

Detailed Examinations: Terms & Conditions

Registration

1. For examinations, you will have to register online.*
2. You are requested to read the Examination Guidelines and Procedures available on our website carefully.
<https://www.goethe.de/pro/relaunch/prf/en/Pruefungsordnung.pdf>
3. On the given date and time you will have to submit the examination fees.*
4. The dates and links for the online registration are available on our website.*
<https://www.goethe.de/ins/in/en/sta/pun/prf/anm.html>
5. Please fill the online-examination/application-form carefully as this information is necessary for the certificate. **No request for changes in the name, date of birth or any other information after the issuance of the examination receipt will be accepted.**
6. Exam fees, once paid, are **non-refundable** and **non-transferable**.
7. Once the registration has been done, the date and time of examination cannot be changed. However an exception can be made in case of illness against a medical certificate that needs to be submitted 24 hours prior to the examination. In such cases the fee would be transferred to the next available examination date or a refund of 90% of the examination fee will be given after submission of bank details. **MMB, Pune reserves the right to take final decision**
8. You will be considered as an internal candidate if you are attending a course at Goethe-Institut, Pune at the time of registration. Internal candidates will not be allowed to attempt external examinations. All others are considered as external candidates.
9. For candidates with special needs there are special rules. Please provide appropriate medical documentation for the same prior to the payment of exam fees. Medical forms are available in the language department.

*(Applicable for external candidates only)

The Examination

1. Candidates are required to be present at the Goethe Institut / Examination Centre **30 minutes prior** to given examination time. No candidate shall be allowed to enter the examination hall once the exam starts.
2. It is mandatory to carry an **Original Photo-ID** on the day of the examination. Candidate will be allowed to take the examination only after providing **the examination receipt** issued (by the Institut) for that particular examination and an **ORIGINAL & VALID photo identification with** latest photograph and the date of birth such as:
 - a. Passport
 - b. Aadhaar Card (with complete Date of Birth). No childhood photographs on the Aadhaar will be considered as valid ID proof.
3. Stationery items, cell phones, watches (analog and digital), smart watches and any kind of electronic devices are not allowed during the examination. Not only usage but also possession thereof in the examination room shall lead to disqualification from the examination.
4. During the exam all bags and personal belongings must be kept outside the examination room. Hence due to security reasons only the candidates appearing for the examination are allowed in the premises.
5. Goethe Institut, Max Mueller Bhavan Pune shall bear no responsibility towards any loss of valuables or personal possessions incurred by the candidates.
6. Exam timings are subject to change in case of any unavoidable circumstances. In this case the candidates will be informed in advance through Email of the new timings.

Results and Certificate

1. The examination results will be uploaded solely on the website on the given date.
2. For viewing results online the candidate must be registered on meingoethe.de.
3. Candidate can collect certificate from the language office by showing exam receipt.
4. The same can be collected by an authorized person carrying his original identity proof as well as original exam receipt.
5. In case of **loss of certificate**, a duplicate certificate on a plain white paper shall be issued against charges of INR 1500. This clause is valid only for an examination taken within the last ten years.
6. The certificates must be collected from the Language Office within 2 weeks of declaration of the results.

Viewing of paper

1. Candidate (minors in the company of one parent or guardian) may inspect/view his own examination paper in the presence of an examination official/an

examiner. Only the applicable answer sheet and the evaluation sheet shall be presented for the same. Candidate is not allowed to take any photographs or make copies during this process. No question papers will be presented for the same and neither is candidate entitled to any individual counselling.

2. Date and time for “Viewing of paper” is mentioned in the Email comprising all the exam details for that particular exam and cannot be changed in any circumstances.
3. A fee of INR 1000 will be charged towards viewing.

Complaint Management

- Any complaints regarding the administration of the exam should be lodged with the management of the institute immediately after the examination.
- Complaints regarding enrolment and payment, if any, should be submitted in writing to the language office at shivprasad.joshi@goethe.de / nileema.zade@goethe.de / harshad.kurdukar@goethe.de
- Grievances regarding examinations can be addressed to the Examination department through Email to sonal.atre@goethe.de or swapna.Kulkarni-ajgaonkar@goethe.de
- Should a satisfactory solution not reached, then the complaint should be addressed in writing to the Head Language Courses and Examination Ms. Tejasvi Vartak tejasvi.vartak@goethe.de