ONLINE ADMISSION TEST AY 2025-2026

INSTRUCTIONS AND RULES OF CONDUCT

BACHELOR AND INTEGRATED MASTER OF ARTS IN LAW PROGRAMS

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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. 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 secondary school diploma, tax code, e-mail and a password of your choice**. It is necessary that all the data entered correspond to the candidate – and not to the parent or guardian**.

Once you have created and verified your account, you will be able to access the webtesting platform with your credentials (personal email and password you have chosen).

Important! 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 ATTEMPT

Proceeding with the purchase of a test attempt, you will be asked to choose which type of test to take (Online Bocconi Test or Online Bocconi Test – Law) and whether you want to take the test in Italian or English. **The type of test depends on the program(s) you would like to apply to (economics and management or law), while the choice of the language in which to take the test is independent of the language of the program(s) of interest**.

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 12:00am to 11:59pm of the date you have booked (CET/CEST). 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 9:00am to 6:00pm Monday through Thursday, and from 9:00am to 4:30pm on Friday (CET/CEST).

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 during each academic year you have **a maximum of three attempts for each type of test (Online Bocconi Test or Online Bocconi Test-Law)**.

In order to purchase another 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.**

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.

If you purchased a test attempt before completing the request form, support measures can still be applied to your test. Once you receive the code from the University, it should be entered in the appropriate section of your account on the webtesting platform so the support measures that have been granted can be applied.

If, at the start of the test, you find that any additional time granted has not been applied, **you should not take the test at that time but should contact technical support** in the manner and timing indicated on the last page of this document. Once the additional time has been correctly applied by technical assistance, you will receive instructions on when you can take the test.

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 (integrated or external)



A stable internet connection

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

Compatible browser: Google Chrome only set as the default browser

***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 abovementioned applications are available from the **Personal Area of the platform.** The use of versions other than those in the personal area may result in the cancellation of the test.

2.2. SETTING UP THE ROOM, PLACING AND SETTING DEVICES TO TAKE THE TEST

The following directions must be followed regarding how to adequately set up your room and set your devices in order to take the test**.**

Room:

- 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 for the entire duration of the test. A doorway is defined as, for example: an interior door, an exterior door, a French window. An unsuitable setting would be: the presence of more than one door, a door that has been left open, no door. If the room you have chosen has any of these characteristics, another suitable location should be identified.
- The room cannot be an open space or a room surrounded by glass walls.
- Remove any objects or things that could reveal personal information or sensitive data (for example books, holy texts, photographs, etc.) and make sure you do not have any personal/sensitive files open on your PC when you begin screen sharing.

Devices:

- Place your mobile device or computer so that the doorway to the room is always framed by at least one of them throughout the test.
- Place your mobile device and computer to **avoid reflections and glare**. Make sure you are **always in the center of the frame** (of both devices) **and clearly visible.**
- **Place a stand to the side about 1.5 meters away**, **where you can place your mobile device**. Make sure that the camera 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 you are clearly shown (without any part of

your body obscuring the overall view) as well as the computer screen and where you are seated. Lateral filming carried out very far away or very close, from bottom to top (or vice versa), from the back or diagonally, may result in cancellation of the test, since such positioning precludes the possibility of properly monitoring behavior during the test.

- Make sure the mobile device is **placed in a stable manner and vertically**, to prevent it from moving or falling during the test.
- Set your mobile phone so that auto screen rotation is turned on.
- 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.** Make sure your mobile device settings prevent you from receiving messaging/social notifications while taking the test.
- If using a laptop computer, make sure you have a charged battery and that the device is plugged into an outlet the whole time.

Desk:

- **You may ONLY have the following items on your desk**: an identification document, 1 pencil/pen, 2 blank sheets of paper, water. Any other objects or tools will need to be removed.

Below are some examples of both a correct setup and an unsuitable 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



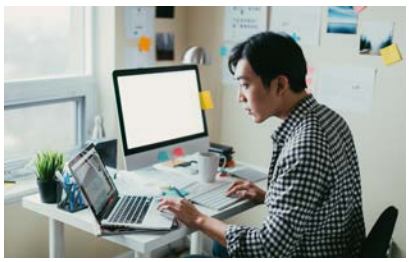
Mobile device placed sideways/at an angle



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



Room with more than one access (door, French window, internal stairs)



