



GOETHE-INSTITUT Cyprus: General Terms and Conditions-Exams

1. The Examination Guidelines and implementation rules of the Goethe-Institut apply (www.goethe.de/pruefungen)

1.1. All exams must be taken as a whole. (Exception: Goethe-Certificates B1 and C2: GDS) All candidates take the written and oral exam on the same day. The candidates are obligated to provide proof of identity before the written and oral exam.

1.2 The candidate retains the right to withdraw from the exam. In such cases as well as in the event of the exclusion of a candidate from the exam (cf. Exam Guidelines Art. 12), the examination fees are nonrefundable.

1.3 If the exam candidate does not participate in the written or oral exam or arrives at the examination room late, he or she may no longer participate in the exam. The examination fees are nonrefundable. No result is published.

1.4 If an exam candidate does not start the exam or is interrupted due to ill health, the Examination Centre must be notified within two working days and a medical certificate must be produced. The examination fees are transferred to the next examination date or the following one respectively, subject to an administration fee of 20%.

1.5 For exam participants with specific needs, it is possible to take the exam under certain conditions, upon request. Please contact the Examination Centre for more information before registering for an exam.

1.6 Loss of certificate: In the case of a Sprachdiplom (language diploma), a duplicate can be issued by the Goethe-Institut Munich; in the case of TestDaF, a duplicate can be issued by the TestDaF-Institut. For all other certificates, written confirmation is issued by the Goethe-Institut Cyprus. The issue of duplicates and written confirmations is subject to a fee. The archive of overall results is retained for 10 years and subsequently disposed of in accordance with the relevant regulations.

1.7 The personal data of exam participants is not passed on to third parties.

2. Registration

2.1 Registration can take place by post, fax, AKIS Express or in person at the Language Course Office or online. The registration forms must be completed in capital letters using the Roman alphabet. The Goethe-Institut Cyprus assumes no responsibility for registration forms that are not correctly completed.

2.2 The examination fees must be transferred with the name of the exam participant specified on the payment document to the Goethe-Institut Cyprus, Bank:

Hellenic Bank Public

Company Ltd Prodromos

Branch (131) Prodromou

25, 1095 Nicosia

IBAN: CY27 0050 0131 0001 3101

6680 9801 SWIFT code (BIC):

HEBACY2N

**Beneficiary: "Goethe-Institut Cyprus" or Goethe-Institut Zypern"
or "Goethe-Institut E.V".**

Reference: Name of the exam candidate

2.3 Registration by mail/fax/AKIS Express/internet:

Please send the payment receipt (on which the name of the exam candidate must be clearly visible) and the completed registration form to the Goethe-Institut Cyprus no later than the registration deadline (date of postmark).

2.4 Only candidates who have registered before the deadline in the prescribed manner and have paid the examination fees are allowed to participate in the examinations. Late registrations will only be taken into consideration in exceptional cases.

3. Exam procedure

3.1 The candidates may not leave the examination room during the last 15 minutes before a break or the end of the exam.

3.2 The use of mobile telephones is prohibited for the entire duration of the exam, including the exam breaks. Mobile telephones must be switched off for the duration of the exam and remain in the locked examination room during the breaks.

3.3 By entering their name on the website of the Goethe-Institut Cyprus at the earliest one week before the examination date, candidates can view the exact time of their oral exam.

4. Results and certificates

4.1 By specifying their exam candidate number and date of birth, participants can view their results online approximately 3 weeks after the examination.

4.2 Receipt of certificates: All Goethe-Institut course participants and candidates from Nicosia can collect their certificates from the Language Course Office during opening hours.

Exam participants who do not live in Nicosia receive their certificates by TRAVEL-EXPRESS using the address and telephone number as submitted at registration. The examination participant should ensure he or she can be contacted at this address.

Information:

Goethe-Institut Cyprus Examination Centre

The Goethe-Institut Cyprus reserves the right to make changes.