

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

for local organisers, invigilator(s) and examiners

- **telc English B2 Business**

Orga telc B2 Business examinations (GB)

These instructions can be downloaded from: 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. The examination material is highly confidential. No part of it may be copied or stored under any circumstances. Local organisers, invigilator(s) and examiners and all those involved with the examination 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 ('Writing 1' and 'Writing 2') AS5
Checklist A40 (for the forwarding of Answer Sheets S60, 'Writing 1' and 'Writing 2')
Audio CD

Packet 2 (highly confidential!)

Test Booklets S10 for the Group Written Examination

Packet 3 (highly confidential!)

Test Booklets M10 for the Oral Examination including the 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 audio CD is undamaged and recorded over its full length. Please use the CD player that you will actually use in the examination to do so. If you discover any errors please inform the telc GmbH immediately.
- Give one copy of this booklet to the examination invigilator(s) of the Group 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 Group Written Examination on the day of the examination.
- Make sure that the sealed Packet 3 will be handed to the invigilator(s) or the oral examiners on the day of the Oral Examination.
- Please instruct all invigilator(s) and examiners that all examination material is highly confidential.

2. Before the Group 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 Group Written Examination

- Please check that the candidates' personal data on the Answer Sheets S30 is filled in correctly and 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 1' and 'Writing 2') to the person responsible for marking the letters or return them to the telc GmbH with the other examination material.
- Please use Checklist A40 (for the forwarding of Answer Sheet 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
- Answer Sheets S30 for the examiners and Score Sheets M10
- 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 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"> ▪ 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. 30 minutes
Reading Comprehension and Writing	<ul style="list-style-type: none"> ▪ hand out Test Booklets S10 ▪ ask candidates to copy their candidate number from Answer Sheet S30 onto Answer Sheet S60 ('Writing 1' and 'Writing 2') ▪ collect first sheet of Answer Sheets S30 before the break 	120 minutes
Break		20 minutes
Listening Comprehension	<ul style="list-style-type: none"> ▪ Test Booklets S10 ▪ Answer Sheets S30, page 3 	approx. 30 minutes
Language Elements Part 1 and 2	<ul style="list-style-type: none"> ▪ Test Booklets S10 ▪ Answer Sheets S30, page 3 	30 minutes

II. Examination Schedule for the Oral Examination

	Procedure/Material	Time
Preparation	invigilator in the preparation room: <ul style="list-style-type: none"> ▪ separate Task Sheets from Test Booklet M10 ▪ hand out Task Sheets for Candidates ▪ hold ready stamped paper for notes ▪ allow a dictionary to be used by candidates 	20 minutes
Introduction Part 1: Description/ Explanation Part 2: Discussion Part 3: Task	examiners hold ready <ul style="list-style-type: none"> ▪ Task Booklets M10 ▪ Score Sheets M10 ▪ Answer Sheets S30, page 4 ▪ soft pencils, clean erasers, stamped paper for notes 	approx. 15 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 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 for all candidates (Packet 2)
- Answer Sheets S30 (Packet 1) (Answer Sheet S30 Cover page/Page 1 and Page 3/Page 4 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 (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 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 (Sheet 1: Cover page S30 and Page 2; Sheet 2: Page 3/Page 4). 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 (050101 or similar) on the board. You will find the test version on the front page of the Test Booklet S10 at the bottom.
- Ask candidates to transfer their candidate's number from the Answer Sheet S30 to the Answer Sheet S60 ('Writing 1' and 'Writing 2').
- Explain to the candidates that they should only use a soft pencil to write on the Answer Sheet S30.
- 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 the board, flipchart or similar.

Before the Break

- After 120 minutes (**Reading Comprehension and Writing**) tell candidates that they must finish writing and ask them to separate the two answer sheets *carefully*.
- Collect the Answer Sheets S30, Cover page and Page 2, and Answer Sheets S60. The second sheet (Answer Sheet S30, Page 3/Page 4) and the Test Booklets S10 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.
- At the end of Listening Comprehension (approx. 30 minutes) you will hear the words “End of Listening Comprehension. Thank you for listening.”
- Please collect the Answer Sheet S30, Page 3, immediately.

After the Group Written Examination

- Please check that all Answer Sheets 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.
- 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 Oral Examination

Before the Oral Examination

As a rule a telc Oral Examination at level B2 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, the examination is 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; Test Booklet M10 includes Task Sheets for Candidates
- Schedule for Oral Examination (time, candidates etc.)
- The Task Sheets for Candidates are used several times, so candidates are not allowed to write on them.
- Examination Record Form A50
- Answer Sheet S30 and Score Sheets M10
The names of the candidates should already have been entered on the Answer Sheet S30
- Stamped paper (a blank paper with a stamp of the examination centre) for candidates to take notes
- 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.
- In case of the telc B2 examinations dictionaries are permitted during preparation, but not during the examination itself. Candidates may bring their own dictionaries.
- Provide blank paper – stamped by the examination institution – for candidates to make notes during preparation. Candidates take these notes into the examination room. They are destroyed by the examiners or the invigilator 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 examiners rate the candidates' performance individually using stamped paper or optionally the Score Sheets 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 4! Provided the licence number is available the examiners write their licence numbers in the appropriate boxes on the Answer Sheet S30, Page 4.

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 over all material, used and unused, to the person responsible for the examination (local organiser of the examination).
- Please destroy the stamped paper used by the candidates and by the examiners correctly.

Checklist for Running telc B2 Business 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 ('Writing 1' and 'Writing 2').
- Put Answer Sheets S30 and 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 ('Writing 1' and 'Writing 2'), 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, Page 4.
- Put all Answer Sheets S30, Page 4, 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.