

# Declaration of consent to the processing of personal data

IB German Language Test



Responsible persons:

Internationaler Bund (IB)

IB West gGmbH für Bildung und soziale Dienste

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[Language-IB-West@ib.de](mailto:Language-IB-West@ib.de) and Mr. Azam (DSK - Datenschutzkoordinator),

[ib-west-datenschutz@ib.de](mailto:ib-west-datenschutz@ib.de)

I hereby consent \_\_\_\_\_ (Name of professional or 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 future contact and order fulfilment.
- 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, date of birth, nationality, e-mail address.
- 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, Hr. Azam (DSK - Datenschutzkoordinator), [ib-west-datenschutz@ib.de](mailto: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.

**I hereby confirm that I have received information regarding data protection under the GDPR and IB German Test 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 Test Regulations and General Guidelines

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## Placement test regulations

### §1 Scope

1. These placement test regulations apply to all students being assessed and to language schools that conduct German placement tests in cooperation with IB West gGmbH (IB).
2. Before taking the IB German placement test, it is in the candidate's own interest to decide exactly which language certificate is required in consultation with the language school. In accordance with the standards of the Association of Language Testers in Europe (ALTE), it should be noted that different regulations apply depending on the visa category. In this respect, it must be decided whether an IB German placement test is acceptable as proof of German language proficiency.
3. If you require information regarding the recognition of language certificates, you should seek advice from the relevant German authority and obtain information from the website of the respective German embassy. The IB has no influence on this process and therefore cannot accept any liability for the effects on the legal position of the parties (including the recognition of language certificates by German authorities). Liability for slight negligence is also excluded.
4. The IB German Placement Test Language Certificate is intended for individuals who are seeking a visa to work as a skilled worker or a Blue Card visa for Germany. It serves as proof of German language proficiency when applying for a visa and can be presented to employers during the application process. However, the certificate is not suitable for purposes that require a higher or specific language level, such as studying at a German university, the recognition of foreign professional qualifications (e.g., as a nurse or educator), certain training or integration procedures, and applying for family visas, for which other language certificates (e.g., Goethe Institute or telc) at a specified language level are usually required. This information has been compiled with care, but does not claim to be complete or accurate.

### §2 Purpose of the placement test

1. The purpose of the placement test is to reliably and validly assess individual knowledge of spoken and written German.
2. In order for the IB to issue a results notification, placement test participants must perform independently, individually and verifiably. The use of aids is not permitted.

### §3 Registration for the placement test

1. Anyone wishing to take the IB placement test must register for the desired placement test (language level) at a language school that cooperates with the IB.
2. By registering for the respective placement test and receiving these placement test regulations, the placement test participant undertakes to comply with the provisions of these placement test regulations. The placement test participant agrees that the selected language school may pass on the personal data necessary for the placement test 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 language school is entitled to set requirements for registration for the German placement test, prices and other conditions for participation.

### §4 Procedure for the placement test

1. The content structure, determination of results and timing are binding for the respective placement test.
2. A valid, official photo ID must be presented before the start of the placement test.
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 placement test is disrupted by those being assessed, this may result in their immediate exclusion from the placement test.

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## §5 Prohibited aids

1. No additional items are required to take the placement test, 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 placement test room. Jackets, bags, mobile phones, watches and other items must be handed in before the placement test.
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 placement test. Cheating or attempting to cheat will result in exclusion from the placement test. In this case, the entire placement test will not be evaluated. No results will be issued. In the event of serious or repeated deception or attempts at deception, the language schools and the IB have the right to exclude the participant from future placement tests. In serious cases, a report will be filed with the police.**

2. Cheating occurs when participants pretend to have taken the placement test 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 placement test performance, but also when the deception is intended to support or improve the placement test 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 placement test in accordance with §5.
  - Making contact with other candidates during the placement test.
  - Working together on significant parts of the placement test 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 placement test. This also applies to other persons being assessed.
  - Using or attempting to use the equipment provided for purposes other than the placement test. 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 placement test 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 placement test will not be evaluated at all.

