

General Terms and Conditions and Examination Regulations of the telc GmbH

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Glossary

Examination centre	Licensed institution at which telc examinations may be conducted
Examining institution	Where applicable: umbrella organisation of the examination centre

Candidate	Person taking an examination
Examination centre coordinator	Person at the examination centre responsible for all organisational and administrative tasks pertaining to the examination
Invigilator	Person responsible for supervision in the examination room or preparation room
Examiner	Person conducting the Oral Examination
Rater	Person rating the sub-test "Writing"

Written Examination	Combination of the sub-tests "Reading", "Listening Comprehension", "Writing" and, where applicable, "Language Elements"/"Vocabulary"/"Grammar" (where applicable)
Oral Examination	Sub-test "Speaking"
Part of the Examination	Written Examination and Oral Examination
Sub-tests "Listening Comprehension", "Reading Comprehension", "Writing", "Oral Examination"	In some examination formats also sub-tests "Listening", "Reading", "Writing" and "Speaking"
Mock examination	Document demonstrating the format of an examination and its assessment
Instructions for the Organisation of telc Examinations	Document containing regulations for conducting an examination
Organisation materials	Papers and documents necessary for the administration of the examination (record form, checklists, guidelines, etc.)
Examination materials	Examination booklets and audio CD for the sub-test "Listening Comprehension"
Certificate	Documentation of successfully completed examination
Results Sheet	Documentation of results for candidates who have not passed the examination

General Terms and Conditions

§ 1 Licensed Examining Institutions and Licensed Examination Centres

1. telc examinations may only be conducted by an examining institution or examination centre if there is a valid licence contract (independent licence, group licence or sublicense) between telc GmbH and that institution or centre.
2. The telc licence is only valid for one location, namely the address of the examination centre. telc examinations are only to be carried out at this licensed location or in rooms at the same location which can be rented and are used exclusively as examination rooms for telc examinations. telc examinations cannot be carried out at other non-licensed locations without the written permission of telc, which has been requested in advance of the examination date.
3. In addition, centres that have a sublicense contract with a telc licensee and centres that are a member of a licenced umbrella organisation may conduct telc examinations. The umbrella organisation is referred to as the “examining institution”. Responsibilities and obligations of examination centres and examining institutions are detailed in the contracts between these centres and institutions with telc GmbH.
4. Furthermore, telc GmbH may establish and operate its own examination centres.

§ 2 Examination Fees

1. telc GmbH will invoice the respective examination centre or examining institution for the examinations. The fees are payable within 30 days.
2. The fees consist of a registration fee and an administration fee.
3. Candidates pay their fees exclusively to the examination centre or the examining institution.
4. There is no entitlement to the evaluation of an examination prior to the receipt of the respective fees.

§ 3 Examination Dates

1. Examination dates will be agreed upon between telc licensees and telc GmbH. For this, the registration of an examination is sufficient. telc GmbH will notify the licensee in good time if it is not possible to conduct an examination on the scheduled date.
2. The Oral Examination and the Written Examination must take place within 14 days of each other.

§ 4 Registration of the Examination

1. The examination centre or the examining institution places a binding order of a telc examination with telc GmbH at least 30 days prior to the examination date either using the appropriate registration form online (registration form at www.telc.net) or by mail or fax. The date of receipt is relevant for determining whether an examination has been registered in due time or not. Solely examinations at level A1 may be registered with telc GmbH up to twelve days before the examination date.
2. telc GmbH imposes a surcharge for every late registration per candidate. In this case, the examining institution or the examination centre will also be charged the additional costs for express delivery.
3. telc GmbH will consider registrations received less than six days before the scheduled examination date only in exceptional, clearly defined and individually justified cases.
4. The registration of additional candidates for an examination already registered with telc GmbH will be considered as a new registration with regard to the registration deadlines.

§ 5 Receipt of the Examination Papers and Materials by the Examination Centre

1. The papers will be sent in due time ahead of the examination date at the expense of telc GmbH. The examining institution or the examination centre is not entitled to a particular mode of dispatch unless it is prepared to cover the costs of this. telc GmbH must be notified immediately by the recipient if the

papers have not arrived eight days before the date of the examination. If telc GmbH is not notified in due time, the recipient will bear the risk and all additional expenses.

