

Instructions for the Organisation of the telc A2 Written and Oral Examinations

for local organizers, invigilator(s) and examiners

- **telc English A2**
- **telc English A2 School**
- **telc Español A2**
- **telc Español A2 Escuela**
- **telc Français A2**
- **telc Français A2 Ecole**
- **telc Italiano A2**
- **telc Русский язык A2**

Orga A2 examinations 
(except Start Deutsch 2 / telc Deutsch A2)

These instructions can be downloaded from: www.telc.net
These instructions replace the previous instructions O1, O2 and O3.

Requirements

Those conducting telc examinations must be familiar with the Examination Regulations for telc examinations. The Examination Regulations can be downloaded from www.telc.net. The examination material is highly confidential. No part of it may be copied or stored under any circumstances. Local organizers, invigilator(s) and examiners confirm that they are aware of these requirements and regulations by signing the Examination Record Form A50.

Contents of the Package

Packet 1

- Delivery Note
- Answer Sheet S30
- Examination Record Form A50
- Checklist A30 (for the return of papers)
- Score Sheet M10 (for examiners in the oral examination)
- Marking Criteria for the test Writing (Letter) AS5
- Checklist A40 (for the forwarding of Answer Sheets S6)
- Audio CD

Packet 2 (highly confidential!)

- Test Booklets S10 for the written examination

Packet 3 (highly confidential!)

- Test Booklets M10 for the Oral Examination/Task Sheets M20 for Candidates

Instructions for Local Organizers

1. On receipt of the Examination Material

- Make sure that all parts of the package are included (Packet 1, Packet 2 and Packet 3).
- Open packet 1. Compare the contents of packet 1 with the delivery note.
- Check that the CD is undamaged and recorded over its full length. If you discover any errors please inform telc GmbH immediately.
- Give one copy of this booklet to the examination invigilator(s) for the Written and Oral Examinations. If necessary you can download copies of this booklet from www.telc.net.
- Please do not open Packet 2 and 3!
- Give the sealed Packet 2 to the invigilator(s) of the Written Examination.
- Make sure that the sealed Packet 3 will be handed to the invigilator(s) or the oral examiners on the day of the examination.
- Please instruct all invigilator(s) and examiners that all examination materials are highly confidential.

2. Before the Written Examination

Please forward the following material to the invigilator(s) of each group of candidates:

- Answer Sheet S30
- Examination Record Form A50
- Task Booklets S1 (to be found in packet 2)
- Examination Regulations (see § 15 and § 16, cheating and exclusion from examination)

A clock which can be seen by all candidates should be made available in the examination room.

3. After the Written Examination

- Please check that the candidates' personal data on the Answer Sheets S30 and S60 is filled in legibly and that all documents have been handed in.
- Forward the Answer Sheets S60, the Marking Instructions AS5 and a copy of the writing task ('letter') to the person responsible for marking or return them to telc GmbH with the other examination material.
- Please use Checklist A40 (for the forwarding of answer sheets S60).
- When returning examination material please make use of registered mail or courier service only!

4. Before the Oral Examination

Make sure that at least three rooms are available:

- a waiting room for candidates before they enter the preparation room
- a preparation room in which candidates are looked after by an invigilator and prepare on their own and quietly for the oral examination
- an examination room (one for each examiner or each pair of examiners) *)

Hand over the following material to the invigilator(s) or the oral examiner(s):

- Examination Record Form A50 to be filled in and signed by the examiners
- Score Sheet M10 for the examiners
- Blank paper for notes which has been stamped by the examining institution (These notes may be taken into the examination room.)

5. After the Oral Examination

- Collect all material and documents
- Complete the Checklist A30 (for the return of papers)
- Send the Checklist A30 and all examination material to the telc GmbH by registered mail or courier service within four days.

* telc examinations at level A2 (except telc Deutsch A2) require only one licensed examiner. However, telc recommends to conduct telc A2 examinations like all B1, B2 and/or C1 examinations with two examiners, too.

