

General Terms and Conditions and Examination Regulations

15 July 2018

Contents

Glossary

General Terms and Conditions

Examination Regulations

- A. Examination
- B. Candidates
- C. Examination Centres
- D. Assessment and Rating
- E. Examination Security & Confidentiality

Appendix

Appendix A: Examiner Licences (Speaking)

Appendix B: Rater Licences (Writing)

Appendix C: Guidelines: Guidelines for Examiners and Raters

Appendix D: Guidelines for examinations with special rules or stipulations

15 July, 2018

Changes to the version dated 15 January, 2018:

General Terms and Conditions: § 1, 6, 7

Regulations: § 6, 8, 10, 15, 16

These changes make the already existing regulations more precise.

New: personal items must always be kept outside the examination room. Watches must be taken off. (Regulations § 15)

Glossary

Examination centre	Licensed institution at which telc examinations may be conducted
Examining institution	Where applicable: umbrella organisation of the examination centre
Candidate	Person taking an examination
Examination centre coordinator	Person at the examination centre responsible for all organisational and administrative tasks pertaining to the examination
Invigilator	Person responsible for supervision in the examination room or preparation room
Examiner	Person conducting the Oral Examination
Rater	Person rating the subtest "Writing"
Written Examination	Combination of the subtests "Reading", "Listening Comprehension", "Writing" and, where applicable, "Language Elements"/ "Vocabulary"/"Grammar"
Oral Examination	Subtest "Speaking"
Part of the Examination	Written Examination and Oral Examination
Subtests "Listening Comprehension", "Reading Comprehension", "Writing", "Oral Examination"	In some examination formats also subtests "Listening", "Reading", "Writing" and "Speaking"
Mock examination	Document demonstrating the format of an examination and its assessment
Instructions for Conducting of telc Examinations	Document containing regulations for conducting an examination
Organisation materials	Papers and documents necessary for the administration of the examination (record form, checklists, instructions, etc.)
Examination materials	Examination booklets and audio CD for the subtest "Listening Comprehension"
Certificate	Documentation of successfully completed examination
Results Sheet	Documentation of results for candidates who have not passed the examination

General Terms and Conditions

Area of Validity

These General Terms and Conditions and examination regulations are valid for all telc examinations except for *Deutsch-Test für Zuwanderer*. For further examinations with separate regulations see Appendix D.

§ 1 Licensed Examining Institutions and Licensed Examination Centres

1. telc examinations may only be conducted by an examining institution or examination centre if there is a valid licence contract (independent licence, group licence or sublicense) between telc gGmbH and that institution or centre. The telc logo may only be used by licensed institutions. The Licensor reserves the right to withhold granting a telc licence. The examination centre is to adhere to the telc Terms and Conditions at all times. A significant violation of these terms and conditions and/or the examination regulations may constitute a reason for extraordinary termination.
2. The telc licence is only valid for one location, namely the address of the examination centre. telc examinations are only to be carried out in this licensed location or in rooms used exclusively for the purpose of carrying out telc examinations in the same place. Every time an examination centre plans to conduct telc examinations outside the licensed venue, they are required to ask for written permission to do so before those examinations are registered. On the basis of its licence, each examination centre is liable for the proper conduct of examinations, including those which take place outside the licensed venue.
3. In addition, centres that have a sublicense contract with a telc licensee and centres that are a member of a licenced umbrella organisation may conduct telc examinations. The umbrella organisation is referred to as the "examining institution". Responsibilities and obligations of examination centres and examining institutions are detailed in the contracts between these centres and institutions with telc gGmbH.
4. Every Examination Centre receives login information, in order to complete the registration process online. This information must be handled confidentially, even within your own institution.
5. Furthermore, telc gGmbH may establish and operate its own examination centres.

§ 2 Examination Fees

1. telc gGmbH will invoice the respective examination centre or examining institution for the examinations. The fees are payable within 30 days.
2. The fees consist of a registration fee and an administration fee.
3. Candidates pay their fees exclusively to the examination centre or the examining institution.
4. There is no entitlement to the evaluation of an examination prior to the receipt of the respective fees.

§ 3 Examination Dates

1. Examination dates will be agreed upon between telc licensees and telc gGmbH. For this, the registration of an examination is sufficient. telc gGmbH will notify the licensee in good time if it is not possible to conduct an examination on the scheduled date.
2. The Oral Examination and the Written Examination must take place within 14 days of each other.

§ 4 Registration of the Examination

1. The examination centre or the examining institution places a binding order of a telc examination with telc gGmbH at least 30 days prior to the examination date either using the appropriate registration form online (registration form at www.telc.net) or, in exceptions, by mail or fax. The date of receipt is relevant for determining whether an examination has been registered in due time or not. Solely examinations at level A1 may be registered with telc gGmbH up to twelve days before the examination date.
2. A late registration of additional candidates is possible eight days before the written examination date. telc gGmbH will charge a late fee for this.

