

Österreichisches Sprachdiplom Deutsch (ÖSD)

Examination Regulations

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ÖSD EXAMINATION REGULATIONS

The examinations of the Österreichisches Sprachdiplom Deutsch (ÖSD) serve as evidence of German language proficiency at the respective level of the *Common European Framework of Reference for Languages* (CEFR) and are conducted and assessed worldwide at licensed ÖSD examination centres in accordance with uniform provisions. The aim of ÖSD examinations is the reliable, objective and valid certification of individual and independent language skills in German.

In the following, the term *examination* refers to both the paper-based and the computer-based version (hereinafter: paper exam and computer exam). Where necessary, corresponding additional provisions relating to computer exams are included.

These Examination Regulations draw a basic distinction between the ÖSD examination Head Office (hereinafter: ÖSD Head Office) and ÖSD licencees or licensed ÖSD examination centres (hereinafter: examination centres).

In terms of personal scope, these Examination Regulations are addressed to all persons involved in the examination process, in particular:

- heads and persons responsible for examinations at examination centres, invigilators, administrative staff, and any other persons involved at the examination centre
- ÖSD examiners and assessors (hereinafter: examiners), and
- ÖSD examination candidates (hereinafter: candidates)

1. Fundamentals

These Examination Regulations are binding on all persons involved in the examination, in particular the persons and institutions named above, and apply to the ÖSD examinations listed under item 2. The version in force at the time of registration applies.

It is the responsibility of the examination centres to ensure that their candidates are familiar with the contents of the current Examination Regulations. Regardless of this, candidates are also responsible for familiarising themselves with the relevant provisions before the examination is conducted and may not rely on their lack of knowledge of those provisions.

Both paper exams and computer exams consist of the four subtests: *reading*, *listening*, *writing* and *speaking*, which are generally divided into two parts (two modules), the *written examination* and the *oral examination*. The *written examination* consists of the subtests *reading*, *listening* and *writing* and is generally conducted as a group examination. The *oral examination* comprises the *speaking* subtest and is conducted either as an individual examination with only one candidate or as a paired examination with two candidates.

The examinations *ÖSD Zertifikat B1* for adults and for young people, and *ÖSD Zertifikat C2*, are offered in four modules; i.e. the modules *reading*, *listening*, *writing* and *speaking* may also be taken individually or in any combination.

The modules of the paper-based version may be combined with modules of the computer-based version.

For each examination, a sample test can be downloaded free of charge from www.osd.at.

The Examination Procedures, which are also available online, contain details on the content, structure, duration, procedure and assessment of the respective examination and are legally binding in their current version.

Practice materials with additional practice sets, which can be ordered online, are also intended for targeted preparation for the examination. In addition to the practice materials, *Test-Training digital* and sample videos for all ÖSD examinations are available on the ÖSD website in order to prepare for computer exams.

2. Admission to ÖSD examinations

In principle, all persons interested in German as a foreign language or German as a second language are admitted to ÖSD examinations.

The following age recommendations apply for individual ÖSD examinations:

from 10 years	from 12 years
ÖSD KID A1 ÖSD KID A2	ÖSD Zertifikat Deutsch Österreich B1 / Jugendliche ÖSD Zertifikat B1 / Jugendliche
from 14 years	from 16 years
ÖSD Zertifikat A1 ÖSD Zertifikat A2 ÖSD Zertifikat B2 / Jugendliche ÖSD Zertifikat C1 / Jugendliche	ÖSD Zertifikat Deutsch Österreich B1 ÖSD Zertifikat B1 ÖSD Zertifikat B2 and ÖSD Zertifikat B2 PMB ÖSD Zertifikat C1 and ÖSD Zertifikat C1 PMB ÖSD Zertifikat C2 and ÖSD Zertifikat C2 WD

Candidates who decide to take an examination contrary to these recommendations must expect that the selection of topics and the complexity of the tasks may not be appropriate to their age. No appeal against the examination result is possible on these grounds.

Special arrangements regarding registration and administration apply to candidates with disabilities, chronic medical conditions or other documented access requirements; these are set out in the "Information sheet: Candidates with specific needs" (see also item 4). In all cases, a valid email address for the candidate must be provided to the ÖSD Head Office and the examination centre so that examination arrangements taking account of the candidate's disabilities, chronic medical conditions or other documented access requirements can be coordinated.

Passing an examination at the level below, or attending a German language or preparation course, is not required in order to sit an ÖSD examination. Each examination module may be taken irrespective of whether other modules have been passed.

Persons who have been excluded from the examination for the reasons set out in item 10 and are banned until the expiry of the periods specified in particular in item 10.3.1 shall not be admitted.

