Declaration of consent to the processing of personal data and IB German Exam Regulations

IB German Exam

Responsible persons:
Internationaler Bund (IB)
IB West gGmbH für Bildung und soziale Dienste
Schanzenstr. 41d, 51063 Cologne in **Germany**
Language-IB-West@ib.de
represented by Mr. Azam

I hereby consent (Name of participant):

to the processing of my following personal data.
The data processing takes place exclusively for the following purposes:

- ☐ I consent to the responsible persons storing my personal data (name, address, date of birth, nationality, email address, application documents and biometric data for unique identification) for the purpose of IB German Exam and registration.
- ☐ I consent to the responsible persons using my personal data for the purpose of public relations in publications, on the website and in social media. This concerns: Name, Photos and Videos.
- ☐ I agree that my data relating to the German test and the evaluation of the test will be processed on the legal basis of Art. 6 (1) sentence 1 lit. b) GDPR.

Consent is given on a voluntary basis and I can revoke it at any time with effect for the future revoked. My data may not be processed any further after receipt of the cancellation notice. They must be deleted immediately. The withdrawal of my consent shall not affect the lawfulness of processing based on consent processing carried out up to that point is not affected. I can send my declaration of revocation to Team Datenschutz, IB West gGmbH, Mr. Azam (DSK - Datenschutzkoordinator), ib-west-datenschutz@ib.de. We process personal data in accordance with the EU General Data Protection Regulation (GDPR). For information about your rights and data protection, please refer to the official GDPR text: Regulation (EU) 2016/679 on EUR-Lex.

Information Regarding the IB German Exam and Recognition of Language Certificates:
The IB German Exam is intended for Pakistani professionals who wish to apply for an apprenticeship (Ausbildung), employment, or a voluntary social year (FSJ) with German companies and organisations. Before taking the IB German Exam, candidates should check which German language certificate is required for their intended purpose. Please note that the IB German Exam is not an ALTE Q-Mark examination. Further information is provided in the IB German Exam Regulations.

I hereby confirm that I have received information regarding data protection under the GDPR and IB German Exam Regulations. My questions have been answered to my satisfaction, and I acknowledge understanding of my rights and obligations. I had the opportunity to ask questions about the declaration of consent provided to me. These were answered fully and comprehensively. I was informed of the risks in the event that I do not give my consent in individual cases.

Date & Sign by professional or participant

IB German Exam Regulations and General Guidelines

21.08.2026

§1 Important Information Regarding the IB German Exam and Recognition of Language Certificates

The IB German Exam is intended for Pakistani professionals who wish to apply for an apprenticeship (Ausbildung), employment, or a voluntary social year (Freiwilliges Soziales Jahr – FSJ) with German companies and organisations.

Before taking the IB German Exam, it is in the candidate's own interest to determine exactly which German language certificate is required for their intended purpose. Candidates should clarify this requirement with the relevant employer, training provider, organisation, or local test centre before registering for the examination. In particular, candidates should confirm whether the IB German Exam is accepted as proof of German language proficiency for the specific Ausbildung, employment, or FSJ position they are applying for.

Important: The IB German Exam is not an ALTE Q-Mark certified examination. The examination is therefore not an ALTE Q-Mark standard test, and candidates should not assume that the certificate has the same recognition or status as a language examination that has been formally certified under the ALTE Q-Mark framework.

If you require information regarding the recognition of language certificates in Germany, you should seek advice from the relevant German authority and consult the official website of the German embassy or consulate responsible for your case. Recognition requirements may vary depending on the purpose of the certificate, the profession or Ausbildung, the institution concerned, and the applicable German regulations.

The IB has no influence on the recognition of language certificates by German authorities, employers, educational institutions, or other organisations and therefore cannot guarantee that the IB German Exam will be accepted for a particular purpose. The IB accepts no liability for any consequences arising from the non-recognition or limited recognition of the certificate, including any effects on the legal or professional position of the candidate. Liability for slight negligence is also excluded.

Candidates are therefore strongly advised to verify the acceptance requirements before taking the examination and to obtain confirmation from the relevant German authority, employer, training provider, or organisation where appropriate.

§2 Purpose of the IB German Exam

1. The purpose of the IB German Exam is to reliably and validly assess German language proficiency at levels A1 to B1, based on the Common European Framework of Reference for Languages (CEFR).

2. In order for the IB to issue a results notification, participants in the IB German Exam must complete the examination independently, individually, and under verifiable conditions. The use of unauthorised aids is not permitted.

