CSCA

# Home-based Handbook for Test Takers

**September 2026**

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# Before the Test

## I. Device and Network Requirements

**1. Primary Device** (Computer used for answering questions and front-facing monitoring)

✅ **Operating System:** Windows 10/11 or Windows 7 SP1 or above, 64-bit, genuine licensed system (⚠️ MacOS is **not** supported).

✅ **Runtime Environment:** To ensure test security and system compatibility, CSCA Test Software must run on a real physical hardware environment and meet the following requirements:

• Only a single physical monitor is supported.

• Local operation only; remote desktop, cloud PCs, or any remote access are **not** allowed.

• All virtualization technologies must be disabled, including but not limited to Hyper-V, Windows Sandbox, WSL/WSL2, and VBS.

⚠️ **Important Notice:** Some devices (such as certain Microsoft Surface models) may have compatibility issues with the CSCA Test Software due to their system architecture or virtualization-based security settings, which may prevent the software from running properly. Please make sure to complete the required Equipment and Software Check within the designated pre-exam period to confirm that the CSCA Test Software can run normally. If the software fails to launch or functions abnormally during the test, please promptly switch to a compliant Windows desktop or laptop computer.

✅ **Configuration:** Display resolution ≥ 1366×768, RAM ≥ 4GB.

✅ **Hard Drive:** At least 2 GB of free space on the drive where you install the Test Software. (Installing on the C: drive is **not** recommended).

✅ **Screen:** External monitors are **not** allowed. Do not use a screen privacy filter or anti-glare cover. Your screen must remain clearly visible to the proctor at all times.

✅ **Camera:** Built-in laptop or external USB webcam placed directly above the screen, with a minimum resolution of 720p (1080p recommended).

✅ **Audio:** For desktop computers, use external speakers and a microphone; wireless headphones or earbuds are *strictly prohibited.*

✅ **CSCA Test Software:** You must install the latest version of the designated Software before

the test day.

✅ **Power:** Plug your computer into a power source for the entire test.

**2. Secondary Device** (Smartphone or tablet used for rear-side room monitoring)

✅ **Device Requirements**

• Can be a smartphone or tablet with a functioning camera.

• Must be capable of running the designated CSCA Secondary Camera Portal (browser-based).

• The camera must provide a clear, unobstructed, and stable view at an appropriate angle.

• Ensure sufficient battery power, or keep the device plugged in throughout the test where possible.

✅ **Supporting Equipment**

• Stable stand or tripod keep the device steady.

• Charger or power bank to prevent power loss during the test.

**3. Network Connection**

✅ **Bandwidth:** Symmetrical upload/download bandwidth ≥ 20Mbps

✅ **Internet Speed:** Sustained connection speed ≥ 500 KB/s

✅ **Connection Type:** A wired broadband connection is strongly recommended; close all non-test applications and background processes on the test day.

✅ **Speed Test Tool:** After logging into the CSCA Test Software, use the built-in speed test tool to verify your connection quality.

✅ **Backup:** Prepare a backup 4G mobile hotspot and know how to switch to it quickly if needed.

⚠️ **Important Notice:** Test takers are strictly prohibited from using any tools or services that may alter, conceal, forward, or proxy network connections, network exit points, or IP addresses, including but not limited to VPNs, proxy servers, proxy software, network accelerators, and similar tools.

If a test taker is unable to complete the Equipment and Software Check or the Proctored Mock Test without using such tools, this indicates that the current network environment does not meet the requirements for the CSCA Home-based Test. Test takers should switch to a compliant network environment in advance or promptly contact the CSCA Technical Support Team for

assistance.

## II. Exam Environment Setup

### 1. Testing Space Requirements

✅ The testing space must be independent, quiet, well-lit, and fully enclosed, with no obstructions. No one may enter or disturb you during the test.

❌ It is *strictly prohibited* to take the test in public or non-enclosed spaces such as parks, internet cafés, restaurants, or open-plan offices.

❌ It is *strictly prohibited* to take the test in school computer labs, dormitories, or any other locations where multiple persons are present or where multiple test takers are taking the test simultaneously.

### 2. Seating Position Requirements

✅ Test takers should sit in the corner of the room with the desk positioned against two walls, facing the wall with their back to the interior of the room, to ensure a clear monitoring view.

### 3. Desk and Equipment Setup

✅ Test takers must take the test at a standard desk and chair, with all permitted items (e.g., computer, keyboard, mouse, whiteboard, marker) placed on the desk in full view, without any obstruction.

❌ Unauthorized items such as mobile phones, books, or notes are *strictly prohibited* in the testing area. Taking the test on a bed, sofa, lap, or any other non-standard surface is **not** allowed.

### 4. Scratch Materials

✅ Test takers may use a small whiteboard or a blank sheet of paper placed inside a transparent sheet protector, together with a non-permanent, erasable whiteboard marker.

✅ A whiteboard eraser may be used to clean the writing surface of the whiteboard or transparent sheet protector.

✅ All scratch materials must be inspected by the proctor before and after the test. At the end of the test, all scratch content must be erased immediately in the presence of the proctor. Failure to do so will be treated as a violation.

❌ **Prohibited items** include: any non-approved paper (such as regular scratch paper, sticky notes, notebooks, etc.), tissues or wet wipes, any non-erasable writing tools (such as pencils,

ballpoint pens, etc.); and any calculators or electronic aids.



Scratch Materials Illustration

**5. Primary Camera and View Requirements**

✅ Place the camera on the primary device directly above the screen, centered and facing you.

✅ The video must clearly show your full face and both shoulders.

✅ Face the camera at all times. Do not wear a hat or head covering. Ensure even lighting, a plain background, and no other person entering the frame.

✅ The primary camera must remain on, unobstructed, and in the same position for the entire test; you may not move, cover, or turn it off.

❌ The following views are **not** permitted: angles that are too high or too low; frames showing only part of the face; side-on views; or views with your back to the camera.



Primary Camera View Illustration

**6. Secondary Device Placement and View Requirements**

✅ Place the secondary device (smartphone or tablet) about 1-1.5 meters away at approximately a 45-degree angle behind and to your side, with the camera slightly above shoulder level. The view must clearly cover your upper body, computer screen, and both hands.

✅ The device must remain stable and unobstructed; you may **not** move, cover, or turn it off during the test.

✅ Provide sufficient lighting and a clear field of view so proctoring remains continuous and unobstructed.

❌ Do **not** place the secondary device directly in front of you, at your feet, or in any position that does not clearly show the work area.

❌ There must be no blind spots in the monitoring view at any time.




Secondary Camera View Illustration




Secondary Camera Placement Illustration

## III. CSCA Test Software Setup Guide

### 1. Downloading the CSCA Test Software

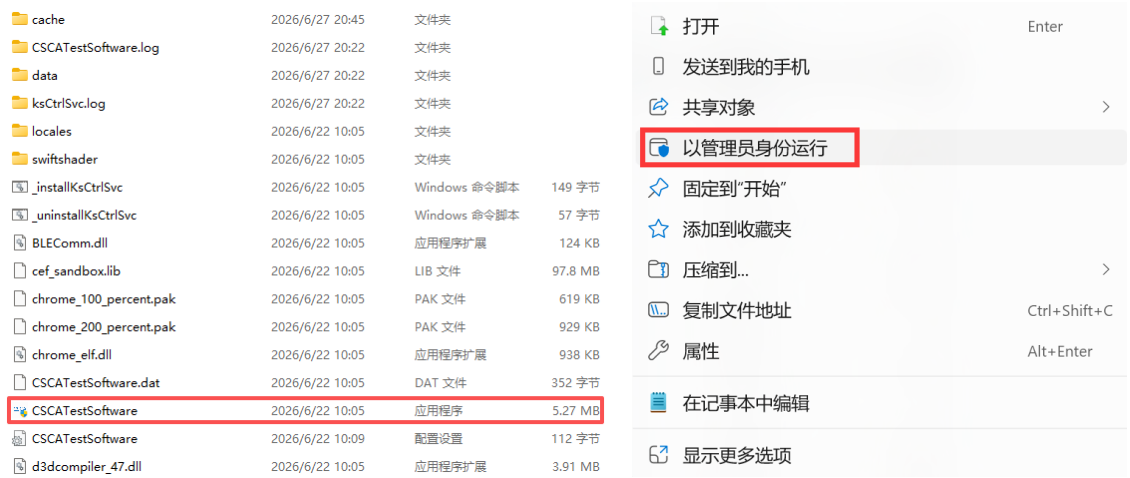
- **How to download:** For each test session, you must download and install the latest version of the CSCA Test Software from the official CSCA registration system..

