



# INSTRUCTIONS

## FOR CONDUCTING TELC B2 BUSINESS EXAMINATIONS

B2

telc Deutsch B2+ Beruf  
telc English B2 Business

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This document is primarily addressed to the examination centre coordinator. It is also meant as an organisational aid for invigilators and examiners.

These instructions are mandatory. They have to be employed in connection with the current Examination Regulations and the General Terms and Conditions of telc gGmbH.

Special provisions regarding registration, despatch and return despatch may apply for examination centres that function as an umbrella organisation for their licensees.

These documents can be downloaded at [www.telc.net](http://www.telc.net).

# Planning the examination

## Registering examinations at telc

**Deadline: 30 days before the examination** (see Terms and Conditions)

The easiest way to register the examination is online; alternatively by fax. The following information is required:

Name of examination (e.g. telc English B2 Business), date, time, number of candidates, place of examination, contact details, names of examiners and raters (with code-numbers).

Candidates' names are not required at this point of the procedure.

## Reserving rooms

You will need the following rooms:

- Cloakroom: a secure area for coats, bags, electronics etc.
- Written Examination: examination room (including a CD player for the audio CD for the subtest Listening Comprehension)
- Oral Examination: waiting room, preparation room, examination room

Please reserve extra rooms for large groups of candidates.

## Engaging invigilators and examiners

You will require:

- for the Written Examination: at least one invigilator for each group of 26 candidates.
- for the Oral Examination: two licenced telc examiners for each group of 26 candidates (Please note: this is the limit for one day!), invigilator for preparation room, contact person for waiting candidates.
- for the rating of the subtest Writing: raters with telc licences (this can also be carried out by telc raters).

# Before the examination

## Checking examination materials

You will receive:

<b>Packet 1</b>	<ul style="list-style-type: none"> <li>■ Delivery note</li> <li>■ Answer Sheet S30</li> <li>■ Examination Record Form A50</li> <li>■ Checklist A30 for the return of examination materials</li> <li>■ Score Sheet M10 for examiners of the Oral Examination</li> <li>■ Marking Criteria AS5 for the subtest Writing</li> <li>■ Checklist A40 for forwarding the Answer Sheet S30</li> <li>■ Audio CD</li> </ul>	
<b>Packet 2</b>	<ul style="list-style-type: none"> <li>■ Test Booklets S10 for the Written Examination</li> </ul>	strictly confidential – not to be opened before the exam!
<b>Packet 3</b>	<ul style="list-style-type: none"> <li>■ Test Booklets M10 for the Oral Examination</li> </ul>	strictly confidential – not to be opened before the exam!

Open Packet 1 and compare the contents with the delivery note. You will be able to check content and amount in Packets 2 and 3 without opening them due to the transparent packaging material used.

Compare the version number of the Test Booklet S10 with the version number of the audio CD.

Check the audio CD on the CD player that will be used for the examination.

Should you find anything wrong, contact telc gGmbH immediately.

Packets 2 and 3 are only to be opened immediately before the Written Examination and the Oral Examination respectively. Keep them under lock and key until they are needed. The content is strictly confidential!

## Preparing and signposting rooms

On the day of examination:

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

### Written Examination

- Place a table at the entrance to the examination room, to be able to check the identity of the candidates as they enter.
- Set up tables for the Written Examination ensuring a distance of at least 1.50 meters in all directions.
- Remove all learning aids in the examination room (posters, grammar tables, etc.).
- Provide a clock in the examination room.
- Provide a flip chart or board to note down the time frame.
- Check the CD player once more and set the volume.

### Oral Examination

- Set up the tables in the preparation room in such a way that candidates are not able to communicate in any form.
- Set up the tables in the examination room to ensure a natural, communicative setting.

## Information for invigilators and examiners

Inform all people involved about their responsibilities and hand out the Instructions for Conducting telc B2 Business Examinations and the valid examination regulations. Review the schedule.

Ensure that all people involved understand that all examination material is strictly confidential and needs to be secure at all times.