In addition, the ÖSD reserves the right, in individual cases, not to admit persons wishing to sit an ÖSD examination, or to ban them, without stating reasons.

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

ÖSD examinations may be taken exclusively at licensed examination centres. Examination centres are selected according to strict criteria and, under the licence agreement, must comply with the defined quality standards. Information on examination centres is available at www.osd.at.

The examination centres are the candidates' contractual partners and, in accordance with the applicable legal provisions, are responsible for the proper conduct of the ÖSD examination covered by the contract.

Each examination centre nominates an examination official and a deputy. They assume organisational responsibility for the proper conduct and assessment of ÖSD examinations, i.e. they are responsible for all steps of the examination organisation and conduct before, during and after the examination, as well as for examination security and the proper handling of all analogue and digital examination documents and materials required for the conduct and assessment of the examination (hereinafter: examination documents).

The examination official ensures that the invigilators deployed are appropriately trained. This applies to both the paper exam and the computer exam. The examination official or the deputy must be reachable for all parties during the examination.

Each examination must be conducted and/or assessed exclusively by authorised persons or certified examiners.

In the oral examination, at least one of the two examiners must not have taught the candidate in the course most recently attended by the candidate prior to the examination. Exceptions require approval by the ÖSD Head Office.

Examination officials and examiners, as well as all other persons involved (invigilators, administrative staff, etc.), must maintain confidentiality towards third parties regarding all Examination Procedures and examination results.

4. Examination dates, registration for ÖSD examinations

Registration for the examination takes place at the relevant ÖSD examination centre. The registration modalities and contractual terms and conditions of the examination centre apply. All examination centres and information on the examination dates offered are available at www.osd.at.

Before registration, interested persons are informed in detail by the chosen examination centre about the contractual terms and conditions, examination requirements, Examination Regulations, Examination Procedures, and the communication of examination results. The Examination Regulations and the Examination Procedures are also available on the ÖSD website in their current version. By registering for the examination, candidates (or, in the case of minors, their parents or legal representatives) confirm that they have taken note of and accept the contractual terms and conditions, the current ÖSD Examination Regulations and the Examination Procedures. Candidates are responsible for familiarising themselves with the relevant provisions before the examination is conducted and may not rely on their lack of knowledge of those provisions.

As part of registration, candidates must present valid proof of identity accepted by the ÖSD Head Office (see item 7) or submit a clearly legible copy.

Admission to the examination is decided by the examination centre, subject to available places and taking into account the provisions on admissions and bans set out in item 2 and item 10.

A valid examination attempt requires the candidate to have been admitted to the examination by the examination centre and to have paid the examination fee in full. If admission has been refused or the examination fee has not been paid in full, the person may not sit the examination.

Admission may also be withdrawn retrospectively by the ÖSD Head Office; in this case, assessment of the examination performance concerned is excluded or becomes invalid.

If this is a repeat attempt and not a first attempt, this must be stated at registration (see item 13); otherwise, previously completed examination performances cannot be taken into account.

Candidates with disabilities, chronic medical conditions or other documented access requirements must inform the examination centre respectively the ÖSD Head Office of these as part of registration and submit an appropriate medical certificate so that their disabilities, chronic medical conditions or other documented access requirements can be taken into account. The examination centre and the ÖSD Head Office treat the information provided as confidential.

In consultation with the ÖSD Head Office, examination conditions adapted to the individual situation may be granted. If individual subtests cannot be taken due to disabilities, chronic medical conditions or other documented access requirements, this is noted on the certificate without stating a reason.

Further information is provided in the “Information sheet: Candidates with specific needs” and on the website www.osd.at.

5. Examination fees and refund of fees

Examination fees are set by the examination centre and must be paid by candidates within the agreed period. The examination centre regulates the possibility of a refund of the fee in the event of withdrawal from the examination or discontinuation of the examination (see item 9) in its cancellation terms. Candidates who are excluded from the examination sitting (see item 10) have no entitlement to a refund of the examination fee.

6. Examination documents, duty of confidentiality

The ÖSD Head Office provides the examination centre with all examination documents required to conduct the registered examination date. The examination documents are the property of the ÖSD. They are protected by copyright and must not be modified, reproduced or otherwise made available to third parties in any form. All examination documents, both in the paper-based and in the computer-based version, must be treated as confidential. They are subject to a duty of confidentiality and must be kept securely and locked away or otherwise made inaccessible to third parties. Any use outside the registered examination date approved for conduct, or disclosure to third parties, is deemed misuse. The ÖSD Head Office must be informed immediately of any misuse. Any involvement in such misuse will be pursued by the ÖSD under civil law and reported to the competent authorities.

