "reservations" you can view the summary of the attempts you have purchased and the details of the reservations and, if you wish, move the test date you have booked or modify the test language (see paragraph "change the date and/or language of the test").

In case you have problems during the purchase phase, an assistance service can be contacted via the form on [support.giuntipsy.com](http://support.giuntipsy.com).

### 1.3. STUDENTS WITH DISABILITIES / LEARNING DISORDERS

Students with disabilities and/or specific learning disabilities interested in using support measures during the Bocconi online test must register on the webtesting platform first, in order to generate their tax/vat number that will identify them. After that, they should complete an online form – available [HERE](#) – **at least 5 working days before the date on which they intend to take the test.**

To fill in the form you will need a **copy of the medical report** or certification issued by one accredited body and the identity document of the candidate and, if a minor, of the parent.

Any measures granted following careful evaluation by the Commission will be notified to the candidate as soon as possible and in time to participate in the online test. Only after a feedback from the University, the candidate will be **provided with a code to be entered during the purchase of the test attempt**, so that the support measures granted are applied during the test. For more information, you can reach out to [selection.support@unibocconi.it](mailto:selection.support@unibocconi.it).

## 2. PREPARING TO TAKE THE TEST

### 2.1. TECHNICAL REQUIREMENTS

In order to take the online Bocconi test you will need to have:



A computer (desktop or laptop) of which you are admin



A mobile device\* (smartphone or tablet)



A webcam (integrated or external)



A microphone



A stable internet connection

**Compatible operating systems:** Windows 11, 10, 8/MacOS 10.12 or higher

**Compatible browser:** Google Chrome only

**\*NON-compatible mobile devices:** Huawei P30, Samsung Galaxy A3 (2016), Google Pixel 3 and later versions, Alcatel Lucent

**Internet connection:** preferably connection via Ethernet cable or Wi-Fi; **NO hotspots**

Additionally, for the test control system to function properly, you will need to download and install:

- (on your computer) **Chrome extension (plug-in)** for screen sharing
- (on your computer) **Safe Exam Browser**
- (on your mobile device) **ProctorExam application**

Without these components and a compatible operating system, which are essential for the proper functioning of the webtesting platform, you will not be able to take the test.

All the links to download the software or above-mentioned applications are available from the **Personal Area of the platform.**

## 2.2. SET UP THE ROOM TO TAKE THE TEST

The room must be set up in a suitable manner, according to the provisions of this document. An unsuitable setup may lead to **cancellation of the test:**

- Choose a **quiet, well-lit room** (the whole room must be well-lit, not just where you are sitting). The room should have only one access door, which should be closed and within the frame of the phone or front-facing webcam.
- Place your computer monitor and mobile device to **avoid reflections and glare**. The light (natural or artificial) should come from the right or left and not directly behind or in front of you. Make sure you are **always in the center of the frame** (of both devices) **and clearly visible**.
- Throughout the test, you will be recorded by both the webcam of the computer in front of you and the webcam on your mobile device. **Place a stand to the side about 1.5 meters away, where you can place your mobile device**. Make sure that the webcam of the device is facing the desk/workstation where you will take the test and that it frames you completely (**see examples below**). The recording, therefore, must be so that both hands are clearly shown (without any part of your body obscuring the overall view) as well as where you are seated. Lateral filming carried out very far away or very close, from bottom to top (or vice versa) or from the back, may result in cancellation of the test, since such positioning precludes the possibility of properly monitoring the candidate's behavior during the test).
- To support the mobile device, you can use for example a book, a cup, etc. Make sure the device is **placed in a stable manner and vertically**, to prevent it from moving or falling during the test.
- During the test, the mobile device should always be **connected to a power outlet**, to avoid disconnections; **set the phone to "airplane" mode and activate the Wi-Fi**.

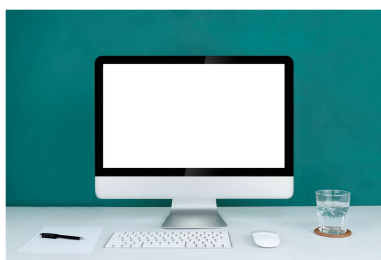
- Check that there are no objects or things in the webcam frame that could reveal personal information or sensitive data (for example books, holy texts, photographs, etc.) of the applicant or their household members. Likewise, make sure you do not have any personal/sensitive files open on your PC when you begin screen sharing.
- **You may have the following on your desk:** an identification document, 1 pencil/pen, 2 blank sheets of paper, water. Any other objects or tools – for example, notebooks, rulers, erasers, etc. – will need to be removed.