§3 Registration for the IB German Exam

1. Anyone wishing to take the IB German Exam must register for the desired IB German Exam (language level) at a local test centre that cooperates with the IB. Registration may only be completed through the official IB registration links beginning with the following web address: https://moodle.ib-online-akademie.de/

Registrations made through any other website, platform, or third party are not considered official IB German Exam registrations.

2. By registering for the respective IB German Exam and receiving these IB German Exam regulations, the IB German Exam participant undertakes to comply with the provisions of these IB German Exam regulations. The IB German Exam participant agrees that the selected local test centre may pass on the personal data necessary for the IB German Exam to be carried out and evaluated to the IB for this purpose and that the IB may process this data for this purpose

in accordance with the GDPR. The necessary personal data also includes the video recording of the oral examination.
3. Each local test centre is entitled to set requirements for registration for the German IB German Exam, prices and other conditions for participation.

§4 Procedure for the IB German Exam
1. The content structure, determination of results and timing are binding for the respective IB German Exam.
2. A valid, official photo ID must be presented before the start of the IB German Exam.
3. The written part begins at a predetermined time with instructions and ends when the result has been sent to the following email address (Language-IB-West@ib.de) and the invigilator closes the Safe Exam Browser.
4. The oral part begins when the person being assessed appears in the digital examination room.
5. For the written part, the answers must be entered into the assessment test software used.
6. Those being assessed must not disrupt the assessment test. They must follow all instructions given by the person responsible for the assessment test. It is considered disruptive if those being assessed hinder the reliable assessment of the skills and knowledge of other candidates, for example by repeatedly asking questions to the invigilators or refusing to hand in their answer sheets. If a IB German Exam is disrupted by those being assessed, this may result in their immediate exclusion from the IB German Exam.

§5 Prohibited aids
1. No additional items are required to take the IB German Exam, as the written portion is conducted entirely digitally.
2. Beverages are permitted only in transparent bottles without labels. Hygiene items such as tissues are permitted.
3. It is recommended that no other items be brought into the IB German Exam room. Jackets, bags, mobile phones, watches and other items must be handed in before the IB German Exam.
4. Those being assessed may not carry unauthorised aids at any time. Unauthorised aids include, but are not limited to:
- Dictionaries and textbooks as well as personal notes (e.g. sample solutions, lecture notes).
- Devices that are suitable for storing, displaying or transmitting information and/or have an internet connection (e.g. mobile phones, wearables such as watches or glasses with recording, playback and/or
transmission functions, etc.), even if no such information is stored on these devices at the time of any inspection or if such information cannot be detected.

§6 Deception
1. Those being assessed may not cheat when taking the IB German Exam. Cheating or attempting to cheat will result in exclusion from the IB German Exam. In this case, the entire IB German Exam will not be evaluated. No results will be issued. In the event of serious or repeated deception or attempts at deception, the local test centre and the IB have the right to exclude the participant from future IB German Exams. In serious cases, a report will be filed with the police.
2. Cheating occurs when participants pretend to have taken the IB German Exam independently and regularly, but in reality have gained an unfair advantage or used unauthorised aids. Deception is not only considered to be an attempt to improve one's own IB German Exam performance, but also when the deception is intended to support or improve the IB German Exam performance of another person, or when the deception is supported or

facilitated by another person. Deception or attempted deception always occurs when participants

- Bringing unauthorised aids into the IB German Exam in accordance with §5.
- Making contact with other candidates during the IB German Exam.
- Working together on significant parts of the IB German Exam or coordinating large parts of the test with each other in such a way that individual performance is no longer recognisable. If solutions show a high degree of similarity, this will be considered cheating, even if there is no evidence of joint work or coordination. A similarity of 60 per cent or more in incorrect solutions will generally be considered cheating.
- Impersonating another person, i.e. falsifying your identity or allowing someone else to do so.
- Threatening or bribing persons involved in the IB German Exam. This also applies to other persons being assessed.
- Using or attempting to use the equipment provided for purposes other than the IB German Exam.

Even attempting to do so is considered cheating. The persons being assessed may provide evidence to the contrary.

3. If deception or attempted deception is detected during the classification test, the final decision on whether deception has occurred rests with the IB. The IB may also plead deception if the suspicion of deception was not expressed during the classification test. The IB may base its decision on classification test reports, statements and evidence from the classification test.

4. If it can be proven that candidates taking a IB German Exam collaborated in the use of unauthorised aids or that all candidates had the opportunity to use an unauthorised aid that was found, the IB may also decide that the IB German Exam will not be evaluated at all.