- **When to download:** Download the CSCA Test Software as soon as possible after your CSCA Admission Ticket has been issued.
- **Before you download:** Please delete any existing older version of the test software from your computer. To reduce the risk that the file will be blocked or incorrectly flagged as suspicious, exit all third-party antivirus and security software before downloading.
- **Important:** Outdated versions or test software obtained from third-party sources cannot be used to access the exam system and may result in failure to take the exam.

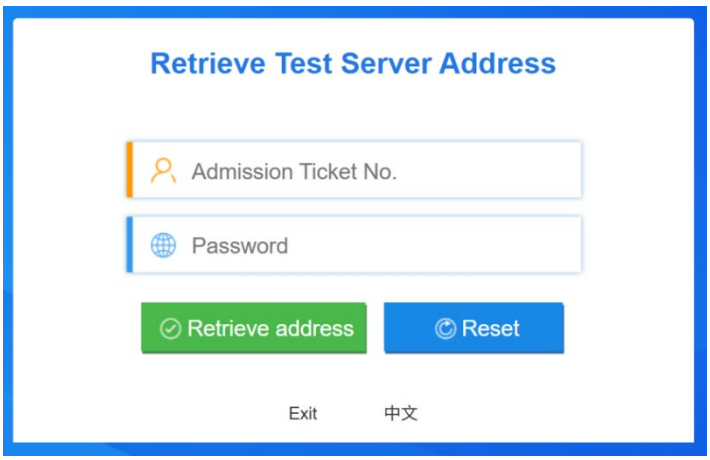
## 2. Running the CSCA Test Software

### (1) Extracting and Running the Test Software

- Before extracting the .zip file, **exit all third-party antivirus and security software** (such as 360 Safe Guard, Tencent PC Manager, McAfee, Norton, etc.) to avoid blocking or false alerts. Some software must be closed from the taskbar or paused manually; in certain cases, temporary uninstallation may be necessary.
- Extract the downloaded **.zip** file (WinRAR or the built-in Windows extractor is recommended).
- In the extracted folder, **right-click**【CSCATestSoftware.exe】and select **"Run as administrator"** to run the test software (no installation is required).
- After extraction, test takers are advised to run the test software immediately to ensure that the home screen loads correctly.




**Illustration**




Login Screen

**(2) System and Environment Requirements**

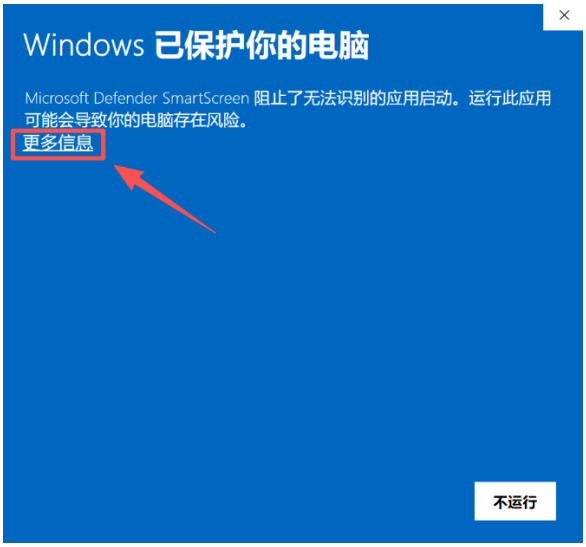
- Extract the software to **Drive D or E**. Avoid using Drive C to prevent system interference.
- To ensure test security and system compatibility, CSCA Test Software must run on **a real physical hardware environment** and meet the following requirements:
  - Only a single physical monitor is supported.
  - Local operation only; remote desktop, cloud PCs, or any remote access are **not allowed**.
  - **All virtualization technologies must be disabled**, including but not limited to Hyper-V, Windows Sandbox, WSL/WSL2, and VBS.
- **The use of VPNs, proxy servers, proxy applications, network accelerators, or any similar tools or services that may alter, conceal, redirect, or proxy network connections, network exit points, or IP addresses is strictly prohibited.**
- All-in-one desktop computers are **not recommended**, as certain models may cause compatibility issues that prevent the test screen from loading.
- If your computer uses **a system restore card** or similar restore software, disable it before running the test software, as it may cause the program to fail to load or run unstably.

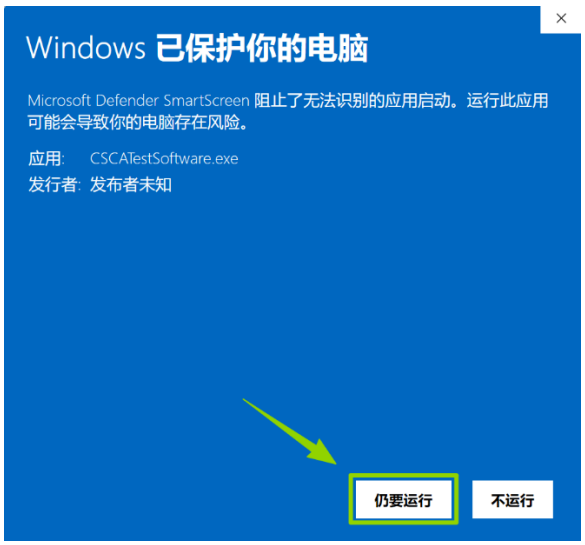
**(3) Troubleshooting Common Issues**

- **"Windows protected your PC" notification**

This is a standard Windows SmartScreen security message, not a software error.

When the message appears, click **"More info" → "Run anyway"** to run the test software normally.




- **White screen, crashes, freezing, or failure to reach the login screen**

These issues are usually caused by improper system environment or device configuration. Please check the following items one by one:

**a. Network connection:** Ensure your network is stable and that no VPN or proxy is being used.

**b. File integrity:** Confirm that the test software has been fully extracted to a local drive (D or E). Do **not** run the software directly from within the .zip file.

**c. Software permissions:** Run the software **as administrator**.

**d. System environment:** Close all unrelated programs, especially remote desktop tools, virtual machines, multi-display configurations, or system restore utilities.

**e. Restart and retry:** Restart your computer and run the test software again.

If the issue persists, re-download and extract the package.

- **No response after running the test software**

If the software does not respond after running, or freezes on startup: Restart your computer and run the software again as administrator; If the issue continues, re-extract the software and verify that your system environment meets all requirements listed above.

### 3. Technical Support

If you experience an issue that you cannot resolve on your own, you may email it_support@csca.cn for technical support during the Equipment and Software Check.

## IV. Preparations Before Starting the Secondary Camera Monitoring

To ensure that the secondary-device monitoring starts smoothly and remains stable throughout

the test, please complete the following steps in advance:

**1. Prepare a browser or scanning tool**

Please use the appropriate scanning method based on your mobile device:

- **iOS (Apple devices):**

  Recommended: Use the built-in Camera app to scan the QR code.

  Alternative: Use Google Chrome to scan, or use WeChat/Alipay “Scan”.

- **Android devices:**

  Recommended: Use Google Chrome to scan the QR code.

  Alternative: Use the system browser, or WeChat/Alipay “Scan”.

- **HarmonyOS devices:**

  Recommended: Use the built-in Camera app or system browser to scan.

