



Agreement for telc private examinations

Your registration with payment must be received by inlingua Basel minimum 21 days before your chosen exam date. The registration is only valid once the fee has been paid. You will receive written confirmation of the registration once payment has been received. 14 days before the exam you will receive a detailed examination schedule.

Late registrations are possible until sixteen days before your chosen exam date (late registration fee Fr. 50.-).

Cancellation of registration and no-shows: Cancellations received by us fewer than 21 before the exam are charged at 50% of the registration fee. Cancellations received 14 days or fewer before the exam, or no-shows, are charged at 100% of the registration fee.

Changing the date of **private** exams, once we have confirmed them in writing, is not possible.

Please remember to bring your valid photo ID/passport on the day of the examination. Please arrange to be here at least 30 min. before the official exam starting time.

Whoever arrives late for the exam cannot be admitted to the exam, and the exam fee is forfeited.

General Terms and Conditions/Examination Regulations (9/21)

Through your registration for a telc examination you commit yourself to adhering to the terms of these regulations.

Examination Regulations

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 center. Wrist watches and passports are to be put on the table.

Test takers who cheat or attempt to cheat, who use unauthorized aids or enable others to use such aids during an examination will be excluded from the examination immediately. Attempted cheating is also deemed to be in evidence if test takers work together or consult with each other on essential parts of the examination with the result that the individual performance is no longer discernible. In both cases, their answers to the examination are not marked and the examination is void.

Examination Materials

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. 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. Any attempts at copying the exam materials will result in an immediate exclusion from the examination. telc gGmbH reserves the right to seek compensation. In serious cases of cheating or attempted cheating, telc gGmbH has the right to exclude the test taker from future examinations.

Verification of Identity

Before entering the examination room all test takers must show a valid official photo ID so that names and personal data can be checked against the registration list for the examination. Each test taker's identity must be verified beyond doubt, if necessary, once again after the break and before the oral examination. During the examination the photo ID must be placed on the test taker's desk in such a way that the invigilator can inspect it. The personal data on the answer sheet must match the data on the ID. The examination center reserves the right to exclude any persons whose identity cannot be confirmed.

Information about personal data

The following personal data will be collected and forwarded to telc gGmbH in order to conduct and evaluate the examination: title, surname, first name, date of birth, place of birth, country of origin, sex, native language, type of examination. 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 test taker will be archived for ten years.

With this signature, I hereby confirm that I have read and agree to the General Terms and Conditions in their applicable form. Furthermore, I consent to my personal data being forwarded, stored and processed by telc gGmbH for the purposes of the exam evaluation.

Date, Place: _____

Name: _____

Signature: _____