



Instructions

for conducting telc Digital Examinations

DIGITAL

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This document is addressed primarily to the Examination Centre Coordinator, appointed by the examination centre as the individual responsible for conducting telc examinations. These instructions are mandatory and should be used in connection with the current Examination Regulations and General Terms and Conditions of telc gGmbH. Special provisions regarding the registration of examinations and candidates, the dispatch and return of examination materials may apply for examination centres that function as an umbrella organisation for their licensees. Additional conditions must be observed for relevant external examinations.

Planning the examination

Registering examinations with telc

Examination Dates: For full information, see telc General Terms and Conditions, § 3 Examination Dates and Registration

In order to conduct digital examinations, an examination centre requires written permission from telc in the form of a Digital Licence or Supplementary Agreement.

When registering for the examination online in the telc Community, the examination centre coordinator enters a comment in the comments field informing telc that it is a digital examination that is to be conducted. The examination centre then receives an order number. Examinations without an order number will not be processed.

In addition to the order number, access codes are also sent. The examination centre coordinator is responsible for forwarding these to the examiners. These codes enable examiners to access all the documents necessary for the oral examination. The names of the test-takers are not requested at this stage of the registration process.

Once the digital examination has been registered in the telc Community, the examination centre can then create the test-takers list in the system and schedule the examination.

Reserving rooms

You will need the following rooms:

Cloakroom: a secure area for coats, bags, electronics etc.

- Written Examination: For the written examination, a room with sufficient PCs or laptops are required. The regulations on the minimum distance also apply here. The examiner/invigilator in charge also needs a PC or laptop with an internet connection to allow the Digital Invigilation to be carried out.
- Oral examination: Waiting room, examination room: At least one room with technical equipment is required for the oral examination. A PC/laptop with mouse, keyboard, headset (headphones + microphone) and internet connection is required.

In the case of large groups, several rooms may be necessary.

Engaging invigilators and examiners

You will require:

- For the Written Examination: at least one invigilator for each group of 26 test-takers.
- For the Oral Examination: two licensed telc examiners for each group of 26 test-takers.
- An invigilator for the waiting room, a contact person for waiting test-takers.

Before the examination

Checking examination materials

Provision of examination papers:

Create, download and print all necessary documents before the examination

- Keycodes for test-takers (on place cards)
- Examination Record form D-A50
- Seating plan
- Checklist for returning examination papers D-A30

Preparing and signposting the rooms

On the day of examination:

- Clearly mark the rooms.
- Ensure that coats, bags etc. can be stored safely (e. g. in a cloakroom).

Written Examination

- Place a table outside the entrance to the examination room. The identity of the test-takers will be checked here as they enter.
- Remove all learning aids from the walls of the examination room (posters with grammar tables, etc.).
- Entfernen Sie alle Lernhilfen von den Wänden (Poster mit Grammatik-Tabellen etc.).
- Download the examination to all computers and check that the keyboard, mouse and headset are connected and working.
- Start the invigilator's computer and log in with administrator's credentials. Start invigilation mode (Digital Invigilation).

Oral Examination

There are two possible procedures for the oral examination. Please note that supplementary agreements with telc may stipulate one specific procedure.

- 1) On-site – the examiners conduct the oral examination at the examination centre.
- 2) Online using conferencing software - the examiners conduct the examination from any location (as in the case of hybrid examinations).

For further information on organising the oral examination, see <https://www.telc.net/licence-partner/pruefung-organisieren.html>

No paper documents are sent for the digital examination (if necessary, documents should be printed at the examination centre).

The assessment of the subtest "Written Expression" is carried out by telc gGmbH (see also General Terms and Conditions, List of Fees).

Important information – conducting digital examinations

It is the examination coordinator's responsibility to make sure that all the technical equipment is functioning properly before the examination. If, during the examination, a technical problem arises which causes a delay or prevents the test-taker from proceeding, the test-taker in question must stop the examination and leave the room.