  Alternative: Use WeChat or Alipay “Scan”.

**Reminder:** Please open the monitoring page using the device’s default browser (Safari / Chrome / Huawei Browser) to avoid compatibility issues caused by third-party browsers.

**2. Notes when scanning with WeChat or Alipay**

If you access the secondary-camera monitoring page through WeChat or Alipay:

- Do not tap “Switch Camera” or any buttons that may interrupt the monitoring.
- If the screen fails to load or appears black, please scan the QR code again to re-enter.

***Security Notice: This test does not require any additional payment. If you encounter any page requesting payment or asking for payment information, do not proceed, close the page immediately, and report the issue via official channels.**

**3. Allow camera and microphone permissions**

When the secondary-camera monitoring page starts, please tap “Allow Camera” and “Allow Microphone”.

If you accidentally denied permission, follow the instructions below:

- **iOS:** Scan the QR code again → tap “Allow”
- **Android:** Settings → Privacy & Security → Camera/Microphone → Browser / WeChat / Alipay → Allow
- **HarmonyOS:** Settings → Privacy → Permission Manager → Camera/Microphone →

Browser / WeChat / Alipay → Allow

## V. Equipment and Software Check & Proctored Mock Test

**1. Equipment and Software Check** (system functionality check)

**Purpose:** To verify that your device, network, and system configuration meet CSCA test requirements.

**Instructions:**

- Log in with your Admission Ticket Number and password.
- Complete the facial recognition process after logging in.
- Check the camera, microphone, network connection, and screen compatibility.
- Ensure that you can load the test interface, view questions, and successfully submit answers.

**Note:** During your **first login**, a page titled **"Retrieve Test Server Address"** will appear. Enter your Admission Ticket Number and password, click **Retrieve Address**, then log in again. (This step is required only once.)

⚠ **All test takers must complete the CSCA Home-based Equipment and Software Check. Failure to do so may prevent them from completing the official test on test day. Test takers will be responsible for the consequences, and the test fee will not be refunded.**

**2. Home-based Proctored Mock Test** (full test-day rehearsal)

**Purpose:** To simulate the entire Test Day workflow and identify potential risks in advance.

**The process consists of:**

- Log in to the test software and enter the exam system.
- Complete the primary device equipment check and facial recognition.
- Start the secondary device:
  - Scan the QR code using the secondary device to enter the monitoring page.
  - Adjust the secondary-camera angle to ensure a clear, stable, unobstructed view.
- Follow the proctor's instructions to complete:
  - **Identity Verification:** Show the original passport to the primary camera.
  - **Environment Scan:** Perform a 360° scan using the secondary device.
  - **Scratch Materials Check:** Display blank scratch materials.
  - **Eyeglasses, Ears, and Wrist Check:** Remove glasses to show the front and sides of

the frame; show both ears and wrists.

- When the system countdown ends, enter the answering interface and begin the mock test.
- After submitting, cooperate with the proctor to complete the scratch-material check. Once confirmed, you may exit the test.

**Note:** For detailed procedures, please refer to the "On Test Day" section.

⚠️ **All test takers must participate in and complete at least one Proctored Mock Test. Failure to do so may prevent them from completing the official test on test day. Test takers will be responsible for the consequences, and the test fee will not be refunded.**

💡 **Important:** During the mock tests, you must confirm under the proctor's guidance that your secondary camera is properly positioned. Improper placement may be considered a violation in the official exam and may result in an invalid score.

**3. Technical Support**

If you encounter any technical issues during the tests that you cannot resolve on your own, you may email it_support@csca.cn for technical support.

**Important Reminders**

To ensure a smooth test experience, test takers must complete the following:

- Carefully watch the CSCA Home-Based Setup Guide video to familiarize yourself with the equipment and environment requirements as well as the test procedures.
- Download the test software and complete environment configuration in advance.
- Complete the Equipment and Software Check and ensure that your device meets all test requirements.
- Take the Home-based Proctored Mock Test to familiarize yourself with the full testing process and identify any potential issues in advance.

⚠️ **If you are unable to participate in or complete the test because your device, network, or testing environment does not meet the requirements, you will bear full responsibility, and the test fee will not be refunded.**

## On Test Day

**I. Equipment and Environment Setup** (Recommended 60 minutes before the test)

**1. Primary Device** (Computer used for answering questions)

- **Completely exit all third-party antivirus and security software** (e.g., 360 Total Security, Tencent PC Manager, and similar tools).
- **Close all non-test-related software**, including browsers, messaging apps, video players, and any other background programs.
- Check that your **network connection is stable**; a wired connection is strongly recommended.
- Make sure you are **using only a single main display**. Do not connect a second monitor or use remote desktop, virtual machines, or similar tools.
- If your device uses a restore card or desktop recording/synchronization software, disable or uninstall it before the test.

**2. Secondary Device** (Smartphone/tablet for rear-side room monitoring)

You are required to use a smartphone or tablet, connected to the browser-based CSCA secondary camera monitoring portal, for continuous video monitoring throughout the test. To ensure smooth proctoring, complete the following settings:

✅ **Network and operating environment**

- Whenever possible, use a network connection that is independent from the primary test computer (for example, a different Wi-Fi network or a 4G/5G connection).
- Do not enable personal hotspot or Internet sharing.
- We recommend using “airplane mode + Wi-Fi” (turn on airplane mode, then manually reconnect to Wi-Fi).
- We also recommend turning off Bluetooth to avoid interference.

✅ **General device settings**

🚫 **Do Not Disturb / Focus:** Turn on Do Not Disturb or Focus mode on all devices, and allow the browser used for secondary camera monitoring to continue running while this mode is on.

🔕 **Sound Muted:** Set all devices to silent mode so that ringtones or alerts are not picked

up by the primary computer's microphone as unusual noise.

🪫 **Background apps:** Close WeChat, TikTok (Douyin), and any other unrelated apps. Do not run screen recording, remote control, or desktop sync tools.

🔋 **Power and sleep:** Make sure the secondary device has sufficient battery power (connecting to a power outlet is recommended). Turn off automatic sleep, screen-off, and power-saving modes to prevent interruptions in the video stream.

✅ **Device placement and camera angle**

- Place the device approximately 1–1.5 meters behind you at a 45-degree angle to your right or left side, with the camera slightly above shoulder level.
- The camera view must clearly cover your upper body, computer screen, and hand movements on the desk.
- Fix the device on a stable stand or tripod to avoid camera shake.

**Note:** Please attend the Home-based Proctored Mock Test on time to confirm that both the primary and secondary devices are stable and correctly set up, and to reduce the risk of technical issues on CSCA Test Day.

⚠️ **If the placement of the secondary camera does not meet the requirements, the proctor will provide guidance and ask for adjustments. If the test taker does not make the required adjustments after being reminded, the proctor may pause the test until the setup meets the requirements.**

⚠️ **If the test taker continues not to make the required adjustments, the situation will be reviewed based on test records and relevant information. This may be considered a violation, and the related test score may be cancelled in accordance with the test rules.**

**3. Scratch Materials and Desk Set up**

Please prepare your scratch materials in advance and organize your test desk. During the environment scan and throughout the test, only your passport, Admission Ticket, and permitted scratch materials may be placed on the desk. No other items are allowed.

**4. Dress Requirements**

- Dress neatly and appropriately for the test. Do not wear clothing clearly unsuitable for a testing setting.

- Do not wear a hat, headscarf, mask, sunglasses, or any item that could obstruct facial recognition, except for religious, medical, or other special reasons.

## II. Pre-test Procedures

### 1. Check-in and required items

- The test system opens one hour before each test begins. Log in as early as possible. You must log in no later than 30 minutes before the start and complete all required pre-test procedures, including equipment checks, facial recognition, and identity verification. After the test starts, late test takers cannot enter the system. You must not submit answers or exit the system before the test ends.
- Before signing in, place the following required items on your desk for inspection:
  - Original valid passport (for identity verification by the proctor)
  - Printed CSCA Admission Ticket (to check your Admission Ticket No. and password when signing in)

### 2. Open the CSCA Test Software and select your language

- Double-click to launch the CSCA Test Software. Select the interface language (Chinese or English).

