

# Guidelines for Access Arrangements



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## **Guidelines for Access Arrangements**

With regard to international testing standards, not-for-profit test provider telc GmbH endeavours to provide candidates with special needs individual access whenever possible.

### **§ 1 Registration**

1. Candidates in need of special access arrangements should apply directly to their examination centre, which will consult with telc GmbH. telc GmbH will authorise an access arrangement for the candidate according to his or her particular requirements.
2. telc GmbH requires a doctor's certification or recognised form of identification, in which the type and degree of impairment are stated. If the original doctor's certification or identification is not written in English or German, a translation into one of the aforementioned languages must be sent to telc GmbH along with the original documents.
3. In addition to the above, a written statement from the examination institution or examination centre is required. This statement should explain the need for the provision of the special access arrangement in detail.
4. The doctor's certification or recognised identification and the statement must be received at least two months prior to the date of the examination. For blind candidates, a submission period of at least six months before the examination applies.
5. Candidates in need of special access arrangements must also apply separately to telc GmbH. The application must include an explanation of the required access arrangements.

### **§ 2 Approval of access arrangements**

1. Upon receipt of the application, telc GmbH will consider appropriate solutions for each individual case. telc GmbH will inform the examination centre of the solution in writing. Deviations from the original written access arrangements granted by telc GmbH will not be accepted. The candidate has no legal claim to the access arrangements requested.
2. Each confirmation of a special access arrangement is only valid for the examination for which the application was made. If the date of the examination is changed, the candidate must reapply to telc GmbH, submitting all the required documents within the registration period.
3. Individual access arrangements cannot be retrospectively approved if they are first made known during or after the examination. Similarly, any medical certificates that are presented during or after the examination will not be taken into consideration.

### **§ 3 Administration of an accessible examination**

1. All of the individual access arrangements must be written in a detailed report by the examination centre. Any regulations regarding the administration of the examination that do not relate to the access arrangements will be strictly observed.
2. Any additional costs incurred in relation to the access arrangements (e.g. translation of medical

certificates, special materials or technological aids, extra invigilators or other assistants, etc.) will be borne by the examination centre.

#### **§ 4 Rating**

1. With regard to the rating of examinations taken with access arrangements, the special needs of the candidate will be taken into consideration. The rating will nonetheless remain standard as far as possible.
2. If a subtest (“Reading”, “Listening”, “Language Elements”, “Writing”, “Speaking”) cannot be taken, the subtest may be removed. In the event that a subtest is removed, the marks for the removed subtest will be extrapolated from the average score of the remaining subtests. On the results sheet, the removed subtest will be reported as follows: “\* Special access arrangements were provided for the completion of this subtest.” The removed subtest will be marked with “\*”. The certificate will be printed as a fully valid certificate. This approach may only be adopted for one removed subtest. If a candidate is not able to take more than one of the subtests, he/she will not be awarded a certificate. A breakdown of the results for the remaining subtests will be provided nonetheless.

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## **Appendix: Access Arrangements**

The following examples illustrate some possible access arrangements for people with special needs. The actual arrangements will be made on an individual basis.

Access arrangements can be provided for candidates with the following impairments.

- visual impairment
- blindness
- hearing impairment
- deafness
- dyslexia or text blindness
- speech impediment
- motor disorder
- other impairments that warrant special access arrangements

Examples of the access arrangements granted for various impairments are outlined below.

### **Visual impairment**

- test material enlarged to ISO A3
- use of a magnifying glass
- an assistant who writes the candidate's answers on the answer sheet
- breaks between subtests
- allocated test time for all of the subtests extended by up to 100%
- individual test due to altered time allocation

### **Blindness**

- test material in Braille (full version)
- provision of accessible material for use on a PC
- breaks between subtests
- allocated test time for all of the subtests extended by up to 100%
- individual test due to altered time allocation

### **Hearing impairment**

- louder playback of the subtest "Listening"
- use of headphones for the subtest "Listening"
- multiple playback of the CD during the subtest "Listening"
- removal of the subtest "Listening" in case of severe hearing impairment
- breaks between subtests
- allocated test time for the subtest "Speaking" extended by up to 100%
- allocated test time for the subtest "Listening" extended by up to 100%
- individual test due to altered time allocation

## **Deafness**

- use of a certified sign language interpreter in the subtests “Listening” and “Speaking” with modified criteria for the subtest “Speaking”
- use of a sign language video in the subtest “Listening”
- breaks between subtests
- allocated test time in all of the subtests extended by up to 100%
- individual test due to altered time allocation

## **Dyslexia or Text Blindness**

- multiple playback of the CD during the subtest “Listening”
- pausing the CD upon a hand signal from the candidate during the subtest “Listening”
- allocated test time in all of the subtests extended by up to 100%
- individual Written Examination due to altered time allocation

## **Speech impediment**

- allocated test time for the subtest “Speaking” extended by up to 100%
- individual Oral Examination due to altered time allocation

## **Motor Disorder**

- an assistant who writes the candidate's answers on the answer sheet
- use of a PC provided by the examination centre during the subtest “Writing”
- removal of the subtest “Writing” in the case of severe motor skill impairment
- allocated test time for all of the subtests extended by up to 100%
- individual test due to altered time allocation



**telc GmbH**

Bleichstraße 1  
60313 Frankfurt/Main  
Germany

Tel.: +49 (0) 69 956246-0  
Fax: +49 (0) 69 956246-62

e-mail: [info@telc.net](mailto:info@telc.net)  
[www.telc.net](http://www.telc.net)