§ 5 Receipt of the Examination Papers and Materials by the Examination Centre

1. The papers will be sent in due time ahead of the examination date at the expense of telc gGmbH. Any applicable import duties are borne by the examination center as additional shipping costs. The examining institution or the examination centre is not entitled to a particular mode of dispatch unless it is prepared to cover the costs of this. telc gGmbH must be notified immediately by the recipient if the papers have not arrived eight days before the date of the examination. If telc gGmbH is not notified in due time, the recipient will bear the risk and all additional expenses.
2. Delivery and payment do not constitute ownership of the examination materials. The recipient is only entitled to use those examination materials for examination purposes on the registered date. All examination papers and documents and the audio CD used in the subtest "Listening Comprehension" are protected by copyright. telc gGmbH has the sole right of disposal for these. It is not permitted to copy, publish, exhibit, quote, show or store them, nor is it permitted to transmit, make public or exhibit any materials, papers or documents created and copyrighted by telc. The same applies to the answer sheets used by the candidates, as well as parts of the examination or answers written from memory. In the case of a cancellation of an examination, all examination papers and materials must be sent back to telc gGmbH immediately and unopened.
3. All examination materials must be checked immediately upon receipt as to accuracy and completeness. Above all, the quality of the audio CD must be checked. Details are specified in the respective Instructions for Conducting telc Examinations.

§ 6 Conducting the examination

1. The examination centre takes responsibility for conducting the examination correctly and for the safety of all examination materials. The examination centre must take all necessary measures to establish examination procedures that ensure the examination is conducted correctly. To ensure this, the General Terms and Conditions and Examination Regulations and the appropriate version of the Instructions for Conducting a telc Examination must be consulted. Instances that are not explicitly mentioned in these documents will require a responsible decision in accordance with general auditing standards to ensure examination security and fairness for all candidates.
2. The examination centre is obliged to require and ensure knowledge of and compliance with these General Terms and Conditions and Examination Regulations and the Instructions for Conducting a telc Examination by the examination centre coordinator, the invigilators, the examiners and any other necessary personnel required for carrying out the examination as well as the candidates. telc gGmbH can request written and prompt confirmation of compliance at any time. Failure of the examination centre to comply with these regulations constitutes an extraordinary cause for termination of the license agreement examination centre.
3. Irregularities in procedures or theft of test papers must immediately be reported in writing to telc gGmbH by the examination centre. The examination centre must demonstrate that it complies unconditionally with examination procedures, sufficiently instructs personnel and clearly informs all responsible parties of their liabilities. In cases of transgressions of test regulations and in particular these General Terms and Conditions and Examination Regulations, telc gGmbH retains the right to refuse evaluation of the examination as well as to take further measures, including the withdrawal of the examination centre's licence. In the case of serious transgressions or those which remain unresolved, legally or otherwise and in the case of justified grounds for suspicion in relation to such irregularities, the license of the examination centre may temporarily be withdrawn until clarification to the full satisfaction of telc gGmbH. This can be in the form of reliable audit conclusions based on fact-finding and subsequent legal examinations. If a serious transgression of telc regulations is confirmed, or if the transgression is such that telc gGmbH's adherence to the contract can no longer reasonably be expected, the license is withdrawn with immediate effect. This applies especially to, but is not limited to, the suspicion of a culpable breach by the examination centre, persons attributable to it or third parties acting on its behalf, when such actions cannot be easily disproved. The initiation of further legal steps including the assertion of claims for damages is expressly reserved by telc gGmbH at any time. Other termination options and the statutory termination options for extraordinary reasons, § 314 BGB, remain unaffected.

§ 7 Return of Papers and Materials

1. The candidates' answer sheets, the audio CD and all examination record forms and documents listed in the Instructions for Conducting telc Examinations, must be sent immediately after the conclusion of the examination to telc gGmbH by registered mail. The examination centre will be billed an additional late surcharge for examination materials not returned within five working days.
2. If there is no centralised marking procedure for the subtest "Writing", the examination centre or the examining institution must forward all relevant documents to the raters by registered mail not later than two days after the conclusion of the examination. The raters then send the marked answer sheets to telc gGmbH not later than seven days after receipt of the documents.
3. The examination centre or the examining institution is obliged either to destroy all examination booklets completely and in an appropriate way or to return them to telc gGmbH. The chosen procedure must be indicated on the Checklist for the Return of Examination Papers and is confirmed by signature and stamp of the examination centre on the checklist. telc gGmbH has the right to inspect this procedure without prior notice. The audio CD must be sent back to telc gGmbH in all cases.
4. The postal routes for evaluation and telc gGmbH must be fully traceable. The documents must therefore be sent by registered letter or by an equivalent procedure.

