



**Examination Regulations
for
The European Language Certificates
Examinations**

(valid for all examinations at levels A2 to B2)
1st January 2005

These regulations replace
the previous examination regulations
issued on
1st February 2003

§1 The Examinations

1. The descriptions of the format, contents, structure and marking of the examinations of *The European Language Certificates* provided in the publications *Learning Objectives and Test Format* and the instructions on the organisation and running of the examinations are legally binding.
2. WBT Weiterbildungs-Testsysteme GmbH is obliged to publish and make available to the public a description of learning objectives for each examination. The latest edition is valid in each case.

§2 Setting and Marking of Examinations

WBT Weiterbildungs-Testsysteme GmbH as the central examinations office centrally sets the examinations and in general WBT Weiterbildungs-Testsysteme GmbH centrally marks them.

§3 Parts of the Examination

1. The examination consists of two parts, a written and an oral part.
2. The written examination and the oral examination are each divided into further sub-tests according to the description of learning objectives.

§4 Eligibility

1. Any person over 14 years of age is eligible to take the examinations. For those examinations which have been produced particularly for schoolchildren, special regulations may apply. Neither restrictions on eligibility by means of pre-testing nor the exclusion of candidates from the examination are permitted.
2. The examination centres are obliged to establish the identity of the candidates beyond doubt.
3. All candidates should be informed of the format and requirements of the examination using the information and mock examinations published by WBT Weiterbildungs-Testsysteme GmbH.

§5 Candidates with Disabilities

1. Where possible candidates with disabilities will be allowed to take simplified or adapted examinations under special conditions, depending on the nature and severity of their disabilities.
2. WBT must be informed of the disability and its nature and severity at the earliest possible opportunity. As much detail as possible on the disability as well as a medical certificate must be provided.
3. Disabilities made known to the examining institution only after the examination has been taken cannot be taken into consideration when marking is carried out.
4. If the nature and severity of a candidate's disability is such that one or more complete sub-tests can not be taken, then a special certificate will be issued on the basis of the sub-tests taken and the results achieved in these. These results will be used to calculate the results of the sub-tests not taken.

§6 Licensed Examining Institutions and Licensed Examination Centres

1. Only institutions with a valid licence contract with WBT Weiterbildungs-Testsysteme GmbH or belonging to an association of institutions with a licence contract are permitted to carry out examinations (Licensed Examination Centre for *The European Language Certificates*)
2. As well as this, WBT Weiterbildungs-Testsysteme GmbH may also set up and run its own examination centres.

§7 Registration for the Examination

1. Candidates should address their registration in writing to a licensed examination centre belonging to a licensed examining institution (referred to below as *examination centre*).
2. The examining institution should forward these registrations to WBT in good time.
3. The dates and periods of notice for registration for examinations are laid down in the Terms of Business of WBT Weiterbildungs-Testsysteme GmbH or arranged with the examining institutions.

§8 Dates of Examinations

Examinations at level A2

1. Dates of examinations are arranged between the examining institution or the examination centre and WBT.

Examinations at level B1

2. Dates for the written examination are set by WBT Weiterbildungs-Testsysteme GmbH and announced at least twelve months in advance (regular examination dates)
3. In certain cases and where special reasons are given and it is organisationally possible, additional examination dates can be arranged between the examining institution and WBT (special examination dates).

4. No legal right exists to holding examinations on any dates other than those announced by WBT.
5. As a rule the oral examination should be carried out on a date as close as possible to that of the written examination. In special cases this date may be chosen by the examining institution on any date within a period of 21 days after the written examination.

§9 Examination Documents

1. The examining institution will be provided with the examination papers, examination material, organisational documents and the instructions for the examination by WBT Weiterbildungs-Testsysteme GmbH in good time for the examination.
2. The examination material sent by WBT Weiterbildungs-Testsysteme GmbH is highly confidential and, if no other instructions are given, must be kept under lock and key until the date of the examination by the examining institution or examination centre.
3. All examination papers and documents remain the property of WBT Weiterbildungs-Testsysteme GmbH. They are copyright. Reproduction of the papers and documents by any means whatsoever (photocopying, digital or sound recording) is strictly forbidden.
4. The examination papers for the oral examination must be forwarded immediately upon receipt unopened to the licensed oral examiners. Only these examiners are permitted to prepare themselves for the examination using the relevant papers and documents.
5. After the examination, the examination papers and documents are to be kept under lock and key until they are sent back to WBT Weiterbildungs-Testsysteme GmbH. Instructions for sending back these papers are given in the Examination Instructions.
6. Under no circumstances may examination documents be used for any purposes or at any time other than the examination for which they have been ordered. In particular the use of examination documents, including those already used in examinations, for teaching or demonstration purposes is forbidden. Examination documents may not be copied or stored for use later for any purposes whatsoever.
7. After the examination, all examination documents must either be completely destroyed or returned to WBT Weiterbildungs-Testsysteme GmbH. The decision must be indicated in the *Checklist for the Return of Papers* and is confirmed by the signature on this form and the stamp of the examining institution.
8. Violations may lead to the withdrawal of the licence from the examination centre or the examining institution.

