



requirements for distance-based examinations

System requirements, software requirements and framework conditions for distance-based exams and personal interviews.

09.09.2019



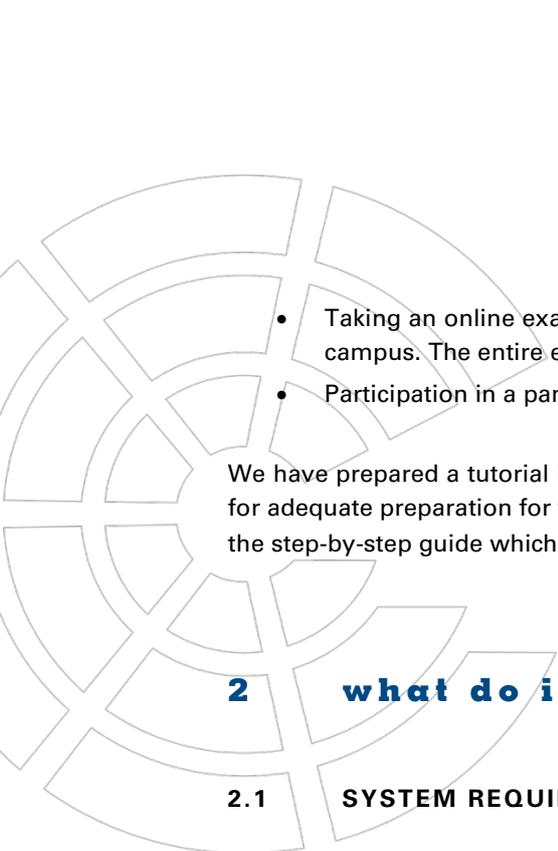
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1 general information on distance-based exams.

Should it not be possible for an applicant to take part in the on-campus admission procedure for valid reasons, an opportunity for a distance-based exam may be offered in exceptional cases. However, there is no entitlement to such a procedure.

Distance-based exams are carried out online, whereby the applicant can be at a location of his/her choice. The distance-based exam consists of two parts:

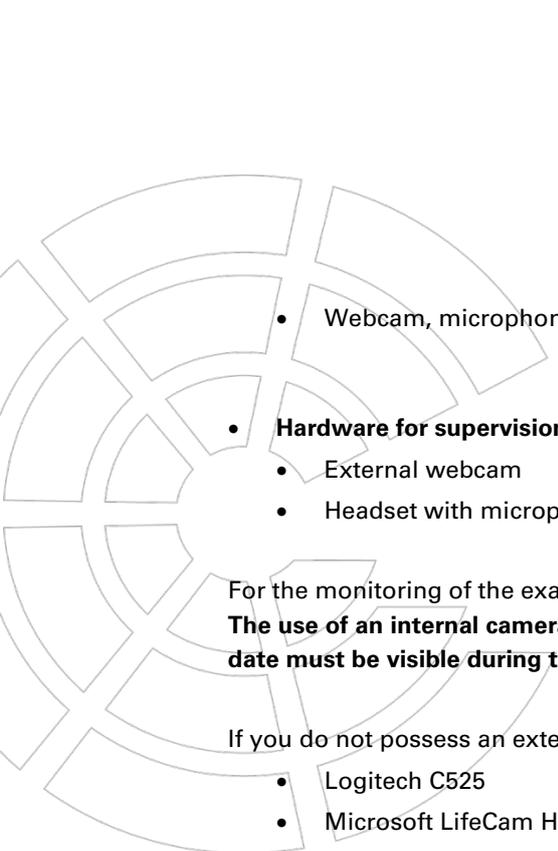
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- Taking an online exam identical to the computer-assisted written entrance examination on-campus. The entire examination is supervised via video (online Proctoring).
 - Participation in a panel interview, which is carried out via Skype.

We have prepared a tutorial in order for you to take a closer look at the necessary criteria: To allow for adequate preparation for the distance-based admission procedure, you will be required to follow the step-by-step guide which will help you to navigate through all the necessary installations.

