

Österreichisches Sprachdiplom Deutsch (ÖSD)

Examination regulations

As of: 01.09.2023



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ÖSD EXAMINATION REGULATIONS

The examinations of ÖSD certify a student's language competence in German at the relevant level of the *Common European Framework of Reference for Languages* (GER) and are held and assessed at licensed ÖSD examination centres throughout the world according to uniform provisions.

1 Basic principles

The current examination regulations relate to the ÖSD examinations listed under item 2, whereby the version valid at the time of registration shall apply.

ÖSD examinations each consist of the four subtests *Reading, Listening, Writing* and *Speaking*. ÖSD offers the examination *ÖSD Zertifikat B1* for adults and for adolescents and *ÖSD Zertifikat C2* in four modules; i.e., the modules *Reading, Listening, Writing* and *Speaking* can be taken either individually or in any combination. All other ÖSD examinations are available as two modules: *Written examination (Reading, Listening, Writing)* and *Oral examination (Speaking)*. The relevant modules are also referred to below as an examination.

A specimen paper (= sample test) for each examination can be downloaded free of charge at www.osd.at/en/. The examination guidelines, which are also available online, contain details about content, structure, duration, procedure and assessment of the relevant examination and are legally binding in their current version.

Targeted preparation for examinations is also possible using the *practice materials* with additional practice tests, which can be ordered online.

2 Admission to ÖSD examinations

An ÖSD examination can be basically taken by anyone interested in doing so. Exceptions here include persons who have been excluded from an examination for the reasons listed in item 10 and will not be admitted before expiry of the waiting periods specified in item 10.3.

Persons who have forged ÖSD diplomas or submit a forgery of a diploma shall be excluded from participation in an examination at all ÖSD examination centres throughout the world for the period of one year from the date on which the forgery becomes known to the ÖSD Head Office. The ÖSD Head Office reserves the right to also permanently exclude such persons from future examinations (cf. item 10.3).

Persons who have failed an examination or a module shall be excluded from taking the examination until expiry of the periods specified by the responsible examination centre for re-sitting the examination (cf. item 13).

To sit an ÖSD examination, it is not necessary to pass an examination at the level below or to participate in a German language or preparatory course. Each examination module can be taken independently of passing other modules.

The following age recommendations are given for the individual ÖSD examinations:

from 10 years ÖSD KID A1 ÖSD KID A2	from 12 years ÖSD Zertifikat Deutsch Österreich B1 / Jugendliche ÖSD Zertifikat B1 / Jugendliche
from 14 years ÖSD Zertifikat A1 ÖSD Zertifikat A2 ÖSD Zertifikat B2 / Jugendliche ÖSD Zertifikat C1 / Jugendliche	from 16 years ÖSD Zertifikat Deutsch Österreich B1 ÖSD Zertifikat B1 ÖSD Zertifikat B2 ÖSD Zertifikat B2 / Pflege und medizinische Berufe ÖSD Zertifikat C1 ÖSD Zertifikat C2 ÖSD Zertifikat C2 / Wirtschaftssprache Deutsch

Examination candidates who opt to take an examination against these recommendations must expect to be faced with a selection of topics and complexity of tasks that may not correspond to their age. For this reason, no appeal against the examination result shall be possible.

3 ÖSD examination centres, ÖSD examination officials, ÖSD examiners/assessors and other involved persons

ÖSD examinations can only be taken at licensed ÖSD examination centres. The examination centres are selected according to strict criteria and are bound to comply with the specified quality standards by virtue of their licensing agreement. Information on examination centres can be found at www.osd.at/en/.

Each examination centre appoints an examination official and a deputy. They assume responsibility for the proper performance and assessment of ÖSD examinations;

i.e., they are responsible for all steps involved in the organisation and performance of examinations prior to, during and after an examination, and for examination security and correct handling of the examination materials. The examination official is responsible for instructing the invigilators assigned to the examination and familiarizing them with the procedure, as well as providing the necessary regulations and documents. The examination official or the deputy must be contactable for all participating persons during the examination.

