

REMOTE COMPETITION SELECTIVE TESTS

VADEMECUM

A. General Provisions

1. The selective tests of the competitions, based on art. 1, co. 1, lett. z), of the Decree of the President of the Council of Ministers of 3 November 2020, can only be held electronically.

The tests must take place using synchronous audio-video connection tools and with procedures and technologies capable to guarantee:

- The identification of the candidate by verifying the identity document;
- The public form of the exam, allowing the virtual access to viewing and listening to the exam by third parties, in addition to the candidate and the Commission;
- The quality and fairness of the competition selective test;
- The correct recording of the evaluation through the procedures in use at the University.

2. The members of the Commissions will pay particular attention to the conduct of the selective tests of candidates with disabilities or DSA, making available to the latter all the tools useful to meet the special needs of such candidates and to protect their privacy and confidentiality, while guaranteeing public form of the competition selective tests required by law

B. Convocation of candidates and conducting of tests

1. The tests will take place on the Google Meet platform used by the University.
2. Candidates will be summoned by certified e-mail or e-mail to the address stated in the application form. The call contains the link for the connection to the selective test of the procedure for which you are applying. Access to the "virtual" classroom for the test can be done by clicking on the link sent to the candidate. Subsequently, the candidate must click on - join the meeting - and wait to be admitted by the President of the Commission or by the Responsible of the procedure.
3. Candidates admitted to the test must also send the following documents to the address indicated in the call no later than the day before the test:
 - a. declaration of acknowledgment of the Vademecum for students (attached form) with handwritten signature;
 - b. scanned copy of the identity document, to be shown to the commission during the exam in order to verify the identity.
4. Access must be via computer, desktop or laptop.
5. It is the responsibility of the candidates to have an audio-video connection capable of transmitting a clear image of the candidate and the surrounding environment, as well as favoring a good level of communication. In the absence of this requirement, it will not be possible to take the test and the candidate who has had these problems will take the test at the end of all the others. If even on this occasion the candidate's connection does not guarantee the minimum standards indicated above, the candidate will be excluded from the test. To this end, it is the candidate's responsibility to check in advance that the connection is stable and effective. For all those who have never used Meet, it is possible to consult the mini-guide on the [LUM Help](#) website.

6. Candidates must log in on the date and time scheduled for the test. The President of the Commission will proceed with the appeal. Candidates not present at the appeal will be considered absent. The time, the order of convocation of the candidates and the methods of conducting the examination will be established by the President of the Commission and will be communicated at the same time, in the virtual classroom, after the appeal.
7. Candidates must keep microphones and webcams deactivated during the tests of others and activate them only when called by the President during the appeal and during the selective test. If the connection is interrupted during the test, the test will resume when the connection is re-established but with a new question.
8. Having heard all the candidates, the President of the Commission declares the selective test closed and calls the Commission for the evaluation of the tests to a confidential session, in a separate "virtual classroom", inaccessible to candidates.

C. Rules of conduct for candidates during the test

1. It is mandatory, before starting the selective test, to show the space around it (notes, books, slides, etc. are not allowed). The surrounding space must necessarily be free from anything other than a white sheet and a pen.
2. During the exam, the candidate will have to keep his gaze towards the screen and share by clicking on the bottom right on -present now- his full screen. The Commission will monitor the candidate's behavior and, if it finds manifest distractions with respect to the monitor or excessive slowness in the responses, it may ask the candidate to frame the room to demonstrate that there are no other people or sheets hanging on the walls. The candidate, who is caught using unauthorized material or using any technological tool to communicate or receive information, will be removed from the virtual classroom with consequent exclusion from the selective test and from the competition.
3. It is absolutely forbidden for anyone to record, in whole or in part, with instruments of any type, the audio, video or image of the session remotely and to broadcast them in any way they have been obtained. Conducts that do not comply with the requirements will be prosecuted according to the law.

Lum help: <https://sites.google.com/lum.it/lum-help/home>

Privacy Policy and Declaration of acknowledgment and acceptance of the Vademecum for remote competitive selection tests (you must fill it in, sign it, scan it and send it together with the identity card to santaloia@lum.it) (attached)

PRIVACY POLICY - ART. 13 OF REG. EU 679/2016

TREATMENT AREA: GOOGLE MEET PLATFORM REGISTRATION INTERESTED PARTY: CANDIDATES FOR REMOTE COMPETITION SELECTIVE TESTS AND DECLARATION OF ACCEPTANCE AND ACCEPTANCE OF THE VADEMECUM FOR DISTANCE SELECTIVE TESTS

Dear candidate, with this information we want to inform you of how your data will be processed.
The personal data of which the writer is in possession are collected directly from the interested party at the time of the request to take the written and oral exam.