## Preparing documents and supplies for the examination

### Written Examination

- Prepare an attendance list. Check off the candidates' names when you are shown their identity documents. Alternatively, you can use the telc template for the online transfer of the candidates' details to compile the attendance list. Add the candidates numbers after the examination and send the list to telc electronically.
- Prepare a seating plan. For large groups, it is particularly advisable to prepare a seating plan in advance and to attach name cards to the allotted places. Please ensure that close friends and family members do not sit together.
- Lay out pencils, erasers, and pencil sharpeners. The candidates may only use soft pencils on the Answer Sheet S30.

### Oral Examination





- Prepare stamped notepaper and lay out pencils and erasers.
- **Please note: As of January 2016 dictionaries are not permitted in the preparation room.**

## Schedule for the Oral Examination

- Prepare the schedule and give notice well in advance which candidates will be examined where and when.
- The B2 Business Oral Examination takes place in pairs. That means that you need a group of two for each examination. The examination centre coordinator decides which two people will be examined together.
- Also allocate the roles of Candidate A and Candidate B to the two candidates beforehand for each task version.
- In case of an uneven number of candidates, one examination can be carried out with a group of three.

# During the examination

## Written Examination

Time	Candidates	Documents	Invigilators
ca. 20 min.	Put coats, bags, mobiles etc. in the cloakroom		lock <b>cloakroom</b>
		Identity document	check <b>identity</b> of candidates
		Examination Regulations § 15 und 16 (unauthorized aids and cheating)	<b>Instruction</b> Time frame can vary according to needs.
	Fill in Answer Sheet S30: personal and examination <b>details</b>	Answer Sheet S30: page 1 (cover page) 3, 5 and 7 <b>Do not separate the Answer Sheet yet!</b>	Write test version onto the board
		Examination record A50 Seating plan	Start and continue keeping the protocol, make a seating plan or update an existing one; open Packet 2
 <b>Reading Comprehension</b> and  <b>Writing</b>			
120 min.		Test Booklet S10 Answer Sheet S30: page 2 and 5–8	Write time frame on the board: beginning and end (120 min.) Hand out Test Booklet S10
	Hand in first sheet of Answer Sheet S30	Answer Sheet S30: page 1/2 and 5–8	Make sure all sheets have been returned
20 min.	<b>Break</b>		
 <b>Listening Comprehension</b>			
ca. 30 min.		Test Booklet S10 Answer Sheet S30: page 3 Audio CD	Start audio CD and let it run without interruption to the end of the subtest
 <b>Language Elements</b>			
30 min.		Test Booklet S10 Answer Sheet S30: page 3	Write time frame on the board: beginning and end (30 min.)
	Hand in last sheet of Answer Sheet S30 and the Test Booklet S10	Test Booklet S10 Answer Sheet S30: page 3	Make sure that all documents have been returned before anyone leaves the room

### Information about Answer Sheet S30

The Answer Sheet S30 consists of four sheets (=8 pages). **DO NOT** separate the sheets while handing them out. Make sure that the personal details have been entered completely and legibly on all sheets, especially the diacritical marks.

The number of the test version must be entered on the cover page. You will find the number at the bottom left of the cover page of the test booklet.

Explain to the candidates that they may only write with a soft pencil on the Answer Sheet S30. If they need to correct a marked answer, they should erase the wrong answer and mark the correct one. Only answers and written text that have been entered onto the Answer Sheet S30, will be evaluated.

### Information about the rating of the subtest Writing

You can have the candidates' performances in the subtest Writing rated by your licensed raters or commission telc gmbH to do it at a fixed rate. The examination material may leave the examination centre if you commission the rating yourself, however in-house rating is preferred. Give the raters the writing tasks out of one of the Test Booklets S10 as well as the Answer Sheets S30, page 5/8.

## Examination Regulations – Important Notice

### Do it yourself!

Throughout the entire examination you are expected to do your own work.

To use or possess unauthorized aids or to obtain unauthorized assistance of any kind is not permitted. Unauthorized aids are paper notes, mobile phones and any electronic gadget capable of recording sound and/or pictures.


All electronic gadgets have to be kept outside the examination room. It is considered cheating if a test taker takes a mobile phone or any other electronic gadgets into the examination room.

On the tables in the examination room test takers may keep only: test booklets, answer sheets, pencils, erasers, sharpeners and paper stamped by the examination centre. Wrist watches and passports are to be put on the table.