2 what do i need?

2.1 SYSTEM REQUIREMENTS

- **PC or notebook with the following system requirements:**
 - Operating system: Windows only (10, 8.1 or 7 with Services Pack 1)
 - Processor: min. i3 with at least 2GHz or equivalent
 - RAM: at least 2 GB DDR3
 - Hard disk: min. 1 GB free
 - Browser: Microsoft Internet Explorer 9 or newer, Windows Edge Browser, Mozilla Firefox or Google Chrome (all these browsers have the latest updates installed)
 - Administration rights on PC or notebook: Local administrator rights are required to install the software.
 - When using a notebook, either the trackpad or a connected mouse can be used.
 - No mobile devices possible (e.g. tablets & smartphones)
- **Sufficient and stable internet connection:**
 - Upload speed of at least 0.5 Mbit/s
 - Ping of maximum 200 ms
 - This can easily be tested via <https://www.netztest.at/de/Test> or over a longer period of time on <https://www.netztest.at/de/Loop> (96 tests with 15 minutes waiting time to check the stability of the Internet connection).
 - Sufficient free data volume (at least 1 GB)
- **Important information for smooth operation:**
 - Please note that both the network test and the technical test of the Vienna Test System are only meaningful if they are carried out under the same conditions as the actual admission procedure itself.
 - Updates etc. have to be installed in advance.
 - The Internet connection should not be used by other persons during the conversation. A hard-wired connection is preferable to WLAN.

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- Webcam, microphone, loudspeakers are to be checked in advance for functionality.
 - **Hardware for supervision & video telephony:**
 - External webcam
 - Headset with microphone and speaker

For the monitoring of the exam, only an external webcam with at least 720p resolution is to be used. **The use of an internal camera on the notebook/PC is not permitted, both the screen and the candidate must be visible during the exam. Plug in your external camera before starting the programs.**

If you do not possess an external webcam, we can recommend the following models:

- Logitech C525
- Microsoft LifeCam HD-3000

2.2 INSTALLING THE SOFTWARE

2.2.1 Wiener Test System (WTS) installation guide

Installation instructions for the Vienna Test System (WTS)

The Vienna Test System is the software with which you complete the exam.

- Please download the Testplayer.exe file ([Link ZIP file](#))
- Double-click the file and unpack the contents on your hard drive
- **IMPORTANT! Please make a note of the ID number, which you will have received per e-mail from your chosen study program.**
- After unpacking, please open the folder and scroll to the end of the file list.
- Depending on whether you want to display file extensions or not, you should find the application "Testplayer.exe". Make sure that the correct exe.file has a blue-red logo.



