

REGISTRATION

1. Examination fee will not be accepted after the given date and time.
2. Exam fees, once paid, are **non-refundable** and **non-transferable**.
3. The information on the examination form shall appear on the certificate. Any change after the issuance of the examination receipt shall attract a penalty of INR 1500.
4. Candidates are requested to read and understand the Examination Guidelines and Procedures available on our website.
5. Special rules can be made in the case of candidates with special needs provided the appropriate documentation is provided and acknowledged at the time of the registration.
6. Candidates who have attended a course at Goethe-Institut will be considered as internal candidates, all others are considered as external candidates.

ON THE EXAMINATION DAY

7. The candidate is required to be present at the examination centre **15 minutes prior** to given examination time. In case the candidate is delayed, neither shall extra time be granted nor will the exam be conducted again.
8. On the day of examination, the candidate must produce **ORIGINAL & VALID photo identification & the examination receipt** issued for that particular examination. The photo identification should bear the candidate's latest photograph and the date of birth (not only the year of birth).

The following documents shall be accepted for photo identification:

1. Passport
2. PAN Card
3. Driving license
4. School/College ID of the current academic year

Candidates, who do not possess any of the above, are requested to write to us at the time of registration.

9. On failure to produce the abovementioned documents, the candidates will not be allowed to appear for the examination. The management will be unable to entertain any protest made on this ground.
10. Cell phones, Watches- analog, digital, smartwatches along with any kind of electronic devices are not allowed in the examination room.
Not only usage but also possession thereof in the examination room shall lead to disqualification from the examination.
11. The examination shall go on for the entire day and the candidates are expected to make travel arrangements accordingly.
12. Any complaints regarding the administration of the examination should be lodged with the management immediately after the exam.

AFTER THE EXAMINATION

13. The date of announcement of the results shall be announced on the date of the examination.

14. Examination results will not be given over the phone.

15. The candidate can view the results online:

<https://pergebnisse.goethe.de/cgi-bin/PErgebnisse.pl?INST=GI-Mumbai> or scanning the QR code:
using their seat number (printed bold on the examination fee receipt) & date of birth after 15 working days.

16. The **certificates** can be collected against:

1. Goethe-Institut / Max Mueller Bhavan ID card and examination fee receipt (applicable for internal candidates)
2. The examination fee receipt (applicable for external candidates)

The same can be collected by another person holding an authority letter to this effect signed by the candidate and original & valid photo identification of the bearer of this letter.

17. In case of **loss of certificate**, a replacement certificate shall be issued against charges of INR 1500.

18. The **results may only be appealed** in writing to exams@mumbai.goethe.org within 2 weeks of receiving one's exam results. The Goethe-Institut may reject appeals that are unfounded or are based on unsatisfactory reasons.

Merely pointing out that a certain number of marks was not scored does not qualify as a satisfactory reason for an appeal.

19. Candidates (minors in the company of a parent or guardian) may **inspect the exam** that they failed in the presence of the exam official. During this inspection the applicable answer and evaluation sheets and the evaluation template shall be presented. No copies may be made during this process. Candidates are not entitled to any individual counselling.



GRIEVANCES REDRESSAL

Grievances, if any, should be addressed in writing to the Language Office at

exams-mumbai@goethe.de.