

Alpha Aktiv Examination Regulations

Version dated 21 August 2026

Important Notice

By registering for an examination with Alpha Aktiv, you acknowledge and accept these Examination Regulations, the examination procedures applicable to your examination, as well as the General Terms and Conditions of Sale (GTC) in force.

Please read these Examination Regulations carefully and in full before registering for an examination.

If you have any questions or, due to particular health, medical or other circumstances, you believe that you may be unable to comply with certain provisions, please contact us before registering in order to clarify the situation.

Specific or derogatory provisions established by the relevant examination provider may also apply to certain examinations. These provisions are also binding.

1. Official Photo ID

On the day of the examination, candidates must present a valid, original official photo ID. The accepted identity documents also depend on the requirements applicable to the examination concerned, as defined by the examination provider.

If the required identity verification cannot be completed, the candidate will not be permitted to take the examination. In such cases, the candidate is generally not entitled to a refund of the examination fee, unless otherwise provided for under the rules applicable to the examination concerned.

2. Punctuality and Access to the Examination

Please arrive sufficiently early before the scheduled examination time. As a general rule, access to the examination centre is possible from one hour before the start of the examination, unless otherwise specified for the examination concerned.

After the examination has started, access can generally no longer be permitted for reasons of security and equal treatment of all candidates.

Candidates who arrive late will therefore be excluded from the examination.

In such cases, no refund of the examination fee can generally be claimed, unless otherwise provided for under the rules applicable to the examination concerned.

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3. Changes to the Examination Start Time and Duration

Alpha Aktiv reserves the right to change the start time of an examination or, if necessary for organisational reasons or due to external circumstances, and insofar as permitted by the applicable regulations, to postpone the examination date.

Candidates will be informed of any significant changes as soon as possible.

Please therefore allow sufficient time on the day of the examination for all examination components as well as for any potential organisational delays. Where possible, please avoid scheduling important appointments immediately after the examination.

4. Accompanying Persons and Children

Access to the examination rooms and, where applicable, the designated waiting areas is generally restricted to candidates registered for the examination and to persons authorised to access these areas.

Accompanying persons and children are generally not permitted to enter the examination building or areas reserved for examinations. This restriction also applies during waiting periods and when using the toilets.

Please therefore attend the examination alone.

5. Cloakroom and Personal Belongings

Before the examination begins, all personal belongings that are not permitted must be left in the designated cloakroom or in a locker provided for this purpose.

This includes, in particular:

- Coats and jackets ;
- Backpacks and handbags;
- Mobile phones and other electronic devices;
- Smartwatches and other wearable devices;
- Watches ;
- Money and wallets;
- Keys ;
- Medication and medical devices that have not been expressly authorised;
- Food and beverages, unless expressly authorised;
- Notes and other documents ;
- Any other personal belongings.

The cloakroom must be closed in accordance with the instructions provided by the staff.

If you use a locker, please keep the locker key safe. In the event of loss, a reasonable flat fee or the actual necessary costs incurred for its replacement may be charged, insofar as permitted by applicable law.

6. Bags and Clothing Pockets

Before entering the examination room, all bags and all items contained in the pockets of trousers, jackets, or other clothing must be removed and deposited in accordance with the instructions given by the invigilation staff.

Upon entering the examination room, candidates' clothing pockets must generally be completely empty.

7. Electronic Devices

As a general rule, electronic devices are not permitted in the examination room and must be switched off.

This includes, in particular:

- Mobile phones and smartphones ;
- Smartwatches ;
- Activity trackers and other wearable devices ;
- Tablets ;
- Laptops ;
- Headphones, earphones, and wireless earbuds ;
- Electronic translation devices ;
- Any other electronic communication or data storage device.

Airplane mode, offline mode, or any other similar setting does not replace completely switching off the device.

The invigilation staff will monitor compliance with these rules.

Please note that after the examination, you may need your PIN or other access credentials to unlock your device again.

Devices deposited with the staff or in the designated storage area will generally only be returned after the candidate's scheduled examination has ended or with the authorisation of the invigilation staff.

8. Medical Aids and Medication

For reasons of examination security and equal treatment of all candidates, medical aids or other assistive devices may generally only be brought into and used in the examination room if they are expressly permitted for the examination concerned or have been approved in advance.