### 3. Enter your Admission Ticket No. and password to sign in

- After signing in, review your personal information and click “Confirmed” to proceed.

### 4. Run the system and network checks

- Check that the camera, microphone, and speakers are functioning properly (click “Start Recording” to test the microphone).
- Run the network check; your connection speed must reach at least 500 KB/s, and the network status must show normal.
- Click “Next” after all checks have passed.

### 5. Complete facial recognition

- Follow the on-screen instructions to face the camera, then click “Start” to complete front-facing facial recognition.
- If you encounter any issues, click “Contact Proctor” on the left-hand side for assistance.
- After successful verification, the system will automatically display the QR code for the

secondary camera.

**6. Scan the secondary camera monitoring QR code**

- Open the QR code scan function on your secondary device. Scan the QR code displayed in the CSCA Test Software to quickly enter the secondary camera monitoring page.
- Then, please place the secondary device in the designated position and check that the view clearly covers your upper body, computer screen, and both hands.
- During the test, keep the camera on at all times, with a clear, stable, unobstructed view.

**7. Wait for proctor review**

- You will enter the Test Rules page and see “Waiting for proctor review” in the system.
- The proctor will contact test takers one by one via audio to complete identity verification and environment checks.

**Note:** To improve efficiency, proctors usually prioritize test takers whose secondary camera setup meets the requirements.

**8. Cooperate with identity and environment checks**

- Show your passport: Hold up your original passport (photo page) directly in front of the primary camera (see illustration).



- Show your testing environment: Use the secondary device to perform a 360° slow scan of the room, ensuring that the camera clearly captures the desk surface, floor, walls, doors/windows, and all surroundings.
- After the scan is completed, place the secondary device in the designated position, ensuring that the test taker’s upper body, both hands, and computer screen remain clearly visible throughout the test.
- Show your scratch materials and Admission Ticket: Display your permitted scratch

materials and both sides of your admission ticket in front of the primary camera as instructed, ensuring the scratch materials are compliant with test rules and completely blank, and that there is no writing on either side of the admission ticket.

- Show your eyeglasses, ears and wrists: Display the front and both sides of the eyeglass frame in front of the primary camera as instructed (if wearing glasses). Then show both ears to confirm that no wireless earpieces are worn. Finally, raise both hands and show your wrists to confirm that no watches or other electronic devices are worn.

**9. Read and agree to the *CSCA Test Rules***

- While waiting for the proctor to complete the review, or after the review is approved, you must carefully read the Test Rules.
- After the proctor approves your checks, click “I have read and agree to the above. START”.
- If the test has not yet started, wait for the on-screen countdown. When the countdown ends, the system will automatically open the response page.

## III. Starting the Test and Answering Questions

### 1. Entering the test

- When the countdown ends, the system will automatically open the response page and start timing.
- The system will open the test interface and start the timer. The remaining time will appear as a countdown in the upper right-hand corner of the test interface. Please manage your time wisely.

### 2. Answering questions and saving responses

- Objective questions (multiple choices) can be answered by clicking with the mouse. The system automatically saves your responses. The color of the question numbers on the left shows your progress: Green = answered; Gray = unanswered.
- You are responsible for checking that you have answered all questions and for confirming that all question numbers on the left are **green** (answered).

### 3. Review and changes

- You may go back and change answers at any time during the test. Please manage your time appropriately.

**4. Handling technical issues**

- If the test interface becomes unresponsive (for example, a blank screen or freezing) while the secondary camera remains connected, immediately contact the proctor via the secondary camera. Follow the proctor's instructions to exit the system and log in again. If the secondary camera is also disconnected and the proctor cannot be reached, you may force-restart your test device and then log back into the test system.
- If your internet connection is interrupted, first try to restore the connection. If this does not work, contact the proctor immediately using the secondary camera and follow the proctor's instructions to exit and log in again. If the secondary camera is also disconnected and the proctor cannot be reached, seek technical support assistance.
- For any other technical issues, click【Contact Proctor】button on the left side of the test software. If you are unable to reach the proctor, seek technical support assistance.

**5. Submission rules**

- You are **not** allowed to submit the test early. When the testing time has elapsed, the system will automatically end the test, submit your responses, and upload your answer data.

**6. Scratch materials policy**

- The scratch materials must **remain on the desk** and within the camera view at all times.
- During the test you may write on and erase the scratch materials freely; you do not need to show the erasing process to the camera.
- The scratch materials may only be used for calculations or drafting ideas. You must not record any test content on them.

## IV. After the Test

**1. Confirm that your test has been submitted**

After submission, the system will automatically display a "Submission successful" screen (showing the number of responses uploaded).

You may exit the CSCA Test Software and complete the test process only after the proctor has checked your scratch materials and admission ticket and confirmed that everything is in order.

**2. Erase and show the scratch materials**

After you submit the test, follow the proctor's instructions to: erase all content from both sides

of the scratch materials on the spot; and hold each side up to the primary camera one by one to show that no writing remains.

**3. Show both sides of your Admission Ticket**

After the scratch materials check is complete, hold up your Admission Ticket to the primary camera and show both sides so that the proctor can confirm there is no test-related writing.

**4. Keep the CSCA Test Software**

Do not delete the CSCA Test Software or related files immediately after the test. Keep them until scores are released, in case any network issues require your responses to be re-uploaded.

## CSCA Test Integrity and Misconduct Policy

**I. Test Taker Conduct Requirements**

To help protect the fairness, integrity, and smooth administration of the CSCA Home-based test, you are required to:

- Maintain a stable internet connection for the entire session. The cameras and microphones on both your primary and secondary devices must remain on and functioning at all times.
- Follow all instructions from the proctor and cooperate fully with identity verification and environment checks.
- Work independently throughout the test. Remain seated in an upright position and do not leave your seat, move out of camera view, or step outside the approved testing area.
- Ensure that no unauthorized persons, materials, or non-approved electronic devices are present in your testing space.
- Refrain from using any software, devices, or technical methods that could compromise the fairness of the test.
- Do not communicate with anyone, receive prompts, consult materials, or obtain assistance in any form during the test.
- Follow all Test Rules and proctor directions at all times so that your test session remains authentic, independent, and fully monitorable.

## II. Noncompliant Behaviors and Conditions

"Noncompliant behaviors and conditions" refer to actions or environmental conditions that may affect the completeness of monitoring, compromise test fairness, or cause the system to mistakenly flag a rule violation. If such issues are not corrected promptly or occur repeatedly, they may be considered violations.

Common noncompliant behaviors and conditions include, but are not limited to, the following:

### 1. Device- and monitoring-related issues

- The primary or secondary camera is positioned so that the required area (your face, upper body, hands, and the entire desk surface) is not fully visible.
- The camera image is out of focus, blocked, poorly lit, or strongly backlit, making it difficult for the proctor to clearly observe your test session.
- The secondary device is not securely placed and moves, shakes, or tips over, resulting in an unstable or incomplete view.
- Brief video freezing or short interruptions caused by network fluctuations or device performance issues.
- The microphone does not clearly transmit the sound in the testing environment (for example, the volume is too low, audio is unclear, there is significant background noise, or the sound cuts in and out).

### 2. Behavior-related issues

- Frequently looking down, turning to the side, or moving your head in a way that causes your face to be partially or completely outside camera view.
- Briefly standing up, leaving your seat, or moving out of the camera's view.
- Covering your face, in whole or in part, with your hands, hair, clothing, or other objects.
- Both hands leave the visible area of the camera.
- Looking away from the screen for extended periods without a clear test-related reason (such as briefly checking the scratch tool).
- Repeated keyboard, mouse, or body movements that appear unrelated to answering test questions.