§ 8 Absence of Candidates from an Examination

1. Registration fees cannot be reimbursed or waived.
2. telc gGmbH will waive or reimburse administration fees to the examination centre or examining institution only if a medical certificate is provided. The medical certificate must be sent to telc gGmbH upon return of the examination papers and materials. If this is not possible, the medical certificate must be sent to telc gGmbH no later than one week after the conclusion of the written examination. In this case, upon return of the examination materials, telc gGmbH must be notified that the relevant certificate will be sent later.

§ 9 Certificates

1. After the examinations have been evaluated the examination centre will receive the certificates and the results sheets to be handed out to the candidates. In addition, examination centres and examining institutions (where applicable) will be provided with lists of the examination results.
2. telc gGmbH and the respective examination centre are obliged to sign the certificate or results sheet and additionally use a stamp or seal. Facsimile signatures are permitted. A telc certificate without signature and stamp or seal of the examination centre is not valid.
3. telc gGmbH will issue a duplicate certificate or results sheet only if the original document is submitted to telc gGmbH for replacement or if there is a written statement that the original certificate has been lost. telc gGmbH will certify the authenticity of duplicates by signature and seal. No further proof of authenticity is required. The issue of a duplicate certificate incurs a fee.

§ 10 Archiving

1. telc gGmbH will archive all examination papers that are relevant for evaluation for four months from the notification date of the examination results (date indicated on the certificate or the results sheet). The examination results of every candidate will be archived for ten years. During this period candidates are entitled to receive a duplicate certificate at a fee.
2. The appropriate copy of the examination record form and score sheets completed during oral examinations that are not returned to telc gGmbH have to be archived and kept safe from unauthorised access for at least six months at the examination centre or the examining institution.
3. It is not permitted to hand over examination materials or answer keys. This applies to the original documents as well as to copies of the same.

§ 11 Credit for Successfully Passed Parts of the Examination

1. If a candidate claims credit for having already successfully passed part of the examination, telc gGmbH must be notified of this at the time of registration or not later than upon return of the examination materials by enclosing a copy of the results sheet or by specifying the candidate's number for the successfully passed part of the examination.
2. If telc gGmbH is notified later than upon return of the examination materials, telc gGmbH will charge a fee for giving credit for an already passed part of the examination.
3. Credit is given only for those examination results which were achieved most recently.

§ 12 Appeals against Decisions

1. Candidates may appeal if they determine a violation of the valid General Terms and Conditions or the Examination Regulations in the conduct of the examination. Reasons for the appeal must be given. The mere failure to achieve a certain score does not constitute justification.
2. An enquiry may be submitted for a review of the examination results. Should a result enquiry lead to a grade change, telc gGmbH will request the return of the original certificate or results sheet.
3. Appeals and results enquiries may be submitted in writing once within six weeks of the date of issue of the certificate or result sheet. In the case that the appeal or enquiry is submitted by a third party (Examination Centre) full power of attorney must be attached. The final decision lies with telc gGmbH.
4. Unsuccessful candidates can request a viewing of their answer sheet and examination results, provided they can justify their request. Individuals other than those who sat the examination are not permitted to view the examination. Copying of any kind is not permitted. The view appointment is for viewing only – telc does not offer any consultation.

§ 13 Data Protection and Public Attendance

1. Every person involved in conducting the examination is obliged to keep protected information confidential and must adhere to national and international privacy and data protection laws. The candidates' personal data must not be used for any purpose other than conducting and evaluating the examination.
2. telc examinations are not public. Licenced examiners may sit in on an examination with prior permission of telc gGmbH, provided they have not taught the candidates themselves. Filming, videotaping, audio recording or taking pictures is not allowed during the examination.

§ 14 Place of Jurisdiction

If the contracting party of telc gGmbH is an entrepreneur (according to § 14 BGB), businessman (according to HGB), a legal person of public law or special property under public law, the exclusive place of jurisdiction is Frankfurt am Main for all direct and indirect claims arising from a contract concluded in compliance with the aforementioned provisions or in connection with such a contract. In addition, each party may bring legal action against the other at the latter's place of jurisdiction.

The law of the Federal Republic of Germany shall apply exclusively.

§ 15 Severability Clause

Should the provisions of these General Terms and Exam Regulations be or become in part legally invalid or incomplete, the validity of the remaining provisions shall remain unaffected. The ineffective conditions shall be replaced by such provisions as come closest to fulfilling the economic purpose of the provisions they will replace.

telc Examination Regulations

A. Examination

§ 1 Content and Format of the Examination

Structure, contents, procedure and evaluation of the examinations are defined by telc gGmbH and described in the respective Instructions for Conducting telc Examinations and the Mock Examinations. These descriptions are legally binding.

B. Candidates

§ 2 Registration

1. Candidates who wish to take a telc examination register with an examination centre. The examination centre forwards the registrations to telc gGmbH.
2. The examination centre is obliged to inform the candidates about the provisions of the examination regulations and the general terms and conditions of telc gGmbH, as well as to require all candidates to adhere to these conditions. It ensures that, in particular, the regulations on examination security (§ 7, § 15 and § 16 of these examination regulations) are known and are acknowledged in written form.
3. The examination center must obtain permission from candidates to store and transfer to telc, the personal data required for conducting and evaluating the examination.

