

HOW
TO YOU USE
zoom



You need to have downloaded Zoom application on your mobile device (smartphone or tablet), at least one day before the test.

On the day test, 10 minutes before the TOLC@CASA starts, you need to access your [Student Area](#) and wait for the button **Start TOLC@HOME** be clickable

Friday 12 February 2021 >> Welcome back: **Luigi Moretti**

CISIA student area

In your CISIA student area you can:

- book a TOLC and/or modify your booking
- display or print out the "Payment and Enrolment Receipt" for TOLC
- display or print out your TOLC certificates
- book a TEST-ARCHED
- edit your personal data
- access MOOC Basic Math

Please consult the [FAQ](#) on the website if you have any questions.

TOLC@HOME TOLC-E: Starting time 09:00

At least 45 minutes before the test starting, you need to have your devices ready and your room must be set as described in [Test room configuration, testing and network requirements](#)

At the starting time, click on "Start TOLC@HOME"

On the next screen, you will find the QR code for signing in the virtual room. You need to frame the QR Code with your mobile device where ZOOM app has been installed. QR code is unreadable: from your mobile device where ZOOM app has been installed, log into your e-mail box and click on the link that you should have received.

Start TOLC@HOME

Book a TOLC

TOLC-I

TOLC-E

TOLC-S

TOLC-F

TOLC-SU

TOLC-B

TOLC-AV

English TOLC-I

English TOLC-E

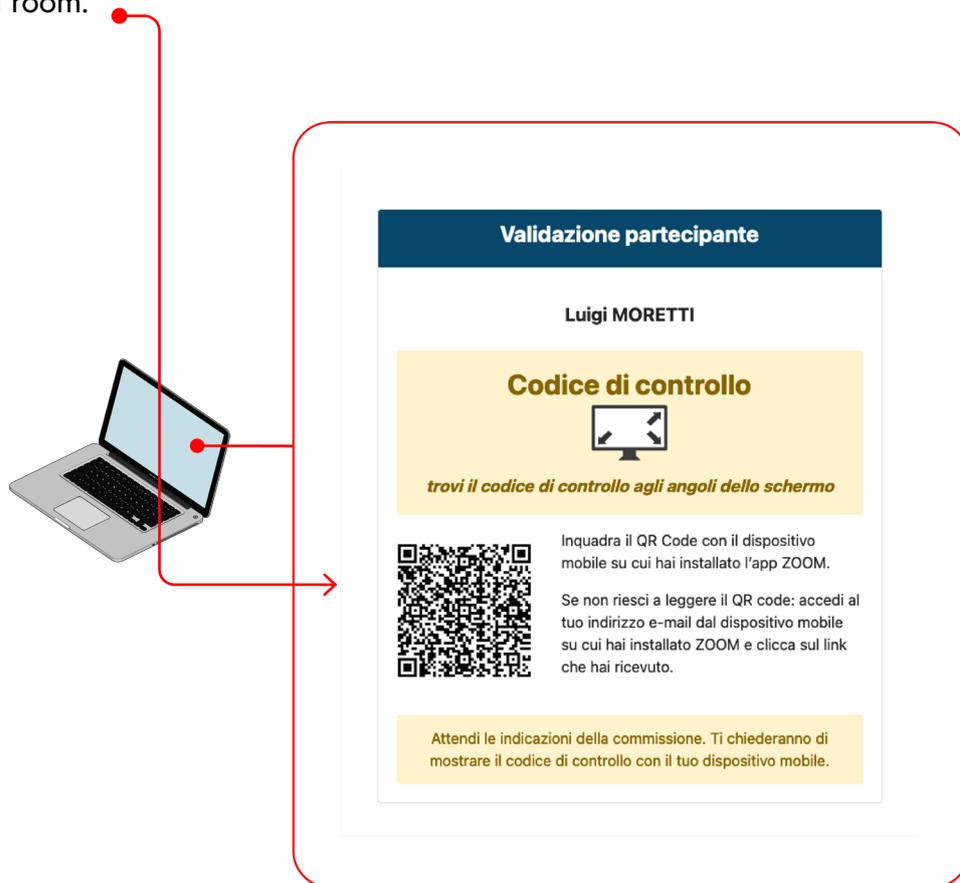
English TOLC-F

Book a TEST-ARCHED (Architecture, Building Engineering - Architecture)

Select the procedure to take the test, as required by your University:



Click on it and point and shoot at the QRCode with your mobile device for accessing the virtual room.