2. Delivery and payment do not constitute ownership of the examination materials. The recipient is only entitled to use those examination materials for examination purposes on the registered date. All examination papers and documents and the audio CD used in the sub-test "Listening Comprehension" are protected by copyright. telc GmbH has the sole right of disposal for these. It is not permitted to copy, publish, exhibit, quote, show or store them, nor is it permitted to transmit, make public or exhibit any materials, papers or documents created and copyrighted by telc. The same applies to the answer sheets used by the candidates. In the case of a cancellation of an examination, all examination papers and materials must be sent back to telc GmbH immediately and unopened.
3. All examination materials must be checked immediately upon receipt as to accuracy and completeness. Above all, the quality of the audio CD must be checked. Details are specified in the respective examination guidelines.
4. telc GmbH must be informed about faulty or missing material and complaints made immediately either by phone, fax or e-mail. If telc GmbH receives information about complaints less than five days prior to an examination, the recipient will bear all additional costs e.g. for a possible second dispatch, copies etc.

§ 6 Return of Papers and Materials

1. The candidates' answer sheets, the audio CD and all examination record forms and documents listed in the Instructions for the Organisation of telc Examinations, must be sent immediately and not later than three days after the conclusion of the examination to telc GmbH by registered mail. The examining institution or the examination centre may be charged any additional expenses caused by a late return of papers and materials.
2. If there is no centralised marking procedure for the sub-test "Writing", the examination centre or the examining institution must forward all relevant documents to the raters by registered mail not later than two days after the conclusion of the examination. The raters then send the marked answer sheets to telc GmbH not later than seven days after receipt of the documents.
3. The examination centre or the examining institution is obliged either to destroy all examination booklets completely and in an appropriate way or to return them to telc GmbH. The chosen procedure must be indicated on the Checklist for the Return of Examination Papers and is confirmed by signature and stamp of the examination centre on the checklist. telc GmbH has the right to inspect this procedure without prior notice. The audio CD must be sent back to telc GmbH in all cases.

§ 7 Absence of Candidates from an Examination

1. Registration fees cannot be reimbursed or waived.
2. telc GmbH will waive or reimburse administration fees to the examination centre or examining institution only if a medical certificate is provided or if there is proof that the absence is caused by circumstances outside the control of the candidate. The medical certificate or the documentary proof of other reasons must be sent to telc GmbH upon return of the examination papers and materials. If this is not possible, the medical certificate or documentary proof must be sent to telc GmbH no later than one week after the conclusion of the examination. In this case, upon return of the examination materials, telc GmbH must be notified that the relevant certificate will be sent later.

§ 8 Certificates

1. After the examinations have been evaluated the examination centre will receive the certificates and the results sheets to be handed out to the candidates. In addition, examination centres and examining institutions (where applicable) will be provided with lists of the examination results.

2. telc GmbH and the respective examination centre are obliged to sign the certificate and additionally use a stamp or seal. Facsimile signatures are permitted. A telc certificate without signature and stamp or seal of the examination centre is not valid.
3. telc GmbH will issue a duplicate certificate only if the original document is submitted to telc GmbH for replacement or if there is a written statement that the original certificate has been lost. telc GmbH will certify the authenticity of duplicate certificates by signature and seal. No further proof of authenticity is required. The issue of a duplicate certificate incurs a fee.

§ 9 Archiving

1. telc GmbH will archive all examination papers that are relevant for evaluation for four months from the notification date of the examination results (date indicated on the certificate or the results sheet). The examination results of every candidate will be archived for ten years. During this period candidates are entitled to receive a duplicate certificate at a fee.
2. The appropriate copy of the examination record form has to be archived by the examination centre.
3. Score sheets completed during oral examinations that are not returned to telc GmbH have to be archived and kept safe from unauthorised access for at least six months at the examination centre or the examining institution.
4. It is not permitted to hand over examination materials or answer keys. This applies to the original documents as well as to copies of the same.

§ 10 Credit for Successfully Passed Parts of the Examination

1. If a candidate claims credit for having already successfully passed part of the examination, telc GmbH must be notified of this at the time of registration or not later than upon return of the examination materials by enclosing a copy of the results sheet or by specifying the archive number of the successfully passed part of the examination.
2. If telc GmbH is notified later than upon return of the examination materials, telc GmbH will charge a fee for giving credit for an already passed part of the examination.