Below are some examples of both a correct setup and one that could result in cancellation of the test:

**Correct setup:**



Correct frame



Suitable station

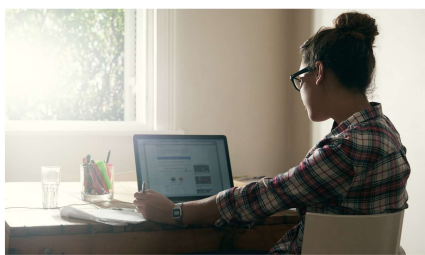


Adequate lighting

**Setup that might result in test cancellation:**



Mobile device placed behind you



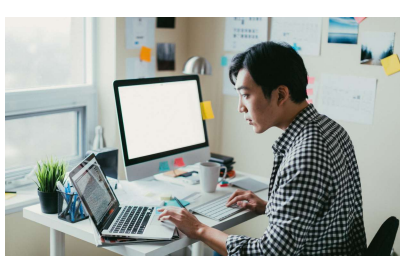
Mobile device placed sideways/at an angle



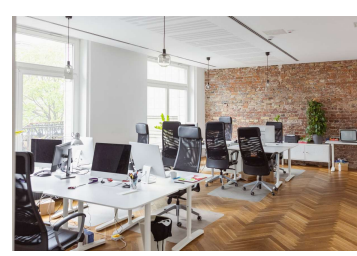
Mobile device placed too close and laterally



Dark room and non-authorized objects



Use of second monitor and non-authorized objects



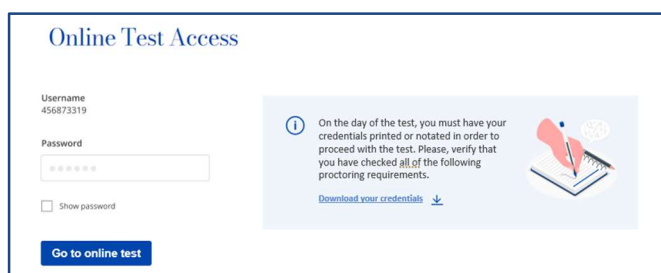
Open or public space

### 3. TAKING THE TEST

#### 3.1. ACCESS THE TEST AREA AND START THE TEST

On the day of the test you can take it during the day you have booked, from 00:00 to 23:59 (Italian time zone), at the time you prefer.

By clicking on "**Online test access**" from your Personal Area of the platform, you will see a username and password (image below). **Print or take note of them; at a later phase, you will be asked to re-enter them to access the test.**



The system will guide you through some setup steps:

1. **System check** (microphone, speakers, connection to internet, screensharing)
2. **Identification** ((student's photo, student's valid ID)
3. **Surroundings' setup** (to be completed with your mobile device)
4. **Launch of lockdown browser** (Safe Exam Browser)
5. **Start of test**

#### 3.2. SEQUENTIAL NAVIGATION DURING THE TEST

**The test offers 3 questions for each screen.** With the "**Next**" **button**, you can view the next screen but **going back to the previous one will no longer be possible.**

Please note that if you decide to go through all the test questions while not being able to go back, you will not be eligible for any refund of the attempt, nor can you request that the attempt not be counted among the three available to you. There is a "test navigation" box on all pages of the test which serves as a guide for taking the test.



### 3.3. CONCLUSION OF THE TEST

To end the test, **click "Finish attempt"**. A summary page will appear with all questions, both answered and unanswered. After viewing the summary, click on "Submit all and finish" to close the test.

**Important:** in any case, **the test will close automatically when the available time has expired** and all data will be sent to the system; **the answers provided will therefore be saved.**

At the end of the test you will be shown your score and simple instructions to exit the test.

### 3.4. TEST SCORE AND SCORE REPORT

Once the test is finished, **you will see the overall score you have obtained.** Furthermore, within the next 48 hours, by accessing your personal area of the webtesting platform, you will be able to consult your "**test score report**" or a certificate that summarizes the total score, the scores relating to the individual thematic areas (mathematics, comprehension of the text, critical and numerical reasoning), the number of correct / not answered / incorrect answers, and the "**Reference number**" **identifying your test attempt.**

If you find the result obtained satisfactory, you can use the Test Score Report to complete your application for admission, in the selection round of your choice.