### 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 not scored. The test taker does not receive a certificate. The same applies if telc central office staff members discover during the rating and scanning process that the answers of several test takers are identical.

## Oral Examination

Time	Candidates	Documents	Invigilators/ Examiners	Room
		Test Booklet M10	<i>Examiners</i> open Packet 3, familiarise themselves with the tasks	
		Schedule	<i>Invigilator</i> greet candidates and explain the procedure	Waiting room
20 min.	<b>Preparation</b> Several examination pairs simultaneously if there are several boards of examiners	Test Booklet M10: task sheets for candidates Stamped notepaper, pencils	<i>Invigilator 2</i> hands out the task sheets; Candidates A and B are given in certain parts different tasks	Preparation room
 <b>Oral Examination</b>				
16 min.		Test Booklet M10: Information for examiners and task sheets for candidates Score sheet M10	<i>Examiners</i> carry out the oral examination	Examination room
4 min.		Score sheet M10 Answer Sheet S30, page 4	<i>Examiners</i> discuss their scores and enter the final score on the answer sheet	Examination room
		Examination Record Form A50	<i>Examiners</i> keep and sign the examination record form	Examination room
	Leave the building, no contact to waiting candidates allowed			

### Information about examination materials

Candidates can use stamped **notepaper** handed out by the invigilators to make notes during the preparation time and can take these into the examination room. The notepaper will be destroyed after the examination. No notes may be made on the task sheets.

The **task sheets**, as well as pencils and erasers, must remain in the preparation room. The candidates receive task sheets from the examiners in the examination room. Examiners must ensure that the candidates receive the correct task according to the previously determined roles of Candidate A or Candidate B.

Each examiner evaluates the candidate individually. They may use stamped notepaper to make notes. Alternatively, examiners can use the **Score Sheet M10**. After each examination the examiners agree on a final score and enter their individual as well as the agreed score with a soft pencil on the Answer Sheet S30, page 4. The examiners also enter the test version and their telc code number.

**Exception:** In case the Oral Examination takes place before the Written Examination, the scores for the Oral Examination may only be entered on the Answer Sheet S30, page 4, after the Written Examination has taken place.



# After the examination

## Processing examination materials

- Check whether the examination materials are complete: Have all scores of the oral examination been entered into Answer Sheet S30? Are all personal details complete and legible on all answer sheets? Are all test booklets there?
- Sort the answer sheets alphabetically according to candidate surnames.
- Archive your copy of the examination record form and the Score Sheets M10 (if used) for at least six months.

## Completing forms

Complete and sign the following forms:

- **Examination Record Form A50** – Please note any irregular occurrences on a separate sheet of paper.
- **Checklist A30** for the return of examination materials. This is where all necessary candidate details are entered, information is provided as to where the written performances are being sent to be rated and whether examination materials are sent back or destroyed.
- **Checkliste A40** for forwarding Answer Sheets S30, page 5/6. This form documents the necessary steps for the subtest Writing from Rating 1, to Rating 2 and finally to telc gGmbH.

Optional: If you opt for the **Online-Registration** of candidates you will receive the results faster and reduce the risk of mistakes in the candidates' personal details that appear on the certificates. You will find detailed step-by-step instructions on how to enter candidates' details easily online on [www.telc.net](http://www.telc.net).

## Returning materials

The subtest Writing may be submitted with the Checklist A40 for rating. The following materials need to be returned directly to telc:

- Answer Sheets S30 (if so wished only pages 1–4) in the alphabetically ordered piles
- Examination Record Form A50
- Checklist A30
- Seating plan
- Audio CD

The test booklets may be destroyed according to the guidelines for data protection (confirmation on Checklist A30) or may be sent to telc directly for destruction.

Despatch the examination materials by registered mail or courier.

## Notification of results

After the evaluation and rating period you will receive the following documents:

- Certificates
- result sheets (only for candidates who did not pass)
- an overview of results for the whole group

Validate the certificates with your stamp and signature and pass them on to the candidates.

Do you have any questions?

Then feel free to contact us via the telc service telephone at +49 69 956246-56.

You can find a checklist online on how to conduct an examination at:

<http://www.telc.net/en/licensed-partners/conducting-an-exam.html>

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