

# RULES FOR PARTICIPANTS IN THE CISIA ENGLISH TEST (CEnT)

## 1. DEFINITION, ADHERENCE, AND NATIONAL VALIDITY OF THE TEST

### 1.1 CISIA English Test (hereafter CEnT)

The CEnT is an individual test, administered on predetermined dates. The questions are drafted and selected by CISIA, which ensures their quality, consistency, and alignment with the objectives of the test. CISIA is also responsible for the technical implementation and management of the test, including the software used for its administration.

CEnTs are delivered via an IT platform in two formats: in specially equipped university classrooms (CEnT at the university, hereafter also CEnT@UNI), or remotely, in virtual classrooms overseen and supervised by commissions appointed by the universities organising the test (CEnT@HOME).

Universities, either directly or through departments, schools, or similar structures, participate in the CEnT. Participating universities adopt uniform management methods and common organisational measures, as detailed in these rules.

CEnTs are designed to present a similar or at least comparable level of difficulty, or in any case, a difficulty that can be compared and commensurable through the process of **normalisation**, thus ensuring comparability between different tests. The score obtained in the CEnT is recognised, for the purposes of admission to degree courses taught in English, by all locations that adopt the test, regardless of where it was taken. University locations may specify in their own calls and/or notices the delivery formats they consider valid for access to their courses (CEnT@HOME and/or CEnT@UNI).

CEnTs are administered exclusively on predefined days, established annually by CISIA before the start of the relevant academic year, in agreement with the participating locations.

#### 1.1.2 Test databases and validation

The CISIA question database is a confidential and protected database, not open to public browsing, and is the exclusive property of CISIA. The question database is validated by scientific committees specifically established and coordinated by CISIA.

### **1.1.3 Administration in computer labs or classrooms at universities (CEnT@UNI)**

The CEnT@UNI is administered to each participant through the CISIA IT platform in dedicated accredited IT classrooms set up by the participating universities.

### **1.1.4 Remote Administration in virtual classrooms (CEnT@HOME)**

The CEnT@HOME is administered to each participant through the CISIA IT platform, using tools and technologies capable of creating virtual classrooms in which a safe and controlled environment is recreated, allowing each participant to be correctly identified and to take the test independently. Virtual classrooms are managed by universities in collaboration with CISIA.

## **1.2 CISIA English Test - Sciences (hereafter CEnT-S)**

The CEnT-S is a specific type of CEnT with a modular structure and sections that are both common and specific to disciplinary areas, which can be used for access to degree courses in English in Engineering, Sciences, Biology, Pharmacy, Economics, Psychology, and Agriculture.

The validity of the CEnT, regardless of the administering university and subject to acceptance of the test format (@HOME and/or @UNI), is guaranteed by all participating institutions for the period from **1 November 2025 and 31 October 2026**.

The test is delivered on predefined dates, established annually by CISIA before the start of the relevant academic year, in agreement with the participating universities. The official calendar, with available dates, is published and can be consulted on the CISIA portal at [www.cisiaonline.it](http://www.cisiaonline.it).

The administration dates are distributed across 4 macro-periods for a total of 11 test days.

For the period November 2025 – October 2026, the macro-periods and their respective dates are:

- FIRST MACRO-PERIOD (from November 2025 to January 2026): **27 November, 16 December, and 15 January. Normalised scores available by 30 January**
- SECOND MACRO-PERIOD (from February to March 2026): **19 February, 26 February, 12 March. Normalised scores available by 31 March**
- THIRD MACRO-PERIOD (from April to June 2026): **23 April, 21 May, 9 June. Normalised scores available by 30 June**
- FOURTH MACRO-PERIOD (from September to October 2026): **17 September and 15 October. Normalised scores available by 30 October.**

The CEnT-S is administered **exclusively in the afternoon session, with identification and validation of participants starting from 14:15 (Italian time).** Further details will be communicated during the booking.

It is possible to take the test only once per macro-period.

CISIA reserves the right not to deliver the CEnT on one of the scheduled dates, except for the last date of the macro-period, if at least 250 total registrations are not reached for a specific date. In the event of a CEnT date not being administered, participants will be reassigned to a subsequent date within the macro-period.

### 1.2.1 Structure of CEnT-S

The structure of the CEnT-S, i.e., the sections that compose it, the number of questions for each section, and the set time available for each, is always updated and available on the CISIA portal. Any changes to the structure of the CEnT-S or to the overall organisation will be announced by **31 October** each year. The syllabus, i.e., the topics covered by the CEnT-S, is updated and available on the CISIA portal [www.cisiaonline.it](http://www.cisiaonline.it).

The questions are multiple-choice, with 5 possible options, only one of which is correct.