Your test score does not correspond to your admission outcome, but reflects your online admission test performance. The score, along with the other selection elements, will determine your admission, should you apply in one of the selection rounds.

## 4. RULES OF CONDUCT

Bocconi University considers ethics, integrity and responsibility for conduct and actions to be among its values of reference.

Therefore, **applicants who take the admission test are required to comply with the following rules of conduct, based on the principle of self-responsibility, under penalty of nullity of the test:**

- The applicant should take the test conscientiously and without referring to external means or help that can facilitate its performance. The applicant's behavior during the test must be composed, consistent with concentration and attentiveness required of those taking an admission test. Repeated abnormal behavior may therefore be grounds for cancellation of the test.
- The applicant must be alone in the room and no one may enter or interact with them for the entire duration of the test, including during the filming of the pre-test surroundings' setup.
- The applicant must thoroughly complete the procedures preceding the test, in particular by carefully framing the room and the location where the test will be carried out, when requested by the system. Shots of the surroundings should be taken slowly, following the directions of the system with respect to the elements/spaces in the room that are to be framed, taking care not to omit any part of the room.
- The applicant should ensure that they are correctly framed by both the front and side cameras throughout the test.

- The use of smartphones or other types of devices that can be connected to the internet, such as tablets, other computers, smartwatches, voice assistants, etc., are not allowed. The only mobile device (smartphone or tablet) that will be allowed during the test will be the one used with the ProctorExam application to film the applicant.
- The use of headphones/earbuds, headsets or headbands are not allowed. Ears must be clearly visible throughout the entire exam, so it is requested that hair be pulled up if necessary to leave them uncovered at all times.
- Books, notebooks, notes, formularies, calculators and sources and resources available online may not be consulted; a maximum of two blank sheets and a pen/pencil only may be used, both sides of which must be shown when filming the room.
- It is prohibited to connect a second monitor to take the test.
- It is prohibited to leave once the test has started nor is it allowed to speak/read/think out loud for the entire duration of the test.
- It is prohibited to acquire images of the test, or copy, reproduce or disseminate the content of the questions by any means of acquisition, photographic or otherwise.
- Clothing in which objects can be concealed (for example, sweatshirts with pockets, jackets, coats) is not allowed.
- Each applicant may have an unlabeled glass or bottle on their table.
- Each applicant may have a stand to properly and securely place their mobile device. The device must be placed vertically and not horizontally.
- The applicant is required to close any windows, applications or files not related to taking the test, before accessing it. The mere presence of a disallowed application is sufficient to result in the cancellation of the test.
- The applicant must strictly adhere to the room setup directions given in the section "Set up the room to take the test". Setups that do not comply with the directions will result in the cancellation of the test (by way of example: misplaced mobile device, station with impermissible objects, etc.).

For students with learning disorders/disabilities, the same rules apply except for compensatory or support measures that have been previously agreed upon with the University.

## 5. CASES OF TEST CANCELLATION

### 5.1. IRREGULAR TEST DUE TO LACK OF AUDIO/VIDEO STREAMS

**After the test is submitted**, the recordings of the audio/video files of the tests will be viewed to verify that the test has been carried out in compliance with the regulations.

If it turns out that, due to technical or internet connection problems, the audio/video streams were either absent or in any case incomplete in such a way as not to allow to ascertain that the test was carried out in compliance with the regulations, the University will contact the student to communicate the non-regularity and nullity of the test carried out. In such a case, the exam should be retaken in the timeframe strictly given by the University.

The canceled test will not be counted as a lost "attempt" and the candidate will be granted the opportunity to retake the test free of charge.



**Please note!** During the test, if you hear a beep, make sure your mobile device is connected and your webcam is on.

## 5.2. IRREGULAR TEST FOR INFRINGEMENT OF THE REGULATIONS

Candidates are required to scrupulously respect the rules of conduct and, by accessing the test, declare that they are aware of the contents of this document, and that they understand and accept them.

**It should be noted that the system used is not "live proctoring,"** i.e., a system whereby there is an operator present to monitor the candidate during the test and report any anomalies or irregularities in real time. **Rather, it is a proctoring system that records an audio/video file of the test, which will only later be reviewed for irregularities.**

In case of violation of the regulations and/or unsuitable and/or inconsistent behavior with what is stated in this document, **the notification of cancellation of the test will take place at the same time as the publication of the results relating to the selection session in which the candidate participated.** The University, however, reserves the right to notify the cancellation of the test even at a stage subsequent to the outcome (e.g., during matriculation). In such a case, any completed enrollment will be canceled ex officio, with no possibility of refund of the first installment-deposit paid.