7. Identity verification and requirement to present ID

The examination centre must establish the identity of candidates beyond doubt before the start of the examination and verify it by means of valid official proof of identity accepted by the ÖSD Head Office (passport, identity card or other country-specific proof of identity additionally agreed between the ÖSD Head Office and the respective examination centres). Identity checks must be carried out using the four-eyes principle. After the ID check, in paper exams the invigilators check the data entered on the cover sheet before distributing the task sheets and compare them with the data on the proof of identity. In computer exams, a photo of the proof of identity is taken using the ÖSD exam invigilation app for invigilators and stored in the administration software for computer exams. Candidates must keep their ID available throughout the examination process and present it on request. It is not possible to sit the examination without valid proof of identity. In consultation with the ÖSD Head Office, the examination centre may carry out additional measures to clarify identity.

A copy of the proof of identity is inserted into the cover sheet and returned to the ÖSD Head Office together with the examination documents.

In paper exams, candidates confirm the accuracy of their details and their agreement with the Examination Regulations by signing the cover sheet. In the computer exam, candidates confirm the Examination Regulations digitally by ticking a box. Without confirmation of the Examination Regulations, sitting the ÖSD examination is not allowed. In such cases, the cancellation terms apply (see item 5).

If there is a suspicion that the candidate is not identical with the person shown on the ID, admission to the examination is possible only if the discrepancy between the identities of the registered candidate and the person shown on the ID is not obvious and the candidate agrees to be photographed for the purpose of identity verification. The declaration of consent must be in writing and include the following personal details of the candidate: first name(s), family name(s), date of birth, place of birth, country of birth, and nationality. The candidate must enter the personal details themselves and must then sign the declaration by hand. After the examination has taken place, the photo, a copy of the declaration of consent, a copy of the proof of identity, as well as a written justification for the doubts about the candidate's identity, must be sent by the examination centre to the ÖSD Head Office without delay. The certificate is issued only once the doubts concerning the discrepancy between the identities of the registered candidate and the person shown on the ID have been fully resolved.

In consultation with the ÖSD Head Office, the examination centre also has the right to request additional identity documents or to carry out further measures to clarify identity. Candidates are informed in good time which documents are accepted, and which additional identity verification measures may be taken.

The ÖSD reserves the right to cancel a candidate's examination attempt where identity cannot be established beyond doubt despite all measures taken, or to declare the examination invalid, and to ban the candidate from further examination attempts until identity can be established beyond doubt.

8. Conduct of examinations, invigilation

ÖSD examinations are not open to the public. Only authorised staff of the examination centre and/or the ÖSD Head Office and licensed examiners from other examination centres called in for the respective examination may be present during the examination.

The proper conduct of examinations is ensured through the deployment of certified examiners and invigilators with valid authorisations. Invigilators supervise the written examination and the preparation for the oral examination and are deployed in the corridors of the examination centre.

During the written examination, at least one qualified invigilator per 15 candidates monitors the procedures, provides the necessary organisational instructions and is available to answer questions about the conduct of the examination. If this is required for the smooth conduct of the examination, a second invigilator must be called in at the beginning and at the end of the written examination. Where several invigilators are deployed in an examination room, responsibilities may be divided: one invigilator assumes overall responsibility, explains the examination tasks and answers questions. This lead invigilator must have very good German language skills (at least solid B2 level). The other supporting invigilators focus on invigilation and do not necessarily need German language skills. It is not permitted to answer or comment on questions regarding examination content. Where an explanation of tasks is provided for in the Examination Procedures, this and the answering of any follow-up questions takes place exclusively in German.

Invigilators conduct the examination in compliance with all time and organisational requirements. They are responsible for ensuring that candidates produce their work independently, do not use prohibited aids (see item 10) and that examination documents remain under control at all times.

Tables and seating arrangements are chosen so that copying is prevented to the extent reasonably possible. The distance between candidates must be at least one metre in all directions so that it is not possible to view other candidates' materials. If examinations are carried out in rooms where workstations are additionally fitted with suitable privacy screens, this distance may be reduced in consultation with the ÖSD Head Office.

A record is kept for each written and oral paper exam. The records include, among other things, the examination centre, examination date, examination level, number of candidates, examination room, invigilators or examiners, and any special incidents. The examination record must be sent to the ÖSD Head Office together with the examination documents. For computer exams, the record is kept via the ÖSD exam invigilation app for invigilators; transmission to the administration software for computer exams is automated. Depending on the licence agreement, a meaningful seating plan must also be enclosed.

During the written examination, candidates may leave the room outside the scheduled breaks only individually and for good reason (e.g. to use the washroom). This is noted in the examination record, stating the name and time. No examination documents may be taken out of the examination room. Depending on local conditions, corridor invigilation must be deployed to prevent contact with other persons or attempted cheating in the corridor, washroom or other locations.

