



**L-Università
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**MATSEC
Examinations Board**

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Instructions for Online Coursework Interviews

Candidates are requested to read and comply with the instructions below. Failure to do so may lead to disciplinary action.

1. Device Requirements:

- A PC/Laptop, with a microphone and webcam (mandatory), can be utilised to participate in the online interview. This is preferred over the use of a mobile phone.

2. Online Meeting Protocol:

- The link required to join the Meeting is provided on the appointment letter.
- Candidates must have the WEBCAM ON and the AUDIO UNMUTED throughout the entire duration of the online interview.
- No background filter should be applied.

3. Location and Requirements:

- Select a location where you can remain undisturbed for the entire duration of the interview.
- Ensure the room is quiet with no background noise such as music, television, or chatting.
- Bright, overhead lighting is optimal; avoid having the light source behind you.
- Check that your microphone and speaker volume settings are properly set up before joining the online meeting.
- Use a comfortable chair and sit upright with your face clearly visible on the webcam.
- No other individuals should be present in the room during the test; detection of anyone else in the video frame will result in disciplinary action being taken.
- The use of any device for recording purposes is prohibited and may lead to disciplinary action.
- Close all programs and applications, other than the online platform being used for the meeting.

4. Behavioural Guidelines:

- The entire interview is proctored via video; adhere to the following guidelines:
 - Dress appropriately as if in a public setting.
 - Refrain from communicating with any other person by any means.
 - Do not leave the video frame during the exam for any reason.
 - Do not use headphones, earphones, or any external audio equipment.
 - Do not use any recording equipment.
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