### 3. Environment-related issues

- Intermittent noise from other people, vehicles, pets, or household activities that interferes with clear monitoring of your test session.
- Any other environmental condition that reduces the clarity of the audio or video feed and makes it difficult for the proctor to monitor your test.

**III. Misconduct and Related Actions**

**"Misconduct"** means conduct that clearly violates test rules or affects test fairness or test content security. The testing organization will take action in accordance with applicable rules. The following conduct constitutes misconduct:

**1. Monitoring-related misconduct**

- Covering or blocking the camera, or turning off the camera or microphone.
- Leaving your seat or remaining outside the monitored area for an extended period without permission.
- Causing a prolonged interruption to primary or secondary camera monitoring due to the test taker's own actions, or failing to restore monitoring promptly as instructed after being notified of an issue.

**2. Misconduct involving the testing environment or external assistance**

- Two or more test takers taking the test in the same room or location.
- Allowing a person other than the test taker to appear in the testing room without permission.
- Taking the test in an environment that does not meet the relevant requirements of the CSCA Home-based Equipment & Environment Requirements.
- Communicating with another person during the test or receiving prompts or assistance in any form.
- Impersonation or being impersonated (for example, mismatched identity documents, or more than one person appearing in the session).

**3. Misconduct involving prohibited devices or materials**

- Placing or using a mobile phone, tablet, Bluetooth headset, smartwatch, or any other electronic device that is not explicitly approved for the test.
- Consulting any materials, notes, books, paper, or other external sources of information.
- Using unauthorized hardware, software, programs, or other technical means.

**4. Interference with proctoring or the testing environment**

- Refusing to follow proctor instructions or cooperate with camera adjustments, room inspections, or the erasure or destruction of scratch materials.
- Intentionally creating noise, obstructing the camera view, or otherwise disrupting the testing environment.
- Deliberately disconnecting the network, exiting the test software, or closing related processes in a way that interferes with monitoring or data collection.

**5. Test content and security violations**

- Taking photos, screenshots, audio recordings, handwritten notes, or using any other method to capture or retain test content.
- Distributing, discussing, or publicly posting test content in any form, including disclosure through the internet, social media, or messaging tools during or after the test.
- Obtaining, receiving, using, or distributing test content or answers that have been disclosed by others.
- Helping another person view or obtain test content without authorization.
- Organizing, participating in, or supporting any activity that involves collecting, compiling, exchanging, buying, selling, or distributing test content.
- Any other action that compromises the confidentiality of test materials or undermines the fairness of the test.

**6. Data tampering or technical attacks**

- Forging, altering, or deleting test-related data.
- Interfering with or disrupting the normal operation of the test system.

**7. Post-Test and Score-related Misconduct**

- Forging, altering, buying, selling, renting, lending, or using another person's test scores, Score Report, or other test-related supporting documents.
- Submitting or using an original Score Report with a school, institution, or other third party after the test result has been canceled or declared invalid.
- Improperly interfering with score checks, misconduct investigations, reviews, or decisions through false materials, deception, coercion, exchanges of benefits, concealment, or

alteration of evidence.

**8. Any other conduct that violates *the CSCA Terms of Use, the CSCA Test Integrity Pledge, the CSCA Test Taker Guidelines and Declaration*, test rules, or test administration requirements.**

**Consequences of Misconduct**

If misconduct is confirmed, one or more of the following actions may be taken, depending on the severity and impact of the violation:

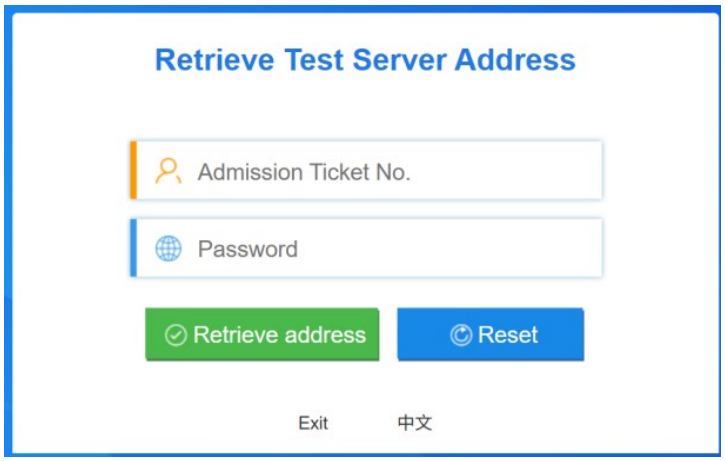
- Cancellation of the score for the affected test subject;
- Cancellation of scores for some or all subjects in the current test administration;
- Cancellation of some or all previous CSCA test scores;
- A two-year ban on registering for CSCA tests from the date of the violation;
- Notification of the misconduct to relevant Chinese institutions or other organizations;
- A permanent ban from taking the CSCA test;
- Referral to judicial authorities in accordance with applicable laws.

## Appendix: CSCA Test Software User Guide

# CSCA Test Software
# User Guide

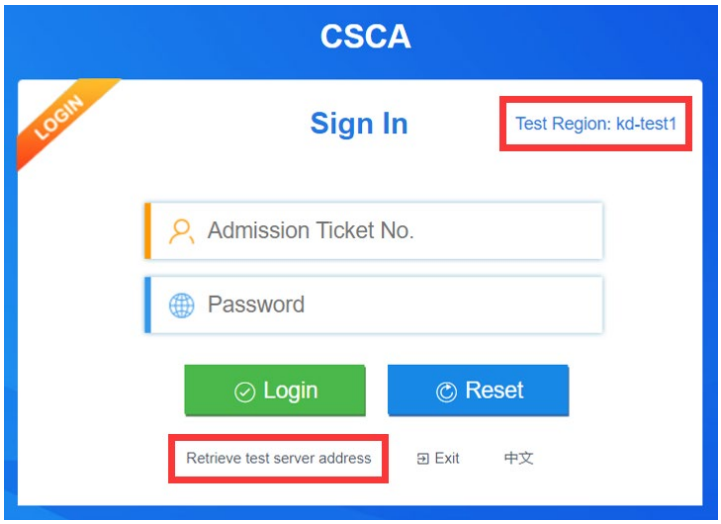
## I. Retrieve Test Server Address

On your **first sign-in,** the “Retrieve Test Server Address” page appears. Enter your Admission Ticket No. and password, click “Retrieve Address,” then sign in again. This step is needed only once.



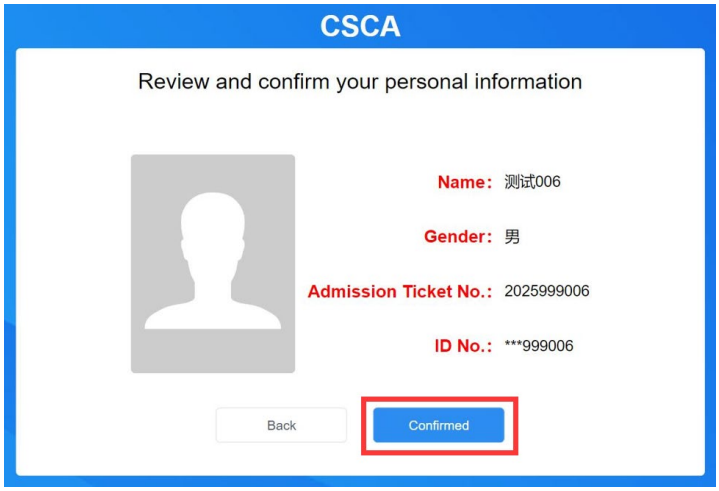

## II. Verify Your Test Region Information

After retrieving the test server address, verify that the Test Region displayed in the upper-right corner matches the information on your Admission Ticket. If it does not match, click “Retrieve Test Server Address” again. If the issue persists, please contact CSCA Technical Support for assistance.