§ 3 Accessibility to Examinations

There are special additional provisions for candidates with disabilities. These are defined in the Guidelines for Access Arrangements.

§ 4 Notification of Results

1. All candidates who have successfully passed a telc examination receive a certificate.
2. All candidates who have not passed the examination receive a results sheet.

§ 5 Retaking the Examination or Parts of the Examination

1. Candidates may retake a complete examination as often as they wish.
2. Level A1 and A2 examinations as well as dual-level examinations: It is not possible to retake individual parts of these examinations or take part at a later date.
3. Level B1, B2, C1 and C2 examinations: Candidates may retake the Oral Examination or the Written Examination at a later date in the period up to the end of the following calendar year from the date when the examination was first taken. It is not possible to retake subtests. If a part of an examination which has been passed is retaken, the results of the retake will be exclusively and irrevocably valid.

C. Examination Centres

§ 6 Examination Centre Coordinator

1. Examination centres must appoint a coordinator to be in charge of the examination and inform telc gGmbH as to this person in written form. When the examination centre coordinator is absent, a substitute must be properly instructed to take over the responsibility for the examination. The examination coordinator must be available at all times for employees of the examination centre involved in conducting the examination, telc gGmbH and for the candidates. He or she must be accessible either in person or by phone and be able to intervene in the examination process at any time.
2. The examination centre coordinator must be familiar with the telc examination system including the Examination Regulations and the Instructions for Conducting telc Examinations.

3. The examination centre coordinator is responsible for ensuring that the examination is conducted in compliance with the telc General Terms and Conditions and telc Examination Regulations. Basic examining principles and thereby equal opportunities are also to be adhered to in cases which are not stipulated in these documents. This includes particularly the responsibility for examination security and confidentiality and the proper handling of examination materials.

§ 7 Examination Materials

1. telc gGmbH provides examination centres with all necessary organisational materials and examination materials.
2. All examination materials, i. e. examination booklets and audio CDs, are strictly confidential and must be kept safe from unauthorised access until the day of the examination.
3. All examination materials remain property of telc gGmbH. They are protected by copyright. It is expressly prohibited to copy or transmit texts, images, sound recordings or digital recordings. Under no circumstances may examination papers or materials be used for a purpose other than a telc examination or on a date different from the one indicated in the registration form. Above all it is prohibited to use examination booklets for teaching or demonstration purposes or to copy them for later use. This also applies to booklets that have already been used during examinations. It is also prohibited to disseminate information about tasks and their solutions.
4. The examination centre coordinator is obliged to check the examination materials for accuracy and completeness immediately upon receipt, without opening the packaging. The packets can only be opened shortly before the examination. In addition, the audio CD has to be checked for accuracy, usability and quality on the media player used in the examination.
5. After the completion of the examination, the examination papers and materials must be kept safe from unauthorised access until they are returned to telc gGmbH.

§ 8 Conducting the Examination

1. For the written examination and, if required for the oral examination preparation room and examination, the examination centre coordinator shall explain the examination procedures, rules and regulations as stipulated in these General Terms and Conditions, the Examination Regulations and the Implementation Guidelines to suitable invigilators and to the examiners for the oral examination and shall take suitable, possible and reasonable measures to assure that the invigilators are indeed suitable. He/she shall make sure that all persons involved assure they will observe the applicable rules and regulations and shall ensure that the identity of all the persons involved has been confirmed and is documented as prescribed.
2. A written record must be kept of the examination. One copy of this record remains at the examination centre, one copy each must be sent to telc gGmbH and the examining institution (where applicable).
3. telc gGmbH representatives and inspectors authorised by telc gGmbH may attend examinations with or without prior notice, as part of an examination audit. Their attendance must be recorded along with the duration of the attendance.
4. At the examination centre candidates may not receive informal information about their respective performance. The official result will be provided by telc gGmbH exclusively.

§ 8a The Written Examination

1. The examination is supervised by the examination centre coordinator or by a person authorised by her/him. If there are more than 26 candidates or if required by the location, a second person must be present to supervise the examination. There must be an additional person for every 26 candidates taking the exam or if required by the location.
2. Without exception, at least one invigilator must be present in the examination room at all times during the written examination.

