

# SUPPLEMENTARY REGULATIONS FOR THE ADMINISTRATION OF THE COMPUTER-BASED TEST AT HOME

## ADMISSION TEST

### COMPUTER BASED TEST AT HOME

It is hereby notified that the test will be held on **July 30, 2026** and will be **managed by the company Selexi S.r.l. in telematic mode.**

### GENERAL ARRANGEMENTS

**It is a candidate responsibility to monitor the regular e-mail box used during the registration procedure, as this will be the only channel through which useful instructions will be sent.**

Approximately **5 days before the date of the test**, an email containing the instructions to be followed for the verification of the technical requirements will be sent.

If you do not receive this email, please check your SPAM mailbox. If you can't find the email in the SPAM mailbox either, you should send a request to the following address: [convocazioni@ilmiotest.it](mailto:convocazioni@ilmiotest.it) specifying institute and test.

During the exam, candidates are personally responsible for the quality and continuity of the signal coming from their workstation and the isolated room. The examination board may order, in any time, the suspension or permanent termination of an exam in the event of any malfunctions of the signal connection that would make it impossible to control the candidate and/or the environment.

It is mandatory to observe any other detailed instructions that are given by Selexi both in the preliminary and the test phase, especially regarding the connection timing, in order to guarantee the punctuality and contextuality of the start of the test for all candidates.

With the activation of the video link, candidates give their permission to the recording of images and any other personal data that would allow the reconstruction and tracking of what happened during the exam.

In case of any access requests, the general rules contained in Articles 24 et seq. of Law 241 of August 7, 1990, as amended, will be followed.

### SOFTWARE EQUIPMENT AND CONNECTIVITY

The following minimum requirements are mandatory for the proper conduct of the test:

- ✓ PC equipped with webcam and microphone and mandatory use of GOOGLE CHROME (latest version) as a browser. The use of business PC is not recommended.
- ✓ Internet connectivity with minimum upload and download speed of 1.5 Mbps. However, qualification for the exam is subject to the system check in which you will be asked, in the days prior to the test, to conduct a verification session of the equipment and connectivity that will be used in the exam environment.
- ✓ Smartphone or tablet (Android min v.8 - iOS min. v.15.8) capable of accessing the google store (for Android) or the Apple Store (for iOS), equipped with a webcam, suitable for the installation of a service app (34 MB) connected with the electronic environment of the test. Please note that Xiaomi and Huawei branded devices in many versions do not support the ProctorExam app required to conduct the test. If you are using an iPhone 17, please ensure that your device is running iOS version 26.0.1 or later.

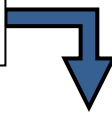
N.B. The tablet can ONLY be used in place of the smartphone, not the PC (or Mac).

## CHECK REQUIREMENT

### CHECK REQUIREMENT - “Registration to exam procedure”

Approximately 5 days before the date of the test, the first email (with the subject line “Registration for the examination procedure”) will be sent from [convocazioni@ilmiotest.it](mailto:convocazioni@ilmiotest.it) containing useful instructions for carrying out the verification of technical requirements.

Selexi S.r.l.  
Registration to exam procedure



Dear \*NAME\*,

we are pleased to confirm your registration for the \*EXAM NAME\* exam scheduled for mm/dd/yyyy at 00:00 CET

Exam name: \*EXAM NAME\*

The following steps are required to complete the procedure correctly:

Preliminary STEP: download and install Proctorexam App from Google Play Store (Android) or App Store (iOS) on your smartphone or tablet.

- **STEP 1:** download the ProctorExam Chrome plugin on your PC/Mac. [click here](#)

Once you have installed the plugin, [click here](#) to check your browser

- **STEP 2:** Complete the system check [within 48 hours prior to the exam]. [click here](#)
- **STEP 3:** Once you have completed the STEP 2 you will receive an email to carry out the exam (subject: “All set for your exam”)

In case you experienced technical issues during the system check, please contact the technical support (click the button “Need Help?”, then click “Contact Us”; alternatively, you can click on the “?” on the right, then “Contact Us” and write your support request on chat.

JUST in case you are unable to access the platform, please write an e-mail to [convocazioni@ilmiotest.it](mailto:convocazioni@ilmiotest.it), indicating the exam name and the issue experienced.

