

Instructions for Candidates: Booking and Participation

Having registered as a candidate, you can now book a test date and take the onSET-Deutsch or onSET-English. These phases are described in more detail in the following instructions.

Booking a test date

1. Before booking a test date, you should select the test centre at which you want to take the placement test. A list of all test centres in Germany and worldwide can be found under the menu item "Test Centres". You will be redirected to the onSET website.
2. Having found a test centre nearby, select the menu item "Book a Test" and click on "Next".
3. Now select the country, the city and the test centre. If the test centre is marked with an asterisk (*), it offers two types of test dates: (a) dates which are available to all prospective candidates, and (b) dates, which are restricted to a certain group of candidates. In order to book a test date (b) you will need a password. You will receive this password from the test centre.

Once you have selected a test centre, its address will be displayed. Click on "Next".

4. You will now be asked to enter a 5-digit transaction number (TAN). Usually, you will have received this TAN from the test centre in advance. If not, please contact the test centre. By clicking on "Next", you will be forwarded to the next step.
5. Now you can select a test date. First select the month in which you want to take the test. A total of three months are displayed in the calendar.

Dates on which you can book a test appear in blue. Dates for which all the seats are already taken appear in red. Those on which the given test centre does not offer any tests at all are not highlighted.
6. Click on a day with vacant seats (marked in blue).
7. Now you can decide upon the exact time of your test date. Select a time at which there are still seats available for the test you want to take. If there is a restriction of candidates, you will have to enter the password now. Select the time and click on "Next". Please note that the address of the test venue may differ from the address of the test centre.
8. In the next step you can choose the test: onSET-Deutsch (Test of German as a Foreign Language) or onSET-English (Test of English as a Foreign Language). If you have booked a test date for one of the tests already, you will now only have the option to choose the other language. Click on "Next".
9. The summary of your booking will appear. If all the entries are correct, click on "Send booking". You will automatically be logged out and receive a confirmation of your booking by e-mail. After having logged in again, your test date will be listed under the menu item "My Tests".
10. If you want to change your test date later, open the menu item "My Tests". Click on "Change test date" next to the corresponding test date. Select a new date in the calendar and click on "Submit changes". Please note that changing the test date is only possible up to the day before the test.

Take the Online Placement Test

If you have already booked a test, then log in at the test centre on the day of the test with your username and password.

I. Login

1. Go to your test centre. You will take the placement test using a computer at the test centre.
2. Open the website www.onset.de and log in with your username and password.
3. After successful login, the home page of your candidate portal will open with the new button "Participate".

II. Participation

4. Click on "Participate". You will be asked to wait until the examiner prompts you to click on "Next".
5. The "Instructions for the test" will appear. Read the information carefully to find out about the test format and what you are supposed to do. The timer has not started yet.
6. When you have understood everything, click on "Start test". The first text to be worked on will immediately be displayed and the timer will be started.

III. View result and print certificate

After taking the placement test, you can view the result and print your certificate in your candidate portal.

7. Open the menu item "My Tests". Choose the test for which you want to print the certificate.
8. Click on the symbol in the column "Print certificate".
9. A new window will open. You can then either view or directly download and print your certificate as a PDF file.