This may include, in particular, hearing aids, magnifying glasses, as well as electronic devices or other assistive aids. Medication, medical sprays, and similar items may only be brought in or used in accordance with the rules applicable to the examination concerned or with prior approval from Alpha Aktiv.

If, for health or medical reasons, you require certain assistive devices or medication during the examination, please contact Alpha Aktiv before registering for the examination.

We will discuss the possible arrangements with you in accordance with the applicable examination rules.

9. Hygiene Items

Personal belongings that are not expressly permitted, including tissues, may generally not be brought into the examination room.

Tissues are provided in the examination room and may be requested from the invigilation staff if necessary.

Medical aids or items that have been authorised in advance due to special circumstances are exempt from this rule.

10. Non-Religious Headwear

Hats, beanies, caps, and other non-religious headwear must be left in the designated cloakroom before the examination begins.

11. Religious Headwear

Religious headwear may generally be worn.

Where necessary to carry out identity verification or to ensure the proper conditions for the examination, and insofar as permitted by the rules applicable to the examination concerned, an appropriate check may be carried out to verify that no unauthorised aids are present.

Such checks are carried out with due respect for the dignity and legitimate interests of the person concerned and only to the extent necessary. If a check of the area around the ears is required, the invigilation staff may ask the candidate to allow such a check.

Any additional or specific security checks are governed by the provisions established by the relevant examination provider.

12. Writing Materials

Whether candidates may bring their own writing materials, such as pens, pencils, erasers, sharpeners, or other writing implements, depends on the provisions applicable to the examination concerned.

Before the examination, Alpha Aktiv will inform candidates which writing materials they must or may bring, or will specify whether the writing materials permitted for the examination are provided by Alpha Aktiv or in accordance with the provisions of the relevant examination provider.

13. Food and Beverages

During the examination, the rules regarding food and beverages applicable to the examination format concerned shall apply.

Where provided for, Alpha Aktiv may make water and small confectionery items available. Please check their availability in advance and make sure that you have eaten and had enough to drink before the examination.

As a general rule, personal food and beverages may only be brought into or consumed during the examination if permitted under the rules applicable to the examination concerned or if prior authorisation has been granted.

14. Valuables and Liability

Please do not bring unnecessary valuables to the examination, such as expensive watches, high-value jewellery, large amounts of cash, or any other particularly valuable items.

The storage of clothing and personal belongings is subject to the applicable statutory liability provisions and the General Terms and Conditions of Sale (GTC) of Alpha Aktiv in force. To the extent permitted by law, any additional liability is excluded.

15. Instructions from Invigilation Staff

The instructions given by the invigilation staff must be followed throughout the entire examination.

These instructions are intended, in particular, to ensure the proper conduct of the examination, guarantee fair examination conditions for all candidates, and prevent any attempt at cheating or any disruption.

Anyone who violates the Examination Regulations or the instructions given by the invigilation staff may be excluded from the examination in accordance with the applicable examination rules.

16. Examination Time Limits

The time limits specified for the different parts of the examination must be strictly observed.

An individual extension of the examination time is generally not possible unless it is expressly provided for under the rules applicable to the examination concerned or has been authorised in advance.

At the request of the invigilation staff, the candidate must immediately stop working and put down their pen or any other writing materials.

Continuing to work after the expiry of the prescribed examination time may be considered a violation of the Examination Regulations and may result in the consequences provided for under the applicable examination rules.

17. Unauthorised Aids

The use of unauthorised aids is prohibited. This includes, in particular:

- Personal notes and cheat sheets ;
- Unauthorised dictionaries ;
- Books and other documents ;
- Electronic devices ;
- Mobile phones ;
- Smartwatches and other wearable devices ;
- Electronic translation or data storage devices ;
- Any other aid that is not expressly authorised under the rules applicable to the examination.

18. Cheating and Attempts to Cheat

The examination must generally be completed independently and without unauthorised assistance from third parties.

The following are prohibited, in particular :

- Copying or attempting to copy ;
- Giving or receiving answers ;
- Communicating with other candidates during the examination, unless expressly permitted ;
- Assisting other candidates ;
- Using unauthorised aids ;
- Any other act of cheating or attempt to cheat.

In the event of a violation of these rules, the persons concerned will be excluded from the examination in accordance with the rules applicable to the examination concerned. Depending on the examination regulations, an act of cheating may also result in other examination-related consequences.