The test is in English and is designed for courses taught in this language.

The structure of the CEnT-S for the year 2025-2026 includes 5 sections, for a total of 55 questions:

- Mathematics: 15 questions (30 minutes)
- Reasoning on texts and data: 15 questions (30 minutes)
- Biology: 10 questions (20 minutes)
- Chemistry: 10 questions (20 minutes)
- Physics: 5 questions (10 minutes).

CISIA provides a specific section of the portal with all useful and necessary information in English. For the CEnT-S, further specific rules of operation may be identified, which will be indicated at the time of booking. For subsequent years, the structure may be modified and published on the portal [cisiaonline.it](http://cisiaonline.it).

### 1.3 Assessment and results

To ensure fairness and comparability of results obtained on different test days, CISIA applies a **normalisation** process to CEnT scores. This procedure allows the

scores obtained by participants to be compared, even in the case where each person takes a different version of the test.

**Normalisation** is based on statistical models that transform the algebraic sum of correct and incorrect answers into a **normalised** score, taking into account the specific difficulty of the questions administered. This method ensures a fairer and more reliable assessment, regardless of the combination of questions presented to each participant.

At the end of the normalisation process, CISIA provides participants and universities with the normalised score, which can be officially used at all participating universities.

Based on the **normalised** scores, each participating location may transform the CEnT's **normalised** score using its own internal evaluation system and assign possible coefficients to weight the scores of individual sections, thus indicating its own minimum passing threshold. The assessment criteria and passing thresholds set by each university are available on their websites, together with the information necessary to pass the test for enrolment purposes. To facilitate the dissemination of this information, CISIA includes links on its portal to the university websites.

## 1.4 Calculation of the **normalised score**

The **normalised score** is calculated starting from the **non-normalised score**.

The **non-normalised score** for each CEnT is determined by the number of correct, incorrect, and unanswered responses, as follows:

- 1 point for each correct answer
- 0 points for each unanswered question
- -0.25 penalty points for each incorrect answer.

To the **non-normalised score** for each section of the test, a **normalisation coefficient** for the individual section is added, which takes into account the difficulty of the questions administered to each candidate on the different test days of the identified periods.

The **normalisation coefficient** for a section is obtained by subtracting from the number of questions in the section the **ease coefficient** of the section, given by the sum of all the **ease coefficients** of the individual questions in the section. For each question, the **ease coefficient** is essentially the average value of the scores obtained for that specific question by the participants to whom the question was administered. Each individual question can therefore have an **ease coefficient** ranging from -0.25 to 1.

The total normalised score is the sum of the normalised scores of the different sections.

## 2. PARTICIPANTS

It is possible to take a CEnT only once per macro-period for each type of CEnT, regardless of the booking university and format. A person who books a test cannot book other tests of the same type before having taken the one for which they are regularly booked. Consequently, a participant may book a subsequent test, administered in a different macro-period, only starting from the day after the date of their current booking.

In case of absence, only once, the opportunity to re-book within the same macro-period or in subsequent macro-periods is granted without requiring further payment.

The result obtained in the same type of CEnT administered in the same format is valid, regardless of the university, for admission to a degree course, for all universities using that same type of CEnT administered in the same format.

The CEnT-S is considered valid by all participating universities for enrollment in the 2026/2027 academic year, at least until 31 October 2026. Universities specify in their official calls and/or notices which formats (CEnT@CASA and/or CEnT@UNI), and the corresponding results, are recognised as valid for admission to their degree courses.

If the result of the CEnT has led to admission with the assignment of OFA (Additional Educational Obligations), the person must fulfil them according to the procedures described in the university's academic regulations, as provided by the relevant regulations, at the university where they are enrolled.

## 3. REGISTRATION, BOOKING AND PAYMENT

### 3.1 Registration and booking procedures

The participants must follow these steps to register and book the CEnT:

1. Sign up to the CISIA Student Area on the portal [cisialonline.it](https://cisialonline.it) using the registration form. The information to access the CISIA Student Area will be sent by the system at the email address provided at the time of registration. The participants must also confirm the registration and activate their account by clicking on the link in the email
2. Using their credentials, access the CISIA Student Area, where they can select the format (CEnT@HOME, CEnT@UNI) for which they wish to register. Then:
  - select the payment method;

- select the university and the date on which they wish to take the CEnT;
- if they have chosen to book a CEnT@HOME, it will be necessary to upload the front and back image of a valid identification document during the booking (if the document is unavailable due to loss or theft, the related police report may be uploaded). The images of the uploaded document must be in jpg, jpeg, or png format and **perfectly legible**, otherwise it will not be possible to take the CEnT@HOME. It is forbidden to use VPN/PROXY connections or any system and/or technology that relocates the Internet access point from the actual network to which the laptop used for the CEnT@HOME is connected, and the test must be taken in the country indicated when booking the CEnT@HOME

3. Proceed to **payment of the registration fee**, collected by CISIA on behalf of the university where the test is to be taken, either at the physical or virtual location.

