



Information on the licensing of telc examination centres

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The basis of the institutional telc licence is a contract between telc gGmbH as licensor and an examination centre as licence holder. If an institution wishes to become a telc examination centre, it applies to telc gGmbH and goes through a standardised licensing procedure.

The Licensor

telc gGmbH develops and markets standardised and scientifically proven language examinations under the brand name telc, which are aligned to the Council of Europe's Common European Framework of Reference for Languages (CEFR). telc gGmbH is a non-profit organisation that aims to promote multilingualism, standardised and comparable measurement of language competence, and the dissemination of the communicative approach in language learning.

telc gGmbH issues licences to institutions that pursue similar goals and authorises them to organise and conduct telc examinations. In addition to the institutional licence, telc gGmbH also issues personal examiner licences, which entitle individual teachers to be instated as examiners for the Oral Examination or for the Written Expression. The sole decision on the awarding of telc licences lies with telc gGmbH. Neither the examination centre nor the individual person has entitlement to be granted a licence as an examination centre or as an examiner or rater.

The licence holder

Licence holders are legal entities, usually adult education centres, private language schools, academies, colleges, and universities as well as equivalent adult education institutions. Secondary and vocational schools can also acquire the institutional licence.

Member or umbrella associations can also acquire the institutional licence as a group. As an examination institution, the association performs quality assurance tasks for the individual examination centres. The institutional licence for associations does not automatically mean that all members may also act as examination centres. Which members or locations become examination centres is regulated by contract.

Scope of the institutional licence

- (1) The institutional licence is only valid for the licence holder and is not transferable.
- (2) The institutional telc licence authorises the licensed examination centre to conduct all examinations offered by telc gGmbH on its own responsibility.
- (3) The institutional telc licence is location-based. The examination venue may not be moved to another location without the prior consent of the licensor.
- (4) telc gGmbH offers a comprehensive service. In order to consistently ensure high quality and reliability, all examinations are evaluated centrally by telc gGmbH. Likewise, telc gGmbH issues certificates to examination candidates and archives examination results for a period of ten years.
- (5) telc gGmbH supports the examination centre with a suitable training programme for examiner qualification.
- (6) The licence entitles and obliges the licence holder to advertise with the telc logo and the designation „telc Examination Centre“ in suitable places (e.g. programme booklet, website, information material) within the framework of the telc Corporate Design valid at the time.
- (7) With the initial purchase of the licence, the licence holder receives a basic set of practice tests as well as information and advertising material on telc examinations. Information and promotional material can be re-ordered free of charge from the licensor.

Prerequisites for the institutional licence

The language course operation must have been running for at least one year at the time of application. In addition, the following requirements apply:

- (1) Premises: The licence holder must have premises that comply with the telc Examination Regulations. In particular, this requires
 - a. for the Written Examination: sufficiently large rooms and suitable tables so that a minimum distance of 1.50 metres can be maintained between the examination candidates, equipped with a wall clock,
 - b. for the Oral Examination: a waiting room, a preparation room, and the examination room itself,
 - c. for the safekeeping of examination papers: an office staffed during regular delivery hours with a lockable cabinet or safe.
- (2) Technical equipment: The licence holder must have a central office equipped with telephone and internet access. Rooms in which examinations are to be held must be equipped with a CD player and loudspeakers appropriate to the size of the room.
- (3) Staffing:
 - a. The licence holder must appoint a person responsible for the examination who is available during office hours and who is familiar with the examination-specific organisational instructions as well as the telc General Terms and Conditions and the Examination Regulations.
 - b. The teaching staff must have a relevant qualification, several years of experience in teaching languages and a good knowledge of the CEFR and the communicative approach.
- (4) Language courses offered: In order for course participants to be adequately prepared for the telc examinations, language teaching must be aligned to the CEFR and follow a communicative approach.
- (5) Remuneration of teachers: In order to ensure that adequate teaching quality can be provided, remuneration must be at least in line with the average wage for language course instructors.
- (6) Internet presence: The licence holder must have a clear and informative website to ensure that interested parties can easily find the information on language courses offered and on the telc examinations (in the case of licensing).

Duties of the Licence holder

- (1) The institutional licence obliges the licence holder to comply with the examination regulations and the General Terms and Conditions of telc gGmbH as well as the respective examination-specific regulations.
- (2) The person responsible for the examination keeps himself/herself regularly informed about all aspects of examination administration, assumes responsibility for examination security and examination administration, and is available to telc gGmbH as a contact person.
- (3) The licence holder undertakes to comply with the guidelines for the qualification of examination administrators and examiners laid down by telc gGmbH in the examination regulations.

Licence and examination fees

- (1) telc gGmbH charges an annual basic fee for the issue of a licence. Separate provisions apply to member or umbrella associations applying for a group licence.
- (2) telc gGmbH charges an examination fee per examination participant, as specified in the current price list. This fee includes the registration fee, examination papers, postage, evaluation, the issuing of certificates and the archiving of examination results.
- (3) For additional services (e.g. late registration of candidates, evaluation of the written part of the examination, creation of duplicates) additional fees will be charged which are also listed in the respective current price list.
- (4) Provisions regarding the final examination price for participants shall be agreed in the licence agreement, if applicable.

Withdrawal or termination of the licence

- (1) In the event of non-compliance with the contractually agreed provisions or those stipulated in the examination regulations, telc gGmbH is entitled to withdraw the licence.
- (2) Deadlines for the ordinary termination of the licence by both parties are specified in the licence agreement.