§7 IB German Exam results

1. Those who successfully complete a IB German Exam will receive a certificate. Those who do not pass the IB German Exam will receive a results sheet. No period of validity is stated on the certificate. The institution requesting the certificate decides whether an older certificate is valid for specific purposes. The personal data on the certificate must be provided to the local test centre and IB West gGmbH in accordance with the spelling on the ID card. Subsequent corrections can be requested via the local test centre within four months of the certificate being issued.

2. A IB German Exam can be repeated as often as desired. Each result remains valid, even if the IB German Exam is repeated.

3. The IB German Exam must always be completed in full.

4. IB German Exam results are archived digitally for one year. During this time, those being assessed can request a duplicate certificate or results sheet. Duplicates must be requested directly from IB. Duplicates will not be issued if any rule violations were detected during the IB German Exam.

§8 Appeals, review of results, inspection

1. Those being assessed may appeal against the assessment test if they discover a violation of the applicable examination regulations. The appeal must be justified. Simply failing to achieve a certain number of points is not considered justification. The decision on the appeal lies with the IB.

2. Those being assessed may submit a request for a review of their assessment test results, subject to a fee. Submitting the request does not entitle the applicant to an improvement in their assessment test results. If the assessment test performance is re-evaluated, the revised result is irrevocable. Consequently, a lower assessment of the assessment test performance is also possible. In the event of a revised IB German Exam result, the original certificate or

results sheet must be sent by the candidate to the relevant local test centre. A new results notification (deviating from the original result) will be issued and the costs of the results review will be reimbursed.
3. Appeals and applications must be submitted in writing to the IB within six weeks of the IB German Exam result being announced. If submitted by a third party, a power of attorney must be enclosed. Participants can request the digital transmission of their answer sheets within three months.

General Guidelines for IB German Exams
1. Responsibilities
The LTC person responsible for the IB German Exam must organise and manage the exam before, during and after the exam.
Their responsibilities include:

- Following all IB exam rules and ensuring that all candidates have equal opportunities.
- Ensuring exam security and the correct handling of exam materials.
- Being available throughout the exam, either in person or by phone.
- Supervising the exam themselves if required.

2. Registration

- Candidates must register via the official IB link https://moodle.ib-online-akademie.de/ before the exam and agree to the IB exam rules and data protection requirements.
- The local test centre (LTC) manages the registration.
- The participant list is updated weekly.
- The number of candidates is fixed during registration with the LTC.

Documents Before the Exam
Before the exam, candidates must provide:

- Passport or ID card.
- Signed IB Exam Consent Document.

The documents are securely uploaded to the LTC's MegaCloud folder and shared with the IB for verification.
3. Preparation

- Both the written and oral exams take place at the test centre using digital tools.
- The written exam uses the Safe Exam Browser.
- The oral exam uses an online meeting tool.
- The LTC must check all technical equipment and software before the exam.
- Technical problems must be documented and reported to the IB immediately.

4. Safe Exam Multiple-Choice Part
Exam Room

- The exam room must have enough space for all candidates.
- There must be no learning materials on the walls.
- Candidates must not be able to see each other's screens.
- No extra note paper is allowed.

Supervision

- At least one invigilator must be present.
- If there are more than 20 candidates, or the room requires it, a second invigilator is needed.
- A second trained person is recommended to help with the technical setup, especially at the beginning.

5. Oral Exam

- The same exam room can be used for the oral exam.
- Candidates take the oral exam one at a time.
- The person responsible for the exam or a representative must be present.

- After the exam, candidates must leave the building.
- Candidates who have already completed the exam should not have contact with candidates who are still waiting.

6. Examination Day

Before the Exam

- Exam rooms must have clear signs.
- All technical equipment must be checked before the exam.
- Only registered and eligible candidates who are present may take the exam.
- Candidates are welcomed at reception.
- Their identity is checked using their passport or ID card.
- A photo of each candidate together with their ID/passport is taken.

During the Exam

- The Safe Exam Browser is started using a password provided by the IB to the LTC.
- The LTC supervises the exam and provides technical support.
- After the Safe Exam Multiple-Choice Part, each candidate completes the oral exam individually online in a separate room.

7. Access and Security

- IB German Exams are not open to the public.
- IB employees or authorised persons may attend exams as part of an audit, even without prior notice.
- The test room must have a CCTV camera to ensure exam security.

8. After the Exam

- After completing both the written and oral parts, candidates leave the testing centre.
- They must not have contact with other candidates who have not yet completed the exam.
- IB certificates are sent to the testing centre, which forwards them to the candidates.