**Communications sent to other e-mail address won't be considered.**

Il team Selexi

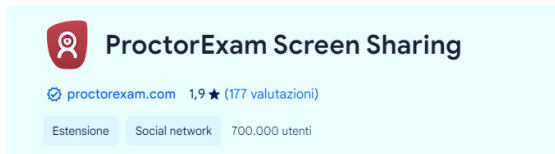
You will be asked to follow the procedure to set-up and verify the proper functioning of:

- Pc audio and microphone;
- Pc webcam;
- Smartphone back camera;
- Internet connection.

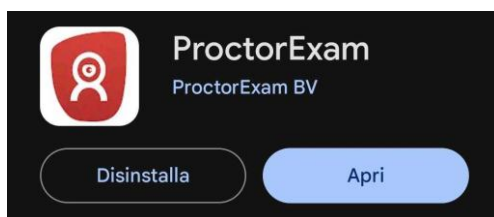
## STEP 1 – Preliminary steps

Specifically, the system requires to carry out the following preliminary steps:



- ✓ Add the free ProctorExam plug-in on Google Chrome through the link provided in the email.



- ✓ Download the ProctorExam App on the smartphone (or tablet) that you will be using during the test.

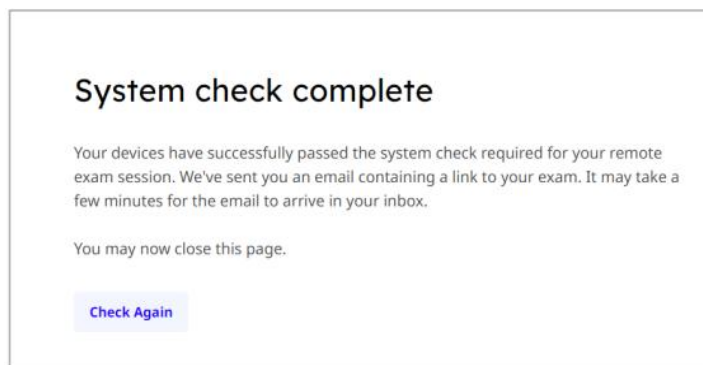


You can find the app on:

-  Google Play Store (Android)
-  App Store (iOS)

## STEP 2 – Check requirements

After the preliminary steps, the candidates should click on the **STEP 2** link contained in the “Registration to exam procedure” email to start the technical equipment verification.



The platform requires to complete the following guided steps:

1. Authorize notifications;
2. Enable screen sharing;
3. Enable the microphone;
4. Check the speakers;
5. Check the camera;
6. Check the phone's camera;
7. Check the connection;

It should be noted that even if you are able to perform the checks with a workstation equipped with technical requirements that are lower than the minimum requirements set out in this document, passing this step does not guarantee that you will be able to successfully carry out the test.

**As specified in the email, please note that the verification of technical requirements (CHECK REQUIREMENT) must be completed within 48 hours prior to the exam.**

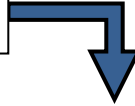
## CONVOCAZIONE EMAIL - "You are ready for your exam"

**Only after completing all the steps involved in the check requirement**, will you receive a **second e-mail** (with the subject line "You are ready for your exam") containing the **date and time** of the convocation and **the link** to access the identification and set-up procedure.

Selexi S.r.l.

You are ready for your exam

11:56



Dear \*NAME\*,

at the following link (STEP 2), you can access to your exam scheduled for the mm/dd/yyyy at 00:00

Exam name: \*EXAM NAME\*

Please, follow these steps:

- STEP 1: Keep with you your ID.
- STEP 2: **From 00:00 mm/dd/yyyy to 00:00 dd/mm/yyyy** you can connect to carry out the identification process and start the procedure [clicking here](#)

IT IS MANDATORY TO RESPECT THE TIME INDICATED ON THIS EMAIL AND TO FOLLOW THE PRELIMINARY INSTRUCTIONS TO PROPERLY CARRY OUT THE PROCEDURE.

Attention: to access the test you won't need any PIN access. You are simply required to follow the instructions provided by the system.

In case you experienced technical issues during the system check, please contact the technical support (click the button "Need Help?", then click "Contact Us"; alternatively, you can click on the "?" on the right, then "Contact Us" and write your support request on chat.

JUST in case you are unable to access the platform, please write an e-mail to [convocazioni@ilmiotest.it](mailto:convocazioni@ilmiotest.it), indicating the exam name and the issue experienced.

**Communications sent to other e-mail address won't be considered.**

- Istruzioni: [clicca qui](#)

The Selexi Team

It is recommended to respect the timing indicated in the email, in order to not slow down the identification operations preceding the examination and not to run the risk of being excluded from the selection.