I. Examination Schedule for the Written Examination

	Procedure / Material	Time
Formalities	<ul style="list-style-type: none"> • identification on entry • point out § 15 and § 16 of the examination regulations regarding cheating, mobile phones, electronic devices, etc. • make a seating plan • personal data to be entered on Answer Sheet S30 • arrange time schedule for oral examination, if not done beforehand 	approx. 10 minutes
Test 1	<ul style="list-style-type: none"> • hand out Test Booklets S10 and start exam • Language Elements 	15 minutes
Test 2	<ul style="list-style-type: none"> • Listening Comprehension 	approx. 20 minutes
Test 3	<ul style="list-style-type: none"> • Reading Comprehension 	30 minutes
Test 4	<ul style="list-style-type: none"> • Writing ('Letter') 	15 minutes

II. Ablaufplan (Mündliche Paar- oder Einzelprüfung)

	Procedure / Material	Time
Test 5:	<ul style="list-style-type: none"> • a preparation time of 15 minutes is given • examiners hold ready: <ul style="list-style-type: none"> – Test Booklet M10 for examiner(s) – Task Sheets M20 for candidate(s) – stamped paper for notes – (A dictionary is NOT allowed!) 	15 minutes
Part 1	Getting to know each other	2–3 minutes
Part 2	Exchanging information	3–4 minutes
Part 3	Consensus finding	3–4 minutes

Schedule for the Written Examination

Before the Written Examination

Required Material

- Examination Record Form A50, Checklist A30 (for the return of papers) and Checklist A40 (for the forwarding of Answer Sheets S60), seating plan
- Test Booklets S10 for all candidates (Packet 2)
- Answer Sheets S30 (Packet 1)
- Pencils, erasers, pencil sharpeners (Only soft pencils should be used for marking answers on the Answer Sheet S30)
- Audio CD system for each examination group
- Examination Regulation § 15 and § 16 (expulsion from examination due to cheating)

Please ensure that

- all documents are available and complete
- the audio CD system works well and can be heard clearly in all parts of the room
- the seating arrangement of the candidates is in line with the Examination Regulations, i.e. the distance between candidates is not less than 1.50 metres to all sides.

Schedule for the Written Examination

Formalities

- Begin the examination punctually.
- Check candidates' identities.
- Check, complete and/or correct the seating plan.
- § 15 and § 16 of the Examination Regulations must be drawn to the candidates' attention.
- Check that all mobile phones and electronic devices are switched off and collected.
- Hand out Answer Sheets S30 to the candidates. Ask candidates to fill in their personal data legibly. All diacritical marks should be written clearly.
- Write the test version (only the last three figures: F06 or similar) on the board. You will find the test version on the front page of the Test Booklet at the left hand bottom.
- Explain to the candidates that they should only use a soft pencil to write on the Answer Sheet S30.
- Put the audio CD into the audio system.
- Begin to fill in the Examination Record Form A50.

When all formalities are sufficiently dealt with hand out the Test Booklets S10. Write the exact time of the beginning of the written examination on a board, flipchart or similar.

After 90 minutes (Test 1: Language Elements, Test 2: Listening Comprehension, Test 3: Reading Comprehension and Test 4: Writing) tell candidates that they must finish writing. Ask them to check that all answers are entered on the Answer Sheets S30.

Collect the Answer Sheets S30 and the Test Booklets S10 immediately.

After the Written Examination

- Please check that all Answer Sheets S30 and S60 and all Test Booklets S10 have been handed in.
- Please also make sure that all personal data on the Answer Sheets S30 and S60 has been filled in.
- Please complete and sign the Examination Record Form A50.
- Hand in all examination material to the local organiser of the examination.
- Destroy the stamped paper used by candidates for making notes.

Schedule for the Oral Examination

Before the Oral Examination

Generally the oral examination will be for two candidates at a time, working in pairs. If, however, this is not possible because of e.g. an uneven number of candidates, the oral examination can be conducted for a single candidate with the examiner taking over the role of interlocutor.

Required Material

- Test Booklet M10 for each examiner
- Schedule for Oral Examination (time, candidates, etc.)
- Task Sheets M20. They are used several times, so candidates are not allowed to write on them.
- Examination Record Form A50
- Score Sheet M10
- Stamped (with a stamp of the examination centre) paper for candidates to take notes
- Answer Sheet S30
The names of the candidates should already have been entered on the Answer Sheet S30.
- Soft pencils, pencil sharpeners and clean erasers for examiners
Note: Please use only soft pencils for marking the Answer Sheet S30.