This applies in particular where it is established that, before the start of an examination component, a person had gained unauthorised access to the examination questions or their solutions.

19. Disruptions to the Examination

During the examination, any behaviour that could seriously disturb other candidates or compromise the proper conduct of the examination must be avoided.

This includes, in particular :

- Speaking loudly or engaging in conversations ;
- Whispering or reading aloud without authorisation ;
- Repeatedly or deliberately making disruptive noises ;
- Behaving in a noisy or otherwise highly disruptive manner ;
- Any other avoidable behaviour that could disturb other candidates during the examination.

In the event of a disruption, the candidate will generally first be reminded to comply with the Examination Regulations, insofar as this is possible and appropriate given the nature and severity of the violation.

In cases of serious, repeated, or intentional disruption, the candidate may be excluded from the examination.

20. Personal Hygiene and Consideration for Other Candidates

On the day of the examination, please ensure appropriate personal hygiene and show consideration for the other candidates.

As the examination takes place over a relatively long period in enclosed spaces and, in some cases, in close proximity to a large number of people, we ask you in particular to avoid strong odours and any avoidable unpleasant smells.

If significant unpleasant odours persist despite a request to remedy the situation and substantially affect other candidates or compromise the proper conduct of the examination, appropriate measures may be taken.

In particular, please avoid consuming foods with strong odours on the day of the examination.

21. Access to Toilets During the Written Examination

Access to the toilets during a written examination component is only permitted in accordance with the rules applicable to the examination concerned.

During the examination, candidates are accompanied at all times by a member of the invigilation staff. No communication or assistance regarding the examination content is permitted during this period.

For examination security purposes, toilet breaks may be recorded in the examination report, including the time and duration, insofar as this is permitted and required under the applicable examination rules.

22. Examination Materials and Confidentiality

Examination questions, examination materials, and any other content related to the examination must be treated as confidential.

The following are strictly prohibited, in particular :

- Copying examination materials ;
- Photographing or filming examination materials or examination questions ;
- Taking examination materials out of the examination room ;
- Recording or saving examination questions or solutions in any way ;
- Taking notes concerning examination questions or solutions, unless expressly authorised ;

- Transmitting or publishing examination content to third parties without authorisation after the examination.

The confidentiality provisions and applicable examination rules of the relevant examination provider remain fully applicable.

23. Conduct After a Language Examination Oral Component

After completing their own oral examination, candidates must immediately leave the examination building or the designated examination area, unless otherwise instructed by the invigilation staff.

Candidates are prohibited from communicating information about the examination content, questions, or any other relevant examination information to persons who have not yet taken their oral examination.

In particular, after completing their own oral examination, candidates must not contact candidates who have not yet been examined in order to provide them with information about the examination content.

Any violation of this rule may, in accordance with the applicable examination regulations, result in examination-related consequences, including exclusion from the examination, even after the examination has taken place.

24. Applicable Examination Regulations and General Terms and Conditions

By registering for an examination with Alpha Aktiv, you acknowledge and accept, in addition to these Examination Regulations, the General Terms and Conditions of Sale (GTC) of Alpha Aktiv in force, as well as the examination regulations, organisational provisions, and other rules applicable to the examination format concerned and established by the relevant examination provider.

This applies in particular to :

- telc gGmbH for telc language examinations;
- g.a.s.t. for TestAS examinations;
- g.a.s.t. for TestDaF examinations;
- British Council for IELTS examinations;
- Any other examination provider and any other examination format, insofar as its rules apply to the examination concerned.

Insofar as the provisions of these Examination Regulations conflict with mandatory statutory provisions or binding requirements of the relevant examination provider, the mandatory statutory provisions or binding requirements of the examination provider shall prevail.

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25. Consent and Registration

By registering for an examination, the candidate confirms that they have read and understood these Examination Regulations and agrees to comply with the rules applicable to the examination concerned.

Please register for the examination only if you accept the above provisions, as well as the examination rules and General Terms and Conditions of Sale (GTC) applicable to your examination.

Any questions or uncertainties must be clarified with Alpha Aktiv before registration.

By completing your registration, you confirm that you have had sufficient opportunity to inform yourself about the conditions applicable to your examination.

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