3. All candidates have to be assigned their seats in such a way that they cannot view the papers of other candidates. There has to be a distance of at least 1.50 meters, more depending on the seating arrangement, between the candidates (to the front, to the back, to the left and to the right) as measured from the centre of the candidates' seats. This also applies if screens are placed between the candidates. Space dividers which block the view are not permitted.
4. For every group of candidates taking a written examination, the examination centre must provide a meaningful seating plan and send it to telc gGmbH along with the examination papers and materials.
5. The invigilators start the examination by explaining the formalities and the quality assurance procedures. Invigilators are only authorised to answer questions concerning the organisational aspects of the examination. They may not answer or comment on any questions concerning the contents of the examination. No questions may be answered after the examination has begun.
6. Examination booklets may not be distributed before all organisational issues have been resolved. They may not be opened until the examination centre coordinator announces the start of the examination.
7. Candidates who arrive after the examination has begun are not allowed to take part in the examination.
8. Only one candidate at a time will be allowed to leave the examination room and under controlled conditions only: she/he is only to have contact with people who are responsible for running the examination (not however, with teachers, members of their family, etc.). The exact beginning and end of each absence must be recorded in the examination record form. Candidates who finish their examination early may not re-enter the examination room while the examination is still in progress and have to leave the building in which the examination is taking place. Controlled conditions also have to be maintained during breaks.

§ 8b The Oral Examination

1. The size of the groups of candidates is determined by the Instructions for Conducting telc Examinations. If there are examinations of pairs or groups of students, the pairs and groups are formed by the examination centre conducting the examination.
2. The number of examiners and the marking procedures are defined and described in the Instructions for Conducting telc Examinations.
3. Examiners are not allowed to conduct more than 13 examinations per day. This limit also applies for conducting several test formats in one day.

D. Evaluation of Examinations

§ 9 Evaluating and Rating the Performance of Candidates

1. All examination results are determined at telc gGmbH according to standardised procedures.
2. The subtest "Writing" and the oral examination are marked according to the marking criteria provided by telc gGmbH.
3. Teachers who have taught a candidate at any time during the six months prior to the examination may not serve as an examiner or rater for this candidate.

§ 10 Subtest Writing

1. The subtest "Writing" is rated by examiners appointed by the examination centre or by telc gGmbH. Raters for the subtest "Writing" must hold a valid licence issued by telc gGmbH.
2. telc gGmbH will conduct spot checks on a regular basis. The final decision on any rating lies with telc gGmbH. In cases of plagiarism, i.e., the use of copied texts where the test taker demonstrates little or no independent language use, the writing part of the examination will be awarded zero points.
3. A rater licence can be obtained by successfully completing a training course conducted or authorised by telc gGmbH. The current Appendix B "Rater licences: Writing" specifies for which examinations a licence is valid and the period of validity.

§ 11 Oral Examination

1. The Oral Examination is conducted and the candidates' performance rated by examiners appointed by the examination centre or by telc gGmbH. Examiners must hold a valid licence issued by telc gGmbH.
2. An examiner licence can be obtained by successfully completing a training course conducted or authorised by telc gGmbH. The current Appendix A "Examiner licences: Speaking" specifies for which examinations a licence is valid and the period of validity.

E. Examination Security & Confidentiality

§ 12 Violation of the Examination Regulations

Culpable violations of the examination regulations, in particular those which jeopardise the correct examination procedure and the objectivity and reputation of the examination, may be sanctioned by telc gGmbH. This may lead to the exclusion of the person or examination centre involved from telc examinations.

§ 13 Verification of Identity

1. Before entering the examination room all candidates must show a valid official photo ID so that names and personal data can be checked against the registration list for the examination. Each candidate's identity must be verified beyond doubt, if necessary, once again after the break and before the oral examination.
2. During the examination the photo ID must be placed on the candidate's desk in such a way that the invigilator can inspect it. The invigilator must ascertain that the personal data on the answer sheet matches the data on the ID.

§ 14 Examination Papers and Documents

Under no circumstances may candidates remove complete examination booklets or parts of examination booklets from the examination room. Therefore, all examination materials must be checked for completeness before the group of candidates leaves the examination room.

§ 15 Unauthorised Aids

1. The invigilators and examination centre coordinators must take suitable measures to ensure that each candidate completes the examination without the help of others or any unfair means. The candidates may not have access to any unauthorised aids during the examination. Only examination booklets, answer sheets, pens, rubbers and paper for taking notes (only paper bearing the stamp of the examination centre) may be kept on the desks. Wrist watches must be taken off and laid on the desk. The invigilators must collect all other items before the examination starts and return them after it has ended.
2. Every candidate must at all times and in all types of examination situation provide his or her own, personal, individual and verifiable answers in line with his or her abilities without using any unauthorised aids and without cheating or attempting to cheat during the examination.
3. A candidate is deemed to have cheated if he or she pretends to have answered the examination questions himself or herself as required, but did in fact use unauthorised aids and/or help from other persons. Merely being in possession of unauthorised aids suffices for the candidate to be accused of attempted cheating.

Cheating is deemed to be in evidence if there are conspicuous similarities – as can usually only be achieved by cheating – between the answers given and the answer key regarding closed questions or between the answers given and standard answers regarding open questions.

