

# Instructions for the Organisation of the telc C1 Written and Oral Examinations

**for local organizers, invigilator(s) and examiners**

- **telc Deutsch C1**
- **telc English C1**

**Orga C1 examinations** 

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These instructions can be downloaded from: [www.telc.net](http://www.telc.net)

These instructions replace the previous instructions.

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## 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](http://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 A10  
Answer Sheet S30  
Examination Record Form A50  
Checklist A30 (for the return of papers)  
Score Sheet M10 (for examiners in the Oral Examination)  
Checklist A40 (for the forwarding of Answer Sheets S6.1 and S6.2)  
Answer Sheets S6.1 and S6.2  
Audio-CD

### Packet 2 (highly confidential!)

Test Booklets S10 and S20 for the Written Examination

### Packet 3 (highly confidential!)

Test Booklets M10 and M20 for the Oral Examination

## 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](http://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 invigilators 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 S10 and S20 (to be found in packet 2)
- Answer Sheets Writing S6.1 and S6.2
- Examination Regulations (see § 15, 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, S6.1 and S6.2 is filled in legibly and that all documents have been handed in.
- Forward the Answer Sheets S6.1 and S6.2, the Marking Instructions and a copy of the writing task 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 S6.1 and S6.2).
- When returning examination material please make use of registered mail or courier service only!

## 4. Before the Oral Examination

Make sure that at least two rooms are available:

- a waiting room for candidates before they enter the examination room
- an examination room (one for each examination group)

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

- 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.)
- Blank Answer Sheets S30 for candidates who have not yet taken the Written Examination

## 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.

## I. Examination Schedule for the Written Examination

	Procedure / Material	Time
Formalities	<ul style="list-style-type: none"> <li>▪ identification on entry</li> <li>▪ point out § 15 of the examination regulations regarding cheating, mobile phones, electronic devices, etc.</li> <li>▪ make a seating plan</li> <li>▪ personal data to be entered on Answer Sheet S30 (Cover page, page 3 and page 5)</li> <li>▪ arrange time schedule for oral examination, if not done beforehand</li> </ul>	approx. 30 minutes
Reading A and B (Reading Comprehension, Vocabulary and Proof Reading)	<ul style="list-style-type: none"> <li>▪ hand out Test Booklets S10</li> <li>▪ collect Answer Sheets (pages 1–4) before the break</li> </ul>	100 minutes
Break		20 minutes
Listening Comprehension	<ul style="list-style-type: none"> <li>▪ hand out Test Booklets S20 (including Answer Sheet S50 for Listening Comprehension Part 3)</li> <li>▪ Answer Sheets S30 (page 5)</li> </ul>	approx. 55 minutes
Writing	<ul style="list-style-type: none"> <li>▪ Test Booklets S20</li> <li>▪ Ask candidates to copy their candidate number from Answer Sheet S30 onto Answer Sheet S6.1 (compulsory task) and S6.2 (optional task)</li> <li>▪ Collect Answer Sheets S30 and S50 immediately afterwards</li> </ul>	60 minutes

## II. Examination Schedule for the Oral Examination

	Procedure / Material	Time
Oral Examination	<p>examiners hold ready:</p> <ul style="list-style-type: none"> <li>▪ Task Booklets M10 and M20</li> <li>▪ Score Sheets M10</li> <li>▪ Answer Sheet S30 (page 6)</li> <li>▪ soft pencils, clean erasers, stamped paper for notes</li> </ul>	16–20 minutes
Examiners' agreement	After the candidates have left the room, examiners compare marks (Score Sheet M10), agree on marks and enter their individual and their agreed marking on Answer Sheet S30 (page 6).	5 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 S6.1 and S6.2), seating plan
- Test Booklets S10 and S20 for all candidates (Packet 2)
- Answer Sheets S30 (Packet 1) (must not be separated before the examination.)
- 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 (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 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. The Answer Sheet S30 comprises three sheets. Please do not separate the sheets. Ask candidates to fill in their personal data legibly. All diacritical marks should be written clearly.
- Write the test version 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.

### Before the Break

- After 100 minutes (**Reading A and B**) tell candidates that they must finish writing and ask them to separate the answer sheets **carefully**.
- Collect the Answer Sheets (pages 1–4). The third sheet (pages 5 and 6) and the Test Booklets S20 remain on the candidates' tables or desks.

