

# Instructions for the Organisation of the telc B2 Written and Oral Examinations

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

- **telc English B2 Technical**

**Orga English B2 Technical examinations** (GB)

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

## 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  
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 S60)  
Audio-CD

### Packet 2 (highly confidential!)

Test Booklets S10 for the written examination  
Booklet Tables S80 (Abbreviations)

### Packet 3 (highly confidential!)

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

## Instructions for Local Organisers

### 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.
- 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
- Test Booklets S10 (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 ('Writing Faxes') 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 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 (Group Written Examination)

	Procedure/Material	Time
Formalities	<ul style="list-style-type: none"> <li>▪ identification on entry</li> <li>▪ point out § 15 and § 16 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</li> <li>▪ arrange time schedule for oral examination, if not done beforehand</li> </ul>	approx. 30 minutes or less
<b>Part 1:</b> 1 Reading Comprehension 2 Language Elements	<ul style="list-style-type: none"> <li>▪ hand out Test Booklets S10</li> </ul>	75 minutes
Break		30 minutes
<b>Part 2:</b> 3 Listening Comprehension	<ul style="list-style-type: none"> <li>▪ hand out Test Booklets S20</li> </ul>	approx. 60 minutes
4 Writing Faxes	<ul style="list-style-type: none"> <li>▪ Test Booklets S20</li> </ul>	25 minutes

### II. Examination Schedule for the Oral Examination

	Procedure/Material	Time
Preparation	invigilator in the preparation room hands out: <ul style="list-style-type: none"> <li>▪ M50 (in case candidate did not bring any material of his/her own)</li> <li>▪ stamped paper for notes</li> </ul>	15 minutes
Introduction	examiners hold ready: <ul style="list-style-type: none"> <li>▪ Answer Sheets S30; page 4</li> <li>▪ Score Sheets M10</li> <li>▪ Test Booklets M10</li> <li>▪ soft pencils, clean erasers, stamped paper for notes</li> </ul>	approx. 1 minute
1 Social and General English	<ul style="list-style-type: none"> <li>▪ Test Booklets M10 (page 4)</li> </ul>	approx. 4-5 minutes
2 Business and Technical Situations	<ul style="list-style-type: none"> <li>▪ Test Booklets M10 (page 5)</li> </ul>	approx. 7-8 minutes
3 Technical Description	<ul style="list-style-type: none"> <li>▪ Test Booklets M10 (page 6) (candidates may have a component, a diagram or a drawing of their own)</li> </ul>	approx. 7-8 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.	4-5 minutes

## Schedule for the Written Examination

### Before the Group 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 and S20 for all candidates (Packet 2)
- Answer Sheets S30 (Packet 1) (Answer Sheets S30 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 and § 16 (exclusion 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 Group 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. The Answer Sheet S30 comprises two sheets. Please do not separate the two sheets. Ask candidates to fill in their personal data legibly. All diacritical marks should be written clearly.
- Write the test version (six digits: 090301 or similar) on the board. You will find the test version on the front page of the Test Booklet at the 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.

Having dealt with these formalities, please hand out the Test Booklets S10. Please write the exact time of the beginning of the written examination on a board, flipchart or similar.

#### Before the Break

- After 75 minutes (Specifications and Operations, Technical Texts and Language Elements) tell candidates that they must finish writing and ask them to separate the two answer sheets carefully.
- Collect the first sheet of the Answer Sheets S30 and the Test Booklets S10.

**After the break**

- For the Listening Comprehension hand out the Test Booklets S20 and turn on the audio CD system. Do not stop the CD during the Listening Comprehension. All pauses are on the CD.
- At the end of Listening Comprehension (approx. 60 minutes) you will hear the words “End of Listening Comprehension. Thank you for listening.”
- Tell the candidates to stop writing and ask them to transfer their candidate's number from the Answer Sheet S30 to the Answer Sheet S60 ('Writing Faxes').
- Please collect the Answer Sheet S30 immediately.
- Make sure that the candidates have written their complete name and number on the Answer Sheet S60.
- Before the candidates start writing explain to them that only the text written on the Answer Sheet S60 will be marked.
- After 25 minutes tell candidates that they must finish writing.
- Please collect the Answer Sheets S60 and all Test Booklets S20 immediately.

**After the Written Examination**

- Please check that all Answer Sheets S60 and all Test Booklets S10 and S20 have been handed in.
- Please also make sure that all personal data on the Answer Sheets S30 and S60 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 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 telc English B2 Technical is carried out with one candidate only at a time. A paired examination is not possible.

### Required Material

- Test Booklet M10 for each examiner
- Task Sheet M50 for Test 3 of the Oral Examination  
(Technical Description, used if candidate does not bring his/her own material)
- Schedule for Oral Examination (time, candidates, etc.)
- 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 for candidates before they enter the preparation room
- Preparation room in which candidates are looked after by an invigilator and prepare on their own and quietly for the oral examination
- Examination room (one for 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 allowed in the preparation room. Candidates should bring their own.
- 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 15 minutes' preparation time and 20 minutes' examination time plus four to five minutes' time for the examiners to agree on the marking.

### **Procedure of the Oral Examination**

The examiners rate the candidates' performance individually using the stamped paper or the Score Sheet M10. After examining a candidate the examiners come to an agreement and enter their individual and the agreed 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.

**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.
- 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 B2 English Technical 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 (Exclusion from examination in case of cheating, e.g. use of non permissible material such as electronic devises, 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 entered legibly on Answer Sheets S30.
- Put Answer Sheets S30 in alphabetical order.
- Fill in Checklist A30 (for the return of papers), Checklist A40 (for the forwarding of Answer Sheets S30, p. 5 and 6) and Examination Record Form A50 completely.
- Pass on the Answer Sheets S30, p. 5 and 6, 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 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.
- 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.