Each examination may only be held and/or assessed by authorised persons or certified examiners/assessors.

In the case of oral examinations, at least one of the two examiners must not have taught an examination candidate in the last course attended by the candidate prior to the examination. Exceptions to this rule shall require approval by the ÖSD Head Office.

Examination officials and examiners/assessors and all other persons involved in the process (invigilators, administrative staff, etc.) shall maintain secrecy vis-à-vis third parties in relation to all matters relating to examinations and examination results.

4 Examination dates, registration for ÖSD examinations

Candidates shall register for examinations with the relevant ÖSD examination centre. This is subject to the registration procedures and contractual terms and conditions of the examination centre. All examination centres and information on the examination dates offered can be viewed at www.osd.at/en/.

Prior to registering for an examination, interested persons will be informed in detail at the selected examination centre about the contractual terms and conditions, the examination requirements, the examination regulations, the examination guidelines and the notification of examination results. The examination regulations and the examination guidelines are also available online in their last amended version from the ÖSD website. By registering for an examination, examination candidates (in the case of minors their parent/guardian or legal representatives) confirm that they have noted and accept the contractual terms and conditions, the current ÖSD examination regulations and the examination guidelines.

Admission to an examination is decided by the examination centre conditional on the spaces available. The entitlement to sit an examination shall not become legally effective until after admission of the candidate by the examination centre and payment of the examination fee in full.

Where an examination does not involve a first attempt but a retake, this must be stated when registering for the examination.

Examination candidates with impairments and/or specific needs shall be obliged to inform the examination centre and/or the ÖSD Head Office accordingly in the course of registration and to submit documentation to this effect. The examination centre and the ÖSD Head Office shall ensure confidential treatment of the information provided (in accordance with the General Data Protection Regulation – GDPR).

Examination conditions catering for the individual situation may be offered in agreement with the ÖSD Head Office. Where a candidate cannot sit individual subtests due to impairments and/or specific needs, this shall be noted on the certificate without stating the grounds.

Further information in this regard can be found in the "Information Sheet: Candidates with Special Needs".

5 Examination fees and reimbursement of fees

The examination fees are set by the examination centre and must be paid by examination candidates by the agreed deadline. The possibility of reimbursement of the fee in the event of withdrawal from an examination or discontinuation (cf. item 9) is laid down by the relevant examination centre in its cancellation policy. Examination candidates who are excluded from sitting an examination (cf. item 10) have no entitlement to reimbursement of the examination fee.

6 Examination materials, obligation of secrecy

The ÖSD Head Office shall provide the examination centre with all examination materials necessary for performance of a published examination date. The materials are the property of ÖSD. They are protected by copyright and may not be amended or reproduced in any form. All examination documents are subject to the obligation of secrecy and are kept under lock and key. Any use outside of the published examination date or disclosure to third parties shall be considered as misuse. The ÖSD Head Office must be immediately notified of any misuse. Any active involvement therein will be the subject of legal action by ÖSD in the scope of the legal framework.

7 Verification of identity

The examination centre shall be obliged to unequivocally ascertain the identity of examination candidates prior to commencement of an examination and verify this by means of valid official photo ID (passport, personal identity card, etc.). It is recommended to carry out the identity check in a 4-eyes-principle.

After the ID check has been carried out, the invigilators check the data entered on the complete sheet before distributing the exam sheets and compare them with the data on the photo ID.

Before distribution of the question papers, the invigilators or examiners shall check the details shown on the cover sheet and compare them with the data of the photo ID. Participants must keep their identity document available during the entire course of the examination and show it where asked to do so. It is not possible to sit an examination without valid official photo ID. The examination centre is entitled in consultation with the ÖSD Head Office to take further measures to ascertain a candidate's identity and/or determine which identity document must be submitted. The examination centre will tell examination candidates what identity documents are acceptable when they register for an examination.

Participants shall confirm the correctness of their details and their consent to the examination regulations with their signature. A copy of the photo ID is inserted in the cover sheet and returned to ÖSD together with the examination papers.

