

TestAS-Examination rules

Dear examination candidate,

It is your responsibility to take note of the rules for the examination day. When you registered for the examination in your participant portal, you accepted these rules in the General Terms and Conditions (GTC).

1. Identity checks are performed before and during the test. You must present a valid ID card or passport on the day of the examination. The identity document must be identical to the document used for online registration. You will not be admitted to the test without a valid ID card or passport. For the paper-based TestAS, you must also present the admission letter.

2. During the examination, the test administrators may inspect the ID cards or passports in order to check them again. If there is any doubt about your identity, you are required to prove your identity to the test centre within one week of the examination. A TestAS certificate will only be issued if your identity is proven beyond doubt.

3. You must arrive at the test centre on time on the day of the examination. You will find the information about the exam location and time as well as the meeting point approximately five days before the examination in the participant portal (for digital TestAS) or on the admission letter (for paper-based TestAS). If you arrive at the test centre after the exam materials have been distributed, you will not be admitted to the exam.

4. You are not allowed to leave the exam building during the duration of the examination. It is also prohibited to visit a cafeteria or canteen during breaks. Food for the day of the exam must be obtained before the examination begins. Allowing for smoking breaks is at the discretion of the test centres. Test centres are permitted to prohibit smoking breaks. If you wish to smoke and the test centre of your choice allows for smoking breaks, you must be escorted outside the door by a supervisor during the break.

5. Once you have been assigned your seat, you may not leave the exam room until the end of the test module. You may use the lavatory only during the break specified by the test centre. If it is on another floor, you may only change floors under supervision. Leaving the exam room for other reasons is only permitted in exceptional cases and only in the company of a supervisor. The final decision lies at the discretion of test administrators. Missed exam time cannot be made up.

6. You may not carry mobile phones, tablets, mp3 players, wristwatches (including smartwatches), fitness watches, calculators or other electronic devices. If there is a separate room for storing personal belongings, you must leave your bag there. If such a room is not available, all personal belongings must be placed in a corner of the exam room.

7. Mobile phones as well as all other electronic devices given for storage must be switched off during the entire test. If your mobile phone rings during the examination, you will be excluded from the examination. If you try to make phone calls or exchange messages during the examination or during the break, you will also be excluded from the examination.

8. During the examination, only your identity document and admission letter (for paper-based TestAS) are allowed on your desk. Pens and, if necessary, paper for notes (only for the paper-based TestAS) will be provided by the test centre. No notes may be taken on the digital TestAS. Food as well as drinks and toiletries must be taken from your bags before the start of the examination.

Only for the paper-based TestAS:

9. All exam papers and concept papers must be turned in upon completion of each module. You may not leave the exam room until all documents have been collected.

10. If you submit a blank answer sheet for an item group, the test is considered terminated. The test is not scored, no TestAS certificate is issued.

11. You must mark all answers on the answer sheet during the designated exam time. Only the answers on the answer sheet will be scored. Notes on concept paper will not be scored.

12. As soon as the test administrators indicate the end of an exam section, you must stop writing. If you continue writing after that, you may be excluded from the examination. The decision on exclusion lies with the test administrators.

13. If you disturb the running of the examination, use prohibited aids, or attempt to copy answers from other participants, you will receive a warning in the first instance. If you continue or resume your interfering behaviour, you will be excluded from the examination without exception. In digital TestAS, notice papers are also considered prohibited aids.

14. If you do not follow the instructions of the test administrators, consult notes or reference books during breaks, or if it can be proven that you have completed the exam parts with aids, you will be excluded from the examination without exception. In this case, the exam fee will be retained; you will not receive a TestAS certificate.

15. After breaks, you must arrive in time for the start of the next part of the exam; the start time will be determined by the test centre. After breaks or room changes, identity checks may be performed again before seats are assigned in the exam room.

16. If you fail to attend any part of the exam, the examination will be considered as aborted.

17. You are not allowed to record any information about the content of the TestAS and take it with you after the examination.

18. You are not allowed to discuss content of the exam with other test takers, to pass it on to third parties or to make it available to the public. The contents of the test items and test documents may not be posted on social networks, internet forums and similar media. Any breach of this clause will be brought to legal prosecution.