§10 Data Protection

All persons concerned with the running of the examination must adhere to national and international data protection laws and regulations. The data may not be used for any other purpose than that specified in the Examination Regulations.

§11 Responsibility for the Examination

1. Examination centres must provide WBT Weiterbildungs-Testsysteme GmbH with the name of one person responsible for the running of the examination.
2. Persons responsible must be familiar with *The European Language Certificates* system, including the Examination Regulations and the Examination Instructions.
3. These persons are responsible for the organisation and running of the examination, including the registration procedure and the sending back of examination papers. For this function they need no special knowledge of the contents or subject of the examination.
4. Licensed examiners may also take over this function and responsibility.

§12 Licensed Examiners

1. Licensed examiners are those who hold a valid examiner's license issued by WBT Weiterbildungs-Testsysteme GmbH.
2. The subjects for which the examiner's licences are valid are listed in the appendix to these regulations (Appendix A). Appendix A is an integral part of the Examination Regulations.
3. Licensed examiners conduct the oral examination for WBT Weiterbildungs-Testsysteme GmbH or for the licensed institution and mark the candidates' performances.
4. As a rule, examiners for the examinations at Levels B1 and B2 may not examine candidates who have been participants in their preparatory courses for the examination at any time during the previous six months. Exceptions may be made in certain cases. However, the examiner who has been the teacher may not conduct the oral examination.

§13 Marking of the sub-test *Written Expression*

1. Only those holding a licence for this may mark the sub-test *Written Expression*.
2. The sub-test *Written Expression* is as a rule marked by one person appointed by the examining institution. In certain cases WBT Weiterbildungs-Testsysteme GmbH may appoint the person who does the marking.
3. WBT Weiterbildungs-Testsysteme GmbH carries out regular random checks on the marks awarded and makes the final decision in cases of doubt or disagreement.

§14 The Written Examination

1. The written examination is carried out according to the Examination Instructions which accompany the material for the written examination. It should be noted that no aids of any sort (dictionaries, grammar books etc.) might be used during the examination.
2. The supervision of the written examination is carried out by the person responsible for the examination or a person or persons designated by the person responsible. Licensed examiners for *The European Language Certificates* may also supervise the examination, regardless of their examination subject. A further supervisor must be present for groups of more than 30 candidates, or if local conditions make this necessary.
3. The person responsible for the examination must instruct the supervisors as to their duties during the examination.
4. A seating plan must be made for each examination group for the written examination. This must be attached to the *Examination Record Form* when the examination documents are returned to WBT Weiterbildungs-Testsysteme GmbH.
5. It must be ensured that there is at least one supervisor in the examination room at all times during the written examination.
6. Supervisors are only permitted to answer questions relating to the organisation of the examination. No answers may be made to or comments given about questions relating to the content of the examination.
5. Representatives of WBT Weiterbildungs-Testsysteme GmbH and persons appointed by WBT Weiterbildungs-Testsysteme GmbH may be present at an examination of *The European Language Certificates*. No notice need be given of this. They are however, not permitted to interfere in the running of the examination. Their presence and its duration must be noted on the *Examination Record Form*.

§15 The Oral Examination

1. The oral examination is carried out according to the Examination Instructions accompanying the examination material.
2. In certain examination subjects several candidates are examined together at the same time. In certain particular cases the examining institution has the right to decide to examine candidates individually.
3. As a rule, the marking of the oral examination is carried out during the examination by each of the two examiners individually, i.e. without conferring, on the marking sheets provided by WBT Weiterbildungs-Testsysteme GmbH. After the examination the examiners reach a consensus on the marks to be awarded. The final mark must be indicated clearly on the score sheet and the answer sheet for the candidate.
4. All examiners must be licensed examiners (§12 of these Examination Regulations)
5. As a rule examiners are not allowed to carry out more than twelve examinations in one day. Oral examinations with more than this number must be conducted by several examiners or examining boards.
6. Audio and video recordings of the oral examination may only be made with the agreement of the candidates. Under no circumstances may recordings be used to mark candidates' performances or to check marks awarded. If a recording is made, a note of this must be made on the Examination Record Form. Similarly, the presence of other persons during the examination must also be noted.
7. Examiners may not give any information to the candidates on their performance. The only valid examination results are those issued only by WBT Weiterbildungs-Testsysteme GmbH.
8. The score sheets used during the oral examination should be kept under lock and key in a safe place by the examining institution for a period of three months after the examination results have been issued by WBT Weiterbildungs-Testsysteme GmbH (date of issue of assessment sheet). The original score sheets must be made available to WBT Weiterbildungs-Testsysteme GmbH on request.