WTSTestplayer.exe

WTS.Util.Reporting.ReportConditions.dll	29.09.2017 17:07	Anwendungserwe...	36 KB
WTS.Util.Reporting.ReportDocRender.dll	29.09.2017 17:07	Anwendungserwe...	55 KB
WTS.Util.Reporting.ReportHelper.dll	29.09.2017 17:06	Anwendungserwe...	82 KB
WTS.Util.Reporting.ReportOptions.dll	29.09.2017 17:06	Anwendungserwe...	31 KB
WTS.Util.Reporting.ReportPrint.dll	29.09.2017 17:06	Anwendungserwe...	63 KB
WTS.Util.Reporting.ReportRender.dll	29.09.2017 17:06	Anwendungserwe...	498 KB
WTS.Util.Reporting.SharedStrings.dll	29.09.2017 17:06	Anwendungserwe...	75 KB
WTS.Util.Reporting.TestSpecReportEleme...	29.09.2017 17:06	Anwendungserwe...	331 KB
WTS.Util.Reporting.WordPresentationIm...	29.09.2017 17:06	Anwendungserwe...	17.576 KB
WTS.Util.Security.dll	29.09.2017 16:53	Anwendungserwe...	100 KB
WTS.Util.SoundPlayerInteraction.dll	29.09.2017 16:59	Anwendungserwe...	33 KB
WTS.Util.Test.InhibCommon.dll	29.09.2017 17:07	Anwendungserwe...	8 KB
WTS.Util.Test.LambdaCommon.dll	29.09.2017 17:06	Anwendungserwe...	19 KB
WTS.Util.Test.SimkapCommon.dll	29.09.2017 17:06	Anwendungserwe...	16 KB
WTS.Util.Test.ViscoCommon.dll	29.09.2017 17:06	Anwendungserwe...	25 KB
WTS.Util.Test.Formatting.dll	29.09.2017 17:07	Anwendungserwe...	24 KB
WTS.Util.UtilCommon.dll	29.09.2017 17:06	Anwendungserwe...	187 KB
WTSHardwareTest.exe	29.09.2017 18:27	Anwendung	41 KB
WTSHardwareTest.exe.config	09.10.2017 17:02	XML Configuratio...	1 KB
WTSIntegrationInterfaces.dll	29.09.2017 17:06	Anwendungserwe...	10 KB
WTSTestplayer.exe	29.09.2017 18:27	Anwendung	413 KB
WTSTestplayer.exe.config	21.11.2017 15:00	XML Configuratio...	13 KB

- Once initiated, you will be first requested to choose your language, and after a short instruction, you will be required to enter your Test-ID, which you will have already received in the mail from your chosen study program. This ID number is only to be used to test your configuration and check that everything has been installed correctly on the day of the exam. You will receive the "actual" access data on the day of the exam.

Eingabe der Kennzahl...

Bitte geben Sie Ihre persönliche Kennzahl ein:

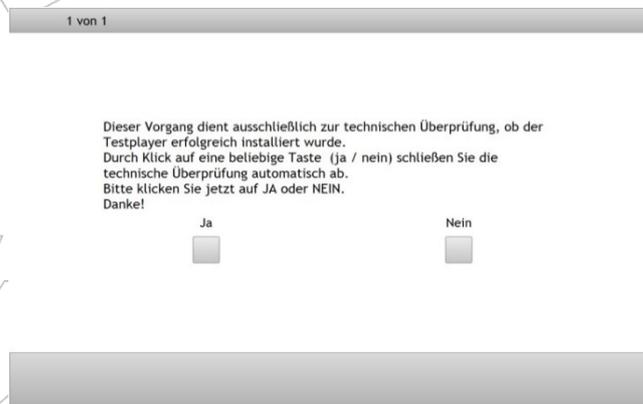
987654321

1 2 3 4 5 6 7 8 9 0

Zurück

Weiter

After entering your date of birth and clicking "Next" you will reach the following screen:



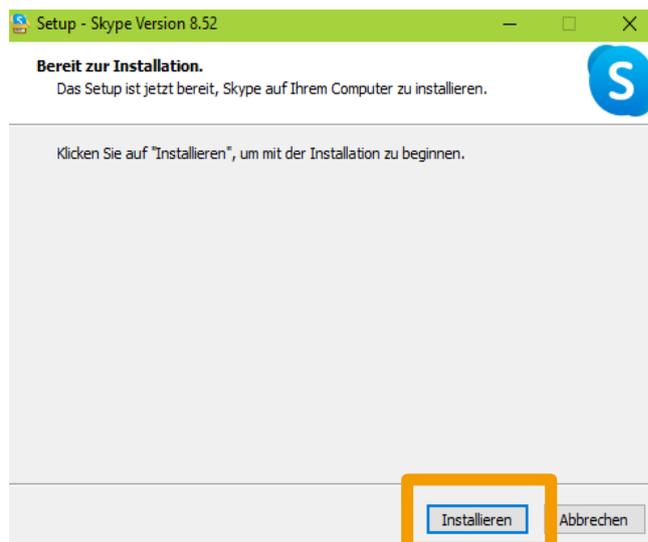
You have now successfully installed the Vienna test suite.