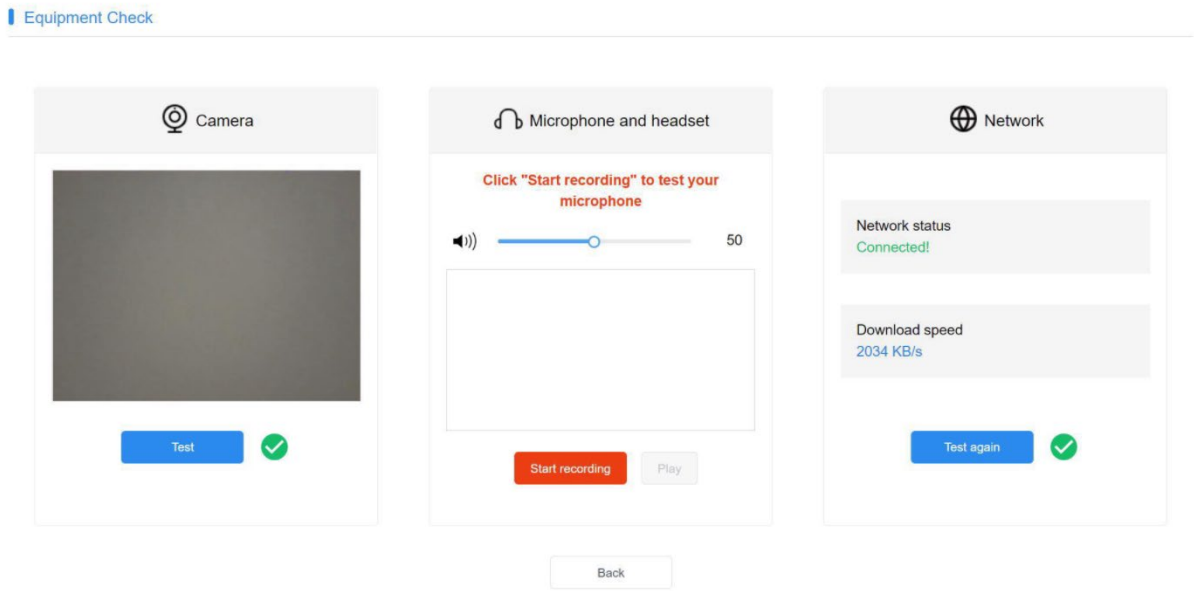
## III. Sign in and Verify Your Personal Information

On the login page, select your preferred display language (Chinese or English), then enter your Admission Ticket No. and the password for the corresponding test subject to sign in. Verify your personal information carefully. If the information is correct, click “Confirm” to proceed.

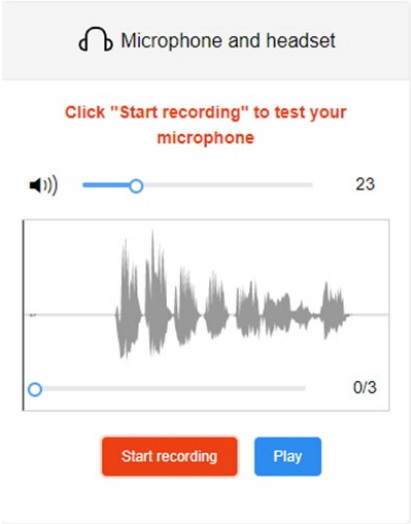



## IV. Equipment Check

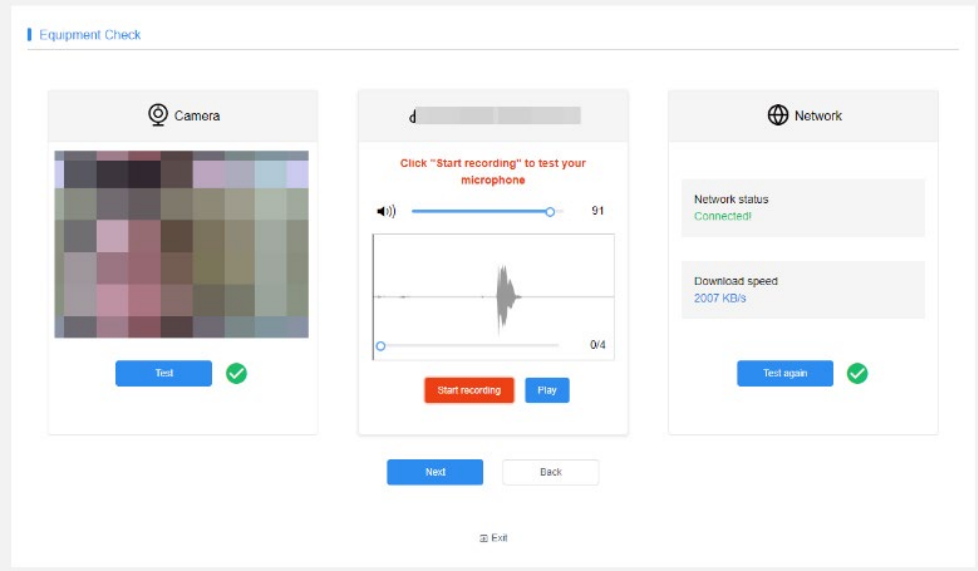
1. The system will automatically check your camera and network connection. Your network speed must remain at 500 KB/s or higher, and the status must show **Connected.** If you do not pass the network check, click **Test Again.**



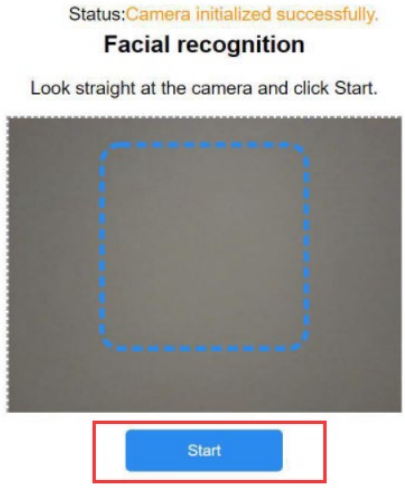

2. Click **Start Recording** to ensure that your microphone captures audio clearly.




3. After all checks pass, click **Next.**



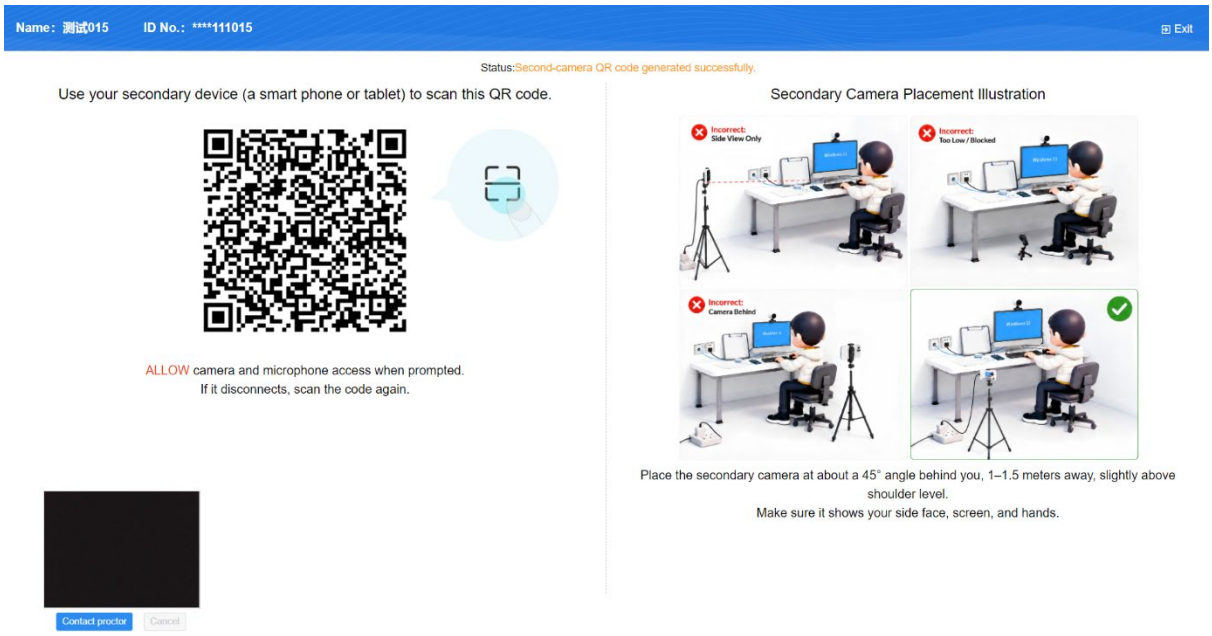

4. Follow the on-screen instructions to face the camera and click “Start” to complete the front-facing facial verification. If you encounter any issues, click **Contact Proctor** on the left for assistance. Once verification is successful, the system will automatically display the QR code for second-camera monitoring.



