



Luiss Test - 2025/2026 Academic Year Undergraduate School

Regulations and Guide

Below you will find all the instructions for taking the Luiss Test in order to take part in the selection procedures for admission to the Undergraduate School in the 2025/2026 academic year. Read them with the utmost attention!

The Admission Test is one and the same for everybody regardless of the degree programme chosen when submitting one's application for admission. The test lasts 75 minutes and consists of 50 multiple-choice questions, with only one right answer for each to be selected. The questions will be of a logical-reasoning and psycho-aptitude nature.

For admission to degree programmes taught in English, it will be necessary to take the test in English. The test in English is the translation into English of the test in Italian.

It will be possible to take the test up to two times in the period between mid-October and 3 February 2025.

1. HOW TO REGISTER FOR THE TEST

STEP A) LOG IN TO THE TEST PLATFORM AND REGISTER

In order to take the test, you will have to access the following page and register by creating a personal account. We advise you to specify a personal e-mail address that you can easily access and regularly check because all communications relating to the test will be sent to that e-mail account.

<http://luisswebtesting.giuntipsy.com>

You must specify your personal data and NOT those of the person making the payment. It is important to check that your personal data as well as your tax and social security number are correct, as any discrepancies could make it impossible for you to take part in the Luiss selection procedures for admission.



IMPORTANT! It is forbidden to create more than one account for the same person. If you make a mistake in entering your personal data, DO NOT CREATE A NEW USER ACCOUNT but contact the support service (support.giuntipsy.com) to ask for a correction before the Test takes place.

After creating an account and choosing a password, you will be able to log on to the platform using the e-mail address that you nominated as your username during registration.

STEP B) BOOK THE TEST

After registering, you will be able to purchase a test attempt on the platform by booking the date you prefer from among those available, starting from the second day following the current date (e.g. if it is 3 p.m. on Monday, the first test attempt date will be Wednesday).

You can choose to take the Luiss Test in Italian or English. The choice you make when taking the test regarding the language of the test is important. This is because, when submitting your application for admission, if you have taken the test in Italian, you will only be able to choose programmes offered in Italian. If, on the other hand, you have taken the test in English, you will be able to choose from the entire academic offering (i.e. a programme taught in Italian or one taught in English).

You will be able to take the test during the whole day, from 00:00 to 23:59 (CET - Rome time) of the date that you have booked. Therefore, you can take the test at the time you prefer. When choosing the time that is most convenient for you, bear in mind that technical support is available Monday through Thursday from 9 a.m. to 6 p.m. and on Fridays from 9 a.m. to 4.30 p.m. (Italian time).

Once you have selected the date from among those available, you will be able to place the booked test in the shopping cart and proceed to finalise the purchase. To confirm your booking, you will have to pay the registration fee for the online test, amounting to € 60 per attempt, by PayPal or credit card.

For any support during the purchase process you can contact the support service by using the form at support.giuntipsy.com.

After your purchase, its details will be visible in your Personal Area in the “Bookings” section. You will be able to change the test date and language up to 48 hours before the day you chose to take the test on, following the instructions in the “Changing The Test Date and/or Language” section).

Please note that for the first test session (in the period from October 2024 to 3 February 2025), students can take the test up to two times. Therefore, if you wish, you can take the test one more time, possibly even choosing a different test language. Conversely, in the last session for EU students, between March and April 2025, it will only be possible to take the test once.

The test booking and purchasing platform will always be available to you, while you should check the test opening schedule published on the home page of the webtesting site <http://luisswebtesting.giuntipsy.com>.

You may only book and/or take a new test 48 hours after the previous one.



USEFUL TIPS!

When planning a possible further attempt, we advise you to leave enough time to improve your preparation. To this end, the Orientation Office will provide you with additional tools. Check out the following page to find out more!