## §7 Placement test results

**1. Those who successfully complete a placement test will receive a certificate. Those who do not pass the placement test 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 language school and IB West gGmbH in accordance with the spelling on the ID card. Subsequent corrections can be requested via the language school within four months of the certificate being issued.**

**2. A placement test can be repeated as often as desired. Each result remains valid, even if the placement test is repeated.**

**3. The placement test must always be completed in full.**

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**4. Placement test 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 placement test.**

## **§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 placement test result, the original certificate or results sheet must be sent by the candidate to the relevant language school. 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 placement test 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**

### **§1 Scope**

**1. These general guidelines for conducting German placement tests are binding for all persons involved in the organisation and conduct of a German placement test, in particular for those responsible for placement tests (local language school) as well as examiners and assessors (IB West gmbH).**

### **§2 Responsibilities of those responsible for placement tests**

**1. The person responsible for placement tests is responsible for all steps involved in organising and conducting placement tests before, during and after the test. They are responsible for conducting standardised placement tests in accordance with all placement test regulations. In particular, these general guidelines for conducting German placement tests, the specific organisational guidelines and the placement test regulations must be observed. Compliance with the general placement test principles and thus the preservation of equal opportunities must be ensured in general, i.e. even for situations not covered in these documents. This includes, in particular, responsibility for placement test security and the proper handling of placement test materials, whether in paper or digital form.**

**2. The person responsible for the placement test must be available at all times during the placement test for all persons involved in the placement test at the language school and for the IB, i.e. they must be available in person or by telephone and, if necessary, be able to intervene in the placement test.**

**3. The person responsible for the placement test may supervise the test themselves.**

## **Preparation for the placement test**

### **§3 Placement test dates and registration**

**1. Individual registrations from those to be assessed, acknowledging the placement test regulations and the signed declaration of consent to the processing of personal data, must be obtained and documented in good time before the placement test.**

**2. Registration is done through the language school (see: Registration Checklist). The data is entered by the language school into a tabular overview (see: Participant List Template). This is updated weekly and forwarded to the IB.**

**3. Up to ten registrations are possible per placement test day.**

**4. The number of participants to be assessed is bindingly determined during registration.**

### **§4 Preparation for the written and oral placement test**

**1. The written and oral parts of the placement test are conducted on site and digitally. The written part is provided via a Safe Exam Browser. The oral part is conducted via an online**

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meeting tool. Details regarding the technical requirements must be checked and implemented in good time (see: Technical Equipment Checklist).

2. The person responsible for the placement test or a representative must familiarise themselves with the software used in good time before the placement test and ensure that it is functioning properly at the test location.

3. In the event of connection interruptions or technical malfunctions that are not the fault of the person responsible for the placement test, the person responsible for the placement test can decide for themselves to what extent the placement test can be repeated/retaken. Malfunctions of this kind must be recorded and reported to the IB immediately.

## §5 Written placement test

1. A placement test room must be provided for the written part, which can accommodate at least 10 candidates. No learning aids may be hung on the walls.

2. The rooms for the written part must be planned in such a way that the candidates cannot see the screens of other candidates. Notepaper is not permitted.

3. At least one invigilator must always be present in the test room. If the number of candidates exceeds 10 or the premises require it, a second invigilator must be called in.

4. The presence of a second invigilator is recommended at the beginning and end of the placement test. A suitably trained person should assist the invigilator with the technical implementation, especially at the beginning of the placement tests.

## §6 Oral placement test

1. The same examination room may be used for the oral part of the placement test.

2. The oral part takes place individually in the presence of the person responsible for the placement test or a representative.

3. After completion, those being assessed leave the building; contact with those still waiting to be assessed should be avoided.

## Conducting placement tests

### §7 Examination organisation

1. The examination rooms must be signposted.

2. The technical infrastructure for conducting digital placement tests and playing audio recordings must be checked in good time.

### §8 Public access to placement tests

1. The IB German placement test is not open to the public. Language school employees may observe the test with prior written permission from the IB.

2. IB employees and authorised persons are also entitled to attend placement tests without prior notice as part of an audit. Such visits must be noted in the minutes, specifying the exact time period.

3. Audio and video recordings of the placement test are only permitted with the prior written consent of the IB.