5. On your secondary device, open the QR code scanner and scan the QR code shown in the CSCA Test Software to quickly enter the secondary camera monitoring page. Enable camera and microphone permissions as prompted.

Then, place the secondary device in the designated position (see the illustration on the right) and check that the camera view clearly covers your upper body, computer screen, and both hands.

During the test, keep the camera on at all times, with a clear, stable, and unobstructed view. If the connection is interrupted, please rescan the QR code to reconnect.

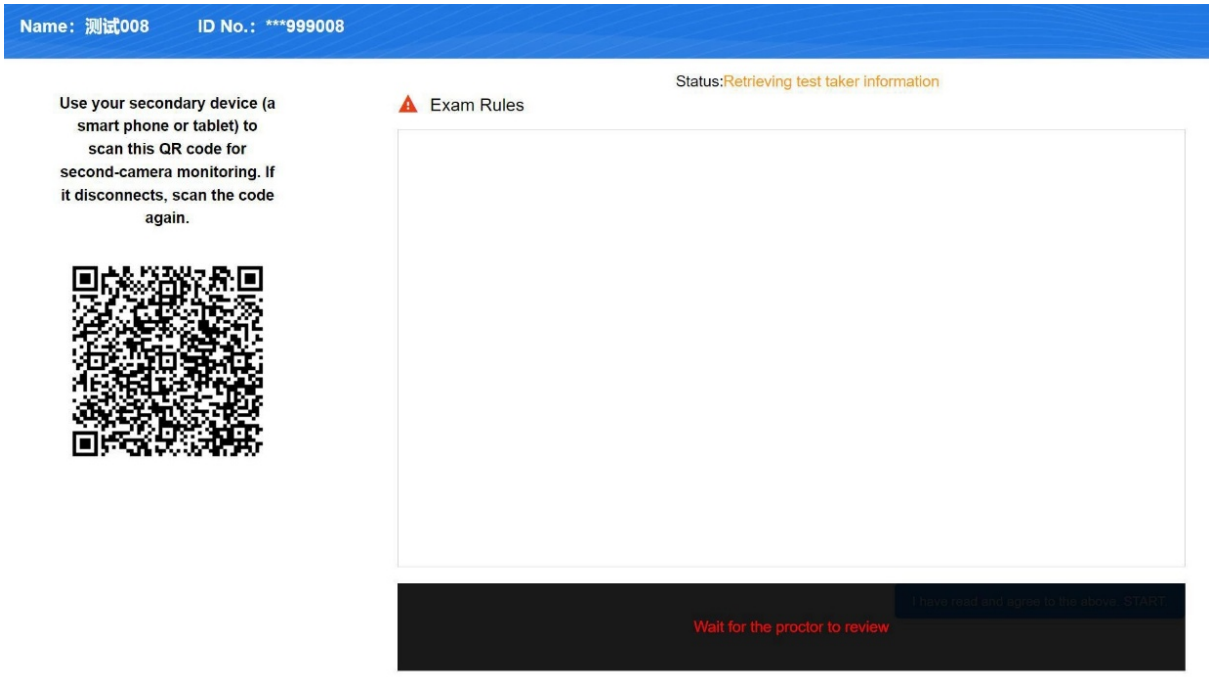



## V. Proctor Verification

### 1. Waiting for Proctor Review

- You will enter the *Test Rules* page, where the system will display *Waiting for Proctor Review.*
- The proctor will contact each test taker in order via audio call to complete identity and environment verification.

**Note:** To improve efficiency, proctors usually prioritize test takers whose secondary camera setup meets the requirements.




**2. Complete Identity and Environment Verification**

- Show your passport: Hold up your original passport (photo page) directly in front of the primary camera (see illustration).



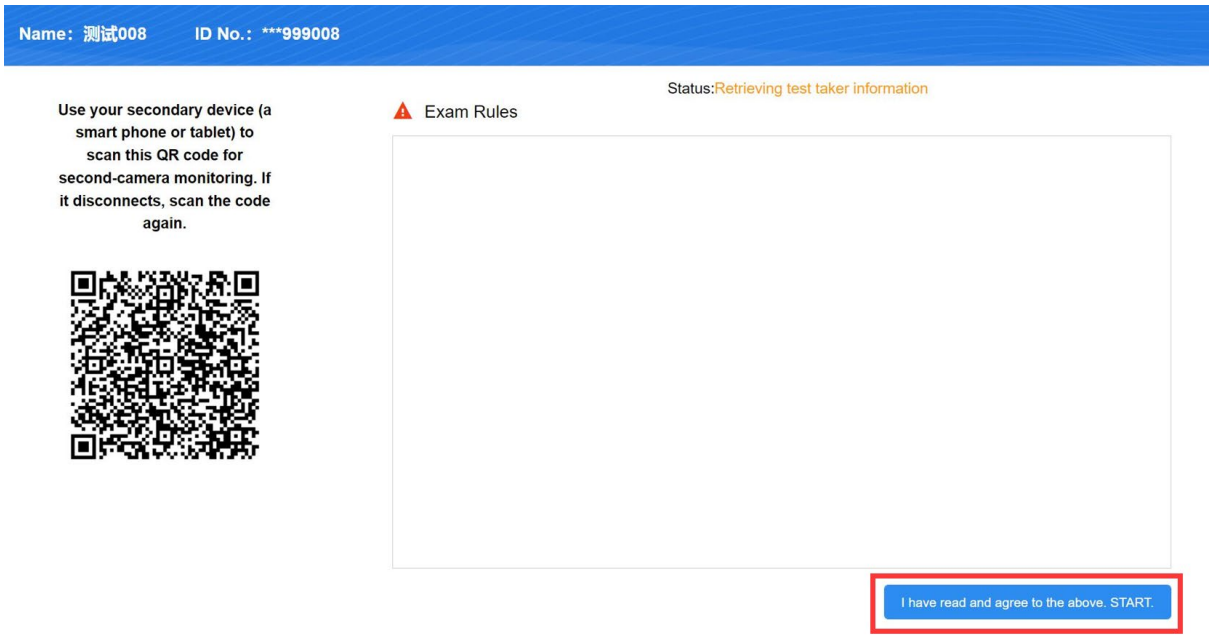
- Show your testing environment: Use the secondary device to perform a 360° slow scan of the room, ensuring that the camera clearly captures the desk surface, floor, walls, doors/windows, and all surroundings.
- After the scan is completed, place the secondary device in the designated position, ensuring that the test taker's upper body, both hands, and computer screen remain clearly visible throughout the test.
- Show your scratch materials and Admission Ticket: Display your permitted scratch materials and both sides of your admission ticket in front of the primary camera as instructed,

ensuring the scratch materials are compliant with test rules and completely blank, and that there is no writing on either side of the admission ticket.

- Show your eyeglasses, ears and wrists: Display the front and both sides of the eyeglass frame in front of the primary camera as instructed (if wearing glasses). Then show both ears and wrists.