Students with SLD/Disabilities

In order to properly use the support tools provided by the University, students with specific learning disorders and/or a degree of disability of 66% or more, including temporary, must contact the Luiss Tutoring and Inclusion Service no later than 7 days before the date on which they intend to take the Luiss Test. The students concerned must e-mail seitutest@luiss.it a valid certification issued by the

Health Service no more than three years previously, with full diagnosis and identity document. In the case of underage students, the document of the parent or guardian is required. If the certification in your possession is in a foreign language, you are required to provide a sworn translation into Italian.

Within the specified timeframe and on the basis of the laws and regulations in force, the Inclusion Service will check the tools available to support candidates and will notify the latter by e-mail of the compensatory measures that they may avail of when taking the test, sufficiently in advance so as enable the test to be taken correctly.

Once you have confirmed by e-mail the measures that you intend to utilise from among those proposed, you will be e-mailed the necessary code to be entered, during the purchase process or via the "Bookings" section of your Personal Area if you have already made the purchase, before taking the test. Each code is assigned exclusively to the name specified in the documentation and must be entered each time for each attempt.

Please note that in the event of failure to enter the code within 48 hours prior to taking the Luiss Test, the University and the appointed company CANNOT in any way guarantee the correct adoption of the measures envisaged.

The onus is therefore on candidates to contact the Tutoring and Inclusion Service at least 7 days in advance complying with the instructions provided, to carefully check their e-mail account and telephone number in the days following the request and to check that the necessary code has been entered correctly into the system before the test. No requests for support can be handled by the system after the test has been taken.

More information can be found on the following [page](#). For more information on the platform and entering the codes, please read the interactive guide available at support.giuntipsy.com.

If you purchased a test attempt before filling out the request form, you can still have the supporting measures applied to your test. Once you have received the code, you will be able to add it in the "Bookings" section of your Personal Area on the purchasing platform in order to apply the supporting measures.



NB: If at the start of the test, despite having entered the code received from Luiss, you notice that the time available does not match the time allotted, you will not have to take the test at that time. Immediately exit the test page and promptly contact technical support in the manner and at the times specified in the "TECHNICAL SUPPORT SERVICE" section (support.giuntipsy.com).

In this regard, please note that the standard duration of the test is 75 minutes, whereas for candidates with SLD the duration is 97 minutes and for candidates with a degree of disability of 66% or more the duration is 112 minutes.

2. PREPARE AND TAKE THE TEST

STEP A) CHECK THE TECHNICAL REQUIREMENTS AND INSTALL THE NECESSARY TOOLS

In order to be able to take the online test, you must have:



Computer
(desktop or laptop)



Mobile device*
(smartphone or tablet)



Webcam
(including one built in
to the computer)



Microphone



Stable Internet
connection

Computer:

Compatible operating systems: Windows 10, 11 / MacOS X or higher with functioning webcam and microphone

Compatible browsers: only Google Chrome, set as default browser

Mobile device:

***NON-compatible mobile devices:** Huawei P30, Samsung Galaxy A3 (2016), Google Pixel 3 and later versions, and Alcatel Lucent

Internet connection: preferably Ethernet cable connection for the computer or Wi-Fi (**do not use hotspots**)

In addition, for the test control system to work properly, **download** from the webtesting portal **and install:**

- **on the computer, the Chrome extension (plug-in)** for screen sharing
- **on the computer, the Safe Exam Browser:** Download Safe Exam Browser
- **on the mobile device, the ProctorExam application**

You will not be able to take the test without those components, a compatible browser and operating system, which are indispensable for the correct functioning of the webtesting platform.

All links for downloading the software or applications mentioned above are available in your **Personal Area on the platform in the “Online Test Access” section.** The use of software versions other than those in your Personal Area may result in the test being invalidated.