Should there be any doubt about the identity of a participant, the candidate will first be asked to show another identity document. If suspicions are confirmed that the participant is not identical to the person shown in the ID, he or she will not be admitted to the examination. Should doubt remain – if it is not possible to either fully dispel or sufficiently justify such doubt – the participant may be admitted to the examination provided that he or she agrees to allow a photograph to be taken to verify his or her identity. The declaration of consent must be submitted in writing and include the following personal details: first name(s), last name(s), date of birth, place of birth, country of birth and nationality. The participant shall state these personal details himself / herself and must then sign the declaration. The photograph, a copy of the declaration of consent and of the photo ID and written justification for the existence of doubt regarding the participant's identity shall be immediately transmitted to ÖSD once the examination has taken place. The certificate will not be issued until the candidate's identity has been unequivocally proven.

ÖSD reserves the right to take legal action in the event of any attempt at identity fraud.

8 Performance of examinations, invigilation

ÖSD examinations are not public. Only appointed staff of the ÖSD examination centre or the ÖSD Head Office may be present at an examination.

The proper performance of examinations is ensured by the deployment of certified ÖSD examiners and invigilators who have been instructed accordingly. The invigilators are responsible for the supervision of written examinations and the preparations for oral examinations and are deployed in the hallways of the examination centre. Written examinations shall be overseen by at least one qualified invigilator per 15 participants. The invigilator shall give the necessary organisational instructions and is on hand to answer any queries relating to the performance of an examination. ÖSD recommends the presence of a second invigilator at the beginning and end of the written examination. If there are several invigilators in an examination room, it is possible to divide the tasks: one invigilator takes the main responsibility, explains the examination tasks and answers questions. This invigilator must have a very good knowledge of German (at least solid B2 level). The other assisting invigilators concentrate on invigilation and do not necessarily have to have a knowledge of German. It is not permitted to respond to queries or comment on the content of the examination. Where explanation of the examination questions is envisaged according to the examination guidelines, this and the response to any queries shall only be given in German.

The invigilators shall direct the examination in compliance with all requirements in terms of time and organisation. They are responsible for ensuring that the candidates sit the examination without assistance, without making use of impermissible aids (cf. item 10) and for keeping the examination materials under their control at all times.

Desk and seating arrangements should be selected in such a way that, at reasonable discretion, it is not possible for candidates to copy each other's work. The distance between the individual examination candidates must be at least 1 metre in each direction so that they are unable to see the papers of other candidates. The course of the written as well as the oral examination shall be documented in the examination log. It shall state for each examination e.g. the examination centre/venue, the date of the examination, the level of the examination, the number of candidates, the examination room, the invigilator(s) and/or examiners, and shall record any particular incidents occurring during the examination. The examination log shall be sent to ÖSD Head Office, together with the examination materials. Depending on the type of the licence agreement, a meaningful seating plan shall be added as well.

During written examinations, outside of the scheduled breaks, participants are only permitted to leave the room individually and for valid reasons (e.g. a visit to the toilet). This shall be noted in the examination log, stating the candidate's name and the time. No examination papers whatsoever may be taken out of the examination room by candidates. Depending on the local circumstances, a hallway supervisor must be deployed to prevent contact with other persons or any attempts at cheating in the hallway, in the WCs or at other locations.

If participants wish to finish the examination prior to the scheduled end time, they must hand in all examination papers. Once they have left the examination room, they may only re-enter it after the official end of the relevant subtest or module. Documents that have already been submitted will not be handed out again. It must be ensured that persons outside the examination room are not able to contact those still sitting the examination (e.g. by deploying a hallway supervisor). Persons registered for the examination who arrive after the examination has started may not be admitted to the examination.

9 Withdrawal from ÖSD examinations and/or discontinuation of ÖSD examinations

Without prejudice to the statutory right of revocation, the following shall apply: Withdrawal from an examination is possible, but there is no entitlement to the reimbursement of any examination fees already paid. Where withdrawal takes place prior to the start of an examination, the examination shall be deemed to have not been sat. Where an examination is discontinued after commencement, the candidate shall be deemed to have not passed the examination.