§ 11 Appeals against Decisions

1. Appeals against decisions made by examination centres, examination centre coordinators, individual raters and examiners or telc GmbH must be made in writing within three months of receiving the examination results (date of issue on the certificate or the results sheet).
2. The claim must be sufficiently justified. telc GmbH may reject insufficiently justified claims. It is not sufficient for candidates merely to claim that they were not awarded a particular score.
3. telc GmbH decides on the claims. If there is a reassessment of a candidate's performance, the result(s) of the reassessment will be irrevocably valid.

§ 12 Data Protection and Public Attendance

1. Every person involved in conducting the examination is obliged to keep protected information confidential and must adhere to national and international privacy and data protection laws. The candidates' personal data must not be used for any purpose other than conducting and evaluating the examination.
2. telc examinations are not public. It is possible to sit in on an examination with prior permission of telc GmbH. Prior permission of telc GmbH is required for filming, videotaping, recording or photographing during an examination.

§ 13 Place of Jurisdiction

If the contracting party of telc GmbH is an entrepreneur (according to § 14 BGB), businessman (according to HGB), a legal person of public law or special property under public law, the exclusive place of jurisdiction is Frankfurt am Main for all direct and indirect claims arising from a contract concluded in compliance with the aforementioned provisions or in connection with such a contract. In addition, each party may bring legal action against the other at the latter's place of jurisdiction.

The law of the Federal Republic of Germany shall apply exclusively.

Should the provisions herein be in part legally invalid or incomplete, the validity of the remaining provisions shall remain unaffected. The ineffective conditions shall be replaced by such provisions as come closest to fulfilling the economic purpose of the provisions they will replace.

telc Examination Regulations

A. Examination

§ 1 Content and Format of the Examination

1. The aim of telc examinations is the certification of language proficiency.
2. Structure, contents, procedure and evaluation of the examinations are defined by telc GmbH and described in the respective Instructions for the Organisation of telc Examinations and the Mock Examinations. These descriptions are legally binding.

B. Candidates

§ 2 Registration

1. Candidates who wish to take a telc exam register with an examination centre. The examination centre forwards the registrations to telc GmbH.
2. The examination centre is obliged to inform the candidates about the provisions of the examination regulations and the general terms and conditions of telc GmbH. It is the examination centre's task to obtain the candidates' consent for forwarding all personal data necessary to conduct and assess the examination.

§ 3 Accessibility to Examinations

There are special additional provisions for candidates with disabilities. These are defined in the Guidelines for Access Arrangements.

§ 4 Notification of Results

1. All candidates who have successfully passed a telc examination receive a certificate.
2. All candidates who have not passed the examination receive a results sheet.

§ 5 Retaking the Examination or Parts of the Examination

1. Candidates may retake a complete examination as often as they wish.
2. Level A1 and A2 examinations:
It is not possible to retake individual parts of these examinations or take part at a later date.
3. Level B1, B2 and C1 examinations:
Candidates may retake the Oral Examination or the Written Examination at a later date in the period up to the end of the following calendar year from the date when the examination was first taken. It is not possible to retake sub-tests. If a part of an examination which has been passed is retaken, the results of the retake will be exclusively and irrevocably valid.

C. Examination Centres

§ 6 Examination Centre Coordinator

1. Examination centres must appoint a coordinator to be in charge of the examination and inform telc GmbH accordingly.
2. The examination centre coordinator must be familiar with the telc examination system including the Examination Regulations and the Instructions for the Organisation of telc Examinations.
3. The examination centre coordinator is responsible for ensuring that the examination is conducted in compliance with the telc General Terms and Conditions and telc Examination Regulations. This

includes particularly the responsibility for examination security and confidentiality (cf. § 12–16 of these examination regulations) and the safekeeping and return of the examination materials or their proper destruction.

§ 7 Examination Materials

1. telc GmbH provides examination centres with all necessary organisational materials and examination materials.
2. All examination materials, i. e. examination booklets and audio CDs, are strictly confidential and must be kept safe from unauthorised access until the day of the examination.
3. All examination materials remain property of telc GmbH. They are protected by copyright. It is expressly prohibited to copy or transmit texts, images, sound recordings or digital recordings. Under no circumstances may examination papers or materials be used for a purpose other than a telc examination or on a date different from the one indicated in the registration form. Above all it is prohibited to use examination booklets for teaching or demonstration purposes or to copy them for later use. This also applies to booklets that have already been used during examinations.
4. The examination centre coordinator is obliged to check the examination materials for accuracy and completeness immediately upon receipt. In addition, the audio CD has to be checked for accuracy, usability and quality on the media player used in the examination.
5. After the completion of the examination, the examination papers and materials must be kept safe from unauthorised access until they are returned to telc GmbH.