If candidates wish to finish the examination before the scheduled time, they must hand in all examination documents in full. After leaving the examination room, they may enter it again only after the official end of the respective subtest or module. Materials that have already been handed in are not returned. It must be ensured that candidates outside the examination room cannot contact persons who are still taking the examination (e.g. through corridor invigilation). Persons

registered for the examination who arrive after the start of the examination are no longer admitted. Persons registered for the computer exam who bring their own computer may be refused access to the examination if the device does not meet the technical requirements and/or the version of the Safe Exam Browser prescribed by the ÖSD Head Office is not installed.

9. Discontinuation, cancellation or withdrawal from the ÖSD examination

Without prejudice to statutory provisions, the following applies: withdrawal from the examination by candidates is possible; the determination of cancellation terms is the responsibility of the examination centre. If withdrawal occurs before the start of the examination, the examination is deemed not to have been taken. If the examination is discontinued after it has started, the examination is deemed not to have been passed.

Cancellation of an examination date, discontinuation during the examination or retrospective withdrawal of recognition of an examination date by the examination centre and/or the ÖSD Head Office is possible under the following conditions:

- in cases of force majeure (natural events and extreme weather conditions, public danger situations, pandemics, etc.);
- in the event of extraordinary, unforeseeable technical or infrastructural disruptions that cannot be prevented by the examination centre or the ÖSD Head Office even with the greatest care (power failure, failure of IT systems and servers, building, fire or water damage, or other sudden causes resulting in rooms becoming unusable, traffic closures, strikes, etc.) or in the case of organisational circumstances which preclude administering the examination in compliance with the Examination Regulations;
- in the event of the examination centre's licence being revoked prior to the examination taking place;
- in the case of any other incidents and substantiated doubts that the examination can be or has been administered in due form; as well as
- due to violations pursuant to item 10.3.

10. Exclusion from an ÖSD examination due to violations (cheating, prohibited aids, other violations)

A candidate is excluded from the examination if they violate the proper conduct of the examination. A violation occurs if a person cheats or attempts to cheat in connection with the examination, carries or uses prohibited aids, provides aids to others, deliberately disrupts other candidates while they are taking the examination, or hinders the proper conduct of the examination through their behaviour.

Cheating occurs where candidates do not complete an examination performance independently but instead feign it through prohibited behaviour and/or the use of prohibited aids, or even only attempt to do so. An attempt to cheat is therefore also referred to as cheating and is not aimed exclusively at supporting one's own examination performance but may also be directed at that of another person. The determination of whether an act of cheating within the meaning of these Examination Regulations has been committed lies solely at the discretion of the ÖSD Head Office and is not affected by decisions of law enforcement authorities or courts.

10.1. Permitted and prohibited aids

In principle, candidates may bring only those items or work materials required and expressly permitted for the performance of the examination (ballpoint pen, non-erasable pens in paper exams, or, in computer exams, the devices defined specifically for this purpose) and, where provided for the respective examination, pre-checked dictionaries, into the preparation or examination rooms. Items required for personal or health reasons, such as drinks, medicine, tissues, medically prescribed visual or hearing aids (optical glasses, hearing aids) or similar, are permitted, but may be checked and confiscated in case of suspicion.

With the exception of the permitted items listed above, candidates must not bring any other items to the examination; i.e. mobile phones (not even when switched off), smartwatches, wristwatches, smart glasses or data glasses, headphones (including earphones and earbuds), noise-reducing earplugs, cameras in any form, jackets, bags, learning materials etc. and other personal belongings must be handed in for safekeeping for the duration of the examination. Electronic devices (mobile phones, smartwatches, etc.) must also be switched off when handed in.

The examination centre may, within the scope of country-specific legislation, take appropriate measures (inspection of clothing, jewellery, headwear, etc.) and safeguards (e.g. internet blocks, metal detectors, CCTV, etc.) to enforce the above provisions.

Examinations must be completed entirely independently; answers must be written clearly and legibly. Any aids that are not expressly permitted are prohibited and are referred to below as prohibited aids. If handwritten answers cannot be deciphered by an examiner, they shall be disregarded for the purpose of assessment.

Prohibited aids include in particular, but are not limited to:

- technical aids and devices by means of which information can be stored, displayed or transmitted and/or which have internet connectivity (e.g. mobile phones [even when switched off], headphones [including earphones and earbuds], wristwatches, smartwatches and smart glasses, i.e. watches or glasses with recording, capture, playback and/or transmission functions, etc.);
- dictionaries (with the exception of the examinations *Zertifikat B2*, *Zertifikat B2 / Pflege und medizinische Berufe*, *Zertifikat C1*, *Zertifikat C1 / Pflege und medizinische Berufe* and *Zertifikat C2*, *Zertifikat C2 / Wirtschaftssprache Deutsch*), any subject-specific materials (learning materials, lists, tables, notes, model texts) as well as any other forms of personal notes, information and data (e.g. on the hand, on clothing or other objects).

