
Federal PET Examination for Executive Assistants 2025

Examination section 5 – Self-management: presentation and technical discussion (oral)

Summary of the evaluation**Name of candidate**

Candidate number

Date of examination

Presentation (part 1)

Assessment criterion 1: Structure and time management

Assessment criterion 2: Content

Assessment criterion 3: Demeanour/communication*

Assessment criterion 4: Language proficiency*

Points achieved	Maximum points
	3
	3
	6
	6

Technical discussion (parts 2 and 3)

Assessment criterion 5: Clarification and justification questions*

Assessment criterion 6: Practical examples

Assessment criterion 7: Self-management measures/strategies

Assessment criterion 8: Measures/strategies for skills development

Assessment criterion 9: Communication*

Assessment criterion 10: Language proficiency**

	6
	3
	3
	3
	6
	9

*Double weighting

**Triple weighting

Total score

	48
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Name of examination expert

Signature

Date

Assessment criterion 1: Structure and time management	
Key question: Does the candidate present the content in a structured, meaningfully visualised way and within the allotted time?	
The candidate structures the presentation in a meaningful way. The visualisation is suitable, easy to read and clear. The candidate keeps to the time allotted through independent time management.	3
The presentation is structured reasonably well OR the visualisation is sometimes unsuitable OR the candidate does not keep to the time allotted (8–10 minutes) or does not do so independently.	2
The structure of the presentation OR the visualisation leads to some confusion OR the candidate falls short of the time allotted (minimum 8 minutes) by more than 2 minutes.	1
The structure of the presentation and/or the unsuitable visualisation make comprehension much more difficult OR the candidate falls short of the time allotted (minimum 8 minutes) by more than 4 minutes.	0
Comment/reason:	

Key question: Does the candidate present their key content-related findings in a comprehensible way?

The candidate speaks about their key content-related findings in the presentation. They illustrate these with concrete examples. The content of the candidate's statements is comprehensible throughout.	3
The content of the presentation deviates slightly from what is said OR the content is not always entirely comprehensible.	2
The content of the presentation deviates significantly from what is said OR large parts of the content are incomprehensible.	1
The content of the presentation deviates considerably from what is said OR is not comprehensible.	0

Assessment criterion 3: Demeanour and communication	
Key question: Does the candidate conduct themselves in a way that is appropriate to the situation, speak freely and communicate in a way that is appropriate to the audience?	
The candidate appears confident and competent and uses tools skilfully. Their appearance, speed of speech and volume are appropriate to the situation. The candidate speaks clearly and freely and maintains eye contact with the audience.	3
There are minor deficiencies in the candidate's demeanour or communication.	2
The candidate's demeanour or communication has major shortcomings AND/OR they spend a lot of time reading things out.	1
The demeanour or communication of the candidate is inappropriate to the situation and shows major shortcomings AND/OR they read everything out.	0
Comment/reason:	

Assessment criterion 4: Language proficiency (in line with CEFR language level B2)	
Key question: Does the candidate have a sufficiently wide range of linguistic means to give clear descriptions, express points of view or discuss something?	
The candidate communicates consistently at a solid B2 level, does not noticeably search for words and tends to use complex sentence structures.	3
The candidate sometimes noticeably searches for words OR uses only a few complex sentence structures.	2
Candidate does not communicate at a B2 level, or only sometimes does so.	1
The candidate communicates at a level that is noticeably below B2 and must restrict themselves in what they want to say.	0
Comment/reason:	

Assessment criterion 5: Clarification and justification questions	
Key question: Can the candidate expand on the content of the presentation or their competence review, justify statements and clearly demonstrate and argue their thought process?	
The candidate responds in a clear, well-founded, comprehensible and consistent manner on the content of their competence review or presentation. They present their thought process clearly and justify their statements in an appropriate way.	3
For the most part, the candidate answers questions in a clear and well-founded manner. Their thought process and justifications are largely comprehensible.	2
The candidate inconsistently answers questions in a clear and well-founded manner. Their thought process and justifications are only partly comprehensible.	1
The candidate is often unable to answer questions clearly OR the candidate's answers are very vague and unsubstantiated. Their thought process and justifications are not comprehensible.	0
Comment/reason:	

Key question: Can the candidate demonstrate the content of the presentation or competence review using suitable examples?

The candidate substantiates their statements with concrete practical examples. These are described in a comprehensible and confident manner.	3
The practical examples described are largely suitable to substantiate their statements.	2
The practical examples described are, to some extent, suitable to substantiate their statements.	1
The practical examples described are not concrete OR are not comprehensible OR do not match the content of the statements that are to be substantiated.	0

Comment/reason:

Assessment criterion 7: Self-management measures/strategies Key question: Does the candidate provide plausible measures/strategies for managing their professional tasks? Can they clearly show their thought process?	
The candidate names various plausible measures/strategies in the area of self-management. These measures are the concrete result of a thought process and are aligned with the previous statements.	3
The measures/strategies mentioned are largely concrete and plausible. The thought process and justifications are mostly comprehensible.	2
Some of the measures/strategies mentioned are concrete and plausible. Their thought process and justifications are only partly comprehensible.	1
The measures/strategies mentioned are not concrete or plausible OR they do not refer to the examples mentioned or to previous statements. Their thought process and justifications are not comprehensible.	0
Comment/reason:	

Assessment criterion 8: Measures/strategies for skills development Key question: Does the candidate provide plausible measures/strategies for the further development of skills?	
The candidate specifies various plausible measures/strategies for optimising and developing professional skills. These measures are the concrete result of a thought process and are aligned with the previous statements.	3
The measures/strategies mentioned are mostly concrete and plausible. The thought process and justifications are mostly comprehensible.	2
Some of the measures/strategies mentioned are concrete and plausible. Their thought process and justifications are only partly comprehensible.	1
The measures/strategies mentioned are neither concrete nor plausible NOR do they refer to the examples mentioned or to previous statements. Their thought process and justifications are not comprehensible.	0
Comment/reason:	

Assessment criterion 9: Communication	
Key question: Does the candidate take up the other person's statements and communicate in such a way that a fluent conversation is created?	
The candidate understands all questions immediately. They maintain the conversation and engage in a dialogue.	3
The conversation mostly flows well.	2
The conversation tends to falter. The candidate needs support to keep the conversation going.	1
A conversation is hardly possible or only possible to a very limited extent.	0
Comment/reason:	

Assessment criterion 10: Language proficiency (in line with CEFR language level B2)	
Key question: Does the candidate have a sufficiently wide range of linguistic means to give clear descriptions, express points of view or discuss something?	
The candidate communicates consistently at a solid B2 level, spontaneously and fluently, does not noticeably search for words and uses complex sentence structures.	3
The candidate communicates mostly spontaneously and fluently, sometimes noticeably searches for words OR uses only a few complex sentence structures.	2
Candidate does not communicate at a B2 level, or only sometimes does so.	1
The candidate communicates at a level that is significantly below B2 and hinders them from expressing what they want to say.	0
Comment/reason:	