Audio/video recordings may be viewed by the University even if the attempts are not used by the candidate for the purpose of participating in a selection round. Again, where infractions of the regulations emerge, the following measures will apply.

In the event of test cancellation due to violation of the regulations, in the presence of very serious infractions and/or involving copyright infringement (such as, but not limited to, the presence of other people and/or capturing/sharing of test images/questions by any means), the University reserves the right to disqualify the candidate from further test attempts and/or selection (where he/she has already completed all scheduled attempts) throughout the academic year.

## 5.3. IRREGULAR TEST FOR INCORRECT OR FAILED LAUNCH OF PROCTORING SYSTEMS

Should the candidate deliberately shut down one or more proctoring systems, such as Proctor Exam, Safe Exam Browser, etc., before or during the test, that test attempt will be canceled. The candidate will be allowed to retake the test using one of any remaining attempts available to them.

## 6. ASSISTANCE

### 6.1. CHANGE THE TEST DATE AND/OR LANGUAGE

It is possible to change the date booked or language (Italian/English) for the test **within 24 hours prior to the date itself**, by accessing the platform and entering your Personal Area. For example, if you booked a test for Wednesday, you can change the date and/or language by 23:59 on the previous Monday.

Relative to the test date, if you do not change your booking in time and/or do not communicate your absence within the times indicated above, you will be considered absent from the test (see paragraph below).

## 6.2. ABSENCE FROM THE TEST

### 1. Unjustified absence

If you do not take the test on the booked date or do not change the booked date within 24 hours before the date itself, you will be unjustifiably absent. In this case, the registration fee for the test will not be refundable, but the attempt will not be lost. You will be able to proceed with a new purchase and the booking of a new date.

### 2. Justified absence

If there are proven reasons that have prevented you from changing the date independently within the times indicated above or from taking the test on the booked date, these must be communicated in writing within 24 hours after the booked date (i.e. by 23:59 on the day following the date of the test) by sending a request via the form on [support.giuntipsy.com](https://support.giuntipsy.com).

The request will be examined by the University which, at its sole discretion, may authorize the performance of the test at a later date where available, without payment of an additional fee for participation in the test, giving written notice to the student.

In the event that you do not report your absence within the terms indicated, the registration fee for the test will not be refundable, but the attempt will not be lost. You will be able to proceed with a new purchase and the booking of a new date

## 6.3. WITHDRAWAL AND REFUND POLICY

The fee paid for access to the test is refunded if the buyer sends written notice via the online form on [support.giuntipsy.com](https://support.giuntipsy.com) declaring that they want to exercise the right of withdrawal within 14 calendar days from the purchase as regulated by art. 52 and following of Legislative Decree 206/2005.

In the period referred to (14 calendar days from the purchase of access), if you do not take advantage of the test attempt and do not give appropriate written notice as indicated above, you will not be entitled to a refund of the registration fee for the test (see paragraph "unjustified absence").

Some examples:

- If on day 1 the candidate books a test for the 20th, they can exercise the right of withdrawal by communicating it by the 14th at 23:59 (Italian time).
- If on day 1 the candidate books a test for day 8, they can exercise the right of withdrawal and then obtain a refund of the fee only by communicating it by day 7 at 23:59 (Italian time). After that date, the candidate will be considered absent and there will be no refund.

There is no refund of the fee paid if the test is canceled due to violation of the regulations or due to incorrect or failed launch of the proctoring systems.

## 6.4. HELP DESK AND CONTACTS

For technical problems and/or disconnection during the test, it is necessary to write an email to the technical support service via the form available on [support.giuntipsy.com](https://support.giuntipsy.com).

We recommend attaching screenshots to facilitate identification of the problem and its resolution by the technical support team.

**The above-mentioned form is the only one that can be used to report technical problems during the exam.** Reports arrived via other addresses or other systems (e.g., phone calls or chat) will not be considered in any way.

The assistance service is active **Monday to Thursday from 9:00 to 18:00, and on Friday from 9:00 to 16:30.** Reports received on Saturday and Sunday will be handled starting from the following Monday. Responses to emails received for cases not included in the FAQ will be provided within the next 48h working hours.

### ATTENTION!

**Reports of technical problems must be received within 24 hours of taking the test.** For example, if you take the test on Monday at 15:00, you will need to report any technical problems you have encountered by Tuesday at 15:00.