If the reason for withdrawal from the examination or its discontinuation is claimed to be sickness, a medical certificate must be immediately submitted to the examination centre in charge. The examination centre shall

decide as regards further procedure and possible reimbursement of the examination fees (cf. item 5).

10 Exclusion from ÖSD examinations (cheating, impermissible aids, other violations)

Anyone shall be excluded from an examination where they cheat or attempt to cheat in conjunction with the examination, carry, use or make available impermissible aids, intentionally disturb other candidates sitting the examination or prevent the examination from proceeding in an orderly manner through their behaviour.

Cheating shall be deemed to have occurred where examination candidates do not take the examination without assistance, but cheat or merely attempt to do by behaving in an impermissible manner or by making use of impermissible aids. An attempt at cheating will thus also be designated below as cheating, not solely being aimed at obtaining assistance with a candidate's own examination performance, but possibly also involving that of another person.

10.1 Cheating using impermissible aids

Examination candidates may only ever bring with them to the examination or the preparation room objects or work utensils which are required to sit the examination and are specifically permitted (ballpoint pens, all other kinds of non-erasable pens and, in the case of digital examinations, devices specially defined for such purpose) and, where envisaged for the individual examination, relevant dictionaries, which have been inspected beforehand. Objects which are needed for personal reasons or on health grounds such as drinks, handkerchiefs, spectacles or similar items shall be permitted, although they may be inspected should suspicion arise.

With the exception of the admissible objects listed above, the examination candidates may not bring other items with them to the examination, i.e., mobile phones (even where switched off), wristwatches, jackets, bags, study materials and other personal objects shall be deposited or stowed away securely so that no impermissible access is possible during the examination.

Examinations must be taken entirely without assistance; all aids that are not explicitly admissible shall not be allowed and are referred to below as impermissible aids.

Impermissible aids in particular include, but are not solely limited to the following:

- technical aids and devices by which information can be stored, displayed or transmitted and/or which have an Internet connection (e.g. mobile phones, in-ear headphones, smart watches and smart glasses, i.e. watches or spectacles with recording, videoing, playback and/or transfer capability and similar functions)
- dictionaries (except for the examinations Zertifikat B2, Zertifikat C1 and Zertifikat C2 / Wirtschaftssprache Deutsch), any specialist materials (study materials, lists, tables, notes, sample texts) and any other kind of personal notes, information and data (e.g. carried in the hand, on clothing or other items)

Any aids which are unknowingly brought to the examination, in particular mobile phones, must be handed over for secure storage for the duration of the examination. Mobile phones, smartwatches, etc. must be switched off on handover.

10.2 Cheating through impermissible behaviour and other violations

The following shall constitute cheating through impermissible behaviour or violation of the examination regulations:

- the use of impermissible aids (as defined in 10.1) or the carrying of same, unless handed over prior to the start of an examination
- the depositing and use of impermissible aids on devices used to sit a digital or hybrid examination
- any attempt to contact other examination candidates during the examination
- the joint development, agreement or comparison of examination responses and examination performance (where answers or performance correspond closely, this may be classified as cheating even if there is no evidence of agreement or joint development. Should incorrect answers correspond

60 percent or to a greater degree, the examination performance may be fundamentally classified as cheating.)

- the occurrence of striking correlation between examination responses and the relevant answers which can only be explained by cheating
- the use of third-party sample texts and/or models / templates learned off by heart in which written or oral performance is discernible that could hardly have been produced without assistance (plagiarism), even if individual passages of text differ to a minor degree
- the removal (theft), photographing, videoing, recording, publishing and/or any transmission of examination materials
- the sitting of an examination for another person; i.e. the assuming of a false identity or arranging for someone else to do so
- bribery and making of threats to persons participating in the examination process (involved persons or other examination candidates)

10.3 Consequences of cheating and attempts at cheating

The examiners and invigilators shall be entitled to verify and enforce compliance with the above provisions. Anyone acting contrary to these provisions shall be excluded from the examination and their entire examination performance will not be assessed. They will thus be neither informed of the examination result, nor awarded a certificate.