Payment can be made by:

- MAV
- credit card
- other systems that may be available.

The booking deadlines, depending on the chosen date, are:

TEST DAY	BOOKING DEADLINE
Monday	2:00 PM – previous Tuesday
Tuesday	2:00 PM – previous Wednesday
Wednesday	2:00 PM – previous Thursday
Thursday	2:00 PM – previous Friday
Friday	2:00 PM – previous Friday

If the booking deadline falls on a public holiday, it will be postponed to 2:00 PM on the next business day.

### 3.2 Payment of the fee

For each test, the participant must pay the mandatory all-inclusive fee, collected by CISIA on behalf of the location, physical or virtual, where the test is taken. This fee is non-refundable and is the same across the entire country, set each year by the CISIA Consortium Members Assembly.

For tests administered from November 2025 to October 2026, this fee is set at EUR 55.00.

Payment may be made by:

- **Bank payment slip (MAV)**
  - The MAV must be paid by the deadline shown on the MAV

- CISIA reserves the right not to guarantee a seat at the test for those who do not pay the MAV by the deadline
- Upon successful payment verification by CISIA, the participant will receive confirmation at the email address provided at registration. After receiving confirmation, they must print the Payment and Enrolment Receipt, which will be available in their CISIA Student Area in the "Manage Bookings" section
- **Credit Card**
  - Upon successful payment by credit card, the participant can immediately print the Payment and Enrolment Receipt, which will be available in their CISIA Student Area.

For the CEnT@UNI, the Receipt will be available as soon as the transaction is completed.

For the CEnT@HOME, the Receipt will be available **only** after also:

- uploading their profile photo to their CISIA Student Area
- downloading and installing the APP to take the test no later than the day prior to the scheduled test date
- it is recommended to take at least one test simulation before the CEnT@HOME.

A booking is confirmed only when the Payment and Enrolment Receipt is available in the "Manage Bookings" section.

This Receipt must be presented to access the classroom and entitles the participant to take the test. If confirmation of payment is not received and the Payment and Enrolment Receipt is not available, it will not be possible to take the CEnT.

### 3.3 Special cases

#### 3.3.1 Changes to bookings

Once a CEnT booking has been completed, it cannot be cancelled.

By accessing their CISIA Student Area in the "Manage Bookings" section, participants can modify their booking by changing:

- the test date
- the university location
- the test format.

The above changes are allowed only if all the following conditions are met:

- bookings for the currently booked test and those for the new test are still open
- seats are still available

- the payment status is Completed.

### 3.3.2 Absences

In case of absence to a CEnT for which the booking and payment have been completed, it is possible to make a new booking exclusively for another CEnT, on a new date, even at a different university and in a different format, using the credit from the first booking.

Any available credits will be indicated in the CISIA Student Area from the day after the missed CEnT.

Reuse of the fee already paid is only possible until the last available CEnT date within the macro-periods specified in Article 1.2 of these Rules.

The credit can be used in the same macro-period or in subsequent macro-periods, provided that bookings are still open and seats are available.

Those who, after booking a CEnT using the credit, are again absent will forfeit the right to reuse the paid fee.

Credits not used by the last available CEnT date cannot be used for subsequent sessions and will not be refunded.

### 3.3.3 Technical issues

In case of technical problems of various kinds occur during the administration of the CEnT, and particularly during CEnT@HOME (i.e: loss of connection, power outage), the CEnT may be reset by the university. This grants a credit that can be used to rebook only and exclusively a new CEnT within the same macro-period or in subsequent macro-periods, provided that bookings are still open and seats are still available. The credit will be available in the CISIA Student Area starting from the day after the CEnT reset by the commission. In this case as well, the credit can be used until the last available CEnT date and, if not used, cannot be refunded. The credit following a test reset is not cumulative with the credit for absence. If necessary, a make-up date will be scheduled for each macro-period for those who experienced unresolvable technical problems during the test administration dates.

### 3.3.4 Test cancellation

If the commission detects serious irregularities during the administration of the CEnT (such as the use of unauthorized devices, attempts to obtain external assistance, or duplication of test items) they will cancel the test.

In this case, the participant will be allowed to book a new CEnT from the following macro-period upon payment of a new booking fee.

In any case, CISIA will not validate the test by the scheduled normalised score release date or prevent it from starting, deeming it null and void and therefore non-refundable, if the participant's laptop and/or Internet connection and/or additional technical-statistical elements derived from available data analysis do not meet the mandatory standards previously established with the participating universities.