Attempted cheating is also deemed to be in evidence if candidates work together or consult with each other on essential parts of the examination with the result that the individual performance is no longer discernible. If the answer sheets of several candidates show a large number of similarities in the parts that are crucial for the marking, this may be deemed prima facie evidence of cheating. In this case, the candidate is free to prove that he or she did not cheat.

4. All items or acts that are suited or can be used or are clearly or possibly designated to be used to answer the examination questions or parts thereof in a way other than through one's own, individual, personal and verifiable capacity without any help, are at all times deemed unauthorised aids. This applies to both the preparation room that is required for some types of examination and the examination room itself. Unauthorised aids include, without being limited thereto, personal notes, printed matter like dictionaries, devices and means that can be used to store, show or transmit information (e.g. mobile phones, wearables such as watches and glasses with audio recording or playback functions and/or transmission functions, etc.), even if no conspicuous information was found on such devices when inspected or it cannot be proven that such information was stored thereon.
5. Answers by candidates that cannot be verified will not be considered when the examination is marked. In serious cases of cheating or attempted cheating, telc gGmbH has the right to exclude the candidate from future examinations.
6. Candidates are informed of the provisions in § 15 of these Examination Regulations before the examination starts and have the opportunity to store any aids that they may have inadvertently brought, such as mobile phones, outside the examination room for the duration of the examination. Jackets, coats and bags must also be kept outside the examination room.

§ 16 Consequences of cheating

1. Candidates who cheat or attempt to cheat, who use unauthorised aids or enable others to use such aids during an examination will be excluded from the examination immediately. In this case, their answers to the examination are not marked. A record must be kept of each attempt to cheat. The invigilator or, at oral examinations, the examiner or the examination board decide whether a candidate is to be excluded. The examination centre coordinator must also be involved. The exclusion and the reasons for exclusion must be noted in detail in the invigilator's record sheet. Any personal notes of candidates that are suited for cheating purposes must be collected and enclosed with the examination records.
2. Whenever cheating takes place or whenever the examination procedure is disrupted, telc gGmbH will declare the corresponding examination performance to be invalid. If there are doubts whether the examination was conducted in the proper way and this affects more than just individual candidates, the examination as a whole will not be evaluated.

Appendix A Examiner Licences: Oral Examination

English A1–A2	English B1–B2	English C1–C2	English Dual-Level
telc English A1 telc English A1 Junior telc English A2 telc English A2 School	telc English B1 telc English B1 School telc English B1 Business telc English B1 Hotel and Restaurant telc English B2 telc English B2 School telc English B2 Business telc English B2 Technical	telc English C1 (2016 format) telc English C2 English digital telc English A2:B1 From School to Job	telc English A2:B1 telc English A2:B1 School telc English A2:B1 Business telc English B1:B2 telc English B1:B2 School telc English B1:B2 Business telc English B2:C1 University telc English B2:C1 Business
Deutsch A1–A2	Deutsch B1–B2	Deutsch C1–C2	Deutsch Medizin/Pflege
telc Deutsch A1 (Start Deutsch 1) telc Deutsch A1 Junior telc Deutsch A1 für Zuwanderer telc Deutsch A2 (Start Deutsch 2) telc Deutsch A2 Schule telc Deutsch A2+ Beruf	telc Deutsch B1 (Zertifikat Deutsch) telc Deutsch B1 Schule (Zertifikat Deutsch für Jugendliche) telc Deutsch B1+ Beruf telc Deutsch B1:B2 Beruf* telc Deutsch B2 telc Deutsch B2+ Beruf	telc Deutsch B2:C1 Beruf* telc Deutsch C1 (Format 2016) telc Deutsch C1 Hochschule telc Deutsch C1 Beruf telc Deutsch C2	telc Deutsch B1:B2 Pflege telc Deutsch B2 Medizin Zugangsprüfung telc Deutsch B2:C1 Medizin telc Deutsch B2:C1 Medizin Fachsprachprüfung** telc Deutsch B1:B2 Beruf telc Deutsch B2:C1 Beruf
Deutsch Integration DTZ	Deutsch C1	Deutsch Pflege	
Deutsch-Test für Zuwanderer	telc Deutsch C1 telc Deutsch C1 (Format 2016) telc Deutsch C1 Hochschule telc Deutsch C1 Beruf	telc Deutsch B1:B2 Pflege telc Deutsch B1:B2 Beruf	
Türkçe A1–A2	Türkçe B1–B2	Türkçe C1	
telc Türkçe A1 telc Türkçe A2 İlkokul telc Türkçe A2 telc Türkçe A2 Okul	telc Türkçe B1 telc Türkçe B1 Okul telc Türkçe B2 telc Türkçe B2 Okul	telc Türkçe C1	
Español A1–A2	Español B1–B2	Español Dos Niveles	Português B1
telc Español A1 telc Español A1 Júnior telc Español A1 Escuela telc Español A2 telc Español A2 Escuela	telc Español B1 telc Español B1 Escuela telc Español B2 telc Español B2 Escuela	telc Español A2:B1 Escuela	telc Português B1
Français A1–A2	Français B1–B2	Русский язык A1–A2	اللغة العربية B1
telc Français A1 telc Français A1 Junior telc Français A2 telc Français A2 Ecole	telc Français B1 telc Français B1 Ecole telc Français B1 pour la Profession telc Français B2	telc Русский язык A1 telc Русский язык A2 Русский язык B1–B2 telc Русский язык B1 telc Русский язык B2	telc اللغة العربية B1
Italiano A1–A2	Italiano B1–B2	Język polski B1–B2	
telc Italiano A1 telc Italiano A2	telc Italiano B1 telc Italiano B2	telc Język polski B1:B2 Szkoła	