All persons participating in identity fraud will be excluded from sitting an examination for a period of at least one year. An identical waiting period shall apply to examination candidates who steal / photograph / publish examination content and/or otherwise make it accessible to third parties.

Examination candidates who, in order to obtain a certificate, offer, promise or grant any person participating directly or indirectly in an examination process unlawful payments or other undue advantage to successfully take the examination (anti-corruption clause) or who make threats to a person participating in the examination process will be likewise excluded from sitting the examination for a period of at least one year.

In the event of plagiarism, the examination performance shall be basically deemed not assessable in the relevant subtest or module and will be awarded 0 points. A waiting period may be imposed by the ÖSD Head Office depending on the extent and severity of the plagiarism involved in each case.

The ÖSD central office reserves the right to question an examination performance due to unusual conspicuities and to check it in regard to it not being a performance that was carried out independently, or plagiarism. If necessary, the participant concerned can be invited to a (digital) verification meeting for clarification.

Examination candidates who have been excluded from an examination due to other types of cheating as listed above can only re-sit it at the earliest three months from the date on which they were excluded from the examination.

The ÖSD Head Office reserves the right to exclude the persons concerned from future examinations beyond the specified waiting periods based on the severity and frequency of such cheating or attempts at cheating.

Further provisions:

1. Cheating and attempts at cheating – including cases with a suspicion of plagiarism – must be clarified with the ÖSD Head Office. The final decision regarding the existence of cheating shall be taken by the ÖSD Head Office. It may also classify examination performance retrospectively as cheating or an attempt at cheating, incl. where such suspicion is not explicitly voiced during the examination. To evaluate the individual case, the ÖSD Head Office shall consult examination logs, comments made by invigilators and examiners/assessors and any further evidence of relevance to the examination. Likewise, anomalies that are only identified during assessment of the examination may result in examination performance being classified as cheating.
2. Where it is possible to demonstrate cooperation between several examination candidates in making use of impermissible aids during an examination or would all candidates have been able to access an impermissible aid subsequently discovered, it shall be up to the ÖSD Head Office to decide whether to possibly not assess the relevant examination in its entirety.
3. Should the authorities or other institutions express justified doubts about the lawfulness of a submitted

certificate, the performance may, following careful examination by the ÖSD Head Office, also be classified as cheating or declared to be invalid at a later date.

4. The ÖSD Head Office likewise reserves the right to ask for the return of previously issued certificates and to declare them to be invalid where cheating is only identified retrospectively.

11 Assessment

The assessment of examination performance is made by two authorised ÖSD examiners/assessors. The examiners/assessors first assess the performance independently of each other and then jointly determine the final grade at an assessment discussion. Should the examiners/assessors fail to reach agreement, a third-party assessment shall be made by the examination official or the deputy.

Binding specifications for the award of points and the pass marks for examinations can be found in the ÖSD assessment criteria. The examination is deemed to have been passed where the relevant minimum requirements (for the individual examination/subtest/module) have been fulfilled.

The relevant subtest or relevant module shall at all events be deemed plagiarism and thus as not having been passed where use is made of third-party sample texts learned off by heart in which written or oral performance is discernible that could hardly have been produced without assistance. The examination performance will be awarded 0 points in the relevant part. Cases of plagiarism shall be clarified with the ÖSD Head Office, which takes the final decision regarding classification as plagiarism.

12 Transmission of examination results and ÖSD certificates (diplomas)

Examination results and diplomas/ÖSD certificates are generally issued to participants by the examination centre at which the examination was taken.

Should a candidate have sat and passed an examination, he/she will receive a certificate (module-specific/overall certificate). The certificate indicates the examination performance in the form of the points scored and the grades (marks) which result according to the grading scale.