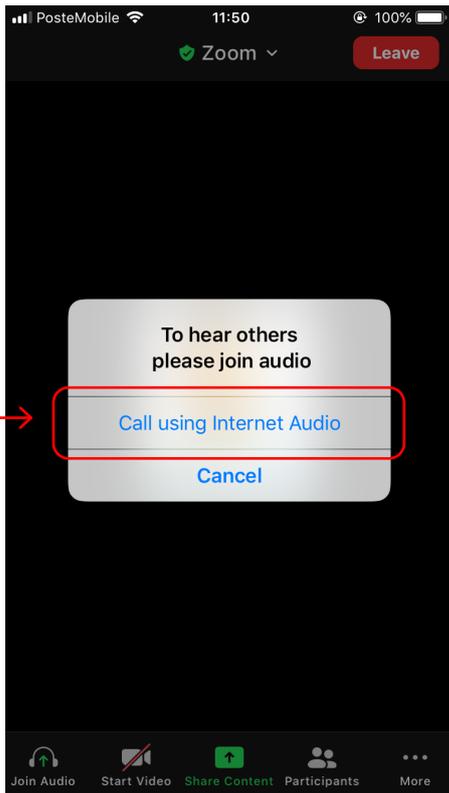
If you cannot shoot the QR code, you can use the link you have received in your e-mail box (check it from your mobile device).



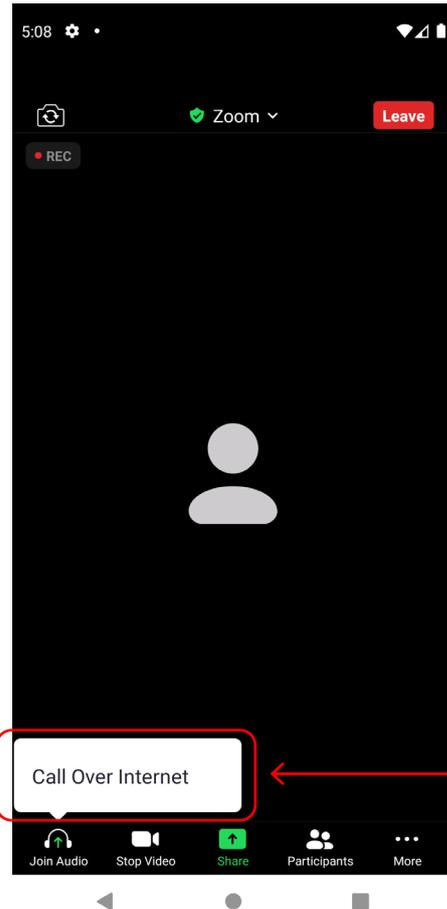
When ZOOM is launched, be sure audio is on:

if you are using an IOS mobile device, you'll get this notification :To hear others please join audio. Tap on Call using Internet Audio

if you are using an Android mobile device, be sure you've authorized the app to use audio and videocam. After that, tap on Join Audio and then, tap on Call over Internet