10.2. Prohibited conduct and other violations

Prohibited behaviour includes, among other things:

- using prohibited aids (as defined in 10.1) or carrying them, unless they are handed in before the start of the examination;
- storing and using prohibited aids on devices used to sit a computer exam or hybrid exam, as well as storing or executing programme code with the aim of circumventing the security measures of the examination software for computer exams;
- contacting other candidates during the examination;
- collaborating on, coordinating or comparing examination answers and performances;

- using pre-prepared, memorised model texts and/or templates in which scarcely any independently produced written or spoken performance is recognisable (plagiarism), even if individual text passages differ slightly;
- stealing, photographing, capturing, recording, passing on, publishing and/or any transmission of examination documents, examination content, examination questions or solutions;
- sitting the examination on behalf of another person, i.e. feigning a false identity or having a false identity feigned;
- bribing or threatening persons involved in the examination (personnel or other candidates);
- answering questions in the *listening* part/module before listening to the text; and
- answering questions in the *reading* part/module before reading the text.

In addition, the ÖSD Head Office may also assess examination performances as cheating or as not independently produced in the following cases:

- Examination answers or performances of different candidates largely match (60% or more) and, due to significant irregularities, can be explained only by cheating, even if coordination and collaboration cannot be proven.
- Examination answers or performances match the intended solutions, yet show significant irregularities and contradictions, explicable only by cheating.

Other violations include:

- copyright infringements, including the unauthorised passing on and sharing of copyrighted examination content and preparation materials, e.g. on social media channels and platforms;
- breaches of confidentiality rules, including publishing, passing on and sharing confidential examination questions and content orally or in writing;
- disseminating, passing on and sharing information about persons (websites, contact addresses, etc.) that offer forged certificates or prohibited assistance; and
- 'improper conduct' (defamation, damage to reputation, hate speech, etc.) online.

10.3. Consequences in the event of violations or conspicuous examination performances

Persons involved in the examination at the ÖSD Head Office and at ÖSD examination centres (examiners, invigilators, etc.) are entitled to check compliance with, and enforce, the above provisions.

In the event of violations, candidates are either excluded before or during the examination, or their examination is retrospectively withdrawn; in addition, the following consequences may be imposed:

10.3.1 Examination bans and suspension periods

Depending on the violation and the severity of the violation, it is at the discretion of the ÖSD Head Office to impose various examination bans and corresponding suspension periods:

All persons involved in identity fraud are banned from sitting examinations for at least one year.

This also applies to candidates who steal, photograph, publish and/or otherwise make examination content accessible to third parties.

Candidates who offer, promise or grant unlawful payments or other unlawful advantages to a person directly or indirectly involved in the examination, in order to obtain the certificate (anti-corruption clause), or who threaten a person involved in the examination, are likewise banned from sitting examinations for at least one year.

In the case of plagiarism – this includes any performances not produced independently, such as copied texts, texts taken from other sources or AI-assisted texts – separate assessment criteria apply (see item 11.1). Depending on the extent and severity of the plagiarism in question, the ÖSD Head Office may impose a corresponding suspension period.

Candidates who are excluded from the examination due to other forms of cheating listed above may resit the examination after a minimum suspension period of three months from the day of exclusion.

In addition, the ÖSD Head Office reserves the right - depending on the severity and frequency of the violations - to ban persons from future examinations beyond the stated suspension periods up to and including a lifelong ban.

10.3.2 Verification interviews and further provisions

- The ÖSD Head Office reserves the right to question an examination performance due to exceptional irregularities and to review it with regard to not independently produced performance or plagiarism. Where appropriate, the candidate concerned may be invited to a (digital) verification interview for clarification.
- Cheating and attempts to cheat – including cases of suspected plagiarism – must be clarified between the examination centre and the ÖSD Head Office. The final decision on whether cheating has occurred is made by the ÖSD Head Office. The ÖSD Head Office may also assess examination performances retrospectively as cheating or an attempt to cheat, even if such suspicion was not expressly stated during the examination. In assessing the case, the ÖSD Head Office takes into account examination records, statements from invigilators and examiners/assessors, and any other evidence. Irregularities identified only during the exam evaluation may likewise result in an examination performance being classified as cheating.
- If collaboration among several candidates in the use of prohibited aids during the examination can be proven, or if all candidates could have accessed a prohibited aid found, the ÖSD Head Office decides whether to declare the relevant examination date invalid in its entirety.
- If authorities or other institutions express substantiated doubts about the lawfulness of a certificate presented, the performance may, after thorough review by the ÖSD Head Office, be assessed as cheating and/or declared invalid at a later date.
- In all such cases of later determination of cheating and attempts to cheat, the ÖSD Head Office may request the return of certificates already issued and declare them invalid (see item 12).
- In addition, the ÖSD Head Office reserves the right, based on the severity and frequency of violations, to initiate further legal steps beyond the consequences and suspension periods stated above. Consequences for examination centres and/or examiners in the event of violations are stipulated in the respective contractual agreements (framework agreements, annual license agreements, agreements with examiners, etc.).