2.2.2 Installing Skype

Skype is the software used to supervise the exam and the interview.

If you do not have a Skype account yet, please follow the steps below:

- Download Skype ([Download Link](#))



- You should now see the following Skype icon on your desktop or under Start menu:



- Double-click the Skype icon to start Skype
- Select "Create new account" or go directly to the [Create account page](#).
- please test the audio and video settings before the exam / interview

Should you encounter any problems during installation, please contact the relevant person from the study program you have chosen.

3 online exam procedure

3.1. EXAM ENVIRONMENT

The Vienna Test System is an exam that assesses various aspects of your abilities through a series of exercises based on sound psychological knowledge. The MCI uses selected areas such as logical reasoning tasks, numerical skills, long-term memory, English and study-relevant personality factors. The individual content areas are divided into exam sections. Each part has a similar structure:

- instruction section
- exercise page with a practical example
- Exam questions / exercises

The exam questions are adaptive, i.e. the level of difficulty of the exercises you receive for processing adapts continuously to your answers to the previous questions. This can lead to you receiving increasingly difficult questions if you answer them successfully, but this should not frustrate you.

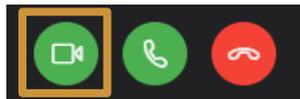
Work through the questions at your own pace, but always pay attention to the estimated time-frame for each part of the exam. The exam duration will depend on how quickly or slowly you answer the questions. Experience has shown that the average duration of the exam is approximately 2 hours.

3.1 PROCTORING OF THE WRITTEN EXAM

Video proctoring throughout the exam is provided by trained MCI staff using Skype video conferencing software.

You will be asked to submit your username to your chosen program before the exam / interview and then confirm the MCI contact request. If you do not receive an MCI contact request (at least 2 days before the Skype appointment), please contact your chosen study program.

Once you have logged into Skype on the agreed date, the supervisor will call you. Please accept the call as a video call.



Your supervisor will give you all the necessary information and instructions in Skype's chat area at the start of the procedure and will then monitor you throughout the exam to ensure the integrity of the exam. The steps you will go through are as follows

- welcoming address
- identification by means of an official photo ID which should you hold in front of the camera
- room check
- placing the camera
- exam start

We have prepared a **tutorial** where you can review the necessary criteria for online proctoring of the written exam:

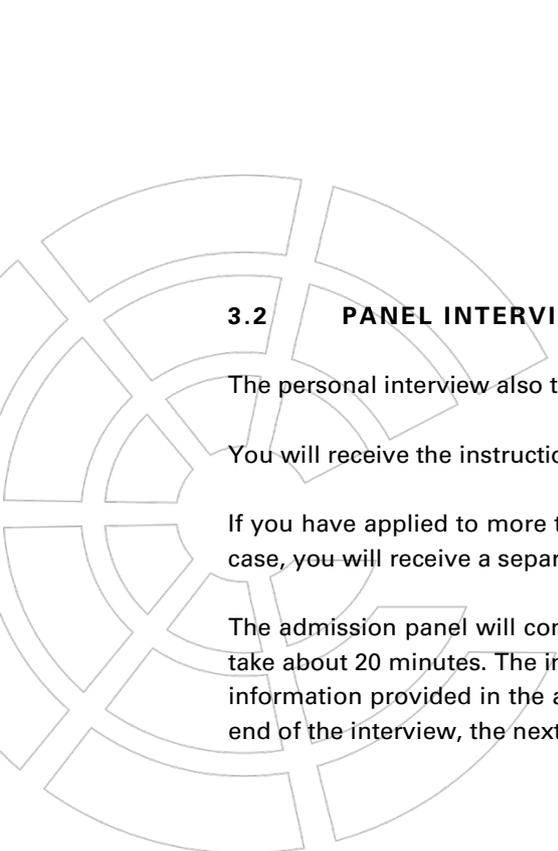
[SETTING DISTANCE-BASED EXAMINATIONS](#)

Please note:

It is important that no other programs, which have access your webcam, are open when starting the exam. Please make sure that **ONLY** the necessary programs (Skype and Vienna Test System) are open.