§16 Examination Record Form

A written record must be kept of the examination. One copy of this must be sent to WBT Weiterbildungs-Testsysteme GmbH and one copy to the examining institution.

§17 Public Attendance at Examinations

The examinations are not public. Representatives of WBT Weiterbildungs-Testsysteme GmbH and persons designated by WBT Weiterbildungs-Testsysteme GmbH are however permitted to attend examinations without giving notice. They are not allowed to interfere in the course of the examination.

§18 Marking of Candidates' Performances

1. The written examination is marked according to standardised procedures.
2. WBT Weiterbildungs-Testsysteme GmbH is informed of the results of the oral examination by the examination centre.
3. In all cases, the criteria described in the descriptions of learning objectives for each examination are binding for the marking and passing of examinations.

§19 Exclusion from the Examination

1. Candidates who cheat or attempt to cheat during an examination or use or allow others to use material that is not part of the examination papers may be excluded from parts or the whole of the examination. In such cases, these candidates' performances will not be marked or will be marked only in part.
2. It is not allowed to use personal notes, printed matter brought into the examination by the candidate such as dictionaries, and equipment on which information can be stored (e.g. electronic calendars, mobile telephones etc). This equipment is not allowed even if no relevant information is stored on it.
3. Before the examination starts, candidates must be made aware of §19 of the Examination regulations and given the opportunity to hand in any material, in particular mobile telephones, they may have brought inadvertently to the examination. These should be given to the supervisor for the duration of the examination.
4. The decision to exclude a candidate from the written examination is made by the person responsible for the written examination. The decision to exclude a candidates from the oral examination is made by the oral examiner or examining board. In all cases, this is done after hearing what the candidate has to say on the matter.
5. A record of the exclusion must be made on the *Examination Record Form*, giving full reasons for the exclusion.
6. If it only becomes known after the examination is over that cheating may have taken place, WBT Weiterbildungs-Testsysteme GmbH can, after hearing what those concerned have to say on the matter, declare the examination invalid.

§20 Reports and Certificates

1. Candidates in examinations at levels B1 and B2 have the right to receive an assessment sheet that gives detailed results of their performance during the examination for all sub-tests. If the candidate has passed the examination, a certificate is also issued. The certificate must be signed.
2. WBT Weiterbildungs-Testsysteme GmbH and the examining institution are obliged to sign documents which require a signature and provide a stamp or seal for these. Facsimile signatures are permissible.
3. Duplicates of documents requiring a signature will be attested by WBT Weiterbildungs-Testsysteme GmbH by means of a signature and stamp. These require no further attestation as to their validity.
4. A new certificate can only be issued if a) the original certificate is made available to WBT Weiterbildungs-Testsysteme GmbH or b) the loss of the original document can be confirmed in writing.

§21 Appeals against Decisions

1. Appeals against decisions made by examining institutions, invigilators, examiners, examining boards, experts marking parts of the examinations, or WBT Weiterbildungs-Testsysteme GmbH must be received within three months of receiving the examination results (date of issue of assessment sheet) by WBT Weiterbildungs-Testsysteme GmbH by registered mail.
2. Reasons for appeals made by candidates must be given in detail. WBT Weiterbildungs-Testsysteme GmbH may turn down an appeal if no or insufficient reasons are given.
3. In cases of appeal, WBT Weiterbildungs-Testsysteme GmbH will ask for statements from those concerned and come to a decision.
4. Further appeal against the decision made by WBT Weiterbildungs-Testsysteme GmbH can in certain cases be made to the Board of Arbitration of WBT (§22 of these Examination Regulations).

§22 Board of Arbitration of WBT Weiterbildungs-Testsysteme GmbH 1. The members of the Board of Arbitration of WBT Weiterbildungs-Testsysteme GmbH are appointed by the Board of Shareholders of WBT Weiterbildungs-Testsysteme GmbH.

2. The Board of Arbitration is made up of a representative from the academic committee, an expert from WBT Weiterbildungs-Testsysteme GmbH and an expert from the licensed examining institution concerned. Further members may be called but have no voting rights.
3. The Board of Arbitration has the right to reject appeals without further consideration of these, if demands are made which contravene the points and regulations as laid down in the descriptions of learning objectives, the Examination Regulations or the Examination Instructions. Should a candidate insist on carrying the case further, the candidate must bear the costs.
4. Decisions of the Board of Arbitration are carried by a simple majority.
5. The decision of the Board of Arbitration is final.