11. Assessment

As a rule, examination performances are assessed by two authorised examiners, and, depending on the licence type, either at the examination centre or at the ÖSD Head Office. If the examiners do not agree, a third assessment is carried out (e.g. by the respective examination officials of the examination centre or the ÖSD Head Office).

In addition, assessments are subject to ÖSD quality assurance checks at the ÖSD Head Office and may be adjusted accordingly (see item 15).

In all cases, the assessment or re-assessment by the ÖSD Head Office always applies.

The allocation of points and the thresholds for passing or failing an examination are set out as binding in the ÖSD assessment criteria. An examination is deemed passed if the respective minimum requirements (per examination/subtest/module) are met.

11.1. Assessment of conspicuous, not independently produced performances

The aim of ÖSD examinations is a valid, reliable, objective and meaningful assessment of the current language proficiency of the respective candidates; therefore, only independent performances can be assessed.

Not independently produced written and oral performances include e.g. purely quoted passages from the examination documents (examination tasks or texts), as well as performances taken from other sources, AI-assisted, copied or memorised performances.

Such not independently produced performances can be identified by various types of irregularities, e.g. where text passages or answers are largely identical to other sources (internet, course materials) or to the examination performances of other candidates and/or where performances in individual areas or individual tasks differ very conspicuously from performances in other areas and tasks (see also item 10).

Specific assessment criteria apply to not independently produced performances; depending on the extent, corresponding point deductions may be made. If an entire oral or written task is classified as 'plagiarism' (see also item 10), the entire task must be assessed with 0 points.

Cases of plagiarism must be clarified with the ÖSD Head Office, which always makes the final decision on classification as plagiarism.

The ÖSD Head Office may invite candidates whose performances were conspicuous and/or could not be assessed as independently produced, or indicated plagiarism, to a (digital) verification interview for clarification and may, where appropriate, carry out a new assessment.

12. Examination results, result notifications and ÖSD certificates (diplomas)

The release of examination results and the creation of result notifications and certificates are carried out exclusively by the ÖSD Head Office.

A result notification is made available after the examination results have been released by the ÖSD Head Office. This result notification provides early information on the result of the ÖSD examination sat and may be used as provisional evidence, e.g. for submission to authorities. If the examination has been passed (overall certificate), the result can be verified via the printed QR code using the ÖSD Cert Checker App (<https://www.osd.at/links-cert-checker-app/>). If the examination

has not been passed or only part of the examination has been completed successfully, the result notification does not contain a QR code.

The communication of examination results that have not yet been released and are therefore still provisional is prohibited. Only certificates or official result notifications from the ÖSD Head Office contain the confirmed examination results which, subject to a declaration of invalidity, are final. As a rule, after release, the examination centre at which the examination was sat provides candidates with the examination results or ÖSD certificates.

A certificate (module certificate/overall certificate) is issued by the ÖSD Head Office only if the examination or examination modules have been passed. The certificate records examination performances in the form of points and the corresponding ratings (grades) resulting from the assessment scale. No period of validity is stated on the certificate. How long, and whether, the certificate is valid for specific purposes (e.g. residence permits, university admissions, etc.) is decided by the institution or authority requesting the certificate.

If the two or four modules of an examination are sat and passed on one examination date, an overall certificate is issued showing all modules. Candidates also receive an overall certificate if they have sat and passed the individual modules of an examination within one year at the same examination centre. This also applies to any combination of paper-based and computer-based modules.

If only individual modules are passed, or if the modules are sat and passed at different examination centres, candidates receive a separate module diploma for each module. No certificate is issued for failed examinations.

The examination centre must hand over the certificates to candidates in person as quickly as possible or send them by secure means. Certificates not collected are returned to the ÖSD Head Office six months after the certificate issue date.