### **After the Break**

- For the Listening Comprehension turn on the audio CD system. Do not stop the CD during the Listening Comprehension. All pauses are on the CD.
- For Listening Comprehension Part 3 the candidates need the green Answer Sheet S50 which can be found at the end of Test Booklet S20. Please ask the candidates to separate Answer Sheet S50 from the Test Booklet and to fill in their name and to copy their candidate's number from Answer Sheet S30. Then you can start the CD.
- At the end of Listening Comprehension (approx. 55 minutes) you will hear the words "End of Listening Comprehension. Thank you for listening." in the appropriate language.
- Tell the candidates to stop writing and ask them to transfer their candidate's number from the Answer Sheet S30 to the Answer Sheets S6.1 and S6.2 (Writing).
- Please collect the Answer Sheet (pages 5 and 6) immediately.
- Make sure that the candidates have written their complete name and number on the Answer Sheet S6.1 and S6.2.
- Before the candidates start writing explain to them that only the text written on the Answer Sheet S6.1 and S6.2 will be marked.
- The candidates have to work on the Compulsory Task and then they can choose between four optional topics. Please make sure that they do not forget to work on the Optional Task as well as on the Compulsory Task.
- After 60 minutes tell candidates that they must finish writing.
- Please collect the Answer Sheets S6.1, S6.2 and all Test Booklets S20 immediately.

### **After the Written Examination**

- Please check that all Answer Sheets S50, S6.1 and S6.2 and all Test Booklets S20 have been handed in.
- Please also make sure that all personal data on the Answer Sheets S30 has been filled in.
- If the Oral Examination has already taken place, transfer the candidates' scores for the Oral Examination to the Answer Sheet S30 (page 6) using a soft pencil.
- 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

As a rule a telc Oral Examination at level C1 is carried out with two candidates at a time. The formation of the pairs is arranged by the examination centre before the Oral Examination. Candidates' wishes may be taken into account. If there is an odd number of candidates, one examination will be conducted with three candidates. In case only one candidate registers for the examination, one of the two examiners will take on the role of the second candidate.

## Required Material

- Test Booklet M10 for each examiner
- Schedule for Oral Examination (time, candidates, etc.)
- Task Sheets M20. These Task Sheets 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 (page 6)  
The names of the candidates should already have been entered on the Answer Sheet S30 (page 5).
- Soft pencils, pencil sharpeners and clean erasers for examiners  
Note: Please use only soft pencils for marking the Answer Sheet S30.

## Rooms

- Waiting room for candidates
- Examination room (one for each team of examiners)

## Procedure of the Oral Examination

The examiners rate the candidates' performance individually using Score Sheet M10. After examining each pair of candidates the examiners come to an agreement and enter their individual and the agreed marks on the Answer Sheet S30 (page 6). Provided that the licence number is available the examiners also write their licence numbers in the appropriate boxes on the Answer Sheet S30 (page 6).

**Exception:** If the Oral Examination takes place before the Written Examination, the scores should be transferred to the Answer Sheet S30 after the Written Examination has taken place.

## After the Oral Examination

- Make sure that all marks have been entered on the Answer Sheet S30 (page 6).
- 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 examiners.



# Checklist for Running telc C1 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 the Written 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?  
(Please note: the Answer Sheet S30 comprises 6 pages [3 sheets]: The three sheets must not be separated before the 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 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 the Answer Sheets (pages 1, 3 and 5), S50 (Listening Comprehension Part 3) and S6.1/S6.2 (Writing).
- Put Answer Sheets 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 A5 completely.
- Pass on the Answer Sheets S6.1, S6.2 and the appropriate writing task (in Test Booklet S20) to the licensed letter rater or to the telc GmbH immediately after the examination.

## Schedule for the Oral Examination

- Hand over the Test Booklets M10 and M20 (Packet 3) to the invigilator(s) or examiners 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 examiners of the Oral Examination.
- Organise soft pencils, erasers and pencil sharpeners for the examiners.
- In case there are candidates who have not taken the Written Examination ensure that you have additional blank Answer Sheets S30 (pages 5 and 6).
- 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 (page 6).
- Put all Answer Sheets in alphabetical order.
- Please return all examination documents as listed in Checklist A30 to telc GmbH by registered mail or courier service.
- Destroy the remaining examination material after the examination or send it back to the telc GmbH.