* The examinations telc Deutsch B1:B2 Beruf and telc Deutsch B2:C1 Beruf are included in the licences Deutsch B1–B2 and Deutsch C1–C2 valid from Jan. 15, 2017. In addition, persons holding the following valid licences are authorized to act as examiners for these examinations:

- for Deutsch B1–B2 Beruf: Deutsch Integration DTZ **and** Deutsch B1–B2; **alternative:** Deutsch Pflege, Deutsch Medizin/Pflege
- for Deutsch B2–C1 Beruf: Deutsch Integration DTZ **and** Deutsch C1(–C2); **alternative:** Deutsch Medizin/Pflege

** Doctors acting as examiners together with a licensed telc examiner need a special doctor's licence.

Appendix B Rater Licences: Written Examination, subtest “Writing”

<p>English A1–B2</p> <p>telc English A1 telc English A1 Junior telc English A2 telc English A2 School telc English B1 telc English B1 School telc English B1 Business telc English B1 Hotel and Restaurant telc English B2 telc English B2 School telc English B2 Business telc English B2 Technical</p>	<p>English C1–C2</p> <p>telc English C1 (2016 format) telc English C2</p>	<p>English Dual-Level*</p> <p>telc English A2·B1 telc English A2·B1 School telc English A2·B1 Business telc English B1·B2 telc English B1·B2 School telc English B1·B2 Business telc English B2·C1 University telc English B2·C1 Business</p>	
<p>Deutsch A1–B2</p> <p>telc Deutsch A1 (Start Deutsch 1) telc Deutsch A1 für Zuwanderer telc Deutsch A1 Junior telc Deutsch A2 (Start Deutsch 2) telc Deutsch A2 Schule telc Deutsch A2+ Beruf telc Deutsch B1 (Zertifikat Deutsch) telc Deutsch B1 Schule (Zertifikat Deutsch für Jugendliche) telc Deutsch B1+ Beruf telc Deutsch B1·B2 Beruf telc Deutsch B2 telc Deutsch B2+ Beruf</p>	<p>Deutsch C1–C2</p> <p>telc Deutsch B2·C1 Beruf telc Deutsch C1 (Format 2016) telc Deutsch C1 Hochschule telc Deutsch C1 Beruf telc Deutsch C2</p>	<p>Deutsch Integration DTZ**</p> <p>Deutsch-Test für Zuwanderer</p>	<p>Deutsch Medizin/Pflege</p> <p>telc Deutsch B1·B2 Pflege telc Deutsch B2 Medizin Zugangsprüfung telc Deutsch B2·C1 Medizin telc Deutsch B2·C1 Medizin Fachsprachprüfung** telc Deutsch B1·B2 Beruf telc Deutsch B2·C1 Beruf</p>
<p>Türkçe A1–B2</p> <p>telc Türkçe A1 telc Türkçe A2 telc Türkçe A2 İlkokul telc Türkçe A2 Okul telc Türkçe B1 telc Türkçe B1 Okul telc Türkçe B2</p>	<p>Türkçe C1**</p> <p>telc Türkçe C1</p>	<p>اللغة العربية B1**</p> <p>telc اللغة العربية B1</p>	<p>Język polski B1–B2**</p> <p>telc Język polski B1·B2 Szkoła</p>
<p>Español A1–B2</p> <p>telc Español A1 telc Español A1 Escuela telc Español A1 Junior telc Español A2 telc Español A2 Escuela telc Español B1 telc Español B1 Escuela telc Español B2 telc Español B2 Escuela</p>	<p>Español Dos Niveles *</p> <p>telc Español A2·B1 Escuela</p>	<p>Français A1–B2</p> <p>telc Français A1 telc Français A1 Junior telc Français A2 telc Français A2 Ecole telc Français B1 telc Français B1 Ecole telc Français B1 pour la Profession telc Français B2</p>	
<p>Italiano A1–B2</p> <p>telc Italiano A1 telc Italiano A2 telc Italiano B1 telc Italiano B2</p>	<p>Русский язык A1–B2</p> <p>telc Русский язык A1 telc Русский язык A2 telc Русский язык B1 telc Русский язык B2</p>	<p>Português B1**</p> <p>telc Português B1</p>	

* Persons holding the English Dual-Level or Dos Niveles Examiner licence in conjunction with a rater licence for the language in question are authorized to rate all dual-level or Dos Niveles writing tasks. A separate licence will not be issued.