§ 8 Conducting the Examination

1. Before the Examination the examination centre coordinator advises suitable invigilators of their duties in the written examination as well as in the preparation room of the oral examination.
2. A written record must be kept of the examination. One copy of this record remains at the examination centre, one copy each must be sent to telc GmbH and the examining institution (where applicable).
3. telc GmbH representatives and supervisors authorised by telc GmbH may attend examinations with or without prior notice. They may not intervene directly in the examination. Their attendance must be recorded along with the duration of the attendance.
4. At the examination centre candidates may not receive informal information about their respective performance. The official result will be provided by telc GmbH exclusively.

§ 8a The Written Examination

1. The examination is supervised by the person in charge of the examination or by a person authorised by the person in charge. If there are more than 25 candidates or if required by the location, a second person must be present to supervise the examination. There must be an additional person for every 25 candidates taking the exam or if required by the location.
2. Without exception, at least one invigilator must be present in the examination room at all times during the written examination.
3. All candidates have to be assigned their seats in such a way that they cannot view the papers of other candidates. There has to be a distance of at least 1.50 meters between the candidates (in front, behind, left and right) as measured from the centre of the candidates' seats.
4. For every group of candidates taking a written examination, the examination centre must provide a meaningful seating plan and send it to telc GmbH along with the examination papers and materials.

5. The invigilators start the examination by explaining the formalities and the quality assurance procedures. Invigilators are only authorised to answer questions concerning the organisational aspects of the examination. They may not answer or comment on any questions concerning the contents of the examination. No questions may be answered after the examination has begun.
6. Examination booklets may not be distributed before all organisational issues have been resolved. They may not be opened until the examination centre coordinator announces the start of the examination.
7. Candidates who arrive after the examination has begun are not allowed to take part in the examination.
8. Only one candidate at a time will be allowed to leave the room. This and the duration of the absence must be recorded. Candidates who finish their examination early may not re-enter the examination room while the examination is still in progress and have to leave the building in which the examination is taking place.

§ 8b The Oral Examination

1. The size of the groups of candidates is determined by the Instructions for the Organisation of telc Examinations. If there are examinations of pairs or groups of students, the pairs and groups are formed by the examination centre conducting the examination.
2. The number of examiners and the marking procedures are defined and described in the Instructions for the Organisation of telc Examinations.
3. As a rule, examiners are not allowed to conduct more than twelve examinations per day.

D. Evaluation of Examinations

§ 9 Evaluating and Rating the Performance of Candidates

1. All examination results are determined at telc GmbH according to standardised procedures.
2. The sub-test “Writing” and the oral examination are marked according to the marking criteria provided by telc GmbH.
3. Teachers who have taught a candidate at any time during the six months prior to the examination may not serve as an examiner or rater for this candidate.

§ 10 Sub-test Writing

1. The sub-test “Writing” is rated by examiners appointed by the examination centre or by telc GmbH. Raters for the sub-test “Writing” must hold a valid licence issued by telc GmbH.
2. telc GmbH will conduct spot checks on a regular basis. The final decision on any rating lies with telc GmbH.
3. A rater licence can be obtained by successfully completing a training course conducted or authorised by telc GmbH. The current Appendix B “Rater licences: Writing” specifies for which examinations a licence is valid and the period of validity.

§ 11 Oral Examination

1. The Oral Examination is conducted and the candidates’ performance rated by examiners appointed by the examination centre or by telc GmbH. Examiners must hold a valid licence issued by telc GmbH.
2. An examiner licence can be obtained by successfully completing a training course conducted or authorised by telc GmbH. The current Appendix A “Examiner licences: Speaking” specifies for which examinations a licence is valid and the period of validity.

E. Examination Security & Confidentiality

§ 12 Violation of the Examination Regulations

Culpable violations of the examination regulations, in particular those which jeopardise the correct examination procedure and the objectivity and reputation of the examination, may be sanctioned by telc GmbH. This may lead to the exclusion of the person or examination centre involved from telc examinations.

