

Instructions for organising telc English A2·B1

for local organisers, invigilator(s) and examiners

Orga English A2·B1 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 AS5
Checklist A40 (for the forwarding of Answer Sheets S30 , p. 5/6
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 / 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. If you discover any errors please inform 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 S30, the Marking Instructions AS5 and a copy of the writing task to the person responsible for rating the subtest "Writing" or return them to telc GmbH with the other examination material.
- Please use Checklist A40 (for the forwarding page 5/6 of the Answer Sheet S30, p. 5/6).
- When returning examination material please make use of registered mail or courier service only!

4. Before the Oral Examination

Make sure that two rooms are available:

- a waiting room for candidates
- an examination room (one for each examination group)

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

- Examination Record Form A50 to be filled in and signed by the examiners
- Score Sheet M10 for the examiners
- 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 (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 (frontpage, p. 4 and p. 5) ▪ arrange time schedule for oral examination, if not done beforehand 	approx. 30 minutes
Listening and Reading	<ul style="list-style-type: none"> ▪ hand out Test Booklet S10 ▪ collect the first two sheets of the Answer Sheet S30, pp. 1–4, before you begin the subtest “Writing” 	70 minutes
Writing	<ul style="list-style-type: none"> ▪ Test Booklet S10 ▪ Collect p. 5/6 of the Answer Sheet S30 immediately after the 30 minutes for the subtest “Writing” are over. 	30 minutes

II. Examination Schedule (Oral Examination)

Speaking	Procedure/Material	Time
Part 1A/Candidate A: Talking about yourself & Part 1B/Candidate A: Answering follow-up questions	<p>The procedure of the oral exam given in detail in the Test Booklet M10. One of the examiners acts as interlocutor, the other one as assessor. They need the following:</p> <ul style="list-style-type: none"> ▪ Test Booklet M10 (with two test versions) ▪ Task Sheet Part 1 (Task Sheet with prompts) <p>The interlocutor starts off with Candidate A.</p>	approx. 2 minutes
Part 1A/Candidate B: talking about yourself & Part 1B/Candidate B: Answering follow-up questions	<p>The interlocutor continues with Candidate B.</p>	approx. 2 minutes
Part 2A/Candidate A: talking about experiences & Part 2B/Candidate A: Answering follow-up questions	<p>The interlocutor passes the Task Sheet to Candidate A:</p> <ul style="list-style-type: none"> ▪ Task Sheet Part 2 (Visual prompt) <p>and, after approx. 1 minute, moves over to Part 2B. Again, after approx. 3 minutes the interlocutor ends this part of the oral test. The interlocutor moves on to Part 3.</p>	approx. 2 minutes / each candidate
Part 2A/Candidate B: talking about experiences & Part 2B/Candidate B: Answering follow-up questions	<p>The interlocutor continues with Candidate B.</p>	approx. 2 minutes / each candidate
Part 3/both candidates: Solving a task	<p>The interlocutor explains the task to the two candidates. Examiners need:</p> <ul style="list-style-type: none"> ▪ Test Booklet M10 <p>Candidates need:</p> <ul style="list-style-type: none"> ▪ Task Sheet Part 3 (Situation, task and guiding points) 	approx. 6 minutes with two candidates

Schedule for Group 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 S30, page 5/5, seating plan)
- Test Booklets S10 for all candidates (Packet 2)
- Pencils, erasers, pencil sharpeners (Only soft pencils should be used for marking answers on the Answer Sheet S30)
- 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 Regulations § 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 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 (e.g. 030101) on the board. You 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.

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.

After the Group Written Examination

- Please check that all Answer Sheets S30 and all Test Booklets S10 have been handed in.
- Please make sure that all personal data on the Answer Sheets S30 (front page, page 4 and 5) 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 the all examination material to the local organiser of the examination.

Schedule for Oral Examination

Before the Oral Examination

As a rule the Oral Examination telc English A2-B1 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 examiner should act as a candidate in the final examination session. 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 Part 1, Part 2 and part 3 for candidate A and B.
These Task Sheets are used several times, so candidates are not allowed to write on them.
- Examination Record Form A50
- Score Sheet M10
- Answer Sheet S10, page 4. The names of the candidates should already have been entered on the Answer Sheet S30, page 4.
- Soft pencils, pencil sharpeners and clean erasers for examiners

Note: Please use only soft pencils for marking the Answer Sheet S30.

Rooms

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

Preparation

- There may be several candidates waiting in the waiting room before they are asked to come into the examination room.
- There are no dictionaries permitted in telc English A2-B1 examination.
- Make a timetable for the Oral Examination, so that every 20 minutes a pair of candidates is called into the examination room. The actual oral examination should last approximately 16 minutes, followed by a three to four minutes' discussion between the two examiners.

Procedure of the Oral Examination

The examiners rate the candidates' performance individually using the Score Sheet M10, additionally stamped scrap paper if they wish to. After the oral examination the examiners may find a consensus, but do not have to so. Their individual scores are entered in the oval fields of the Answer Sheet S30, page 4. At the telc head office the mean value of their rating is computed to obtain the final mark for the oral examination. Examiners also enter the version number of the test in the appropriate box on page 4 of 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, page 4.
- 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).

Checklist for Running telc English A2-B1 examinations

Before the examination

- Room/rooms for the Group 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 Examination 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 Group Written Examination

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

After the Group 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, page 5/6) and Examination Record Form A50 completely.
- Pass on the Answer Sheets S30, page 5/6, 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.
- 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, Examination Record Form A50.

After the Oral Examination

- Make sure that all marks have been entered on the Answer Sheets S30, page 4.
- Put all sort 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.