Concours CNRS
Frequently asked questions about videoconferencing

1. What are the reference texts?

The texts are as follows:

- LOI n° 2022-46 du 22 janvier 2022 renforçant les outils de gestion de la crise sanitaire et modifiant le code de la santé publique et notamment son article 7 ;
- Ordonnance n° 2020-1694 du 24 décembre 2020 relative à l’organisation des examens et concours pendant la crise sanitaire née de l’épidémie de covid-19 et notamment ses articles 7 et 8 ;

The purpose of the provisions of the Act, the Order and the Decree is to deal with the consequences of the spread of the covid-19 epidemic and the measures taken to limit this spread for all examinations and competitions until October 31th 2022. They allow the competition organising authority to adapt the way competitions are conducted and, in particular, to use videoconferencing for tests and also for jury meetings.

2. Who decides on the organisation of hearings by video conference?

The authority organising the competition has the right to decide to use video-conferencing, even if the candidate has not requested it.

The decision to use videoconferencing is taken in consideration of the state of health emergency and the restrictions on travel.

3. Is it possible to use video-conferencing when this was not foreseen in the order opening the recruitment or in the conditions indicated in the guide for candidates?

Yes, taking into account the above-mentioned reference texts.
4. **Will hearings be able to take place "face-to-face"?**

There will be no "face-to-face" hearings to ensure that all candidates are auditionned in the same conditions and to ensure equal access to the competitions with regard to existing travel constraints.

5. **Where will the videoconferences take place?**

Videoconferences may be held either at the candidates' homes or, in cases of force majeure, in an administrative building.

In that case, the choice of location for the videoconference will be decided by the organising authority according to the technical means available.

6. **What are the technical guarantees for the proper implementation of videoconferences?**

All candidates will benefit from the same technical performance guarantees.

These guarantees will be as follows:
- the transmission of the voice and image of the candidate(s) and the jury or selection body in simultaneous, real and continuous time
- the security and confidentiality of the data transmitted
- compliance with the regulations applicable to the test, audition or interview, as well as the confidentiality and security of the subject;
- the implementation of accommodations for candidates with disabilities.

7. **How will technical guarantees be provided?**

Each videoconference will be subject to a prior technical test, including those held at home. The quality of the connection and the flows will be tested, as well as the quality of your equipment. If a test is not conclusive, the necessary technical means will be put in place before the audition to ensure that it runs smoothly.

Technical assistance will also be provided during each audition.
8. **What are the technical guarantees for data protection?**

Videoconferences will respect the rules of confidentiality and protection of personal data. They will not be recorded.

9. **Is it possible to record the hearing?**

No. Recording hearings is strictly prohibited and will expose offenders to sanctions.

10. **How long will the hearing last?**

The duration of the audition depends on the type of competition. It is indicated on the invitations.

11. **How will the identity of the candidates be checked?**

Before the start of their audition, candidates who will be attending by videoconference must present their summons to the jury and an identity document.

12. **What rules apply in the case of fraud?**

In the event of attempted fraud, the candidates involved will be eliminated from the competition and will be subject to administrative and financial penalties.

13. **What are the penalties for attempted fraud?**

- Reprimand
- Ban on taking any competition
- 3 years' imprisonment and a fine of €45,000 for forgery
- Up to 3 years in prison and a €50,000 fine for falsifying documents
- Up to 10 years' imprisonment and a fine of up to €1 million for impersonating someone during the tests.
14. **What are cases of fraud?**

The following circumstances are considered as fraud or attempted fraud:
- Communicating with a third person or another candidate during a test;
- Carrying and/or using unauthorised equipment: untested computer, connected watch, calculator, etc., even when switched off;
- Using unauthorised documents or media not provided for in the invitation;
- Stealing confidential documents and using them for the hearing;
- Voluntarily interrupting the sound or image of the videoconference;
- Using equipment other than that which has been tested;
- Logging on in unauthorised time slots;
- Attempting to connect after the audition has been completed;
- Plagiarising: copying a whole text or a quotation without quoting the source, copying elements found on the internet, copying another candidate's file;
- Impersonation: impersonating someone else.

