Information for ECDL candidates regarding the ECDL Remote Testing

ECDL ROMANIA offers to candidates a new type of ECDL testing: **Remote testing**. The ECDL candidates can take the ECDL tests from their own home, office, etc, in compliance with the Remote Testing Procedure, exclusively during the period of maintaining the Procedure in use by ECDL ROMANIA. This document presents the main rules for the ECDL Remote Testing. Details can be requested at the Test Centre at which the candidate is registered or at ECDL ROMANIA at office@ecdl.ro.

General information

Remote testing means that the Tester of the Testing Centre will monitor and video recording (image and sound):

- the ECDL candidates who take tests from their home
- the images on the candidates' computer screens during the tests (in fact, the candidates solving tests).

Pre-test conditions:

- the Testing Centre at which the candidate is registered to organize remote testing sessions (the candidate can be transferred to any other ECDL Testing Centre during the ECDL certification process)
- the candidate to have a computer with a webcam, microphone and Internet access
- the candidate to check if his own computer meets the technical requirements received from the Test Centre's Tester
- the candidate to perform on the computer a technical test Quiz (in case of testing in Romanian or English) or an ECDL Diagnostic test received from the Tester
- the candidate to install on his computer the applications indicated by the Tester that allow the recording of the video conferences and the remote access to the computer
- **the adult candidate or parent (for the minor candidate) to enter into the ECDL Candidate Account, to read the Remote Testing Rules and how are collected and processed the personal data and, if he agrees with them to check the appropriate consent box**
  Address: https://bd.ecdl.org.ro/ecdlvcard/logoncandidat.aspx
    OBS: candidates who no longer have the access data for their ECDL Account, will request them at the Tester or at ECDL ROMANIA at office@ecdl.ro
- the candidate to keep in touch with the Tester throughout the preparation of the conditions necessary for the remote testing

Conditions on the testing day

- the candidate to connect to the videoconferencing application and to the video call based on the invitation / password received from the Tester
- the candidate to show his identity card in front of the webcam, for identification
- the candidate to make sure that he is alone in the test room, that the room door is closed, that there are no ECDL materials (books, manuals, etc) and that the light level is appropriate
- the candidate to give to the Tester the access to the image of his personal computer screen (screen share)
- the candidate to access the testing platform and to take the test, in compliance with ECDL testing rules
- the candidate to answer to the Tester (chat, voice) if the Tester will contact him
- the candidate to maintain the video connection (image and sound) throughout the ECDL testing session
- the candidate should not leave the testing room while taking the ECDL test / tests

IMPORTANT INFORMATION

Any breach of the test rules leads to the closing and cancellation of the ECDL test (s) taken, without reimbursing the tax paid.
Exemptions for absence from the test session are not accepted.
The official result of the ECDL test is the one from the online ECDL Candidate Account, in correspondence with the ECDL Database.

Accessing the ECDL testing platform

The address of the testing platform for Romanian and English tests is: http://certificare.ecdl.ro
For testing in Hungarian language, the candidate will receive the application download link from the Test Centre's Tester.

The candidate receives from the Tester the access data in the testing platform a few minutes before the start time of the session.

Data protection

General and specific details regarding the collection, use, processing and storage of the candidate's personal data in the ECDL Testing process as well as those regarding the ECDL testing rules can be found on the ECDL ROMANIA website www.ecdl.ro (in the ECDL ROMANIA menu link1; in the *ECDL pentru toti* menu link2) and in each candidate's own ECDL Account.

When a candidate takes a remote ECDL test the following applications will be used to monitor it:

• The testing platform
This software is an automatic testing system. It will run on the candidate's computer, display questions or requirements and record all the candidate's actions on the computer during the test.

• The video conferencing application
This software allows the candidate to join a video call (invitation). The application uses the webcam, the microphone and can see / record the candidate and what is happening on the candidate's computer screen.
The video call throughout the testing session will be recorded.

The candidate must ensure that there is no sensitive / confidential information visible on his computer screen during the test, as these could be stored in the recording of the testing session.
During the test, the candidate must have open and visible on the computer screen only the applications necessary to support and monitor the ECDL test.

• The application that allows remote access to the computer
This software will be used only in case of technical problems on the candidate's computer and only if he fails to solve them, requiring the remote intervention of the Tester (or the representative of ECDL ROMANIA).
ECDL ROMANIA and the ECDL Test Centres are not responsible for the security and confidentiality policies set and practiced by the owners of the video conferencing applications and those that allow the possibility of remote intervention. The adult candidate or the parent for the minor is solely responsible for installing, accessing and granting consent for the use of these applications.
The candidate must immediately uninstall the ECDL testing applications if he will no longer take (other) remote ECDL tests.

IMPORTANT INFORMATION
Remote ECDL testing, like ECDL testing in general, is not a mandatory activity. Participation in any type of ECDL testing is done voluntarily by candidates.
If the adult candidate (or parent for the minor) does not agree with the Remote Testing Procedure, then he/she will not check the consent box in the Candidate Account and will return to the ECDL testing process in the Test Center's Testing Room.