NB: Before starting the test, remember to **print out or write down the login credentials** that you will find in your Personal Area on the platform once you have purchased the attempt: you will need them when you start the test and will not be able to log in to the Personal Area again at that point

STEP B) CHOOSE A SUITABLE ROOM AND PREPARE THE WORKSTATION

In order to take the test correctly and to avoid subsequent penalties:

- Choose a room that is **quiet** and adequately **lit**. **Find a room that will enable you to be alone and not be disturbed for the entire duration of the test.**
- **The door(s) to the room must be closed. It is not possible to take the test in open spaces or where access by other persons is not controlled, nor in rooms with glass walls.**

- **It is strictly forbidden to interact and communicate in any way with other people** throughout the duration of the test, under penalty of exclusion from the test.
- **Turn off any radio, television, music,** etc.
- Position your computer screen and mobile device in such a way as to **avoid reflections and glare**. If possible, light (natural or artificial) should come from the right or left and not directly from behind or in front of you.
- **Make sure you are always in the centre of the frame** (of both devices) **and clearly visible**.
- **DO NOT wear sunglasses or hats.** We ask you to dress and behave respectfully, as if you were in a classroom.
- **DO NOT wear headphones.**
- Swearing is forbidden. Throughout the test, you will be recorded both by the webcam on the computer in front of you and by the camera on your mobile device.
- **Place a stand** (bookcase, shelf, etc.) **about 2 metres to the side, on which the mobile device can be placed vertically connected to a power outlet or 100% charged.**



Make sure that the mobile device's rear-facing camera is facing the desk/workstation from which you will be taking the test and that it frames you completely (**as in the example opposite**), under penalty of exclusion from the test.

- **The ProctorExam app on your mobile phone and its page in the Chrome browser must be active and open for the duration of the test.** Please ensure that the mobile device is **placed in a stable manner** to prevent it from moving or falling during the Test. **In order not to incur penalties, the mobile device must be correctly positioned upright with the camera active to ensure video stream, facing the desk/workstation as indicated above. The mobile device must frame the entire desk/workstation or the test will be invalidated.**



- **Turn off all other devices** (e.g. phones, tablets, other computers, smartwatches, etc. - as per the “Code of Conduct”) and place them **out of your reach**.
- **You may NOT avail of any aids, or use or have on your desk a calculator and other aids**, e.g. exercise books, notes, hard/soft copies of textbooks and electronic devices, such as headphones or earphones, speakers, smartwatches, mobile phones, tablets, e-readers, auxiliary computers, transceivers, personal assistants, etc., with the exception of your own computer on which you are taking the test.
- **NO computers or electronic devices other** than those used for the test **may be placed next to you**.
- **It is NOT possible to use the screen mirroring function on the computer**.
- it is strictly **forbidden to film or photograph** and reproduce in any way the material that is the subject of the test under penalty of exclusion from the selection procedure and incurring the penalties for breach of copyright.
- **It is strictly forbidden to speak during the course of the test**.
- During the test, **the mobile device must always be plugged into a power outlet** to avoid disconnection. Set the device to flight mode and turn on Wi-Fi. If the video stops, the test result will be invalidated.
- **It is the candidate's responsibility to ensure that the computer is correctly plugged in to the power supply for the duration of the test**.
- Check that there are no objects and things in the frame of the webcams, paying particular attention to those that may reveal personal information or sensitive data (e.g. books, sacred texts, photographs of you or those living with you, etc.).
- **On your desk you may only keep an ID, pencil/pen, two blank sheets of paper, the sheet with your portal access credentials and water**. Any additional objects or tools must be **removed** before the test on penalty of exclusion therefrom.

- Please ensure that you **do not have any** personal files/sensitive data **open on your computer** when you start screen sharing. Please note that **NO additional tabs or programmes including the calculator or other functions can be opened on your computer.**

3. TAKE THE TEST AND DOWNLOAD THE TEST SCORE REPORT

STEP A) HOW TO ACCESS THE TEST ON TEST DAY

Before taking the test, click on “Online Test Access” from your Personal Area of the platform and display your username and password.

Print out your credentials or make a note of them: at a later stage you will be asked to enter them again to access the test.

You will only be able to access the online test **on the day you have chosen from 00:00 to 23:59 (CET - Rome time) and not before** using the credentials you have noted down. Keep in mind that technical support is guaranteed Monday through Thursday from 9 a.m. to 6 p.m. and on Fridays from 9 a.m. to 4.30 p.m. (Italian time). In any case, by clicking on the "Need Help" button in the platform, you will always have the solutions required to independently solve the main difficulties that arise.