Under no circumstances should a technician or IT specialist be called in to try and resolve the problem while the exam is in process as this would seriously disrupt the examination for other test-takers.

The examination coordinator is obliged to inform telc of any technical issues at the earliest opportunity.

The test-taker concerned may repeat the exam at a later date.

Information for invigilators and examiners

Inform all people involved about their responsibilities. Provide each with a copy of the Examination Regulations (*General Terms and Conditions and Examination Regulations*).

Review the examination schedule.

Ensure that those involved understand that all examination material is strictly confidential and must be kept secure at all times.

Preparing for the examination

Written Examination

- Register test-takers. Note that the reference number is the examination centre number (7-digit number starting with 11) and a suffix of your choice (e. g. 1135120_001).
- Schedule the examination using the examination software. The examination date registered on telc Community webpage is binding, but candidates can register or deregister up to the start of the examination.
- When scheduling the exam, create a PDF file with keycodes and place cards (see instructions)
- Prepare a seating plan. It is useful to determine seating in advance and place cards (with keycodes) at the assigned seats. Ensure that close friends or family members do not sit together.
- We recommend loading the exam in advance (see instructions).
- Create an attendance list. Tick off the test-takers names when checking their IDs .

Schedule for the Oral Examination

- Prepare a schedule outlining which test-takers will be examined when and where. Share this information with test-takers in advance. The duration of the oral examination depends on the examination being taken, and is between 10 and 18 minutes. The test-takers wait under supervision in the waiting room until called for the examination, in accordance with the examination schedule.

During the examination

Written Examination

- The test-takers enter the room and take their seats according to the seating plan. The invigilator informs test-takers of the regulations and examination procedure.
- The test-takers log in using their personalised key codes.
- When all test-takers have successfully logged in, the invigilator writes the PIN on the board and starts the exam in the system.
- Test-takers enter the pin and begin the examination.
- The invigilator fills in the examination record.
- The invigilator ensures that all exam results are uploaded correctly (using invigilation mode).
- If desired, the invigilator can supervise the exam online in the exam software.

Examination Regulations – Information for Test-takers

Test-takers must work independently!

Communication with other test-takers is not permitted.

It is not permitted to use or possess unauthorized aids. Unauthorized aids are paper notes, mobile phones and any electronic gadget with memory or photography functions.

For this reason, all electronic devices must be stored outside the examination room. It is considered cheating if a test taker takes a mobile phone or other electronic devices into the examination room.

The only objects allowed on the test-takers desks in the examination room are pencils, erasers, sharpeners and paper stamped by the examination centre. Wrist watches are to be placed on the desk. ID cards or passports must also be placed on the desk, face up with personal details visible.

What happens when a test taker is caught cheating?

A test taker who cheats in any part of the examination is excluded from the entire examination. The entire examination is void and none of the sections will be scored. The test taker does not receive a certificate. The same applies if telc central office staff discover during the rating and scanning process that several test takers have given identical responses.

After the examination

Complete and sign the Examination Record Form D-A50. Describe any irregular occurrences on a separate sheet of paper.

Upload the Examination Record Form D-A50, the seating plan, and Checklist for returning examination papers D-A30 to the designated areas on the telc Campus webpage.

Result notifications

After a rating period of two to four weeks, you will receive the following documents:

- Certificates
- Result sheet (only for candidates who have not passed)
- A summary of the group's results

Validate the certificates with your stamp and signature and pass them on to the test-takers.

Do you have any questions?

Contact us at +49 69 956246-56.

Alternatively, visit our website: <https://www.telc.net/telc-internationalisation.html>

Technical requirements

In order to be able to offer digital examinations, it is necessary to use telc's examination software. For a detailed description of all hardware and software requirements, please check with our examination software partner:

<https://btl surpass.uservoice.com/knowledgebase/articles/465532-surpass-system-requirement>

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