onDaF
The Online Placement Test of German as a Foreign Language

Instructions for Candidates

The complete onDaF test procedure is divided into three phases: registration, booking and participation in the test.

Phase 1: Registration

Here you will enter your personal details, for example your name, place of residence, e-mail address, etc. You will also decide upon a username and obtain a password. The username and password are your login details for the onDaF.

Before you can take part in the onDaF you must book a test. This is the second phase of the procedure.

Phase 2: Booking

This phase involves firstly choosing your test centre (also referred to as TAS) and then entering a transaction number (TAN). Usually you will already have obtained this TAN from the test centre.

Phase 3: Participation

Upon successful registration and booking, you will enter your username and password at the test centre and take the test. The complete test procedure is fully automated and takes a maximum of 40 minutes.

The three phases (registration, booking and participation) are described in more detail in the following instructions.

Instructions for onDaF Candidates:
Phase 1 – Registration

The following points provide a step-by-step guide to registering for the onDaF.

1. Go to *www.ondaf.de* and click on candidate login ("Teilnehmer-Login"). The portal for onDaF candidates will open.

2. If you are not yet a registered candidate, click on registration ("Registrierung").

3. Enter your surname in the first line. This is a mandatory field; you must enter this information in order to register. All other fields marked with a star (*) are also mandatory.

4. In the second line, you may enter your middle name (if you have one); this is not mandatory.

5. Enter your forename underneath (mandatory).

6. Enter your address in the next field, including street and house number (or P.O Box).

7. The post code/zip code may be entered, if known.

8. Next enter the place where you live and can be contacted (place of residence, town, region).

9. In order to select a country, click first on the arrow and then on the country name.

10. Then enter your date of birth. First select the day, then the month. Finally write the year of your birth (four digits, e.g. 1987) in the field on the right.

11. Enter your gender (male, female).

12. Select your country of origin (i.e. which country you come from).

13. Enter your e-mail address. Your login details will be sent to this address. The login details comprise of a password and a username.

14. You may enter a telephone number for potential further enquiries.

15. Finally, enter a username. You are free to choose your username, but avoid using special characters. Your username must additionally be unique; this means that no other candidate may have the same username. If the username is already in use by another candidate, a message will appear in red. You must then choose a different username.

16. If all information is correctly and completely entered, click on "Next" ("Weiter"). If an entry is incorrect or incomplete, you will receive a message in red in the place where the correction is necessary. After making the correction, click once more on "Next" ("Weiter").

17. Provided that all information is correct and complete, a new page will be opened. On this page you will be informed that the registration has been successfully completed.

18. An email will immediately and automatically be sent to your e-mail address containing your username and password. The password is created by a random process. You can change this password later in the "Portal for onDaF candidates" ("Portal für onDaF-Teilnehmer").

Instructions for onDaF Candidates:
Phase 2 – Booking

If you are already a registered onDaF candidate, log in with your username and password. If you are not yet registered as a candidate, please register. In doing so, you can choose a username and will receive a password (see the instructions in "Phase 1 – Registration").

Before you can book an exam, you must be logged in. If you are already logged in, see point B.

A. Login

19. Go to *www.ondaf.de* and click on candidate login ("Teilnehmer-Login"). The portal for onDaF candidates will open.

20. In order to register for the test, enter your username and password in the portal. In doing so, pay attention to the correct spelling. Finally, click on "Login".

21. After successful login, you will be directed to your personal onDaF page. Here you can amend your personal details (e.g. enter a new address if it has changed), change your password or book an exam at a chosen test centre.

B. Booking

22. In order to book an exam, click on the button "book an exam" ("Prüfung buchen") in the menu.

23. A new page will be opened. Here you can choose the type of exam. Two types of exam (or onDaF versions) are offered: (a) the standard version ("Standardversion"), (b) the restricted version ("eingeschränkte Version").

    In the standard version of onDaF you will receive an onDaF certificate at the end of the test with confirmation of your test result. The onDaF standard version is taken exclusively in a test centre of your choice under controlled circumstances (i.e. with an identity check). In the case of the restricted version, the test results are displayed, but an onDaF certificate is not created. You simply receive feedback on your current language level. The restricted version can also be taken at home.

    Unless otherwise advised by the test centre, choose the standard version. Finally, click on "Next" ("Weiter").

24. Now consecutively select the country, place and test centre (TAS). The address of the selected test centre is immediately displayed. Click on "Next" ("Weiter").

25. You may now choose an exam. Choose the month in which you would like to take the exam in the exam date overview.

    Days on which tests are not offered by the chosen test centre are displayed in grey (not highlighted). Days on which the chosen test centre had offered exams, but all are booked, appear in red. Day on which you may still book an exam appear in blue.

26. Click on a date on which there are still places free, i.e. click on a "blue" date.

27. A window will open in which you may decide upon the exact time of your exam. Choose a time at which there are still free places. Select the time and click on "Next" ("Weiter"). You will immediately receive confirmation of your choice. Click again on "Next" ("Weiter").

28. You will now be asked to enter a 5-digit transaction number (TAN). Usually, you will have already obtained this TAN from the test centre. The system checks whether the TAN entered is valid or invalid.

    An invalid TAN may mean that you have entered the TAN incorrectly. In this case, enter the TAN once more. However, it may also mean that you have entered the TAN for the wrong type of exam. For example, if you have received a TAN for the restricted version of the onDaF but have selected the standard version, the TAN will be rejected. You must then select the correct type of exam and re-enter the TAN.

    If the TAN is valid, a message will appear that the booking was successfully completed. You will additionally receive confirmation of the booking by e-mail, containing details of the test centre and the exam date.

29. Use the logout button to end the session.

    Be aware that it is not possible (in the standard version) to book an exam and directly participate in the test in one session. After booking you must log out in order to log in at the test centre before the exam. In the restricted version, you may book an exam (e.g. at home) and directly take the test in the same session.

Instructions for onDaF Candidates:
Phase 3 – Participation

If you are already a registered onDaF candidate and have booked an exam, log in with your username and password. If you are not yet registered as a candidate, please first go through the registration process and finally book an exam (see the instructions "Phase 1 – Registration" and "Phase 2 – Booking").

Before you can participate in the test you must log in. If you are already logged in, go directly to point B.

A. Login

30. Go to *www.ondaf.de* and select candidate login ("Teilnehmer-Login"). The portal for onDaF candidates will open.

31. In order to register for the test, enter your username and password in the portal. In doing so, pay attention to the correct spelling. Finally, click on "Login".

32. After successful login you are directed to your personal onDaF page.

B. Participation

33. The final preparation for the exam begins by clicking on the button "Participate" ("Teilnehmen"). Please be aware that the timing has not yet begun.

34. A new page will open. You will be asked to wait until the examiner prompts you to click on "Next" ("Weiter"), in the standard version of the onDaF.

35. Once you have clicked on "Next" ("Weiter"), an automatic test will be run (invisible to you) to determine whether the settings on your computer are correct, i.e. whether the test can be run on your computer without problems.

36. If everything is in order, you will see a page with the title "Information on the test" ("Hinweise zum Test"). Read the information carefully. You will find out how the test will be run and what you have to do.

37. Once you have understood everything, click on the button "Start the Test" ("Test starten"). The first text to be worked on will immediately be displayed. The timing begins in this moment.