



## Examination regulations

### Swedex - examinations in Swedish at levels A2 and B1

#### Governing body for the examination

Swedex is a set of examinations in Swedish as a foreign language at levels A2 and B1, in accordance with the Council of Europe level of attainment scale. These examinations are independent of courses. Swedex was developed in a Lingua 2 project that was concluded on 31 December 2003. The project was coordinated by the International Certificate Conference, ICC. Partners in the project were

Folkuniversitetet and the Swedish Institute in Sweden, the University of Lodz in Poland and "die Volkshochschul-Landesverbände" in Mecklenburg-Vorpommern and Niedersachsen in Germany.

Specifications, test formats and model tests were developed in the project. ICC holds the copyright for all the project partners and Folkuniversitetet has the right of use. Folkuniversitetet's field of responsibility includes the construction and trial of new tests, central test leader training of people who in turn are prepared to train other test leaders, and the Swedex home page, [www.swedex.info](http://www.swedex.info).

Landesverband der Volkshochschulen Niedersachsens e.V. administers examinations through its examinations unit, die Europäische Prüfungszentrale, EPZ. EPZ concludes licence agreements with local test centres for Swedex, attends to the dispatch of examination papers, determines the results and issues the certificates.

#### Test format

The examination comprises five different papers at both levels:

1. Reading comprehension
2. Listening comprehension
3. Vocabulary and grammar
4. Written production
5. Oral production

Papers 1 - 4 are held in groups. The oral test for A2 is held in the form of an individual test while the oral test for B1 is held in pairs. The test format and descriptions of the individual papers are published together with the specifications for Swedex.

#### Examination centres

Only institutions that are licensed to administer Swedex may hold the examinations. The requirements that an institution must meet in order to function as an examination centre are described in "Guidelines for the conduct of examinations."

#### Test production and determination of results

The tests are constructed centrally by Folkuniversitetet and the examinations are held by the test centres that have been licensed by EPZ.

These examination regulations and "Guidelines for the conduct of examinations" are legally binding for the conduct of examinations.

#### Examination date

Examination centres for Swedex are free to choose a date for the examination.

#### Admission to the examination

Persons with a knowledge of Swedish equivalent to level A2 or B1 respectively, in accordance with the Council of Europe level of attainment scale, who are at least 14 years of age and do not have Swedish as their mother tongue, may take Swedex.

Persons not yet 14 years of age but with special reasons may apply to EPZ to participate in the examination.

#### Entry for the examination

Entries of individual candidates for the examination must reach EPZ no later than one week before the day of the examination. The closing date of entry at the local examination centre is decided by the centre. Entry dates must be respected.

**Examination papers**

The examination papers are the property of Folkuniversitetet and EPZ and are protected by copyright. Duplication is prohibited. Neither may they in any event be used for information or practice.

**Exclusion from examination**

Anyone who infringes the examination regulations, cheats, uses prohibited material or helps other test candidates will be excluded from the examination. In such cases the papers will not be assessed. If it is shown subsequently that there is cause for exclusion, EPZ has the right to assess the paper as a "fail". Before a decision on exclusion is made, the views of the candidate(s) concerned must be heard.

**Withdrawal**

Candidates who do not complete the test must take the whole examination again and cannot reclaim the entry fee. If a candidate withdraws from the examination because of illness, this must be shown by a medical certificate, submitted to the examination centre no later than one week after the examination. In these cases the entry fee paid can be transferred and be valid for the next examination occasion.

**Assessment and results**

The reading comprehension, listening comprehension and vocabulary & grammar papers are awarded points based on the number of correct answers. Assessment of the written and oral tests is made in accordance with established criteria.

The points for the reading comprehension, listening comprehension and vocabulary & grammar papers are added together. Poorer results in one of these parts can be compensated by better results in another. The pass mark is 60%. This must be achieved in both the written and the oral parts.

A combined final assessment is made on the following scale: Pass, Pass with Credit, Distinction.

**Certificate**

If a candidate has passed the whole test, he/she obtains a certificate where the results achieved are stated. The certificate is issued by EPZ. It carries the logos of Folkuniversitetet, the Swedish Institute and the International Certificate Conference.

If a certificate is lost, a copy may be obtained, subject to an administrative charge. The new certificate is a duplicate and is marked as such. This regulation applies only for a period of 10 years after the examination.

**Re-examination**

The entire examination may be re-taken as often as wanted, though only after six months the first time. It is not permitted to re-take only the written or the oral part or an individual paper. The written or oral part of the test may only be taken alone if the examination has been interrupted because of illness. The test cannot be re-taken until the next examination occasion at the examination centre.

**Appeals against test results**

An appeal against a test result must be submitted to EPZ within two months of the result being sent out in writing by EPZ. EPZ obtains opinions from all those concerned and makes a decision.

**Filing**

The corrected papers and assessment sheets for the oral tests are saved by EPZ for six months after the examination. The test results are filed for 10 years.

**Validity**

These examination regulations and "Guidelines for the conduct of examinations" come into force on 15 April 2005 and are valid during the pilot phase until 14 April 2006.

*Hannover, Stockholm och Frankfurt i mars 2005*