

Guidelines for Conducting Examinations with Access Arrangements

§ 1 Area of validity

These guidelines govern the administration of examinations for test takers who require special access arrangements on account of a disability or impairment.

They complement the *General Terms and Conditions for telc Examinations*, the *Examination Regulations* and the *General Guidelines for Conducting telc Examinations*. Deviations from these regulations on account of special circumstances are only possible if telc gGmbH has given prior permission in writing.

§ 2 Registration

Examinations with access arrangements must be registered at telc gGmbH 30 calendar days before the desired examination date for the Written Examination. In the case of visually-impaired test takers, this period is extended to 120 calendar days if specially adapted examination materials are required. The test takers have to be registered online in the *telc Community* as a separate registration after telc gGmbH has granted the special access arrangements.

§ 3 Provision of evidence

For each application, the examination centre must submit to telc gGmbH a conclusive medical certificate or equivalent evidence showing the nature and the severity of the test taker's permanent disability or impairment, supported by sufficient detail and preferably defined by the relevant ICD code or codes. In addition, the examination centre must send telc gGmbH a document outlining in detail how they intend to take the certified impairment into account during the examination.

The following specific rules apply:

- The medical certificate must be presented in German or English. Alternatively, a certified translation into one of the aforementioned languages must be sent to telc gGmbH in addition to the certificate in the original language.
- The medical certificate must have been issued within the previous two years.
- Test takers in the German Federal Republic can only submit a Disability Card (Schwerbehindertenausweis) if it was awarded due to vision or hearing impairment (BL or GL) and is valid on the date of the examination.

§ 4 Costs

The examination centre bears any additional costs incurred in connection with the access arrangements for the examination or for necessary aids and appliances. telc gGmbH bears additional costs for providing and assessing the examination materials.

§ 5 Approval of access arrangements

1. telc gGmbH will check the submitted documents and subsequently approve access arrangements which are as standardised as possible whilst taking into consideration the individual test taker's impairment. The examination centre is informed in writing of the access arrangements which have been granted for the case in hand. Examination conditions which deviate from those approved in advance by telc gGmbH in writing are not permissible. There is no entitlement to being granted the requested access arrangements.
2. The approval of access arrangements applies solely to the examination for which the examination centre wishes to register the test taker. If the application for registration is altered, it is regarded as a new registration for which the extended registration period again applies.
3. Individual access arrangements cannot be approved retrospectively if the examination centre submits the information to telc gGmbH after the registration period has expired or after the examination has taken place. Similarly, a medical certificate will not be taken into consideration if it is produced on the day of the examination or later.
4. The following access arrangements may be approved to create barrier-free examination conditions: extension of the allocated test time up to 100%, extra breaks, use of an assistant, individual examination, measures relating to

the examination materials (enlargement, Braille, provision as PDF), measures relating to audio recordings (higher volume, double playback, extra pauses), the use of a sign language interpreter.

5. The use of appliances such as magnifying glasses, screen readers or earphones must be approved by telc gGmbH. §5 of the *Examination Regulations* regarding unauthorised aids applies here.

§ 6 Conducting an examination with access arrangements

1. A barrier-free examination with adapted regulations must always be an individual examination.
2. The *Rules and Regulations for telc Examinations* remain valid. Deviations from these regulations are only permitted if mentioned in the approval document. All the individual arrangements made by the examination centre must be carefully listed on the Examination Report Form.

§ 7 Examination results

1. The results of the examination are computed in the standardised manner regularly applied to the examination in question. The granting of barrier-free examination conditions is the means by which equity of outcome is achieved, not the awarding of extra marks or similar measures.
2. If a subtest cannot be taken, the subtest may be removed. In the event that a subtest is removed, the marks for the missing subtest will be extrapolated from the average score of the remaining subtests. On the results sheet, the missing subtest will be reported as follows: “* Special access arrangements were provided for the completion of this subtest.” The removed subtest will be marked with “*”. The certificate will be printed as a fully valid certificate. This approach may only be adopted for removing one subtest.
3. If a candidate is unable to take more than one of the subtests, they will not be awarded a certificate. A breakdown of the results for the remaining subtests will be provided nonetheless.