Where the two or four modules of an examination are taken on one examination date and passed, an overall certificate will be issued, listing all the modules. Likewise, examination candidates shall receive an overall certificate where they have taken and passed the individual modules of an examination at the same examination centre within one year.

Where individual modules are passed or where the modules are taken and passed at different examination centres, candidates shall receive a module diploma for each module. No certificate will be issued for examinations which have been failed.

The examination centre is obliged to hand out certificates to examination candidates in person as quickly as possible or to issue them in a secure manner. Certificates which are not collected will be returned to the ÖSD Head Office after a period of six months from the date of issue of the certificate.

The ÖSD Head Office reserves the right to re-assess examination performance and, in the case of diverging results, to issue a certificate in accordance with these results. It will ask for the return of any previously issued certificate, which shall then no longer be valid.

Examination candidates have the option of being issued with a duplicate of their examination diploma for a period of five years. Requests for duplicates should be submitted to the examination centre at which the examination was sat. Examination candidates should apply directly to the ÖSD Head Office for duplicates only in exceptional cases (e.g. where the examination centre no longer exists or is too far away). The issue of a duplicate is always subject to a charge (administration fee and postage).

Reprinting of an original certificate is performed where an error needs to be corrected or a change made. Requests for reprinting should be submitted to the examination centre at which the examination was sat, against return of the original certificate. Examination candidates should apply directly to the ÖSD for reprinting only in exceptional cases.

The ÖSD Head Office reserves the right to also conclude individual agreements that go beyond these provisions with specific ÖSD examination centres and licensees.

13 Re-sitting of ÖSD examinations

It is possible to take / re-sit an entire examination or individual modules any number of times. The module *Written examination* can only be retaken in its entirety, i.e., the subtests *Reading, Listening* and *Writing* cannot be taken individually and incorporated in the result.

In the event of a fail, the ÖSD recommends re-sitting the examination at the earliest four weeks after the previous examination. The examination centre can lay down specific periods for re-sits. They will be indicated on notification of the examination results. There exists no legal entitlement to a specific examination date.

14 Right of inspection and appeal

Examination candidates have the right to see the details of the assessment for their examination, i.e. the relevant assessment form or the answer and evaluation form, and to possibly appeal against the assessment. In both cases this shall be subject to a deadline of four weeks from the date of issue of the certificate or in the case of a fail, from transmission of the result to the examination candidate.

Minors without full capacity to contract may only attend for inspection where accompanied by their legal representative, whose consent they require for submission of the application.

The inspection shall take place at the examination centre in the presence of the examination official, their deputy or a person of trust they have appointed.

Where necessary, the examination centre shall request the assessment form or the answer or evaluation form from ÖSD. The documents may be neither handed out to examination candidates, nor copied or photographed. Likewise, the inspection of all examination papers which contain secret examination questions and texts or allow conclusions to be drawn in this regard is not permitted.

Appeals against the assessment of an examination can be submitted to the ÖSD Head Office within the relevant deadline. Should there be sufficient justification, re-assessment will be performed by staff at the ÖSD Head Office subject to a charge. The mere indication of failure to score a certain number of points does not constitute grounds for a new assessment. Should the outcome of the examination remark be positive, the costs of the appeal shall be refunded.

An appeal against the performance of an examination can only be submitted immediately after the examination has been sat. The appeal must be submitted in writing to the management of the examination centre at which the examination was sat. The examination officer shall decide the appeal after having consulted the participating persons (invigilators and/or examiners, and possibly other examination candidates) and shall write a memorandum documenting the matter. The ÖSD Head Office shall at all events be informed by the examination centre of appeals made against the performance of an examination and reserves the right to take the final decision. In exceptional cases examination candidates may also apply directly to the ÖSD Head Office to appeal against the performance of an examination.

15 Quality assurance

The ÖSD Head Office shall ensure uniformly high quality for the performance of examinations by the regular inspection of documents and assessments for written and oral examinations and the sitting-in on examinations taking place at examination centres.

