

**VERY IMPORTANT - READ FIRST!**

For the Italian Credential Exam, it is up to the candidate to choose which part of the exam he/she initially wishes to take. They might apply to the CCTC first if they wish to complete the Subtest I (General linguistics) prior to taking the Italian language part (Subtest III).

It is the candidates' responsibility to make sure they have completed all the requirements for the Italian Credentials.

Fondazione Italia – Italian Assessor Agency has no responsibility other than to administer the language part of the exam (Subtest III) and report those results back to the CCTC in the form provided.

**TEST DATES & FEES**

Refer to the following table for information about registration options, deadlines, and fees.

The test will take place at **St. Robert Bellarmine – 154 N. 5<sup>th</sup> Street Burbank**

Test Date & Time	Registration Deadline & Fee	Emergency Registration Deadline	Score Report Date
May 5, 2018 1:30 pm	Apr. 13, 2018 \$110	Apr. 26, 2018 \$145	May 18, 2018

The deadline for applications and all necessary documentation is **April 26, 2018**. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.

You may register online at [www.fondazione-italia.org](http://www.fondazione-italia.org) or by mail using the Application Form provided. To register by mail during the regular, late or emergency registration period, your registration materials must be postmarked by the regular registration deadline. During the late registration period, your registration materials must be received by 5:00 p.m. Pacific time on the late registration deadline. Your application must contain your name, address, e-mail, telephone number, Social Security number, cell phone number, and indicate you are applying to take the Italian Subtest III. No portion of the application should be left blank. Don't forget to include your signature.

## **TEST SITE RULES**

- ❖ The test begins at 1:30 p.m.; the candidates should bring a black or blue pen;
- ❖ The test lasts around five hours; candidates will have to wait their turn for the Speaking test;
- ❖ Before the Writing section, there will be a short break during which candidates will be allowed to eat; however, food cannot be brought into the examination room(s);
- ❖ If candidates complete a section of the test before time is up, they must turn in their booklet, and wait outside until all candidates are finished with that section of the Test;
- ❖ Candidates may use the restrooms only at the end of each section of the Test.
- ❖ During the test you are not allowed to eat, to smoke, to use cell phones or electronic devices of any kind, to use personal or printed materials, to use unauthorized aids, to carry weapons of any kind;
- ❖ Visitors are not allowed in the premises; you are not allowed to introduce bags or backpacks in the test room(s);
- ❖ A candidate who arrives after the test has begun, may be refused admission, in which case he/she will be considered absent. If a candidate is admitted after a test administration has begun, no additional time will be allotted.

## TEST FEES AND PAYMENT POLICIES

### Italian Subtest III - Registration Fees

CSET Italian, Subtest III	\$ 110
Emergency registration fee	\$ 35
Change of registration	No fee
Additional copy of CSET test results (per copy)	\$ 10
Score verification (multiple-choice sections of all subtests taken on the requested test date)	\$ 20
Score verification (constructed-response section of the subtest)	\$ 50
Fee to clear an account (for example, due to a disputed check charge)	\$ 20

### Withdrawal/Refund Policy

If after registering you wish to withdraw from the Italian subtest for which you have registered, you must notify Fondazione Italia in writing by 5:00 p.m. Pacific time on April 26, 2018. No refunds or credits will be issued after April 26, 2018.

If you registered during the late or emergency period no refunds or credits will be issued if you decide to withdraw. If you are absent from the test, you will not receive a refund or credit of any kind.

### Payment Methods

You may register online and pay via credit card at [www.fondazione-italia.org](http://www.fondazione-italia.org). The fees for registration by U.S. mail during the regular or emergency registration period may also be paid by personal check, cashier's check or money order. Checks and money orders must be made payable to "Fondazione Italia" in U.S. dollars. Do not send cash.

Fees for other services requested by mail ("Additional Service Fees" listed in the table above) must be paid by cashier's check or money order. Checks and money orders must be made payable to "Fondazione Italia" in U.S. dollars. Do not send cash.

## **Payment Policies**

If, for any reason, your payment for a test date or test service does not clear (for example, if your personal check is returned by the bank), you will have an outstanding balance.

In this case:

- ❖ you will be assessed an additional fee to cover the processing required to clear your account;
- ❖ you will not be allowed to register for future test dates until your balance, which includes the additional fee, is paid in full; you must make your payment to clear your account by cashier's check or money order only.
- ❖ Additionally, if a personal check submitted by you is returned by the bank, you will not be allowed to make any future payments by personal check.

If you have any outstanding balance owed by you to Fondazione Italia 13 calendar days after a test administration for which you were registered, all of your scores for that test date will be permanently voided and will not be reported to you, to the CCTC, or to any institutions. It is your responsibility to ensure that your account is paid in full and all payments have cleared by this deadline. Any payment received later than 13 calendar days after the test date will be used to clear your account but will not alter the permanent voiding of your scores. You may wish to call Fondazione Italia prior to this deadline to confirm that your payment has been received and your account is clear.

The following additional policies apply to you when you have an outstanding balance with Fondazione Italia:

- ❖ If you attempt to pay for any further services by check or money order, any payments received will be applied first to your outstanding debt, with any excess applied to the requested services.
- ❖ Any credits or refunds for which you may be eligible will be applied first to your outstanding debt, with any excess to be returned to you.



## **IDENTIFICATION POLICY**

You must bring to the test administration a current, government-issued identification printed in English, in the name in which you registered, bearing your photograph and signature. Copies will not be accepted.

Acceptable forms of government-issued identification include photo-bearing driver's licenses and passports. The Department of Motor Vehicles provides acceptable photo-bearing identification cards for individuals who do not have a driver's license.

Unacceptable forms of government-issued identification include student and employee identification cards, social security cards, draft classification cards, and credit cards. If the name on your identification differs from the name in which you are registered, you must bring official verification of the change (e.g., marriage certificate, court order).

Your official score report will not be released unless you present the proper identification as described above no later than 15 calendar days after the test date. Instructions for providing proper identification after the test date will be provided at the test site. If you do not provide documentation of your identification within 15 calendar days after the test date, your scores will be permanently voided and will not be reported to you, to the CCTC, or to any institution.

### **Questions?**

**Call 310-739-9350 or email**

**[hstern@fondazione-italia.org](mailto:hstern@fondazione-italia.org)**

**[www.fondazione-italia.org](http://www.fondazione-italia.org)**