

Information Regarding the Licensing of telc Examination Centres

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The Institutional telc License is an agreement between telc GmbH as Licensor and an Examination Centre as Licencee.

The Licensor

Under the name *telc – language tests*, telc GmbH develops and markets standardised and scientifically tried language examinations according to the Council of Europe's Common European Framework of Reference for Languages (CEF). telc is a non-profit institution which has set its goals for the advancement of multilingual competence, a standardised and comparable measurement of language competence and the propagation of the communicative approach to language learning.

telc GmbH awards institutional licences to institutions which follow similar goals and bestows them the right to organise and administer telc examinations. Aside from institutional licences, telc also awards individual examiner licences to teachers, qualifying them as oral test examiners and raters of written expression.

The Licencee

telc Licencees are legal entities, usually Adult Education Centres, private language schools, academies, colleges and universities and similar institutions of adult education. Schools of further education and vocational schools can also be awarded examiners' licences.

Membership and umbrella organisations can also be awarded the telc licence as a group. The organisation assumes the administrative and quality assurance responsibilities of the individual examination centres. With the issuance of such group licences, the number and selection of examination centres must be regulated by contract. The institutional licence for organisations does not automatically grant all members of the organisation the authority to act as examination centres themselves.

Scope of the Institutional Licences

- (1) The telc Institutional Examiners' Licence entitles the licensed Examination Centre to administer all examinations offered by telc under their own authority.
- (2) telc GmbH supports the Examination Centre through appropriate training programmes for examiner qualification.
- (3) telc GmbH offers comprehensive service and support. To guarantee a consistently high level of quality and reliability, all examinations are scored and evaluated centrally by telc. Furthermore, telc issues the certificates for the successful and archives the test results for ten years.
- (4) The telc licence entitles and requires the Licencee to appropriately display the telc logo according to the current telc corporate design and to identify itself as a "telc Examination Centre", for example in their programme catalogues, Internet pages and information material.
- (5) Upon issuance of the initial telc licence, the Licencee receives information and advertising material, including mock examinations, CDs and PR materials. PR materials can be re-ordered from telc at no cost.

Requirements for the Issuance of the Institutional Licence

- (1) Local infrastructure: the Licencee must preside over premises that accommodate the requirements set forth in the examination regulations. Especially, these stipulate
 - a. For the written examination: rooms of adequate size to allow a minimum distance of 1.5 metres between candidates. A wall clock must be visible.
 - b. For the oral examination: a waiting room, a room in which the candidates can prepare themselves for the examination and the examination room itself.
 - c. For the safekeeping of examination material: a room or repository which can be securely locked.
- (2) Infrastructure: the Licencee must be equipped with central office facilities, including telephone and Internet access. Rooms designated for the administration of examinations must be equipped with CD players.
- (3) Personnel: the Licencee is required to appoint a person responsible for examinations who is available during office hours. Teaching staff must have appropriate qualifications, several years of language teaching experience and good knowledge of the CEF.
- (4) Language courses: to insure that the students are adequately prepared for the telc language tests, courses must be taught along CEF guidelines.
- (5) Payment of teaching staff: to assure a high level of teaching quality, the payment of teachers must be commensurate with the generally recognised reimbursement of language teachers.

Licencee Responsibilities

- 1) The Institutional Licence requires the Licencee to uphold the current and valid telc GmbH General Terms and Conditions and Examination Regulations and general business terms and conditions as well as the specific implementation rules for the examinations.
- 2) The person responsible for the examinations is required to inform him or herself regularly regarding all aspects of the examination administration. This person is responsible for the security of the examination procedure and is the official contact person for telc GmbH.
- 3) The Licencee is obligated to uphold the telc GmbH conditions specified in the examination regulations regarding the qualification of those responsible for the examinations as well as the examiners.

The telc licence is valid for the named Licencee only and is not transferable. telc examinations may only be carried out on the premises of the licensed examination centre. Should cooperation with a sub-Licencee be desired or the administration of the examination be carried out at a location other than that stipulated in the contract, the details must be given in writing to telc GmbH and the contract altered accordingly.

Licence and Examination Fees

- (1) telc GmbH charges an annual basic fee for the use of the institutional licence. Special conditions apply for membership and umbrella organisations applying for a group licence.
- (2) telc GmbH charges an examination fee per candidate based on the current pricelist. This includes the registration fee, examination materials, postage and handling costs, test evaluation, official certificates and the archiving of examination results.
- (3) It is possible to anchor the details regarding the examination prices for candidates within the licensing contract.
- (4)

Revocation or Cancellation of the Institutional telc Licence

- (1) In case of infringement of the contract terms and conditions agreed upon, and/or of the examination regulations, telc GmbH reserves the right to revoke the licence.
- (2) Deadlines for proper notice of termination of the licence from either side are specified within the licensing contract.