

# Information Regarding the Licensing of telc Examination Centres

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The institutional telc license is based on an agreement between telc gGmbH as licensor and an Examination Centre as licensee. If an institution wishes to become a licensed telc Examination Centre, it applies to telc gGmbH and undergoes a standardised licensing procedure.

### **The Licensor**

Under the name *telc – language tests*, telc gGmbH develops and markets standardised and scientifically tested language examinations in accordance with the Council of Europe's *Common European Framework of Reference for Languages (CEFR)*. telc gGmbH is a non-profit institution which aims to advance multilingualism, a standardised and comparable measurement of language competence and the propagation of the communicative approach to language learning.

telc gGmbH grants licences to institutions which follow similar goals, giving them the right to organise and administer telc examinations. As well as Institutional Licences, telc gGmbH also awards personal examiner licences which qualify individual teachers to act as oral examiners and as raters for written examinations. The decision to grant telc licences is vested exclusively in telc GmbH. There is no legal entitlement to being granted a licence as an examination centre or an examiner/rater.

### **The Licensee**

Licensees are legal entities, usually Adult Education Centres, private language schools, academies, colleges, universities and similar institutions of adult education. Schools of further education and vocational training are also eligible to be granted Institutional Licences.

Societies, trade associations etc. may also be granted a telc Institutional Licence as a group. As an examining institution, the organisation will be responsible for administrative and quality assurance matters of the individual examination centres. The Institutional Licence for an organisation does not automatically grant all its members authority to act as examination centres themselves. Which members and locations may function as examination centres must be regulated by contract.

### **Scope of the Institutional Licence**

- (1) The Institutional Licence is valid exclusively for the Licensee and is not transferable.
- (2) The telc Institutional Licence entitles the licensed examination centre to conduct all examinations offered by telc gGmbH on their own responsibility.
- (3) The telc Institutional Licence applies for a specific location. The examination may not be relocated elsewhere without the licensor's prior agreement.
- (4) telc gGmbH provides a comprehensive service. To ensure maintenance of a uniform high standard of quality and reliability, all examinations are evaluated centrally by telc gGmbH. In addition, telc gGmbH issues certificates for successful candidates and archives examination results for a period of ten years.
- (5) telc GmbH supports the Examination Centre through appropriate training programmes for examiner qualification

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- (6) The telc licence entitles and requires the Licensee to display the telc logo in a suitable manner and according to the current telc corporate design and to identify itself as a “telc Examination Centre”, for example in its programme catalogues, internet pages and information material.
  - (7) On initially being granted a telc licence, the Licensee receives a basic supply of mock exam papers as well as information and advertising material relating to telc examinations. Further information and PR material can be obtained from telc free of charge.

### **Conditions for the Issuance of an Institutional Licence**

At the time the application is made, the applicant's language teaching courses must have been operating for at least a year. Compliance with the following requirements is also essential.

- (1) Facilities: the Licensee's rooms must correspond with specifications as laid down by the telc Examination Regulations. In particular, this requires
  - a. for written examinations: rooms of adequate size and with suitable desks to permit a spacing of at least 1.5 metres between the candidates, and fitted with a wall clock,
  - b. for oral examinations: a waiting room, a room in which the candidates can prepare and the examination room itself,
  - c. for safe custody of examination documents: an office which is staffed at all regular delivery times and is equipped with a lockable cupboard or safe.
- (2) Technical equipment: the Licensee must have a central office equipped with a telephone and internet access. Rooms where exams are to take place must be equipped with an audio player and loudspeakers suitable for the size of the room.
- (3) Personnel:
  - a. the Licensee must nominate a person to be responsible for the examinations, who is available during office hours and who is familiar with the organisational instructions governing examinations (telc General Terms and Conditions and Examination Regulations).
  - b. teaching staff must have appropriate qualifications, several years' experience of teaching and a good knowledge of the CEFR and its communicative approach.
- (4) Language courses: language teaching must be based on the CEFR and follow a communicative approach, so that course participants can be adequately prepared for telc examinations.
- (5) Teachers' remuneration: to ensure that the teaching offered will be of good quality, teachers' pay must be at least equal to the average salary for teachers of language courses.
- (6) Internet presence: the Licensee must maintain an easily-understood and explanatory internet presence so that learners and potential candidates can easily find the range of language courses offered and, in the event of a licence being granted, information on telc examinations.

## **Responsibilities of the Licensee**

- (1) The Institutional Licence requires the Licensee to comply with the currently valid Examination Regulations and telc gGmbH General Terms and Conditions, as well as the instructions specific to the conduct of the respective examinations.
- (2) The person responsible for the examination will keep themselves informed at all times on all aspects of the conduct of examinations, will accept responsibility for security and conduct of the examinations, and will be available as required as a contact for telc gGmbH.
- (3) The Licensee undertakes to comply with the instructions regarding qualification of those responsible for the examinations and examiners as set down by telc gGmbH in the Examination Regulations.

## **Licence and examination fees**

- (1) telc gGmbH charges an annual basic fee for granting an Institutional Licence. Special conditions apply to societies, trade associations etc. which make an application for a group licence.
- (2) telc gGmbH charges an examination fee per candidate which is based on the current price list. This covers the registration fee, examination materials, costs of handling and postage, test evaluation, official certificates and the archiving of examination results.
- (3) For additional services (such as late registration of candidates, assessment of written examination papers and preparation of duplicates), extra charges, which are also included on the current price list, will be due.
- (4) If required, the total examination prices for candidates may be included in the Licence Agreement.

## **Withdrawal or termination of the Licence**

- (1) In the event that the Licensee infringes the terms of the License Agreement or of the telc Examination Regulations, telc gGmbH is entitled to withdraw the Licence.
- (2) Deadlines for notifying regular termination of the Licence Agreement for both parties will be laid down in the Licence Agreement.