Technical support during exams

In the unlikely event of technical issues arising during the exam, our team will do its utmost to provide you with technical support. In addition to telephone support, it may be necessary to access your device via the "Teamviewer" software. By participating in the exam, you agree that the MCI IT Services team will only access your PC via Teamviewer in exceptional cases, and if necessary, in order to make the appropriate settings in the exam software thus enabling you to continue the exam.



3.2 PANEL INTERVIEW PROCEDURE USING SKYPE

The personal interview also takes place via Skype.

You will receive the instructions regarding the interview in advance.

If you have applied to more than one study program, there will be several Skype interviews. In this case, you will receive a separate contact request for each program you have applied for.

The admission panel will contact you via Skype on the agreed date and time and the interview will take about 20 minutes. The interview focuses on the personal presentation, discussion based on the information provided in the application documents and the intended study and career goals. At the end of the interview, the next steps will be discussed.

3.3 LEGAL INFORMATION

3.3.1 DATA PROTECTION

By taking the written entrance examination, the applicant expressly consents to the storing and processing of his/her data and examination performance, namely:

Last name, first name, date of birth, address, telephone number, e-mail address, uploaded documents and any data collected during the admission procedure.

If the application does not lead to a study place being taken up by the applicant, the data will be stored for a period of two years starting from the end of the application procedure. If the applicant is admitted to a study program at MCI, the statutory legal regulations relating to data protection shall apply.

3.3.2 SUPERVISION OF THE ENTRANCE EXAMINATION

The applicant acknowledges that external admission-procedure examinations are monitored by the MCI through the use of a webcam.

The applicant is aware that the MCI may prematurely terminate the entrance examination in the event of mere suspicion of (attempted) cheating (e.g. through the use of non-permitted aids). The video and audio recordings transmitted to the MCI for monitoring purposes are not stored by the MCI.

The applicant is also aware that the MCI may terminate the entrance examination prematurely even if the internet connection between the external exam participant and the MCI is too poor or becomes too poor during the exam to adequately monitor the applicant's actions on the video streams.

3.3.3 WARRANTY & LIABILITY

The applicant is aware that MCI cannot assume any responsibility for the functioning of the infrastructure (hardware, Internet connection, etc.) provided by him/her and that any problems that may subsequently arise (failure of the Internet connection, PC, webcam, etc.) shall be borne by the applicant.

The applicant is aware that in the event of premature termination of the entrance examination by MCI due to possible or attempted cheating or inadequate monitoring facilities due to a defective Internet connection, there is no entitlement to continuation or repetition of the entrance examination.

4 what else do i need to know?

4.1 PERMITTED AIDS

No permitted aids (calculator, notepad, pens, dictionary, mobile phone, etc.) may be used in the examination.

4.2 SUSPECTED CHEATING

The applicant is aware that the MCI may terminate the entrance examination prematurely or allow the applicant to continue with the exam and subsequently declare the applicant's performance invalid in the event of mere suspicion of attempted cheating (e.g. through the use of non-permitted aids). The video and audio recordings transmitted to the MCI for monitoring purposes will not be stored by the MCI. The applicant acknowledges that the exam may be discontinued by the supervisor solely on the basis of an allegation or suspicion of attempted deception.

If suspected cheating is discovered subsequent to admission to the study program or at a later date, the MCI shall be entitled to expel the student(s) concerned from the course of study or to revoke the academic degree awarded to the graduate concerned upon completion of the course of study (withdrawal of title).

4.3 SUPPORT NUMBER

Should any unexpected difficulties arise during the examination (power failure, emergencies, etc.), please contact the relevant person of your chosen study program.