## 4. TEST ADMINISTRATION

### 4.1 CEnT@UNI

#### 4.1.1 Digital classroom access and test starting procedure

On the day of the CEnT, participants must:

- bring a printed copy of the Payment and Enrolment Receipt and a valid identification document;
- enter the classroom at the time indicated on the Payment and Enrolment Receipt, ensuring they remember their username and password for the CISIA Student Area;
- log in with their credentials to the CEnT access page. The workstation will already be set up with the access page. The system will display to the participants their personal data, photo, and the CEnT booked for that day. The commission verifies that the data matches the person at the workstation:
  - if they do not match, the commission uses the cancellation button on the test management interface. The cancellation is recorded in the minutes with the reason, and the participant is removed from the classroom;
  - if they match, the commission validates the participant. The validated participant, in the presence of the commission, clicks on the CEnT of the day and on the button to start the full-screen client. Clicking on the CEnT of the day by the validated participant is equivalent to an entry signature;
- wait silently for the commission to complete the procedures described for the entire classroom. The commission will start the test for all identified and validated participants.

In case of access problems to the CISIA Student Area, the participant may request assistance from the classroom commission.

#### 4.1.2 Taking the test

- During the test:
  - no breaks are scheduled. In exceptional cases, the commission may grant a break and/or provide assistance to the participant. If granted, the

break is allowed at the end of a section and before starting the next section

- the participant may not use technological devices or other tools, except those necessary for participants with disabilities or learning difficulties (LD) for equal performance of the test, as communicated to the commission by the competent offices and/or the Designated University Representative
- the CEnT ends either when the time allocated for the final section expires or when the participant presses the designated button. The data for each individual test is sent to the CISIA server, which immediately returns on-screen the number of correct, incorrect, and unanswered responses to each participant
- participants may submit the test only from the last section. Once started, the test is valid even if submitted before the allocated time expires. The system records the score in any case
- participants may submit the test and leave the classroom according to the instructions provided by the commission. A participant who wishes to end the CEnT and leave the room:
  - must reach the last section of the test
  - must press the button to submit the test, following the on-screen instructions. This action serves as an "exit signature" in the case of a digital procedure
  - will see on screen the number of correct, incorrect, and unanswered responses by section
  - must return all certified sheets to the commission and sign the exit in the case of a paper-based procedure.

Certified sheets returned by participants before leaving the classroom will be destroyed by the commission, which will ensure that the same number of sheets provided upon entry has been returned.

#### **4.1.3 Rules of conduct**

The participant must comply with the classroom rules of conduct (displayed on screen before starting the CEnT), these rules, and the conditions accepted when booking the CEnT.

They must also comply with the provisions of the commission at each university regarding classroom use and leaving the classroom before the predetermined time for each CEnT.

Failure to comply with the aforementioned rules will result in removal from the CEnT university location and no refund will be granted. In such cases, the participant may book a new CEnT, paying the fee again, starting from the next macro-period, if bookings are open and seats are available.

#### 4.1.4 Timing and procedures

The test is conducted according to predefined procedures and timing. Each section of the test has a maximum duration; the participant may use all the time allotted to each section or close it early, forfeiting the remaining time for that section.

If a break is granted to the participant, it may last a maximum of 10 minutes and must take place at the end of a section and before starting the next one.

During the CEnT, no calculation, educational, or support tools may be used, except those provided by the university as tools for participants with disabilities or Learning Difficulties (LDs). It is also strictly prohibited to extract information and/or images from the computer-based test fraudulently.

At the time of the test, participants must have only a pen and the sheets provided by the commission on the table. All sheets must be returned before leaving the classroom. No other tools are permitted except those necessary for people with disabilities or LDs, as authorised by the competent offices for the purpose of taking the test.

#### 4.1.5 Results

At the end of the test, the participant can immediately view the summary data of the test taken in terms of the number of correct, incorrect, and unanswered responses.

The on-screen display of the summary data confirms the successful saving of the data and responses chosen by the participant.

For the test result to be recorded by the system and thus be valid, the participant must submit the test using the appropriate button on the interface.

If the participant does not perform this operation, the test will not be completed and the result will not be recorded by the system.

The **normalised score**, i.e., the score that can be officially used at all participating universities, for each section and total, will be provided according to the terms set out in Article 1.3 of these rules.

#### 4.1.6 Leaving the classroom

The exit signature corresponds to the participant's click on the button to submit the test.

Participants must return to the commission all calculation and minute sheets provided to them upon entering the classroom, as well as collect any materials left at the entrance.

Participants may finish the test and leave the classroom by contacting the commission.