Within a period of five years after the examination date, candidates may obtain a duplicate of their examination certificate. Duplicates must be applied for at the examination centre where the examination was taken. Candidates should request a duplicate directly from the ÖSD Head Office only in exceptional cases (e.g. if the examination centre no longer exists or is too far away). Issuing a duplicate is generally subject to a fee (processing and postage costs).

A reprint of the original certificate is issued if an error must be corrected or a change must be made. Reprints must be requested at the examination centre where the examination was taken, upon submission of the original certificate. Candidates may apply for a reprint directly from the ÖSD Head Office only in exceptional cases (see above). Issuing a reprint is generally subject to a fee (processing and postage costs) if it can be proven that an error was made by the examination centre or the candidate, or if a name change (e.g. after marriage, divorce, etc.) is requested.

The ÖSD Head Office reserves the right to enter individual arrangements beyond these provisions with individual ÖSD examination centres or licencees.

In the following cases, examinations, examination results and certificates are declared invalid and no result notifications and/or certificates are issued; where applicable, any result notifications and certificates already issued are reclaimed:

- examination results, result notifications and certificates of candidates who have been excluded from the examination;

- examination results, result notifications and certificates that are assessed as forged or substantively incorrect by the responsible examination centre or the ÖSD Head Office;
- examination results, result notifications and certificates from examinations sat during a suspension period;
- examination results, result notifications and certificates from examinations or examination dates where unlawful examination manipulation (e.g. by persons involved at the examination centre) or other serious violations (e.g. loss of examination documents during the examination process) have been proven; and
- examination results, result notifications and certificates from examinations where highly conspicuous or improbable examination performances indicate cheating or not independently produced performances.

13. Repeating an ÖSD examination

It is possible to sit or repeat an entire examination or individual modules any number of times.

If a candidate fails, the ÖSD recommends sitting the examination again no earlier than four weeks after the relevant examination date. The examination centre may set specific time limits for a repeat date. These are indicated when results are communicated. There is no legal entitlement to a specific examination date.

14. Inspection, appeal and complaint

Candidates have the right to inspect the relevant evaluation sheet (request for inspection) and, where appropriate, to appeal against the assessment (appeal and/or request for result review). In both cases, a period of four weeks applies, starting from the certificate issue date or, in the event of a failed examination result, from the date the result is sent to the candidate.

Minors with limited legal capacity may inspect only when accompanied by their legal representative and require their consent to submit the request.

Inspection takes place at the relevant examination centre in the presence of the examination official, their deputy, or a trusted person appointed by them.

Where necessary, the examination centre requests the evaluation sheet and/or the answer or assessment sheet from the ÖSD Head Office. The examination documents must not be handed over to candidates and must not be copied or photographed. Inspection of any examination documents containing confidential examination questions and texts, or allowing conclusions to be drawn about them, is also not permitted.

Candidates have no right of inspection beyond this.

An appeal against the assessment of the examination or a request for result review may be submitted to the ÖSD Head Office within the set time limit via the contact form on the website. If sufficiently justified, a fee-based re-assessment is carried out by staff of the ÖSD Head Office. Simply stating that a certain score was not achieved is not grounds for re-assessment. If the examination result is revised, the appeal fee is refunded.

If candidates believe that the examination was not conducted in accordance with the applicable provisions, they have the right to submit a complaint.

The complaint must be addressed in writing to the examination official at the examination centre where the examination was taken. After examining the facts and consulting the ÖSD Head Office, the examination official decides on the admissibility of the complaint.

In certain cases, a complaint cannot be upheld, for example:

- in cases of force majeure (natural events and extreme weather conditions, public danger situations, pandemics, etc.);
- in the event of extraordinary, unforeseeable technical or infrastructural disruptions that cannot be prevented by the examination centre or the ÖSD Head Office even with the greatest care (power failure, failure of IT systems and servers, building, fire or water damage, or other sudden causes resulting in rooms becoming unusable, traffic closures, strikes, etc.);
- in the event of cancellations, discontinuations or withdrawal of recognition of examination dates pursuant to item 9; or
- in the event of exclusion from the ÖSD examination due to violations pursuant to item 10.3.

15. Quality assurance

The ÖSD Head Office ensures consistently high quality through strict licensing guidelines with different licence types (see framework agreements for ÖSD licencees), clear Examination Procedures as well as comprehensive qualification measures for examiners and assessors (pre-, initial and follow-up qualification), regular checks of written and oral examination documents and assessments, and regular monitoring visits to examination dates held at the examination centres.

Where violations or conspicuous examination performances or results are identified, this may lead to measures and consequences for examination centres (amendment or withdrawal of licences, bans), for examiners, assessors and invigilators (withdrawal of authorisations, retraining, etc.) and for candidates (exclusion from the examination, bans, changes to results, withdrawal of the certificate, etc.; see item 10, item 11 and item 13).