## DAY OF TEST

### 1. Identification and set-up procedure

**On the date and time indicated**, the candidates must click on the **link of STEP 2 of the second convocation e-mail** (with subject "You are ready for your exam") to start the identification and set-up procedure of the computer workstation. In detail, it will be asked to follow the guided procedure on ProctorExam by carrying out the following steps:

1. Authorise notifications;
2. Enable screen sharing;
3. Check the functioning of the microphone, speakers and camera;
4. Take a photo of your face;
5. Take a photo of your ID;
6. Set the 'Do not disturb' mode on your smartphone;
7. Scan the QR Code with the ProctorExam app previously installed on your smartphone/tablet;
8. Scan the room with the smartphone/tablet's camera;
9. Position the smartphone/tablet so that it can frames the work surface from the side, taking care to keep the keyboard, mouse and hands clearly visible on the table;
10. Show to the webcam the additional material, if allowed;
11. Check the connection;

#### Characteristics of the exam environment:

- ✓ well-enlighted room;
- ✓ absence of other people;
- ✓ correctly positioned cameras (PC and smartphone/tablet).



**N.B.:** the smartphone/tablet must be positioned as shown in the picture. If the environmental conditions are not observed, necessary actions will be taken in order to re-establish the appropriate conditions and carry out the exam in the best way possible.

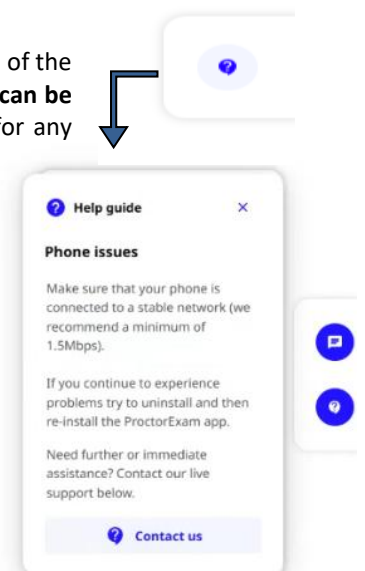
At the end of this phase, the candidates should click on the exam link to open the page containing the instructions regarding the functioning of the platform and the exam details (duration of the test, marks, platform functioning, behavioural rules to be observed for proper conduct).

**The candidates should read the operating instructions and then wait on that same page, without clicking anything.**

The duration of the waiting time may differ depending on the progress of the identification operations of the other candidates.

#### REMEMBER!

In case of technical issues, from the moment the candidates enter the platform until the end of the test itself, it will be possible to contact the technical assistance using the **LIVE-CHAT, which can be activated by clicking on the question mark symbol and then on the [Contact us](#)** button; for any doubts or needs the candidates can use the apposite chatbox with the proctor.



**N.B.:** NEVER click the END TEST button, until the examination is actually completed.

## 2. “Start test”

As soon as the examination board authorises the start of the test, likely when all candidates on the platform have completed the identification and set-up of their computer workstation, the **“Start Test”** button will appear and start flashing in the top left corner of the screen on the exam instructions page. The candidate, in order to start the test and thus their examination timer, will have to:

- Click on **“Start Test”** button;
- Click on **“Confirm start test”** button;

**At the end of the exam**, you can wait for the automatic expiry of the time indicated in the examination timer or click on **“Close test”** button.

Once Section 1 has been completed, candidates will be redirected to Section 2.

**The pages of the ProctorExam platform must remain opened until the end of the tests, otherwise the tests will be suspended or permanently arrested.**

### **REMEMBER!**

Throughout the duration of the test candidates are **NOT allowed to:**

- ✗ use or consult other applications, browsers or web pages, therefore you must close all web pages and any open programmes;
- ✗ use smartphones, smartwatches, smartglasses, headphones, additional devices (additional monitors, keyboards, mouse...) and any other non-required equipment;
- ✗ use paper material, with the exception of a blank sheet of paper and a pen for calculations and notes, if required by the procedure;
- ✗ getting up from one's seat;
- ✗ speaking or reading aloud.

### **ATTENTION!**

**The procedure is recorded and the candidates are constantly monitored by the supervisory staff.**

**In the event of non-compliance with the above provisions, the examination board may take the necessary measures, including sanctions, deciding to terminate a test immediately or taking action later, after reviewing the recordings.**

Candidates should consider a commitment of approximately 4 hours for their participation in the exam procedure.

Thank you for your cooperation