#### **4.1.7 Obligations and responsibilities of participants**

The participant is responsible for any damage or fraudulent actions against the means made available by the university.

In case of technical problems during the test, the participant must immediately notify the commission, which will act according to the rules and procedures contained in the Participating Universities.

Those who have successfully submitted the CEnT will find the test score in their CISIA Student Area and may print the certificate including the data relating to the score achieved. This certificate also contains the university and date of the test.

A certificate of attendance (which does not include the results) and an additional document detailing the results obtained in the different areas of the test will also be available.

## **4.2 CEnT@HOME**

### **4.2.1 Necessary and mandatory equipment for CEnT@HOME**

To take the CEnT@HOME, it is mandatory to have the equipment listed below and to comply with all the instructions contained in the room configuration specifications indicated by CISIA, which the participant must read and accept during the booking procedure. These specifications are always available in the CISIA Student Area.

Only the following are permitted for CEnT@HOME:

- a stable data network for Internet access, free of VPN/PROXY connections, as already described in point 3, for both the laptop and the mobile device
- a **laptop**, equipped with a working, built-in front-facing camera, not externally connected, connected to the power supply and the Internet, on which to install the necessary and mandatory applications, no later than the day before the test, according to the specifications provided by CISIA, to properly take the test
- a smartphone or tablet (hereafter **mobile device**), connected to the power supply and the Internet, equipped with a digital camera to be used as a means of identification and supervision by the commission. The WEBEX application, updated to the latest version for mobile devices, must be installed

on the mobile device. Participants join the virtual classroom using the mobile device

- blank sheets of paper for notes and a pen
- exclusive use of a room free of other people and properly lit, in which to set up a space with the above elements and with only one door that closes the environment where the CEnT@HOME is taken; this door must remain in the frame of the mobile device for the entire duration of the test.

The participant must also:

- download the applications indicated by CISIA onto the **laptop** to be used for the CEnT no later than the day before the test
- carry out any necessary functionality tests on both the laptop and the mobile device, according to the instructions received after booking the CEnT@HOME:
  - on the **laptop**, test the CEnT@HOME CISIA platform and the application needed to take the CEnT
  - on the **mobile device**, test the video and audio of the WEBEX application
- prepare the required equipment in time for the CEnT@HOME
- set up the room according to CISIA's instructions in the room configuration specifications, which must be read and accepted during the booking procedure
- ensure that the **laptop** and **mobile device** connections are always active during the CEnT@HOME, considering that the average data exchanged via the laptop will be about 50MB and via the mobile device about 1GB.

For the CEnT@HOME to be considered valid, the participant must always remain connected, both with the **laptop** and the **mobile device** during the entire test. The consequences of any brief disconnections will be managed by the virtual classroom commissions, which will decide on the matter.

No electronic or calculation devices, accessories such as headphones, earphones, smartwatches, smart glasses, microphones, or speakers or other devices may be used during the test.

#### 4.2.2 Access to the CEnT@HOME virtual classroom

The virtual classrooms where the CEnT@HOME is held are configured as WEBEX meetings and are administered and managed by the virtual classroom commissions.

Each CEnT@HOME participant must connect to the CEnT platform exclusively from their **laptop** using the required application and must join the virtual classroom with their **mobile device** according to the procedures and times indicated on the Payment and Enrolment Receipt. Before connecting, it is necessary to check that all requirements in section 4.2.1 have been met.

To start the CEnT@HOME access procedure, follow the instructions received at the email address provided during registration, log in to the CISIA Student Area from the laptop, and follow the instructions to start the CEnT platform, accepting authorisation to use the built-in front camera. Without this authorisation, it will not be possible to take the CEnT@HOME.

Only after starting the client and launching the application on the laptop, the participant will be able to join, via the **mobile device**, the WEBEX virtual classroom using the link received by email or by scanning the QR code displayed on the laptop screen.

On the startup screen of the CEnT interface on the **laptop**, the participant's personal data will be displayed.

After logging in, the **laptop** screen will display:

- a control code to be shown to the commission via the **mobile device** camera during the identification phase in the virtual classroom
- the QR code for joining the virtual classroom using the **mobile device**; alternatively, the link sent to the email provided during registration can be used. The link or QR code must be accessed only using the **mobile device**.

While connected via WEBEX, participants must maintain good conduct and may communicate with their commission by raising their hand (on WEBEX, click the three dots at the bottom, then tap the hand icon at the top-left corner).

