

# LANGUAGE TEST – GENERAL INFORMATION

## Please read the following information carefully:

1. Those who have already taken the language test in a semester are not allowed to sit the test again in the same semester. You can only take the language test once in a semester. For more details, contact the International Office, if necessary.
2. You are required to observe the following rule in case of absence: "Falls Sie Ihren Termin nicht wahrnehmen können, bitten wir Sie dringend, sich vorher abzumelden – ansonsten gilt der Termin als wahrgenommen, d.h. Sie erhalten dann 0 Punkte." ([Quelle](#)) You are kindly requested to stick to the rule.
3. Make sure you know which programme / stipend you are applying for. You will be asked to enter the relevant programme next to your name on the attendance list on the day of the test.
4. Remember to have your student ID ready for identity check.
5. If you are applying for the DAAD scholarship, please have your DAAD forms filled in with your details and ready to be handed in to the examiner prior to the test.
6. The speaking assignment only concerns the DAAD candidates.
7. For organisational questions, please contact Ms Anne Freihoff or Ms Agnes Schindler (International Office / Akademisches Auslandsamt).
8. The examiner is only in charge of the content and marking of the exam, and will not reply to any emails concerning organisational and deadline matters.
9. The examiner will forward the results to the International office within a time limit that has been agreed on with the International Office. If you have time management issues, inform the International Office (and not the examiner) of your concerns.
10. You will access your results on the website of the language centre (Sprachenzentrum) as soon as the results are sent to the International Office. An infomail will be sent to you with the login and password to use. To ensure data protection, your results should appear next to your student number on the given list.
11. **BE ON TIME FOR THE TEST.** It starts with the listening task and will be followed by the reading comprehension and text production (essay). The speaking assignment will take place soon after the written assignments are over.
12. If you are caught cheating, you will be disqualified at once.