§ 13 Verification of Identity

1. Before entering the examination room all candidates must show a valid official photo ID so that names and personal data can be checked against the registration list for the examination. Each candidate's identity must be verified beyond doubt, if necessary, once again after the break and before the oral examination.
2. During the examination the photo ID must be placed on the candidate's desk in such a way that the invigilator can inspect it. The invigilator must ascertain that the personal data on the answer sheet matches the data on the ID.

§ 14 Examination Papers and Documents

Under no circumstances may candidates remove complete examination booklets or parts of examination booklets from the examination room. Therefore, all examination materials must be checked for completeness before the group of candidates leaves the examination room.

§ 15 Unauthorised Aids

1. Invigilators and the examination centre coordinator have to take measures to assure that every candidate completes the examination without the aid of others or any unfair means. No unauthorised aids may be within a candidate's reach during the examination. Only the following items may be on the candidates' desks: examination booklets, answer sheets, pencils, if applicable other items mentioned in the Instructions for the Organisation of telc Examinations and notepaper (only if marked with the stamp of the examination centre). All other items must be collected by the invigilator before the start of the examination and returned to the candidates after the examination.
2. Unauthorised aids are – in the preparation room provided for some examinations as well as in the examination room – among other things: personal notes, printed materials such as dictionaries and technical devices for storage and transmission of information (e.g. electronic calendars, mobile phones, scan pens, cameras), even if no relevant information is found on these devices when they are checked. The Instructions for the Organisation of telc Examinations specify in which cases aids such as dictionaries are expressly permitted. Electronic dictionaries are not permitted under any circumstances.
3. Candidates will be informed about the provisions of § 15 of these regulations and will be given the opportunity to hand over any aids they might have brought inadvertently, especially mobile phones, to be stored out of reach for the duration of the examination.

§ 16 Cheating

1. Candidates who cheat or attempt to cheat, who use unauthorised aids or allow others to use them, will be excluded from the examination immediately. In this case, there will be no evaluation of their performance in the examination. Every attempt at cheating must be recorded. The decision to exclude candidates will be made by the invigilator, during the oral examination by the examiner or the board of examiners. The exclusion must be documented in detail in the examination record form including the reasons for the exclusion. Personal notes of the candidates which could be used for cheating have to be enclosed with the examination record form.

2. If evidence that cheating has occurred is found only after the conclusion of the examination, telc GmbH will declare the respective examination(s) invalid.

In addition to these Examination Regulations the General Terms and Conditions of telc GmbH apply.

Appendices to the Examination Regulations

Appendix A Examiner Licences: Oral Examination

The Examiner Licence	qualifies the holder to act as an oral examiner in the following telc examinations
English A1-A2	telc English A1 telc English A2 telc English A2 School
English A2-B1 (dual level)	telc English A2-B1 telc English A2-B1 School
English B1-B2	telc English B1 telc English B1 School telc English B1 Business telc English B1 Hotel and Restaurant telc English B2 telc English B2 School telc English B2 Business telc English B2 Technical
English C1	telc English C1
Deutsch A1-A2	telc Deutsch A1 (Start Deutsch 1) telc Deutsch A2 (Start Deutsch 2) telc Deutsch A2+ Beruf
Deutsch Integration DTZ	Deutsch-Test für Zuwanderer
Deutsch B1-B2	telc Deutsch B1 (Zertifikat Deutsch) telc Deutsch B1 Schule (Zertifikat Deutsch für Jugendliche) telc Deutsch B1+ Beruf telc Deutsch B2 telc Deutsch B2+ Beruf
Deutsch C1	telc Deutsch C1 telc Deutsch C1 Hochschule
Türkçe A1-A2	telc Türkçe A1 telc Türkçe A2 telc Türkçe A2 Okul
Türkçe B1-B2	telc Türkçe B1 telc Türkçe B1 Okul telc Türkçe B2 telc Türkçe B2 Okul
Español A1-A2	telc Español A1 telc Español A2 telc Español A2 Escuela
Español B1-B2	telc Español B1 telc Español B1 Escuela telc Español B2 telc Español B2 Escuela
Français A1-A2	telc Français A1 telc Français A2 telc Français A2 Ecole
Français B1-B2	telc Français B1 telc Français B1 Ecole telc Français B1 pour la Profession telc Français B2
Italiano A1-A2	telc Italiano A1 telc Italiano A2
Italiano B1-B2	telc Italiano B1 telc Italiano B2
Português B1	telc Português B1
Русский язык A1-A2	telc Русский язык A1 telc Русский язык A2
Русский язык B1-B2	telc Русский язык B1 telc Русский язык B2
Český jazyk B1	telc Český jazyk B1
اللغة العربية B1	telc اللغة العربية B1