As soon as you are ready, log on to the platform and the system will guide you through the various steps:

1. checking technical requirements (microphone, audio, internet connection and screen sharing);
2. recognition (candidate photo, current identity document with a photo);
3. filming of the environment (to be carried out via smartphone);
4. launching the Safe Exam Browser;
5. starting the test.



Following the pre-test technical procedures, you will be asked to launch ProctorExam and keep the relevant webpage open. **Be careful not to close the page**, as this will make it impossible to record the screen and thus make it impossible to verify the proper taking of the test, rendering it null and void as a consequence. **The ProctorExam page guaranteeing correct recording must under no circumstances be closed before handing in the test or the test will be invalid.**

Warning. Plug the mobile device into a power outlet to prevent it from shutting down during the test. The screen will dim to save battery power.

Only once you have completed the above steps will you be able to access the test area.

Your timer will only start to run when you click on “Start test now”.

Please note that under no circumstances will it be possible to return to a previous page after having clicked on “Next”, not even in the event of an unanswered question.



BEHAVIOUR TO BE ADOPTED

The University considers ethics, integrity and responsible behaviour and actions to be among its core values.

Therefore, **candidates taking the test are obliged to observe the following rules of behaviour**, under penalty of invalidity of the test. The relevant bodies will check compliance and should they detect any breach of the Guidelines and the Code of Conduct, they may exclude the candidate from the admission selection procedure by invalidating the test taken. Therefore:

- candidates must take the test **conscientiously and without resorting to any external means or aids** that could enhance performance;
- candidates must **be alone in the room and no one must enter for the duration of the test**;
- under no circumstances should candidates **interact with third parties throughout the duration of the test**;
- candidates must **meticulously carry out the pre-test procedures**, in particular **by carefully framing the room and the desk/workstation** where the test will be taken and exhibiting their document when requested to do so by the system;
- **the use of calculators is FORBIDDEN**;
- **it is FORBIDDEN to have or use smartphones or other devices with an internet connection**, such as tablets, other computers, smart-watches, voice assistants, etc., or a landline telephone. The only mobile device (smartphone or tablet) that will be allowed to be kept during the test is the one used with the ProctorExam application to film the candidate;
- **the use of headphones/earphones is FORBIDDEN**;
- **it is FORBIDDEN** to consult books, notebooks, notes, forms and calculators, concept maps or online sources and resources, and all that can be used is a pen/pencil and a maximum of two blank sheets of paper and the credentials sheet, which must be shown front/back during the video recording of the room;



- **It is FORBIDDEN to have any computers or electronic devices** other than those used for the admission test **next to candidates;**
- **It is FORBIDDEN to leave once the test has started;**
- **It is FORBIDDEN to speak or reason aloud;**
- it is strictly **FORBIDDEN to film, photograph or reproduce** in any way the test material;
- it is strictly **FORBIDDEN to assume the identity of another person or to allow another person to do so on one's behalf** for the purpose of fulfilling any academic requirement or in altering one's assessment or conditions in which the test is taken;
- candidates must **close any further windows, files or applications on their computer and mobile phone** before accessing the test;
- candidates must **set flight mode** on their mobile phone and activate Wi-Fi;
- **candidates are permitted to have an** unlabelled **glass** or bottle or a water bottle;
- **candidates are permitted to equip themselves with a stand to hold** the mobile device on which **the necessary application framing the desk/workstation is activated in a suitable position.**

NB: For **students with SLD/disabilities the same rules apply**, subject to the compensatory measures agreed in advance with the Inclusion and Tutoring Service via e-mail. **Please note that the activity of the tutor, if any, must comply with these same regulations as made known to the candidates, under penalty of the candidate's exclusion from the test.**

Likewise any tutor, if among the support tools authorised by the University, may not use paper resources or materials, computers, tablets or mobile phones. And neither may the tutor use calculators, talk to third parties, intervene in relation to the content of the test or answer the questions. **The test must be taken by the candidate.**

GROUND S FOR DISQUALIFICATION

IRREGULARITY OF THE TEST DUE TO ABSENCE OF AUDIO/VIDEO STREAM

After the test has taken place and prior to the test results, all audio/video streams will be individually checked against these guidelines and the Code of Conduct, published also on the University's website.