When requested by the commission, the participants must:

- answer the roll call
- show their face through the **mobile device** camera
- frame the control code displayed on the **laptop** screen to show it to the commission via the **mobile device** camera
- show the commission the entire environment and workstation via the **mobile device** camera
- show, via the **mobile device** camera, the input and output ports on the **laptop**. No devices should be connected to the ports, except for the network cable if necessary
- place the **mobile device** behind themselves, according to the room configuration specifications agreed when booking, so that the camera frames both the workstation from behind and the room entrance, at an angle of about 45° to the desk

- show their identification document (front and back) through the laptop's built-in front-facing camera, followed by their face again, holding the identification document next to it.

During the entire test, absolute silence must be maintained to avoid disturbing in the virtual classroom. Only blank sheets and a pen are allowed.

If assigned by the Disability and LD Offices of the university, support tools will be integrated into the CEnT platform. If a tutor is needed, individual virtual classrooms will be organised to allow interaction between tutor and participant without disturbing others.

Administration arrangements, including limited-size virtual classrooms, will be provided for participants with disabilities or LD who require additional tools beyond those provided by the platform or application.

Once these preliminary steps are completed, the commission will start the test.

At any time during the test, the commission may use the chat available on the platform to carry out checks to verify:

- the **room** where the participants are taking the test. The commission may request, at any time, a full video and audio check of the room via WEBEX and the **mobile device** camera
- the **identity** of the participants: by asking to frame, via the **mobile device** camera, their face and original identification document, which must always be available
- that **no unauthorised devices** are connected to the **laptop**'s ports
- that the room, at any time, even after validation, is perfectly closed and fully complies with CISIA's instructions.

In case of technical problems during the test, the participant must immediately notify the commission via the individual chat tool on the **laptop**. The chat is activated via a button in the upper right corner of the CEnT interface, identified by a hand icon. Once activated, the commission will receive a notification and can start a text chat with the participant.

The commission may use CISIA's assistance to verify ambiguous situations regarding misconduct during the CEnT. The commission is responsible for any decision regarding cancellation or reset of the test.

Each virtual classroom will be supervised by at least one person of the commission, who is responsible for the university and manages all entry, identification, control,

and monitoring operations. CISIA staff may also access the virtual classrooms as needed or for assistance, as directed by the universities.

#### 4.2.3 Rules of conduct for CEnT@HOME

The participant must comply with the virtual classroom rules of conduct contained in these rules and in the room configuration specifications agreed at the time of booking.

Logging in will serve as the entry signature, and clicking the button to confirm and submit the test will serve as the exit signature and binding declaration of proper completion.

It is the participant's responsibility to submit the test. If the CEnT is not submitted, it will not be possible to view and validate the CEnT@HOME score.

The participant, under penalty of suspension and possible cancellation of the test, must for the entire duration of the CEnT:

- keep the **mobile device** camera always on
- keep the **mobile device** microphone always on and not use any tools connected to it
- keep the environment adequately lit
- remain in absolute silence
- carry out checks whenever requested by the commission
- not allow other people to enter the room and keep closed the door delimiting the environment in which the CEnT@HOME is being conducted; said door must remain within the mobile device's frame for the entire duration of the test.

For any technical or procedural issues, participants may interact with the commission via individual chats available in the WEBEX application before the test and in the test platform when the test has started.

The commission, composed of at least one person per virtual classroom, is responsible for verifying the correct execution of the CEnT@HOME. They constantly monitor that all necessary conditions for the test are met. They may at any time require participants to show their surroundings and speak to the commission.

The commission may also:

- cancel the CEnT at any time if the rules are not followed or if cases or attempts of misconduct are detected

- invite additional supervisors to the virtual classrooms to support their function, granting them administrator powers and allowing them to assist with identification and monitoring
- during the test, request the participant, via a popup displayed by the interface, to perform further checks using the tools provided.

The commission, in case of technical problems with their equipment or temporary needs, may be replaced by CISIA staff, who will continue to perform identification and monitoring.

If the commission cannot rejoin the virtual classroom within 30 minutes of a problem, the CEnT may be reset and rescheduled.

The commission must suspend the test if the participant leaves the virtual classroom, disables the camera, disables the microphone, or if incompatible noises are detected from the participant's physical environment. In the most serious cases, at their sole discretion, the commission may proceed with immediate cancellation of the test.

The commission and participants will have a chat available on the laptop for communication.

Participants experiencing technical difficulties or malfunctions may request assistance from the classroom commission via the individual chat. Once the problem is solved, the commission may reactivate credentials to restart the test.

If chat is not possible, the commission may also contact participants by phone.

If technical problems not attributable to participant negligence and not resolvable occur, the participant may receive a credit for a new CEnT booking. In this case, the participant may rebook a new CEnT only, even within the same macro-period, without paying again, and this does not affect the possibility of generating credit again following an absence.

The test will not be started, or will not be considered valid, if the laptop and/or connection used by the participant do not comply with these rules. In such cases, no credit will be granted. In the most serious cases, universities, also in cooperation with CISIA, may decide to impose further sanctions.