Rooms

- Waiting room and preparation room
- Examination room (one for each examiner or each team of examiners)

Preparation

- In the preparation room several candidates can prepare themselves for the Oral Examination. However, they are not permitted to speak to each other. The invigilator must see to this carefully.
- Dictionaries are NOT allowed in the preparation room and during the full examination.
- Provide blank paper stamped by the examination institution for candidates to make notes during the preparation. Candidates take these notes into the examination room. They are destroyed by the examiners after the Oral Examination.
- Make a timetable for the Oral Examination allowing twenty minutes' preparation time and fifteen minutes' examination time plus five minutes' time for the examiners to agree for each pair of candidates. After the first examination, the preparation and the examination can run parallel to each other.

Procedure of the Oral Examination

The examiner or each individual examiner rates the candidates' performance individually using the stamped paper or the Score Sheet M10. After examining she or he enters the marks on the Answer Sheet S30. Provided that the licence number is available the examiners also write their licence numbers in the appropriate boxes on the Answer Sheet S30.

After the Oral Examination

- Make sure that all marks have been entered on the Answer Sheet S30.
- Please complete and sign the Examination Record Form A50.
- Hand in all examination material, used and unused, to the person responsible for the examination (local organiser of the examination).
- Destroy the stamped paper used by the candidates and by the examiner(s).

N.B. The entire examination can be retaken as many times as the candidate wishes.

Checklist for Running telc A2 Examinations

Before the examination

- Room/rooms for the Written Examination arranged? Room(s) signposted?
- Room/rooms for the Oral Examination arranged? Room(s) signposted?
- CD system and audio CD(s) checked? Recording can be heard clearly?
- Invigilator(s) for both the Written and the Oral Examination assigned?
- Examiners with valid licence for the Oral Examination assigned?
- All documents handed over to the local organiser/invigilator?
- Pairs decided on and time table for Oral Examination arranged?

Schedule for the Written Examination

- Test Booklets (Packet 2) handed over to invigilator of the Written Examination?
- Audio CD system installed in examination room? Recording can be heard well in all parts of the room?
- Soft pencils, clean erasers and a sufficient number of pencil sharpeners available?
- Reference to § 15 and § 16 of the Examination Regulations (Expulsion from examination in case of cheating, e.g. use of non permissible material such as electronic devices, mobile phones etc.)
- Precise time of the beginning and the end of the Written Examination legibly written on board/ flipchart?
- Stamped paper for candidates to take notes?
- Identity of candidates checked?
- Seating plan made?

After the Written Examination

- Collect all documents and papers.
- Make sure that the candidates' personal data is legibly entered on Answer Sheets S30 and S60 (Letter).
- Put Answer Sheets S30 as well as S60 in alphabetical order.
- Fill in Checklist A30 (for the return of papers), Checklist A40 (for the forwarding of Answer Sheets S60) and Examination Record Form A50 completely.
- Pass on the Answer Sheets S60 ('Letter'), the appropriate writing task (in Test Booklet S10) and the Marking Criteria AS5 to the letter rater or to the telc GmbH immediately after the examination.

Schedule for the Oral Examination

- Hand over the Test Booklets M10 (Packet 3) to the invigilator(s) or examiner(s) of the Oral Examination.
- Organise stamped paper for candidates to take notes during preparation time.
- Hand over Score Sheets M10 to the invigilator(s) or examiner(s) of the Oral Examination.
- Organise soft pencils, erasers and pencil sharpeners for the examiner(s).
- Make sure that examiners fill in and sign the Examination Record Form A50.

After the Oral Examination

- Make sure that all marks have been entered on the Answer Sheet S30.
- Put all Answer Sheets S30 in alphabetical order.
- Please return all examination documents as listed in Checklist A30 to the telc GmbH by registered mail or courier service.
- Destroy the remaining examination material after the examination or send it back to the telc GmbH.