

Guidelines for staff selection testing through the video interview

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1. General information

Alliance Against Cancer, considering the exceptional circumstances resulting from the primary containment and management of the epidemiological emergency caused by COVID-19 of which, most recently, at D.P.C.M. 26 April 2020¹ the selection procedures are suspended, unless the evaluation of candidates is carried out by curriculum or electronic means. These Guidelines regulate the test conduct through the video interview for selecting and recruiting specific professional profiles, from the date of publication of the same and until new disposition.

2. Privacy note

Please note that the Commission may record the selection tests to verify their regularity and prevent possible fraud. Any recording will be kept for the time strictly necessary for the verification of the test. It is forbidden for candidates to record, partially or entirely, the audio and/or video of the conduct of the selection tests and to disseminate them.

The data are processed based on the candidate's consent at the participation time of the selection participation with the subscription of the pertinent information, attached to the application form. The data controller is Alliance Against Cancer, which has appointed a Data Protection Officer (DPO) available on the website: www.alleanzacontroilcancro.it.

3. General specification on examination test performance

The examination through video interview must ensure:

- faultless identified of the candidate;
- the regularity of the test management;
- parity of treatment;
- the authenticity and authorship of any works produced.

The aim of these Guidelines is to identify the general procedures for providing the required guarantees

Guidelines are published on the website of Alliance Against Cancer (www.alleanzacontroilcancro.it) and communicated by email or certified email address (C.E.M.) to each candidates together with the "*Declaration of acceptance of the telematic method of selection*," referred to in para. 4.

4. Acceptance of via electronic communication

The dates and procedures for carrying out the tests will be communicated by publication on the website www.alleanzacontroilcancro.it in the section "Notices" and by email or certified electronic email (C.E.M.) to each candidate, within the time limits set out in the relevant notice.

Before the test, candidates must fill out and sign the form "Declaration of acceptance of the method of selection via electronic communication" and send it in PDF format, to Alliance Against Cancer email address alleanzacontroilcancro@pec.it and in CC to dirgen@alleanzacontroilcancro.it. Besides, a copy of their identification document (ID) must be sent to the mentioned email since the Commission will use it to identify the candidate.

¹ D.P.C.M. 26 April 2020, bearing "Further implementing provisions of Decree-Law 23 February 2020, n. 6, on urgent measures in the field of containment and management of the epidemiological emergency by COVID-19, applicable throughout the national territory", art. 1, co. 1, lit. q): "private competition procedures are suspended, except in cases where the evaluation of candidates is carried out exclusively on a curricular basis or at a distance; for public competition procedures, the provisions of art. 87, comma 5, decree-law 17 March 2020, n.18, and art. 4 del decree-law 8 April 2020,n.22".

5. Writing test

The following instructions apply to the conduct of selections for qualifications and examinations, for which the written test is required.

5.1 Specification regarding the video communication platform

Alliance Against Cancer uses the GoToMeeting video communication platform, freely accessible through the principal operating systems and free of charge.

The GoToMeeting platform access link, for the written test, will be sent beforehand by email to each candidate. The candidates have to connect to the platform at least 30 minutes before the test beginning. This time frame allows to carry out the identification operations (through comparison with the photo of the identification document already sent by the candidate in one to the Declaration of acceptance, referred to para. 4) and verification of the environments in which the candidate will perform the test (through the camera of the PC/ device used).

5.2 Position and devices required of the candidate.

The candidate must connect to the GoToMeeting platform through a PC/device equipped with a camera, microphone, and speakers.

The candidate's position must be arranged in a room in which there are no other persons present and in which, if possible, no other persons enter during the test. The PC/device used for the exam must be positioned in such a way as to frame the candidate and his workstation (table/desk).

The candidate must equip herself/himself with:

- an identity document which must be presented at the Commission request;
- white papers;
- a pen with a clear visible stroke.

The candidate must also be equipped with an additional device (smartphone or tablet), with the possibility of video shooting (with camera) and scanning documents (scanner app or equivalent), to be used exclusively - and only when requested by the Commission - to send the scanning or photos of the written test.

Once the identity of the candidate has been established, the test may begin

5.3 Specification regarding the writing test

During the test, the candidate must keep the PC/device's camera in operation and connect her/his device to the GoToMeeting platform. As for the microphone use, the indications will be specified by the Commission at the beginning of the test.

The device (smartphone or tablet), required to scan/photograph the writing, must be silenced and placed in view with the screen facing the desk.

During the test, the candidate must be continuously framed by the camera of the device she/he uses to connect to the platform. In case of connection problems during the test, the candidate should contact the Commission using the institutional email address dirgen@alleanzacontroilcancro.it or further contact details schwarz@alleanzacontroilcancro.it and/or rotondi@alleanzacontroilcancro.it, to communicate the connection problem.

During the test, no devices other than those required for the conduct of the test shall be permitted.

If a candidate is caught cheating or has an ethically incorrect behavior during the selection, her/his test will be canceled. The Commission may, at any time, interrupt the test (for an individual candidate or all candidates) in the event of suspicion of fraudulent behavior by one or more candidates. If a candidate leaves the post before the end of the test or before having received permission from the Commission, his examination will be canceled.

5.4 Instructions to follow at the end of the written test

At the end of the time allowed for the written test, the candidate will have to lay down the writing tools and on the indication of the Commission, during the videoconference, - using his smartphone or tablet – convert her/his written work into PDF format (using scanner' or smartphone' or tablet's application). In the end, the scanned file must be sent to the addresses: alleanzacontroilcancro@pec.it and in CC dirgen@alleanzacontroilcancro.it.

The file should be named: NAME AND COGNOME_PDF (e.g., MARIO ROSSI_PDF).

6. Oral examination

The written test results and the admission of candidates to the oral examination, as well as details of the time and date, will be published on Alliance Against Cancer website, in the section "Notices " within the time limits indicated in the relevant notices or, in the absence thereof, at least 20 (twenty) days before the oral test.

In the case the selection is based only on the oral examination, candidates admitted to the interview/oral examination will have to see the general indications and the related requirements, given in paragraphs 1-4 of these Guidelines.

6.1 Information on the videotelephony

For the oral exam, Alliance Against Cancer uses the video communication platform GoToMeeting, freely accessible from the major operating systems and free of charge. The access link to GoToMeeting will be communicated to the candidate by email and certified electronic email (C.E.M.), with adequate advance notice.

Alliance Against Cancer admits to video conferencing up to a maximum of 2 participants as auditors; reached the above number will not be allowed to participate in the videoconference. Those who want to attend are required to request it, at least 48 hours in advance, at the following email address dirgen@alleanzacontroilcancro.it.

6.2 Position and devices required of the candidate

The candidate must connect to the GoToMeeting platform through a PC/device equipped with a camera, microphone, and speakers.

The candidate is required to support the conduct of the interview in a room where no other persons are present and in which, if possible, no other persons enter during the test. The PC/device used for the exam should frame the candidate and his position (table/desk).

During the test, it is not allowed the presence of additional devices (smartphone, tablet, or other) compared to the one required for the performance of the test.

6.3 Operation guidelines for the oral text

The candidates participate in the oral exam conference through the link sent in the communication for the test. The candidates are required to connect to the platform at least 30 minutes before. This frame time allows to carry out the identification operations (through comparison with the photo of the identification document already sent by the candidate in one to the Declaration of acceptance, referred to para. 4) and verification of the environments in which the candidate will perform the test (through the camera of the PC/ device used). It is forbidden for candidates to share the invitation to attend the GoToMeeting. The Commission shall then conduct the interviews in the order established.

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Il Direttore Generale

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