In the event of differing assessments of examination performances, the assessment or re-assessment by the ÖSD Head Office applies in any case.

16. Documentation, archiving

To document oral performances, all oral examinations are recorded – depending on the examination centre – either as audio or video. This is necessary for quality assurance purposes. If examination candidates refuse to have their examination performance recorded accordingly, the examination cannot be conducted, and any assessment of this performance is precluded. The recordings and the written examination documents are archived for five years and deleted or disposed of professionally after expiry of this period. The examination results of all candidates are recorded electronically and archived where required.

17. Data protection and duty of confidentiality

All persons involved in conducting the examination must comply with the GDPR in its applicable version. The ÖSD Head Office and the examination centre conducting the respective examination are joint controllers pursuant to Article 26 GDPR insofar as they jointly determine the purposes and essential means of processing.

Within the framework of joint controllership, the examination centre is responsible in particular for collecting registration data, directly supporting candidates, verifying identity on site, conducting and documenting the examination at the examination location, and forwarding examination-related data to the ÖSD Head Office.

Within the framework of joint controllership, the ÖSD Head Office is responsible in particular for central examination administration, quality assurance, checking and verification of examination performances, processing and documentation of examination results, issuing and verification of examination certificates, and handling suspected cases, acts of cheating, identity misuse and examination bans.

Candidates may exercise their rights under the GDPR both against the ÖSD Head Office and against the respective examination centre. Where necessary, the controllers forward requests internally to the respectively competent body. The contact address below must be used to exercise rights against the ÖSD Head Office. The contact addresses of the licensed examination centres can be found on the ÖSD website.

Verein Österreichisches Sprachdiplom Deutsch (ÖSD)

Hörlgasse 12/13

1090 Vienna

Austria

Telephone: +43 1 319 33 95

Email: datenschutz@osd.at

The processing of personal data by the examination centre and the ÖSD Head Office as joint controllers pursuant to Article 26 GDPR takes place for the purpose of conducting, handling and documenting the examination and issuing examination certificates. The examination centre processes the data for the purpose of fulfilling the contract pursuant to Article 6(1)(b) GDPR. The ÖSD Head Office bases its processing on its legitimate interest pursuant to Article 6(1)(f) GDPR. Processing by the ÖSD Head Office serves to ensure examination integrity, to prevent and investigate acts of cheating, identity misuse and other cases of misuse, as well as to establish direct contact to verify examination performances and communicate information with a specific examination-related purpose.

The data collected by the examination centre, in particular name, date of birth, place of birth, country of birth, email address, telephone number, residential address, examination performance and examination results, are transmitted to the ÖSD Head Office and processed electronically there. Examination-related data are generally retained by the ÖSD Head Office for a period of five years from the date of sitting the examination. Certificate data are stored for the permanent verification of the authenticity and validity of issued examination certificates. Storage is limited to the data required for this verification.

If a photograph of the identified individual is taken as part of the identity verification process, the processing is carried out for the purposes of legitimate interest pursuant to Article 6(1)(f) of the GDPR.

As soon as the identity has been established and no act of cheating has been identified, the photo is irreversibly deleted immediately, and at the latest after seven days.

If there is a suspicion that the candidate has committed an act of cheating, identity misuse or other legally relevant acts, storage beyond this period takes place insofar as this is necessary for

clarification, preservation of evidence and defence of legal claims, but no longer than until expiry of the respective applicable statutory limitation periods.

If an examination ban is imposed, the data required to enforce the ban, i.e. the information described above in connection with a ban notice, are in any case stored electronically for the duration of the ban.

In justified cases, personal data may be transmitted to competent authorities and offices where there is a legal obligation to do so (Article 6(1)(c) GDPR) or where this is necessary to safeguard legitimate interests (Article 6(1)(f) GDPR). This includes in particular, but is not limited to, verifying the authenticity of an ÖSD certificate at the request of a person with a legitimate interest, such as authorities or employers dealing with this ÖSD certificate.

Candidates have the right – provided that the statutory requirements are met – to information, rectification, erasure, restriction of processing, data portability, objection to processing and to lodge a complaint with the Austrian Data Protection Authority.

All persons involved in conducting the examination are obliged, in the interest of protecting the integrity of the examination procedure, to maintain confidentiality of examination-relevant content (questions, tasks, answers, solutions, etc.); i.e. information about examination content must not be passed on orally or in writing to the outside or to third parties. Any infringement may lead to civil and criminal proceedings.

18. Final provisions

These Examination Regulations enter into force on 1 August 2026 and apply to candidates whose examination takes place after that date. If these Examination Regulations are available in translation, the German-language version is authoritative in case of doubt.

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