

English TOLC-E CISIA
Università degli studi di Siena

GENERAL INSTRUCTIONS

BEFORE TEST START

Verify that all personal data written above is correct. Should it not be correct please inform the Examination Board. Enter the above Login and Password in the box appearing on the screen and click the "LOGIN" button to validate (1). When the Board signals the start of the test click the "INIZIA" button (2). During the test it is not allowed in any way to use electronic or multimedia devices nor to consult printed or handwritten documents.

TAKING THE TEST

The information system displays on the screen the first section of the test and a tab at the top to go to the next section (3). Each section has a fixed maximum time at the end of which the system shuts down, informing students that they have reached the time limit and inviting them to continue to the next section (4). The remaining time for each section is always visible at the bottom right of the screen (5). Once a section has been completed it is not possible to go back. It is only possible to proceed to the next sections as described above. If the test centre has chosen the TOLC with variable time system, it is not necessary to use all available time for the various sections; to move to the next section before the time expires click on the tab for the next section as shown in the picture (3). To shift from one question to another in the same section click on the question numbers displayed at the bottom of the screen (6) or use the arrows situated on the right hand side of the screen (7). Inside a section it is possible to navigate from one question to another of the same section and also change an answer already given by selecting another answer. To answer or delete an answer already given to a question click inside the appropriate circle associated to the answer A, B, C, D or E (8).

END OF TEST

At the end of the time assigned for the last section a message will pop-up asking to show the test results. By clicking "CONTINUA" (9) the results will be displayed. Be careful, do not leave your computer before the results have been correctly displayed on the screen. Should the results not be displayed after clicking "CONTINUA" inform the Board immediately. At the end of the test, by signing your exit on the "CISIA test attendance sheet" you acknowledge the regular execution of the test and the acceptance of the final results displayed.

TEST EVALUATION

The test results are calculated by assigning 1 point to each correct answer, 0 points to each answer not given and a penalization of 0.25 points to each wrong answer.

BREAK WHILE TAKING THE TEST

Each examination centre can decide whether or not to allow a single break during the test. In the centres where there is a break, this must be scheduled between the end of one section and the beginning of the next one. For this reason, do not click the "OK" button to shift to the next section (4).

END OF TEST BEFORE TIME EXPIRES

It is possible to end the test in any moment by clicking the button "TERMINA" displayed on the bottom right of the screen (10). The system will ask for confirmation at least twice before ending the test. The test cannot be in any way modified or restored. If the examination centre has opted for the test with time limit, the test can be abandoned, ending it, during the first 45 minutes from the start of the test.

The image shows a screenshot of a test interface with several numbered callouts (1-10) and a red circle highlighting the 'SCIENZE' section. The interface includes a login screen, a timer, a section indicator, a 'Tempo scaduto' message, a 'continua' button, and a 'termina' button. A red arrow points to the 'SCIENZE' section with the label 'linguetta'.

1. Login screen with fields for 'login' (username: xtra02@ccsisaonline.it) and 'password', and a 'login' button. Version: Ver 2.07.

2. Start screen: 'Per cominciare il Test, premi il pulsante "inizia"'. Button: 'inizia'.

3. Section indicator: 'MATEMATICA' and 'SCIENZE'. 'SCIENZE' is circled in red. Below it: 'Quesito n. 1', 'sezione corrente', 'sezione successiva'. A red arrow points to the 'SCIENZE' section with the label 'linguetta'.

4. 'Tempo scaduto.' message: 'Il tempo a disposizione per la sezione "MATEMATICA" è scaduto, premi ok per passare alla sezione "SCIENZE"'. Button: 'OK'.

5. Timer: '02 minuti', '50', '40', '30', '20', '10', 'secondi'.

6. 'avanti' button.

7. 'indietro' button.

8. Multiple choice options: 'O A.', 'O B.', 'O C.', 'O D.', 'O E.'.

9. 'continua' button. Text: 'Per visualizzare i risultati del test premi il pulsante "continua"'. Button: 'continua'.

10. 'help' and 'termina' buttons.