Room with opening on another room / no door

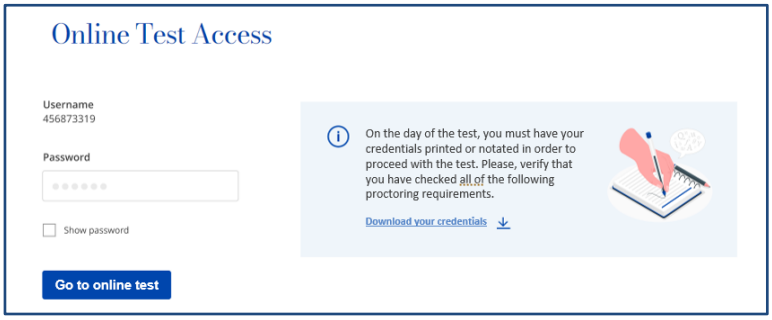


Room surrounded by glass walls

3. TAKING THE TEST

3.1. ACCESS THE TEST AREA

1. You will be able to take the test on the day you have booked, from 12:00am to 11:59pm (CET/CEST), at the time you prefer. When deciding when to take the test, remember that technical assistance is guaranteed Mondays through Thursdays at 9:00am-6:00pm and Fridays at 9:00am-4:30pm (CET/CEST). Click on "**Online test access**" from your Personal Area of the platform
2. View the username and password
3. Print your credentials or write them down: 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**, the answers provided will be saved and all data will be sent to the system**.**

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

3.4. TEST SCORE AND SCORE REPORT

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

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 terms of this document and the following rules of conduct, based on the principle of self-responsibility, under penalty of nullity of the test:**

- You should take the test conscientiously and without referring to external means or help that can facilitate its performance. Your 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.

- You must be **alone in the room** and no one may enter or interact with you for the entire duration of the test, including during the filming of the pre-test surroundings' setup.
- **Environmental filming must be conducted slowly and carefully to ensure that no part of the room is omitted**. Specifically, you must thoroughly capture and film the following: the workstation where you will take the test, including the area above and below the desk and around the computer; the floor and ceiling of the room; the entire room where you will take the test, moving within it to provide a 360° view that includes any hidden spaces, blind spots, and less visible areas (e.g., behind a chair or a curtain). The goal is to demonstrate that there are no other people present and that the room is suitable for taking the test and adheres to the guidelines outlined in this document
- You should ensure that they are **correctly framed** by both the front webcam and the mobile device's side camera throughout the test.
- The use of smartphones or other devices that can be connected to the internet (tablets, other smartphones, computers, smartwatches, smartglasses, voice assistants, etc.), other than what is strictly necessary to complete the test, are not allowed.
- Ears must be shown during pre-test procedures and must be clearly visible throughout the entire exam. It is therefore required that hair be pulled up if necessary and that no accessories covering the ears be used.
- The use of headphones/earbuds or headsets are not allowed.
- 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.
- Clothing in which objects can be concealed (for example, sweatshirts with pockets, jackets, coats) is not allowed.
- You may have an unlabeled glass or bottle on their table.
- You are required to close any windows, applications or files not related to taking the test, before accessing it. The mere presence of an application not related to taking the test is sufficient to result in the cancellation of the test.
- The applicant **must strictly adhere** to the room setup directions and device settings given in the section 2.2. 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.).
- In no way should the environment setup and/or any behavior by the candidate partially or wholly preclude the ability to monitor the test adequately and at all stages, including pre-test.

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.

5.2. IRREGULAR TEST FOR INGRINGEMENT 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 for the 2025-2026 academic year. Any invalidated test score reports may not be used in other selection rounds.

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. **Justified absence**
   If there are proven reasons that have prevented you from changing the date independently within the times indicated above (6.1) 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 11:59pm CET/CEST on the day following the date of the test) by sending a request via the form on **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.

2. **Unjustified absence**
   If you do not take the test on the booked date, do not change the booked date within 24 hours before the date itself or are not included in point 1 (justified absence), 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 therefore 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** 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 11:59pm (CET/CEST).
- 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 11:59pm (CET/CEST). After that date, the candidate will be considered absent and there will be no refund.

If the test is canceled due to violation of the regulations or due to incorrect or failed launch of the proctoring systems, the online test registration fee or selection round participation fee will not be refunded for any reason.

6.4. HELP DESK AND CONTACTS

Requests for technical assistance must be received within 24 hours of taking the test or encountering the problem, by completing the form available on **support.giuntipsy.com.**

For example, if you take the test on Monday at 3:00pm, you will need to report any technical problems you have encountered by Tuesday at 3:00pm.

Details must be provided and screenshots of the issue must be attached to facilitate identification of the problem and its resolution by the technical support team.

The abovementioned form is the only way to contact technical assistance and report problems when accessing and/or during the exam. Reports sent more than 24 hours later and/or to other email addresses at Bocconi and/or the webtesting platform provider (including PEC addresses) or other systems (e.g. phone calls or chat) will not be considered in any way.

The assistance service is active **Mondays through Thursdays from 9:00am to 6:00pm, and Fridays from 9:00am to 4:30pm (CET/CEST)**. Reports received during the hours and/or days when technical assistance is not active will be handled starting on the next available business day.