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CIS Certification &  
Information Security Services Ltd.

# **Examination and Certification Rules for CIS Personal certification**

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## § 1 Scope

- (1) These Examination Rules refer to all the examination processes carried out by the CIS Body for Certifying Persons – following referred to as CIS – when conducting the programme for certifying persons.
- (2) Deviations in single cases require consent of the Head of the Certification Body.

## § 2 Top examination organ

- (1) The general coordinator of CIS is the top examination organ. In this function, this person directly reports to the *Managing Director of CIS*.
  - This person is responsible for:
    - ensuring that the provisions of these Examination Rules are kept;
    - passing implementation rules for examinations;
    - ensuring that the individual examinations are equivalent and of the same kind and the principle of equality and clarity is kept in the examination procedures;
    - maintaining neutrality and objectiveness at the conduct and assessment of examinations;
    - determining the overall result of an examination and releasing issuing of a Certificate;
    - taking decisions about deceptive acts;
    - taking decisions about opposition proceedings.
- (1) All the decisions relevant to the examination will be recorded.
- (2) The activities of the *Head of the Certification Body*, which are relevant to the examination, *will be monitored by the Managing Director of CIS*.

## § 3 Breakdown of the examination procedure

- (1) The breakdown of the examination procedure depends on the applicable Implementation Rules for CIS Examinations.
- (2) The examination procedures for the examinations serving to enable obtention of the Certificates are regulated in the implementation rules.
- (3) The implementation rules regulate the following:
  - the conditions for admission to an examination procedure;
  - the examination procedures;
  - the required parts of the examination;
  - admission of aids;
  - the assessment guidelines



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#### **§ 4 Subject of the examination**

The examination serves to ascertain whether the person participating in the examination fulfils the criteria applicable to holders of CIS Certificates.

#### **§ 5 Admission and registration to the examination**

- (1) For examinations, special admission and crediting conditions can be established in the implementation rules.
- (2) A written registration for an examination must be sent to CIS.
- (3) The number of persons participating in an examination is limited.

#### **§ 6 Examination date and place**

- (1) CIS defines examination dates and places.
- (2) CIS states examination dates and places in due time.

#### **§ 7 Conducting the examination**

- (1) An examination can consist of several parts. Further details are regulated in the implementation rules.

Parts of an examination can be formed by:

a written examination;

an oral examination;

a paper;

a presentation;

teamwork;

project work.

- (2) The duration of an examination or single parts of an examination are regulated in the respective implementation rules.
- (3) Written examinations can also be made in a programmed manner (e.g. multiple choice tasks).
- (4) Written examinations and papers will only be assessed by registered examiners.
- (5) An oral examination or a presentation will be conducted or assessed by at least two examiners. Minutes will have to be taken from each oral examination or presentation, and two examiners will have to sign them.



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- (6) Written aids and electronic calculators without external data carriers are admitted to an examination. Restrictions of admission of aids and/or calculators will be regulated in the implementation rules or stated for the respective examination.
- (7) Organizing the examination and nominating the examiners devolve on the Head of the Certification Body. If an examination consists of several parts, they can take place on different places and at different moments.

## **§ 8 Resigning from an examination**

- (1) A person participating in an examination can resign before the start of the examination. In this case, the examination will be regarded as not having been taken.
- (2) If a participant discontinues the examination after its start, this examination will be regarded as not having been taken.

## **§ 9 Deceptive acts, disturbance**

- (1) If a participant commits a deceptive act, the examiner or the person entrusted with supervision will write down the state of affairs and circumstances on the examination documentation. The decision about recognition of the examination will be taken by the Head of the Certification Body.
- (2) Participants significantly disturbing the course of the examination can be excluded from the examination. The decision will be taken by the examiner or the person entrusted with supervision. The decision will have to be recorded. If a participant is excluded from an examination, this examination will be regarded as not having been taken.
- (3) If a person participating in an examination fails to completely hand in the set of examination tasks handed over to him/her, this person will not have the right to claim assessment of his/her examination.

## **§ 10 Assessing performance at the examination**

- (1) Assessment will be done according to a weighted scoring system. Each task of a written or an oral examination is assigned with a maximum scoring. Partial assessment will be possible.
- (2) Performance at an examination will be assessed by the examiner. If performance at an examination is assessed by several examiners, the arithmetic means of the assessments will be formed.
- (3) The assessment will not be justified towards the participant.
- (4) The examination will have been passed if the sum of the points reached is at least 50 points – relating to 100 points.
- (5) Examinations and parts of examinations can be evaluated mechanically.



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## **§ 11 Repeating examinations**

- (1) An examination that has not been passed can be repeated.
- (2) If an examination consists of several parts, single parts can be repeated. The number of repetitions is regulated in the implementation rules.

## **§ 12 Examination documentation**

- (1) All the examination documentation will be retained by the CIS Office. The minimum retention period amounts to ten years in case of examinations that have been passed and to two years in case of examinations that have not been passed.
- (2) In principle the opportunity of having a look at examination documentation won't be granted. Upon request, the examinee that has not passed the examination will be allowed to view his/her examination documentation. The relevant application will have to be filed with the Head of the Certification Body in writing. The application will have to be justified.

## **§ 13 Determining the result of the examination**

- (1) The top examination organ will determine the result of the examination.
- (2) In case of contradiction, the top examination organ can initiate review of the result of the examination.
- (3) The persons participating in the examination will be informed on their results of the examination by CIS no later than four weeks after the examination. The scoring reached won't be communicated.
- (4) All the information given to the persons participating in the examination must be in writing.

## **§ 14 Certificates**

Each person participating in an examination will be granted a Certificate acc. to ISO 17024 with a restricted validity once the examination has been passed.

- (1) The scoring reached won't be stated on the Certificate.
- (2) The Certificate will be signed by the Head of the Certification Body or the person authorized to sign.



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## **§ 15 Right of appeal**

- (1) Objections to a decision about an examination will have to be sent to CIS within six weeks upon receipt.
- (2) The top examination organ of the CIS Certification Body will decide upon the objection. Recourse to the law is excluded.

## **§ 16 Examination fees**

- (1) For each examination, fees need to be paid. This also applies to examinations from which the participant has resigned acc. to § 8.
- (2) The amount of the examination fee depends on the applicable Fee Regulation of CIS.
- (3) In case of resignation or exclusion from an examination, there is no right to claim reimbursement of the examination fee.

## **§ 17 Revision clause**

- (1) These Examination Rules are to secure and support conduct and handling of the examination. This means that these rules will always have to be adapted to a dynamic training concept that is changing constantly. Therefore, the general coordinator is entitled to subject these rules to a revision, at any time.
- (2) Amendments to the Examination Rules will have to be communicated adequately.

## **§ 18 Entering into force**

- (1) These Examination Rules will enter into force upon publication. They will be applied to all the examinations of CIS that are carried out after the publication date.
- (2) In transitional phases, the top examination organ can decide that examinations can still be conducted according to the modalities of the Examination Rules applicable to then – for a limited period.

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CIS Certification & Information  
Security Services Ltd.

Head of the CIS Certification Body