** Until further notice, the subtest “Writing” of these examinations will be rated centrally and free of charge at telc headquarters. For this reason, no rater trainings are being offered for these examinations at present.

Appendix C Guidelines on Examiner and Rater Licences

§ 1 Examiner and Rater Licence Requirements for Examination Centres

When an examination centre wishes to register candidates for a telc examination, the prospective examiners/raters who will be asked to conduct the oral examination and rate the subtest “Writing” must be in possession of a valid telc licence for the corresponding examination. It is the responsibility of the examination centre to appoint licensed examiners, and in some cases raters, in due time.

§ 2 Acquiring Licences

1. Each telc licence can be acquired independently of other licences, however the first examiner licence must always be obtained in person in an on-site examiner training. Holders of a valid licence acquired in person may apply for one or more additional licences by means of an online Examiner Training.
2. All examiner and rater licences are valid for a period of three years.
3. Participants who did not receive a licence after attending an examiner or rater training have up to four months after this date to appeal the decision in writing.
4. telc gGmbH reserves the right to issue an examiner or rater licence. Participating in an examiner or rater training workshop does not lead automatically to issuing, prolonging or refreshing an examiner or rater licence.
5. telc gGmbH reserves the right to withdraw an examiner or rater licence for good cause, in particular for serious violation of the examination regulations, with immediate effect.

§ 2a Procedure for Acquiring an Examiner Licence

The following requirements must be met in order to attain a telc examiner licence:

- Teaching experience of at least 450 lessons with learners at the relevant proficiency level of the Common European Framework of Reference for Languages (CEFR) in the target language.
- Familiarity with the CEFR levels of proficiency as well as the communicative and action-based approach towards teaching, learning and testing.
- Comprehensive knowledge of the formats of the telc examinations in question.
- Knowledge of the telc Examination Regulations.
- For those without a previous examiner license or more than six months after the expiry of a previously acquired license, successful completion of the A1 to C2 introduction for examiners (online) is required.
- Active participation in an Examiner Training in which oral performances seen on video must be assessed accurately, i. e. in line with telc sample marks based on the CEFR levels.
- At least level C1 language competence in the target language (C2 for a C1–C2 licence). If the examiner trainer judges the language competence of a participant to be below this level, telc gGmbH can ask this participant to hand in a certificate of his/her language competence. Only recent certificates from language test providers who are full members of ALTE can be accepted for this purpose. The telc examiner licence can only be issued when the C1 certificate is presented. The participant bears the cost of the language examination.

§ 2b Procedure for Acquiring a Rater Licence

A prospective rater wishing to acquire a telc Rater Licence must:

- Satisfy the requirements for acquiring a telc Examiner Licence.
- Hold a valid telc Examiner Licence in the target language.
- Take an active part in a Rater Training in which writing samples must be assessed accurately, i. e. in line with telc sample marks based on the CEFR levels.

Appendix D: Guidelines for examinations with special rules or stipulations

Deutsch-Test für Zuwanderer (Test of German for Migrants)

The regulations for this test which shall apply are set out in the document called *Integrationskurstestverordnung* (IntTestV) and are further specified in detail in telc's Instructions for the Organisation of the examination in question.

Zugangsprüfung für in der beruflichen Bildung Qualifizierte Qualifizierte (Entrance Test for Candidates with Occupational Qualifications)

The regulations for this test which shall apply are set out in telc's Examination Regulations and the Instructions for Conducting telc Examinations.

telc Basis Tests

The Basis Tests aim to assess a candidate's competence in Basic Learning. These General Terms and Conditions and Examination Regulations (ER) shall apply to the Basic Tests with the following additions and alterations:

Examination Regulations § 6 Examination Centre Coordinator

The examination centre coordinator conducts the examination. This includes in particular reading out the tasks to the candidates. The examination can be conducted by any holder of a telc Examiner Licence or by any person who has attended a Basic Tests training course and is thus acquainted with the principles of standardised testing.

Article 8b and 11 are omitted.

Computer based examinations

The following conditions that deviate from the General Terms and Conditions and Examination Regulations:

General Terms and Conditions

§ 1: Examination centers offering computer based examinations are subject to special contractual provisions. For the implementation of the computer-aided test hardware is needed, which must be available on site. telc gGmbH will provide the necessary software.

§ 4: Registration must be completed at least twelve days before the exam date.

§ 5, 6: omitted

Examination Regulations:

§ 6: Examiners must be familiar with the software. Before starting the computer-based examination, the examination centre coordinator must ensure that hardware and software required for the examination is in full working order.

§ 7: All materials are provided in digital form. They should be handled with the same care as paper-based examinations and audio CDs.

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