#### **4.2.4 Timing and procedures for CEnT@HOME**

The test is administered according to predefined procedures and timing. Each section of the test has a maximum duration; the participant may use all the time

allotted to each section or close it early, forfeiting the remaining time for that section.

If a break is granted to the participant, it may last a maximum of 10 minutes and must take place only at the end of a section and before starting the next.

During the CEnT, no calculation, educational, or support tools may be used, except those provided by the university as tools for participants with disabilities or Learning Difficulties (LDs). It is also strictly prohibited to extract information and/or images from the computer-based test fraudulently.

If problems not resolvable during the CEnT@HOME occur, the commission, after consulting CISIA, may decide, if seats are available, to reschedule the participant on a recovery date. If necessary, a recovery date will be provided for each macro-period and communicated to the relevant participants, who must make themselves available as required by the university, otherwise they will not be able to take the recovery CEnT.

Those who are rescheduled will receive an automatic email from CISIA with information about the new time and day of recovery and how to access the CEnT at no additional cost.

In case of further technical problems that prevent the normal administration of the CEnT@HOME, participants are required to report these problems only and exclusively to the virtual classroom commission during the CEnT. Reports not made promptly or after submitting the CEnT@HOME (i.e., after clicking the dedicated button and obtaining the score) will not be accepted.

#### **4.2.5 Results and verification of CEnT@HOME outcome**

At the end of the test, the participant can immediately view the summary data of the test taken in terms of correct, incorrect, and unanswered responses.

After the test, the commission may access the recordings and verify the correct conduct of the tests, as well as consider reports of any abnormal behaviour in the use of the platform or application indicated by CISIA.

Participants in the CEnT, if the test is considered valid according to these rules, will find the normalised result in their CISIA Student Area according to the following schedule:

- **by 30 January 2026** for CEnTs taken between November 2025 and January 2026 (FIRST MACRO-PERIOD)
- **by 31 March 2026** for CEnTs taken between February and March 2026 (SECOND MACRO-PERIOD)

- **by 30 June 2026** for CEnTs taken between April and June 2026 (THIRD MACRO-PERIOD)
- **by 30 October 2026** for CEnTs taken between September and October 2026 (FOURTH MACRO-PERIOD).

By the same dates, universities may consult the normalised scores of all participants.

For subsequent years, the normalised score will be provided by the last day of the last month of each macro-period.

## 5. TERMS OF SERVICE

The contents of the CEnT are exclusive property of CISIA and may not be disclosed in any form.

Reproduction and/or dissemination in any way of the questions contained in the CEnT is prohibited.

CISIA, to protect its products, takes legal action against participants in cases of such violations. Anyone who signs up to the CISIA portal agrees to accept in full all the conditions and points specified in these CEnT rules.

Use of the service is conditional on acceptance, at the time of registration, of the registration conditions and these rules.

In the case of the CEnT@HOME format, a participant whose test has been cancelled or who has not been allowed to start due to non-compliance with these rules may apply for a review within 30 days of the test or the day on which they should have taken the test by sending a specific communication via Certified Electronic Mail to [cisiaonline@pec.it](mailto:cisiaonline@pec.it). CISIA will forward the communication to the appropriate commissions to initiate, if there are grounds, any review process, which must be completed within the next 30 days.

## 6. TECHNICAL CONTROLS AND VALIDITY CONDITIONS OF THE CEnT

To ensure full compliance with the principles of regularity, fairness, and correctness, CISIA, as the technical entity appointed by the consortium universities, carries out specific control and verification activities at various stages of the test administration process.

These activities, provided for in the technical management procedures, are preventive and serve as instrumental safeguards to protect the integrity of the procedure, without any punitive intent towards participants.

If objective and significant evidence emerges of serious anomalies with respect to the operational conditions, the test may be considered invalid, according to technical criteria established by the participating universities.

The entire control system is part of a broader framework of shared guarantees, aimed at preserving the overall reliability of the test and ensuring equal treatment for all participants.

## 7. PARTICIPANTS WITH DISABILITIES OR LEARNING DIFFICULTIES

Participants, when signing up to the CISIA Student Area, may declare that they are persons with disabilities or learning difficulties (LDs).

In these cases, the university location(s) where they intend to take the test are indicated, and the necessary attestations and certifications are made available to these university locations via a special document upload form provided by CISIA. CISIA provides the participant with the contacts of the relevant offices at each indicated location, and the participant undertakes, if required by the administrating universities, to contact them to agree on the specific measures necessary for the delivery of the CEnT, in accordance with current regulations. The attestations and certifications of a participant who, during booking, selects a location different from that indicated at registration will automatically be made available to the new location as well.