§23 Re-taking of the Examination or Parts of the Examination

1. A complete examination may be re-taken as often as desired.

Examinations at level A2

2. The re-taking of individual parts of the examination, i.e. the written or oral part, is not possible.
3. The re-taking of sub-tests is not possible.

Examinations at Levels B1 and B2

4. One part of the examination which has not been taken or passed, i.e. the complete written or oral examination, may be taken or re-taken before the end of the following calendar year.
5. The re-taking of sub-tests is not possible.
6. If a part of the examination which has been passed is re-taken, it is the results of the re-take which are exclusively and irrevocably valid.

§24 Archives

1. WBT GmbH keeps archives of the documents relevant to the marking of candidates' performances, in most cases computer marking sheets, for a period of three months after the examination results have been issued (date of issue of assessment sheet).
2. Documents relating to the marking of examinations marked at examination centres which are not returned to WBT Weiterbildungs-Testsysteme GmbH must be stored in the examination centre in such a way that only authorised persons have access to them. WBT Weiterbildungs-Testsysteme may ask for details of these persons and the measures taken. How long and how the documents should be stored is described in the Examination Instructions.
3. These documents, either as originals or as copies, may not be made available in any form to anyone whatsoever under any circumstances.
4. The examination results for each candidate are kept on record for a period of ten years after the examination results have been issued (date of issue of assessment sheet). During this time, the candidate may request a duplicate of a certificate.
5. A charge is made for issuing duplicates.

§25 Violation of the Examination Regulations

Violations of the Examination Regulations, in particular those which jeopardise the smooth running of the examination, and the objectivity and reputation of the examination, may be dealt with by the Board of Arbitration by means of sanctions. These may lead to the person or institution concerned being excluded from the examination.

§26 These Examination Regulations come into force on January 1, 2005.

Thomas Friedrich
Chairman of the Board of Shareholders

Dr, Rudolf Camerer
Director

.....
Thomas Friedrich
Vorsitzender der Gesellschafterversammlung

.....
Dr. Rudolf Camerer
Geschäftsführer

Examination Regulations for The European Language Certificates Examinations Appendix A

Validity of Examiners' Licences (oral examination)

No.	Subject	Validity (Subject No., Subject, Level)
-	no licence necessary	Start, all languages
1	(not used)	
2	German	51 A2 Deutsch School (A2) 91 Start Deutsch 2 (A2) 41 Sprachstandsanalyse Deutsch (A2+) 43 Test Arbeitsplatz Deutsch (A2+) 61 Zertifikat Deutsch (inkl. Zertifikat Deutsch j) (B1) 23 Zertifikat Deutsch Plus (B2)
3	GermanB	12 Zertifikat Deutsch für den Beruf (B2)
4	English	92 English Elementary level (A2) 62 Certificate in English (B1) 02 Certificate in English School (nur mdl.) (B1) 63 B1 Cert. in English for Business Purposes – Intermediate (B1)
4, after Revision: additional module for 4		08 Cert. in English for the Hotel and Catering Industry (B1)
4a	English CS (4 plus additional module or 4 plus 6)	27 Certificate in English - adVantage (B2)
5 (additional module for 4 or 6)	English T	09 Cert. in English for Technical Purposes (B2)
6 (interim regulation: also possible: combination of 4 and EBP)	Englisch CS-B	26 B2 Certificate in English for Business Purposes - adVantage (B2)
7	Englisch CS	22 Certificate in English Stage 3 (B2)
8	French	34 Module Préparatoire Français (A2) 94 Français Niveau élémentaire (A2) 64 Certificat de Français (B1) 04 Certificat de Français School (nur mdl.) (B1) 10 Certificat de Français à usage professionnel (B1) 24 Certificat Supérieur de Français (B2)

9	Italian	35 Livello Elementare Italiano (A2) 95 Italiano Livello elementare (A2) 65 Certificato d'Italiano (B1) 25 Certificato Superiore d'Italiano (B2)
10	Spanish	37 Nivel Elemental Español (A2) 97 Español Nivel elemental (A2) 67 Certificado de Español (B1)
12	Dutch	38 Basismoduul Nederlands (A2) 68 Certificaat Nederlands (B1)
13	Portuguese	42 Nível Elementar Português (A2) 69 Certificado de Português (B1) 29 Certificado de Português para fins profissionais (B1)
14	Russian	36 GBS Russian (A2) 66 Certificate in Russian (B1) 96 Russian Elementary Level (A2)
15	Czech	16 Certifikát Český jazyk (B1)