The data controller is the LUM Giuseppe Degennaro University with registered office in Casamassima (BA), S.S. 100 Km 18, cap. 70010.

The data processed are those useful for the registration to the platform and can be personal data, contact data, IP addresses, images, and other identified data. They are used to guarantee the provision of the exam tests, exam session, intermediate tests and remote final tests in online mode using E-learning platforms and / or applications and / or IT and digital tools made available by the University.

The data processed are used to protect the security, integrity, confidentiality, assets and IT structure of the University and to comply with all legal obligations, in particular the obligations imposed by emergency legislation, to protect public health and safety.

The processing of personal data will be carried out in the following ways: the collected materials (audio-video and photographic shots and textual documentation) will be processed electronically and / or electronically, with automated tools for the time strictly necessary to achieve the purposes for which they were collected. Specific security measures are observed to prevent data loss, illicit or incorrect use and unauthorized access.

Within the limits of the aforementioned processing purposes, the data collected may be shared with partners, consulting companies, private companies, appointed as Managers by the Data Controller. Your data will be in any way subject to dissemination. The data processors and persons in charge of the processing are promptly identified in the Privacy Document, which is updated periodically.

The collected data can be transferred abroad. The data collected will be kept for a period of time not exceeding the achievement of the purposes for which they are processed ("conservation limitation principle", Article 5, GDPR) or based on the deadlines set by law. The verification of the obsolescence of the data stored in relation to the purposes for which they were collected is carried out periodically. The data retention periods have been specifically and punctually identified in the privacy assessment document.

The interested party always has the right to request to the Data Controller the access to data concerning him, the correction or the cancellation of that data, the limitation of the treatment, without prejudice to the possibility of opposing the treatment, to request the portability of the data, to revoke the consent to the processing by asserting these and the other rights provided by the GDPR by simply communicating to the Data Controller. The interested party can also lodge a complaint with a supervisory authority.

The personal data provided by the interested party will be the subject of processing operations in compliance with the aforementioned legislation and the confidentiality obligations, which inspire the activity of the Data Controller. The data will be processed both with IT tools, both on paper, and with any other type of suitable support, in compliance with adequate technical and organizational security measures.

**MANIFESTATION OF DATA CONSENT FOR USE OF PORTRAIT / AUDIO-VIDEO
SHOOTING (EU REG. 679/2016)**

Considering that pursuant to art. 96 of the law of 22 April 1941, n. 633, the portrait of a person cannot be exhibited, reproduced or marketed without the consent of the person unless the conditions provided for by art. 97, which provides that the consent of the person portrayed is not required when the reproduction of the image is justified by notoriety or by the public office covered, by need for justice or police, for scientific, educational or cultural purposes, or when it is connected to facts, events, ceremonies of public interest or held in public.

The undersigned

Surname _____ Name _____ --

Fiscal Code _____

Candidate for the competitive examination for _____

For the oral exam of

DECLARES

That I have read the privacy policy relating to the processing of your portrait and / or audio / video recordings and recordings.

DECLARES

To have read in its entirety the "Vademecum for remote selective competitive tests" attached to the Decree of 10.11.20 (nr. 154/20 and 1042.20) and to fully accept its content, and therefore, to respect all the rules of University for the correct and valid conduct of the remote competitive exam.

AUTHORIZES

- a) *the LUM Giuseppe Degennaro University to make audio / video recordings for monitoring the correct conduct of the selective competitive exam remotely through a specific University Platform (Google Meet).*

Yes

No

→ In case of failure to grant the authorization sub letter a), the candidate will not be able to take the competitive exam on the platform indicated above

Date _____

(Legible signature)

(Fill it in, sign it, scan it and send it together with the identity card to santaloia@lum.it)

Università LUM

S.S. 100 Km 18 - 70010 Casamassima (Bari)

Rettorato 0806978111 - Segreteria 0806978213 - www.lum.it – info@lum.it

The data controller has appointed the data protection officer data in a service contract with the company Quality e attestations srl, in the physical person of Dr. Federica Mattio, email: privacy@meleam.com, pec: qaasrl@pec.net