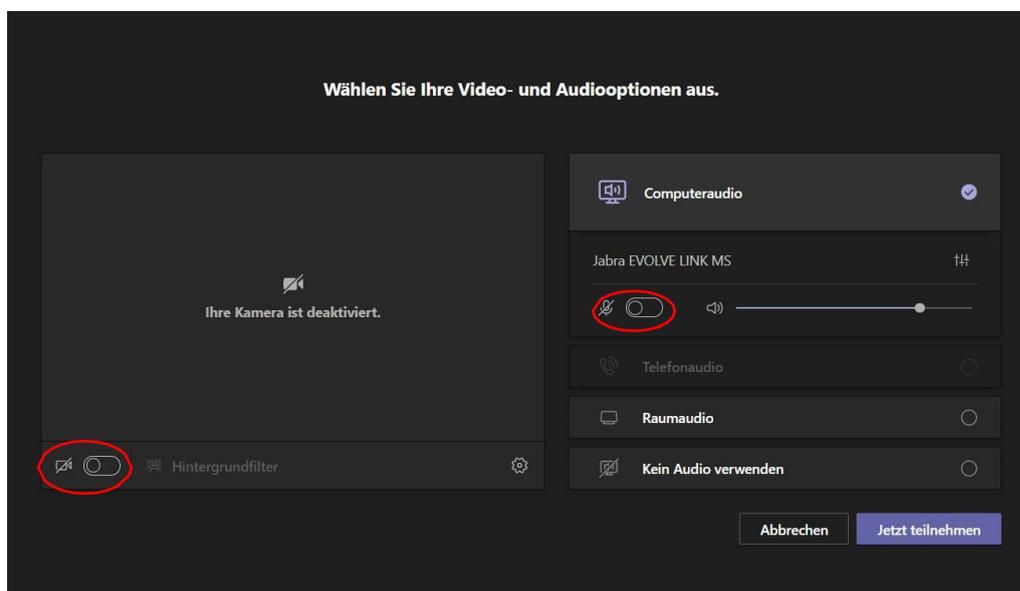


Guideline for the online application test at CAMPUS 02

In order to take the online application test, you need a **stable internet connection** and a **computer (laptop or PC) with keyboard, internet browser as well as a camera (webcam or mobile phone)**. Please also have a photo ID, loose sheets of paper and writing tools ready for the application test.

The day before your test date, you will receive **an e-mail with the required link for the Microsoft Teams meeting**. You can access the link upon receipt in order to **test your technical environment** in advance. You do not need to start or attend the meeting to do this. Simply activate the sliders next to the camera and next to the audio to check your functions.



Please note:

1. You will receive the **first e-mail with the subject "Microsoft Teams link"** the day before your **selected test date**. This mail will contain the **link to the Microsoft Teams video chat platform**.
2. The **link to the application test with the subject "Invitation to the online application test"** will be sent from the address aufnahmetest@campus02.at to the e-mail address you have provided when applying, after having successfully checked your identity and camera position.

If you have problems opening either link by clicking on it, please copy the link into your browser and open the page that way.

If you have not received an e-mail with the **subject "Microsoft Teams-Link"** on the day of your test date, please also check your spam folder. If the e-mail is not there either, please contact us at bewerbung@campus02.at.

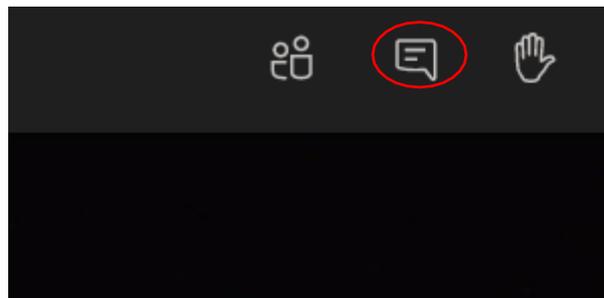
Test supervision via Microsoft Teams

How can you install Microsoft Teams or check whether you have already installed Microsoft Teams?

You can download the Microsoft Teams app from the "Play Store" for the Android operating system and from the "App Store" for the IOS operating system. You can also join the meeting via the web browser.

How do I get into the Microsoft Teams virtual exam room and how will the application test work?

Please join the Microsoft Teams meeting 15 minutes before your appointment. Also open your e-mail box, which you have used when applying, so that you can start the application test calmly. Use your first and last name to join Microsoft Teams and have your camera and microphone turned off initially. After a brief welcome and introduction to the general channel, you will be automatically assigned to an exam room, where you will then be required to activate your camera and microphone. After the identity check in the assigned exam room has taken place, you will receive further information about the test and you will be sent the link to the application test. During the application test, you can only ask questions to the test supervisor via the chat function



When the test is finished, the window closes automatically and your application test is saved in the system.

How is identity control and test proctoring managed?

Test proctoring and identity control are done via Microsoft teams, after you have been assigned to your virtual exam room. Position your camera-enabled device at an angle behind you so that the test proctor can see both your workspace and your screen. Use the following examples as a guide:



The camera must be activated and pointed at you after you have been assigned to the virtual examination room in order to enable proctoring throughout the application test.

After the identity check, the test supervisor will explain, how to complete the application test. **Please do not open the test until the test supervisor explicitly asks you to do so.**

Requirements for the application test

We recommend using the latest version of one of the following browsers for the online application test:

- Chrome
- Firefox
- Safari

On this page you can test which browser version you are currently using:

<https://www.whatsmybrowser.org/>

The use of older browser versions can lead to problems with the online application test!

Notes on test duration and structure of the Bachelor's application test

Bachelor's application test

The Bachelor's application test takes about **two hours in total**. This time does not include technical preparation and identity check. You will have **enough time** per subtest. Nevertheless, a reasonably fast working pace is recommended. Please prepare loose sheets of paper and writing tools. You are only allowed to take notes on the subtests mentioned by the test supervisor. During the application test, you can only ask questions to your test supervisor via the chat function.

The intelligence structure test is **adaptive** and adjusts to your performance level. Do not feel discouraged, if you are given difficult tasks in the application test. You are then well on your way to achieving a good result.

We wish you good luck with your application test!

Your CAMPUS 02 team