Appendix B: Rater Licences: Written Examination, sub-test "Writing"

The Rater Licence	qualifies the holder to act as a rater in the following telc examinations
English A1-A2-B1-B2	telc English A1 telc English A2 telc English A2 School telc English A2-B1 telc English B1 telc English B1 School telc English B1 Business telc English B1 Hotel and Restaurant telc English B2 telc English B2 School telc English B2 Business telc English B2 Technical
English C1	telc English C1
Deutsch A1-A2-B1-B2	telc Deutsch A1 (Start Deutsch 1) telc Deutsch A2 (Start Deutsch 2) telc Deutsch A2+ Beruf telc Deutsch B1 (Zertifikat Deutsch) telc Deutsch B1 Schule (Zertifikat Deutsch für Jugendliche) telc Deutsch B1+ Beruf telc Deutsch B2 telc Deutsch B2+ Beruf
Deutsch Integration*	Deutsch-Test für Zuwanderer
Deutsch C1	telc Deutsch C1 telc Deutsch C1 Hochschule
Türkçe A1-A2-B1-B2	telc Türkçe A1 telc Türkçe A2 telc Türkçe A2 Okul telc Türkçe B1 telc Türkçe B1 Okul telc Türkçe B2 telc Türkçe B2 Okul
Español A1-A2-B1-B2	telc Español A1 telc Español A2 telc Español A2 Escuela telc Español B1 telc Español B1 Escuela telc Español B2 telc Español B2 Escuela
Français A1-A2-B1-B2	telc Français A1 telc Français A2 telc Français A2 Ecole telc Français B1 telc Français B1 Ecole telc Français B1 pour la Profession telc Français B2
Italiano A1-A2-B1-B2	telc Italiano A1 telc Italiano A2 telc Italiano B1 telc Italiano B2
Português B1*	telc Português B1
Русский язык A1-A2-B1-B2	telc Русский язык A1 telc Русский язык A2 telc Русский язык B1 telc Русский язык B2
Český jazyk B1*	telc Český jazyk B1
اللغة العربية B1*	telc اللغة العربية B1

* Until further notice, in the case of the examinations marked with an asterisk the sub-test "Writing" will be rated centrally and free of charge at telc headquarters. For this reason, at present no Rater Trainings are being offered for these examinations.

Appendix C Guidelines on Examiner and Rater Licences

§ 1 Examiner and Rater Licence Requirements for Examination Centres

When an examination centre wishes to register candidates for a telc examination, the prospective examiners/raters who will be asked to conduct the oral examination and rate the sub-test "Writing" must be in possession of a valid telc licence for the corresponding examination. It is the responsibility of the examination centre to appoint licensed examiners, and in some cases raters, in due time.

§ 2 Acquiring Licences

1. Each telc licence can be acquired independently of other licences, however the first examiner licence must always be obtained in person in an on-site Examiner Training.
2. Holders of a valid licence acquired in person may apply for one or more additional licences by means of an online Examiner Training.
3. All examiner and rater licences are valid for a period of three years.
4. Participants who did not receive a licence after attending an examiner or rater training have up to four months after this date to appeal the decision in writing.

§ 2a Procedure for Acquiring an Examiner Licence

The following requirements must be met in order to attain a telc examiner licence:

- Teaching experience of at least 450 lessons with learners at the relevant proficiency level of the Common European Framework of Reference for Languages (CEF).
- Familiarity with the CEF levels of proficiency as well as the communicative and action-based approach towards teaching, learning and testing.
- Competence at a near-native level in the target language.
- Comprehensive knowledge of the formats of the telc examinations in question.
- Knowledge of the telc Examination Regulations.
- Active participation in an Examiner Training in which oral performances seen on video must be assessed accurately, i. e. in line with telc sample marks based on the CEF levels.

§ 2b Procedure for Acquiring a Rater Licence

A prospective rater wishing to acquire a telc Rater Licence must:

- Satisfy the requirements for acquiring a telc Examiner Licence.
- Hold a valid telc Examiner Licence in the target language.
- Take an active part in a Rater Training in which writing samples must be assessed accurately, i.e. in line with telc sample marks based on the CEF levels.

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