

FAQs Placement Tests

Placement test:

Q: How do I register for a placement test appointment?

- Registration for the placement tests is done via the course platform of the zhb Bereich Fremdsprachen:
<https://cms.zhb.tu-dortmund.de/fs2/Anmeldung/index.php>
- Under the category „placement test“, you can register for an appointment. Further information and registration deadlines can be found on our homepage:
<https://fs.zhb.tu-dortmund.de/en/language-courses/placement>

Q: I am already registered for a placement test appointment and cannot make it. Can I still take the placement test this semester?

- Yes. You can un-register from the date for which you are already registered on the course platform and register again for another date.

Q: I cannot attend any of the dates in the placement test phase. Can I still take the placement test this semester to be able to attend a language course?

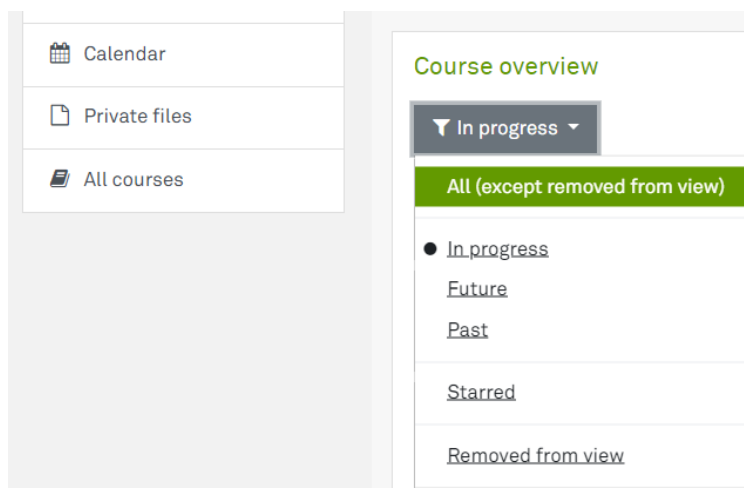
- Yes. If you can show an understandable reason (e.g., internship, stay abroad) why you cannot attend a placement test on the regular dates, you can arrange a special date. To do so, please contact hiwi-fs.zhb@tu-dortmund.de by e-mail with proof of your absence (e.g., internship certificate, your flight with the dates and time, or similar). For organisational reasons, please report before/ during the regular placement test period.
- Please note that it is your own responsibility to find out about the placement and registration procedure early. We therefore do not accept a late notice as a legitimate reason for arranging a special appointment.

Q: I am a student at TU Dortmund, but I do not (yet) have a personal TU account or access to the Moodle platform. Can I still take the placement test?

- Yes. If you have recently enrolled at TU Dortmund as a new or visiting student and do not yet have a personal TU account or access to Moodle, you can take the placement test with a guest account. Please contact hiwi-fs.zhb@tu-dortmund.de by mail in advance. You will then be assigned a guest access to the Moodle platform and with this you can take the placement test.

Q: I can't find the placement test on the date I registered in my Moodle courses. What now?

- You will be given access to the placement test just before your test shift. Check the course platform to make sure you are looking for the placement test at the right time (=the date you registered for).
- Make sure that „All (except removed from view)” is selected in the overview on your Moodle home page under Course overview:



Your courses are now sorted in alphabetical order. You may have the option to scroll to the next page at the bottom right. Carefully search through all the pages in your course list.

- If you still cannot find the Moodle room for the placement test on the given date, please contact us by mail at

einstufung-fs.zhb@tu-dortmund.de

Q: I have copied the password from the result, but cannot unlock the next test level with it. What to do now?

- Go back to the previous test level. There you can access your result again. Check if you copied the password correctly (e.g., without spaces). Your result indicated which test level you can take next with the given password. Read carefully and start the correct test level with the copied password.

Q: The placement test automatically ended before the time expired, so I could not complete the test level. What now?

- In this case, please contact us immediately at

einstufung-fs.zhb@tu-dortmund.de

In this case, the supervisor will assist you further and check your result to determine that the time has indeed ended prematurely. If this is the case, your attempt can be reset and restarted. Please note that the supervisor can see in your test when the test was started and ended by whom (the system or yourself).

- Please be honest here and note that it is futile to “cheat” your way to another attempt just to get a better result.

Test score:

Q: I did not achieve the required test score for a corresponding course. Can I retake the placement test to try again to reach the required level?

- No, not this semester. You can only take the placement test once per language in a semester. If you have not reached the level you need, you can either take the previous course this semester to take a course with a higher target level next semester or take the placement test again next semester and try to reach the level you need.

Q: The result of my placement test is not registered in my account on the course platform, so I am not activated to register for the corresponding courses. What now?

- Please note that it takes a few days before your result is transferred to the course platform. If some time has passed and the deadline for course registration is approaching without your result being transferred to the course platform, please contact us by e-mail: hiwi-fs.zhb@tu.dortmund.de and sekretariat-fs.zhb@tu-dortmund.de.

Team zhb Bereich Fremdsprachen