**3. Read and Agree to the Test Rules**

- While waiting for the proctor to complete the review, or after the review is approved, you must carefully read the Test Rules.
- After the proctor has approved the review, click “I have read and agree to the above. START”.
- If the test has not yet begun, a countdown timer will be displayed on the page. Please wait patiently.
- Once the countdown ends, the system will automatically enter the test interface.




## VI. Answering Questions

### 1. Test Interface Overview

(1) Left Panel - Navigation

① Test Taker Information: Displays your name, gender, Admission Ticket No., and ID No.

② Question List: The top section shows the total number of questions and number completed.

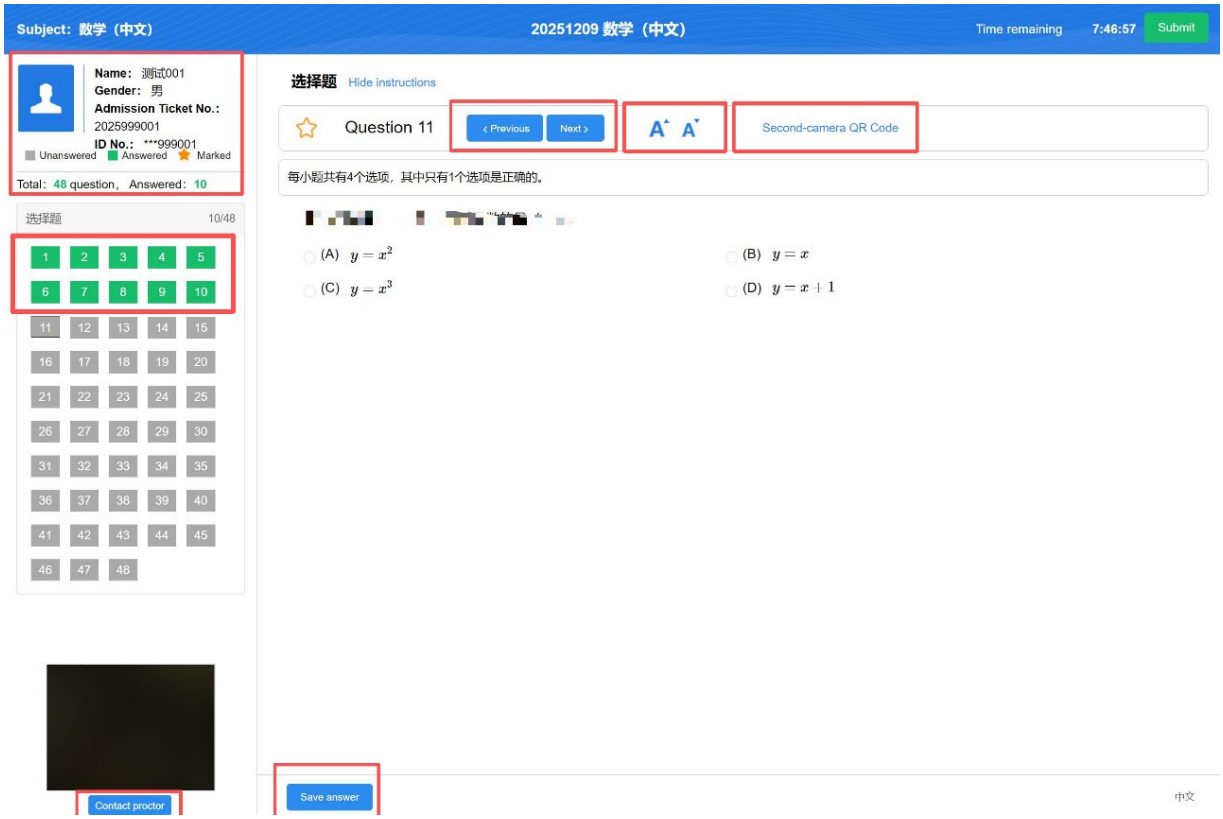
(2) Right Panel - Answer Area

① Marking Questions: Click the star icon to flag a question. Marked items appear in red in the question list.

② Navigation Buttons: Use Previous / Next to move between items; When on the first question, **First Page** is displayed; When on the last question, **Last Page** is displayed.

③ Adjust Text Size: Use the arrow icons to increase or decrease text size.

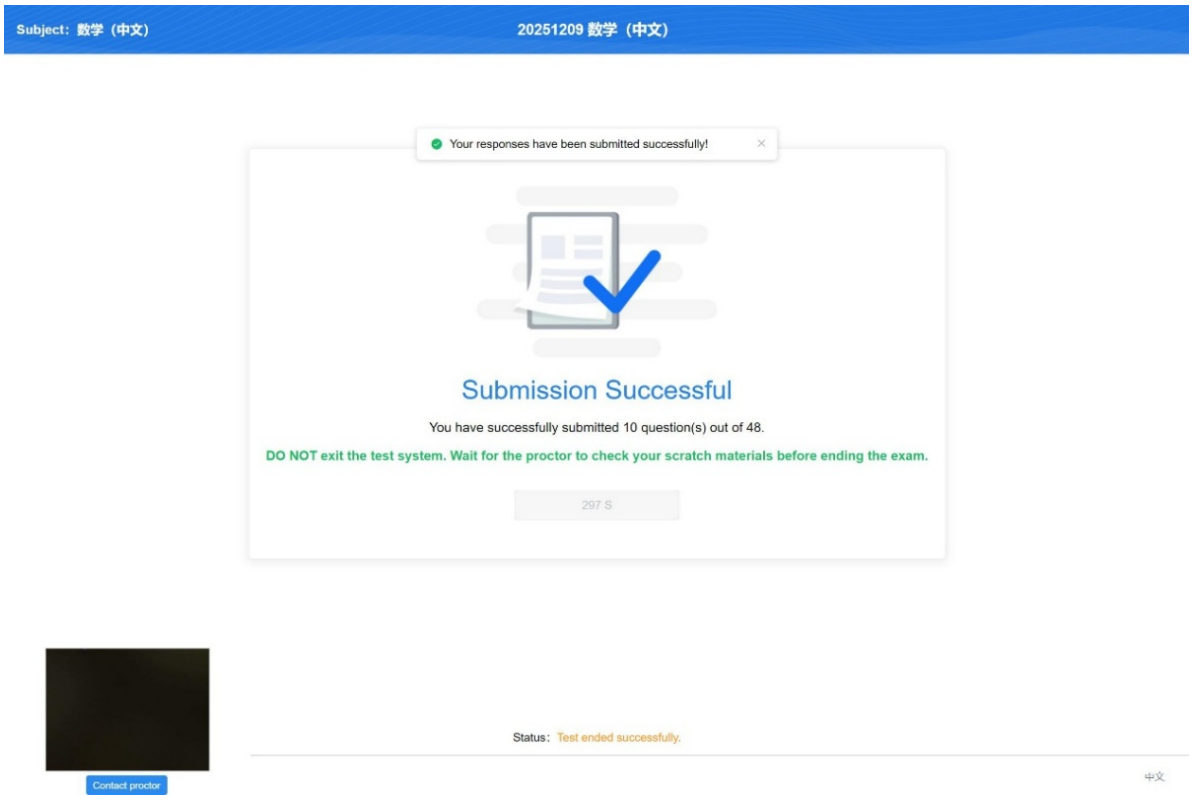
④ After submitting an answer, the corresponding question number will turn green. If no change occurs, click “Save Answer” to upload your response again.




## 2. Submitting the Test

(1) You may not end the test early. When the testing time ends, the system will automatically submit your test and upload your responses. Therefore, the **Submit** button in the upper-right corner must not be used, even if you have completed all questions.

(2) Automatic Submission: When the countdown reaches zero, the system will automatically submit your responses. Monitor your remaining time to avoid unintentional omissions.




### 3. Erasing scratch materials

Following submission, you must erase your scratch materials and then show both the erased materials and your Admission Ticket (front and back) to the main camera for proctor verification.