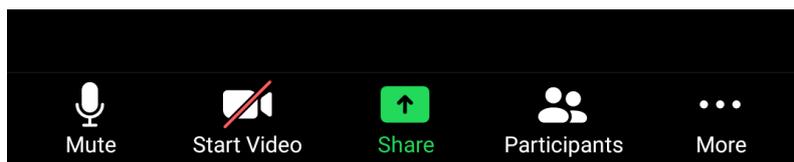


IOS

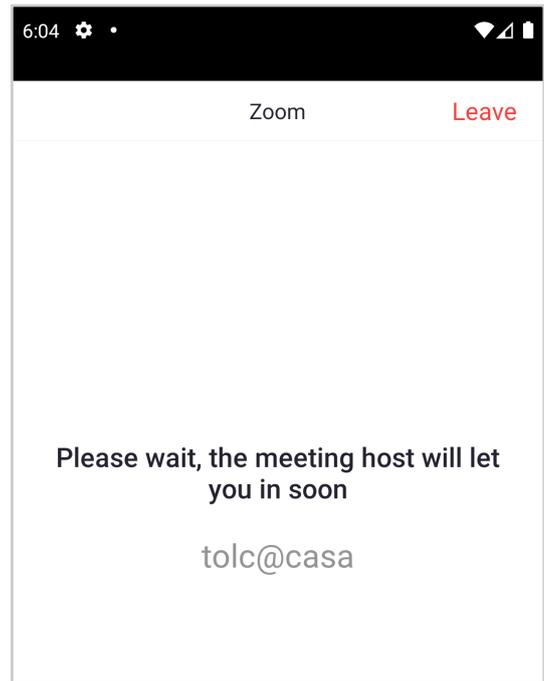


ANDROID

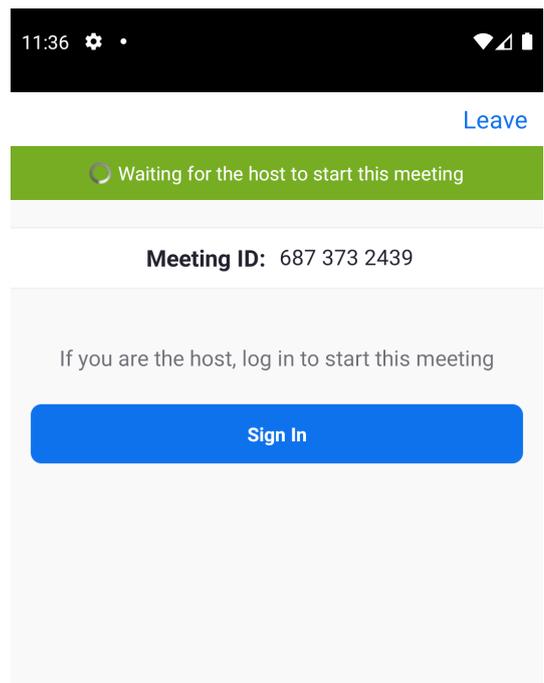
When the audio is on, the icon "Mute" is displayed as below:



If you see this window, it means you are in the waiting and the Commissioners will soon let you in; this could required some minutes as the starting and identification procedure takes a little time

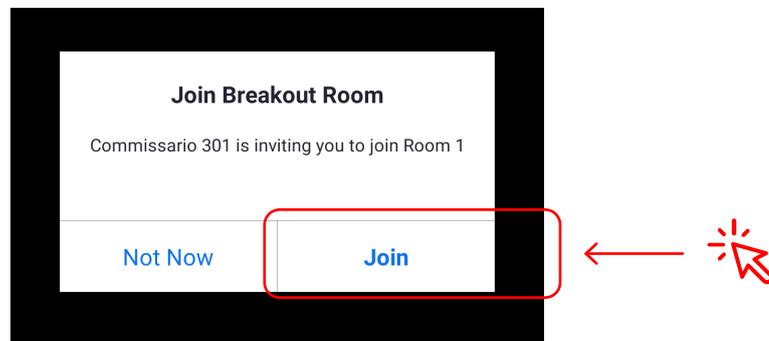


If you see this window, it means that the meeting hasn't opened yet: please, wait the Commissioners start it



If you have technical troubles while the test runs, invigilator could temporarily move you in a breakout room where you can talk without bothering the other candidates:

- once you are moved, click on **Join Breakout Room**



- once the invigilator closed the breakout room, you will be moved to the main virtual room within 60 seconds or clicking on **Return to Main Session**