Should **the audio/video stream be incomplete or missing** due to the absence of an internet connection, malfunctioning or incorrect positioning of the devices used, **it may prove impossible to verify that the test has been taken correctly**. Should verification of the regularity of the test be impossible to establish correctly, the Commission, after liaising with the technical support service, may request the candidate to take the test again on the date specified by the University. If the candidate refuses to take the new test or fails to reply, the test taken will be invalidated and the test will not be assessed.

As indicated in the section on starting the test, you will be asked to launch ProctorExam and keep the relevant web window open. **Be careful not to close the window, as this will make it impossible to record the screen and thus make it impossible to check that your test has been taken correctly, thereby rendering it null and void.**

STEP B) PAY ATTENTION TO NAVIGATION DURING THE TEST

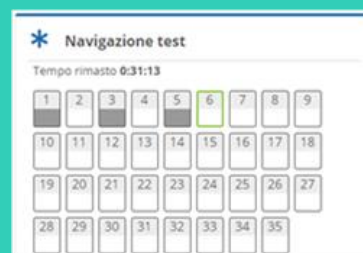
Navigation is sequential: you will only be able to move forward and will not be able to go back once you have gone on to the next page. The total time available to take the test is 75 minutes.



The “Next” button displays the next page.

The “Test Navigation” box is on all pages of the test and will serve as a guide as you go through the test. Always keep an eye on the test navigation box. In addition to the time remaining, you can use it to see where you are, which questions you have answered and which you have left unanswered:

- the box with a green border indicates the question on the page you are on;
- the half-grey boxes indicate the questions that you have already answered.
- the white boxes indicate the questions that you did not answer.



Please note that under no circumstances will it be possible to return to the previous page after clicking “Next”, not even in the event of an unanswered question.

NB. If you decide to glance through all the questions in the test and cannot go back, your attempt will be considered valid. You will not be able to request that it not be counted among the attempts available to you.

STEP C) CONCLUDE TEST

To hand in the test, **click on “Finish the test”**.

A summary page will appear with all questions, both answered and omitted.



Riepilogo del test

Domanda	Stato
1	Risposta salvata
2	Risposta non data
3	Risposta salvata
4	Risposta non data
5	Risposta salvata

After viewing the summary, click on “Submit all and finish” to close the test.

NB: In any case, the test will close automatically when the time at your disposal expires and all the data will be sent to the system. Therefore, the answers given will be saved and sent.

Only after you have finished and submitted the test, close the test browser window and return to the ProctorExam browser window. Then click on the light blue “Finish” button in the top right-hand corner and close the Google Chrome browser.

STEP D) RECEIVE THE RESULT

Forty-eight hours after taking the test, you can download your test score report by logging on to the platform in your Personal Area. The test score report shows the total score in hundredths and the reference number that will be required to submit an application for admission during the relevant period and in accordance with the procedures set out in the call for applications.

If, following the Commission's checks, which will be carried out after the conclusion of the Test on the basis of the audio/video streams acquired, any breach of the provisions set out in the "BEHAVIOUR TO BE ADOPTED" box and in the "CHOOSE A SUITABLE ROOM AND PREPARE THE WORKSTATION" section is detected, the attempt will be invalidated and any application to take part in an admission selection procedure that may have been submitted on the basis of that attempt will be cancelled and the candidate will be excluded from the selection procedure in question.



TECHNICAL SUPPORT SERVICE



Requests for technical support must be received within 24 hours (after the test has been taken or the problem encountered), by filling out the form available at support.giuntipsy.com.

For example, if you take the test at 3 p.m. on Monday, you must report any technical issues that you encounter by 3 p.m. on Tuesday.