16 Documentation, archiving

To document verbal performance, all oral examinations – depending on the examination centre – shall be registered on sound or video recording media. The recordings and written examination documents shall be held under lock and key for a period of five years and then deleted or disposed of in the proper manner on expiry of the agreed period. The examination results of all examination candidates shall be recorded electronically and archived where necessary.

17 Data protection

All persons participating in performance of the examination shall be bound to secrecy and to comply with the applicable provisions governing data protection. The ÖSD Head Office shall be entitled to store, electronically process and disclose personal data and examination results of examination candidates to relevant bodies such as the authorities, government agencies, etc. The ÖSD Head Office may, on request from the public authorities where there is a justified suspicion of forgery of an ÖSD certificate, moreover confirm or refute the validity of said certificate. Anonymised data may be used for evaluation purposes.

18 Regulations on digital examinations

All ÖSD examinations can also be taken digitally at a licensed ÖSD examination center. Detailed instructions on how to conduct digital examinations can be found in the "Guide to ÖSD Digital Examinations". In principle, the above-mentioned provisions of the paper-based examinations apply, but with the following deviations:

18.1 Registration for the ÖSD examination

Before registering for the examination, in addition to the general requirements and basic regulations mentioned under point 4, interested individuals are going to receive detailed information about the procedure of digital examinations at their chosen examination center and shall be referred to regarding supporting instructions (video tutorial).

18.2 ÖSD examination official, invigilators

The examination official must ensure that the invigilators are acquainted with the process of digital exams. They must also provide them with the required resources, including the ÖSD Digital Exam Guide and smartphone application for administering digital exams.

18.3 Examination materials

All examination materials are made available to the ÖSD examination centres via a digital platform. The test formats of the digital exam version correspond to those of the paper-based exam.

18.4 Technical requirements

Candidates can take the digital exam on their own laptops or on laptops/PCs of the respective ÖSD examination center. Special software blocks activities such as chatting or the use of unauthorized programmes. More detailed regulations can be found in the "Guide to the ÖSD Digital Examinations".

18.5 Procedure of the written examination

Before the start of the module Written Examination (or the first written module), a certain time buffer should be planned to be able to solve any technical problems in advance. ÖSD provides a video tutorial with information on the digital examination and on how to use the digital platform, which participants should be referred to when registering for the examination (see point 18.1). If necessary, candidates should be given the opportunity to watch the video tutorial again before the start of the written examination module(s).

The examination tasks of the written modules/subtests are played out via the platform and digitally processed by the examination participants by entering their solutions and texts directly on the platform. It is possible to work on the solutions or texts until the respective module/subtest has been handed in or the specified examination time has expired. The listening texts of the module/subtest LISTENING will be listened to with headphones.

18.6 Procedure of the oral examination

The tasks of the module Oral Examination (or the module *Speaking*) are made available via the platform. Participants can take digital notes during the preparation time and use them during the examination. The oral exam is conducted and recorded virtually by two ÖSD examiners.

18.7 Assessment

The assessment of the Written Examination module (or the module *Writing*) is carried out by two licensed ÖSD assessors directly on the platform. The information for examiners is available to the raters in digital form.

The assessment of tasks with given possible solutions (e.g. multiple choice) is technically automated. Alternative solutions (i.e. not listed in the answer key) for fill-in formats must be checked by the ÖSD assessors and evaluated as correct or incorrect.

The module/subtest Writing is assessed independently by two ÖSD assessors directly on the platform. More detailed explanations on digital assessment are available on the platform.

As with the paper-based examination, the oral examination (or *Speaking* module) is assessed directly after the end of the examination in the absence of the candidate. The two ÖSD examiners discuss the candidate's performance in a video call and agree on an overall assessment.

All rating points are entered directly via the digital platform.

19 Final provisions

These examination regulations come into force on 01.09.2023 and apply to candidates whose examinations take place after 01.10.2023. If the examination regulations have been translated, the German version shall prevail in case of doubt.

In addition to these Examination Regulations, the guidelines set out in the respective Implementation Regulations apply (see www.osd.at).