15. **Will it be possible to use a support?**

Juries are sovereign in deciding whether or not to use a medium during the presentation sequence at the beginning of the interview.

The possibility of using or not using a presentation aid will be specified in the invitation, as will the authorised format.

16. **What happens in case of technical problems during the hearings?**

In the event of a technical failure, the decree provides for the possibility of extending or postponing the hearing.

In the event of a failure leading to an interruption of less than half the duration of the test, hearing or interview, its duration may be extended by the duration of the failure.

In case of failure leading to an interruption of more than half the duration of the test, hearing or interview, the test, hearing or interview is repeated or postponed. The first interrupted performance is not taken into account for the assessment of the candidate.

In the event of an interruption of sound or image or a total interruption of image and sound, candidates will have the opportunity to send a warning message to the CSC and the members of the jury without delay.
17. Which authority is competent to take the decision to extend, interrupt, resume or postpone the test, audition or interview?

This decision falls within the sovereign competence of the chairperson of the jury.

18. Do technical failures during the test, audition or interview have to be documented?

Yes, technical failures and the follow-up given to them must be recorded in the minutes of the audition. If the candidate so requests, he or she may state his or her perception of the test conditions and incidents in the minutes.

19. If an audition takes place in an administrative room, will health security conditions be guaranteed?

Yes, all applicable safety measures will be implemented. It is the responsibility of the candidates to comply with the applicable hygiene regulations.

20. In which room will the auditions be held at home?

There is no obligation. The most important thing is that candidates can conduct their audition in a quiet, isolated room where they will not be disturbed and which has good connectivity. Bright backlighting should be avoided. A white wall should be used if possible.

21. Is it possible to audition in an office?

If the technical tests justify it, candidates will be allowed to audition in their unit or in a meeting room of the nearest regional delegation subject to availability. In case of an audition in the units, candidates must inform their Director and, if necessary, obtain permission to travel if this is foreseen at national level.
22. How will candidates be summoned to attend?
The competition calendars are online. Summons will be sent exclusively by electronic means at least eight days before the start of the competition auditions. The organising authority is not responsible for any failure to receive electronic summons. It is the responsibility of each candidate to inform the CSC if he/she does not receive his/her summons. The summons will indicate the general arrangements for carrying out the videoconferences.

23. How will the tests be conducted?
Candidates are invited to test their equipment using the instructions for use provided. Candidates should log on to the following link: https://zoom.us/test

24. How will the selection boards function during the admission phase of the competitions?
Boards will be either physically grouped together or spread over several sites. They will have the possibility to hold their deliberations by videoconference.

25. How will the panels be visible during the auditions?
Jury members will be visible in individual vignettes. There will not be a wide shot of all jury members.

26. How will the video-conference auditions work in practice?
The auditions will not be recorded. Candidates will be able to log in before the start of their audition. They will then be placed in a virtual waiting room which will be visible to the jury. The entrance of the candidates into the virtual examination room will be done by the jury.
Before the audition, the members of the jury will introduce themselves. A quick check of the quality of the image and sound transmission will be carried out at the end of this presentation sequence.

If a presentation medium is used (as specified in the invitation), screen sharing will be allowed.

The duration of the audition will be controlled by the jury.

Mobile phones must be switched to silent mode so as not to disrupt the interview process.

At the end of the audition, candidates will be invited to make any comments they may have concerning the technical arrangements for their video conference.

27. How to get acquainted with videoconferencing?

An instruction manual will be made available to candidates.

28. What equipment may be used?

Candidates may use desktop or laptop computers, personal or professional. The use of headsets with microphones is not compulsory but recommended. Wired headsets are preferable to wireless headsets.