Please provide details and attach screenshots of the screen in question to facilitate the identification of the problem and its resolution by the technical support service. Do not submit multiple reports and please respond by cooperating with support service requests.

This system is the only one that can be used to contact technical support and report problems during access and/or during the test itself. Reports received after 24 hours and/or to e-mail addresses (including certified e-mail accounts) or utilising other systems (e.g. telephone calls or chats) will not be considered in any way. The University does not accept any type of report directly.

The support service is operational on working days Monday through Thursday from 9 a.m. to 6 p.m. and on Fridays from 9 a.m. to 4.30 p.m. (Italian time). Reports received on public holidays or during hours or days when technical support is not operational will be handled from the morning of the next working day.

WHAT TO DO IN CASES OF



ABSENCE FROM THE TEST

An absence occurs when you have purchased a test attempt and on the chosen test day you do not take the test by logging on to the platform and starting the test by 23:59 Italian time. If you do not take the test on the day you have chosen, the test attempt will not count for the purposes of calculating the maximum number of attempts for the session. **If you are still within the administrative deadline and there are places available, you can always proceed with a new purchase and booking of a new test date.** You will not be able to obtain a refund of the fee paid in this case.

On the other hand, it will be a case of **Failed Access** if you do not take the test but there are reasons substantiated by appropriate documentation that prevented you from changing the date yourself within the timeframe specified in the “Changing the Date and/or Language of the Test” section. These cases must be notified in writing no later than 24 hours after the booked date (i.e. by 23:59 CET - Rome time on the day following the date on which you were supposed to take the test). The request should be made via the online form available at **support.giuntipsy.com**. No reports may be submitted directly to the University. Solely in this case will the relevant team, in its unappealable judgment, examine any documentation available and check whether it is actually possible to take the test at a later date, without payment of an additional registration fee. The outcome of that review will be communicated in writing by e-mail to the student via the e-mail address specified during the test registration phase.

If you do not take the test on the date booked or do not change the date booked within 24 hours prior to the date itself and if your reasons are personal and not documentable, in that case you will be considered **Absent** from the test and deemed not to have taken the test. However, in these circumstances the test fee will not be refundable. If you wish to take the test, you will have to proceed with a new purchase and booking of a new date among those that may still be available.



CHANGING THE DATE AND/OR LANGUAGE OF THE TEST

It is possible to change the date booked for the test and the language (Italian/English) up to 48 hours before the date itself (Rome time) by accessing the platform and then the “Bookings” section.

For example, if you have booked a test for Wednesday, you can change the date and/or language by 23:59 CET - Rome time on Monday.

Please note that the University's calls for applications stipulate that the test taken in Italian will only allow access to degree programmes taught in Italian. By contrast, the test taken in English will allow access to the entire academic offering.

Regarding the day booked for the test, if you do not change your booking in time and/or do not communicate your absence within the specified timeframe, you will be considered as absent from the test.



WITHDRAWING FROM THE TEST AND REFUND POLICY

The fee paid for the purchase of the test attempt will be reimbursed if the purchaser sends written notice using the form available online at support.giuntipsy.com declaring that they wish to exercise their right of withdrawal within 14 calendar days after the purchase, as governed by Article 52 *et seq.* of Legislative Decree 206/2005.

During that period (14 actual calendar days from the purchase of access) if you do not take the test and do not avail of right of withdrawal by giving written notice as specified above, you will not be entitled to a refund of the test fee.

By way of example:

If on Day 1 the candidate books a test for Day 20, he/she may exercise the right of withdrawal by giving notice by 11.59 p.m. on Day 14.

If on Day 1 the candidate books a test for Day 7, he/she will only be able to exercise the right of withdrawal and thus obtain a refund of the fee if he/she gives notice by 23:59 on Day 7. After that date, the candidate will be considered absent from the test and no refund will be given.

In any case of invalidation of the test due to an infringement of the Regulations, incorrect or failed start-up of the verification systems, no refunds will be granted for the purchase of the online test or application fees for the admission selection round for which you may have applied.