In cases where the computer-based tool cannot be used for CEnT administration, CISIA provides a paper-based CEnT or other available devices that university locations utilise to meet specific needs.

## 8. DATA PROCESSING

Users interested in taking the CEnT provide their data directly to CISIA, which acts as the data controller.

CISIA processes participants' personal data for its institutional purposes and statutory objectives in accordance with applicable laws and regulations. The data may

also be used anonymously and in aggregate for study and statistical publication purposes.

Test results may be communicated to universities as third-party recipients in accordance with Art. 4, points 10 and 11 of EU Regulation 2016/679.

If the result obtained in the CEnT is used for enrolment or registration in a competitive procedure at the chosen university, the latter will be the data controller for the data received directly and those provided by CISIA as an independent data controller.

A person who has taken a CEnT cannot request the deletion of the results obtained before the deadlines set by law. If, instead, they have only signed up to the CISIA portal, they may request modification or deletion at any time.

For use of the service by persons with disabilities or LDs, CISIA will process only the personal data and information about the declared status solely to apply measures to ensure equal conditions during the tests. For these data only, CISIA will be the data controller.

Universities, on the other hand, will be responsible for processing the personal and special data of the aforementioned persons.

For those who did not enter their diploma grade at registration, CISIA reserves the right to request this information from the National Student Registry for statistical purposes.

CISIA, solely to ensure proper identification during the CEnT, requires the participant's personal photo at registration. CISIA retains the data only for the period strictly necessary to achieve the legitimate purposes of processing, as indicated in the privacy policy, and in any case not exceeding 2 years. Data subjects may always exercise their rights under current legislation, including the right to request deletion at any time after the test.

For CEnT@HOME, it is required to upload a suitable identification document, which will be used to allow the commission to properly govern the test. CISIA retains the data only for the period strictly necessary for the fulfilment of the legitimate data processing purpose, as specified in the privacy policy, and in any case for a period not exceeding 2 years.

Only for participants with disabilities and/or LD, CISIA considers it necessary to apply a longer retention period, generally coinciding with the statutory limitation period, due to technical needs already identified at the Help Desk stage.

For CEnT@HOME, the entire WEBEX meeting session in which the virtual classroom was configured is also recorded. This recording may be viewed only by the

commission and the Designated University Representative appointed by the Data Protection Officer.

Virtual classroom commissions may create "breakout sessions" within WEBEX meetings and place some participants in them to communicate without disturbing the rest of the classroom. If WEBEX breakout sessions are used, these may be recorded by the commission, who, as data controllers and processors, comply with the privacy policies agreed with CISIA.

For CEnT@HOME, it is the responsibility of individual participants to ensure that the mobile device's camera does not frame objects or things in the physical environment that could reveal sensitive data about the participant or their cohabitants.

Video recordings of virtual classrooms, as well as any recordings made by the commission in breakout sessions, will be deleted within 90 days after the CEnT@HOME, except where recordings are required and used for verification of proper conduct: in these cases, recordings may be kept for up to 3 years.

Any video images streamed from the laptop used for validation or further checks during the test are not recorded. No data storage will take place in this regard. The video stream from the built-in front camera is activated by the virtual commission and is interrupted as soon as the validation or control phase is finished. CISIA does not perform any automated face-checking, proctoring, or behavioural or environmental assessments.

## 9. ACCESS TO DOCUMENTS AND CONFIDENTIALITY

For CEnT and OFA TEST services:

- a) the university location does not have access to the CISIA information system containing the questions and their solutions. This information is the property of CISIA, kept and protected by it, is confidential and covered by copyright, so that the institutes of simple and generalised civic access do not apply
- b) in cases of defence access only, extraction of parts of the test may be permitted, subject to a strict and reasoned examination of the necessary and pre-existing instrumental link between the requested documentation and the final situation that the applicant intends to treat or protect. In such cases, the Designated University Representative will forward the application to CISIA
- c) CISIA, within fifteen days from the receipt of the application, shall transmit to the Designated University Representative, in electronic format, the parts of

the test in order to allow its viewing and, if requested, its extraction limited to the questions administered and the associated answers found to be incorrect or omitted, while access to the questions and associated answers found to be correct shall be excluded

- d) the Designated University Representative, or his/her delegate, having summoned the participant to the university premises, may have the applicant view, also in the presence of an attorney or expert, the contents of the test.
- e) requests for access are in any event not permitted if they do not state reasons, are generic and do not relate to any substantive or procedural benefits that are concretely advantageous for the judicial protection of the applicant's legal position, are of a merely exploratory nature or have no instrumental link
- f) the dissemination of the questions contained in the CEnTs and OFA TESTS remains in any case prohibited.