

Examinations: Terms & Conditions

Registration

1. For examinations, you will have to register online.
2. You will receive the payment schedule and the online payment link via E-Mail from our registration office. No payments will be accepted after the payment date mentioned in the schedule.
3. The dates for the online registration and fee payment are available on our website.
4. Please fill the online-examination/ application-form carefully as this information is necessary for the certificate. We will not accept any request for changes in the name or any other information after the issuance of the examination receipt.
5. Once the registration has been done, the date of examination cannot be changed. However an exception can be made in case of illness against a medical certificate. In this case the fee would be transferred to the next available examination date against deduction of 25% of the paid examination fee.
6. Exam fees, once paid, are **non-refundable** and **non-transferable**.
7. 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>
8. You will be considered as an internal candidate if you are attending a course at Goethe-Institut at the time of registration. 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 at the time of the registration.

The Examination

1. You are required to be present at the Goethe-Institut / Examination Centre 30 minutes prior to the given examination time.
2. It is mandatory for you to carry an **Original Photo-ID** on the day of the examination. You will be allowed to take the examination only after you show us **the examination receipt** issued (by the Institut) for that particular examination and an **ORIGINAL & VALID** photo **identification with your** latest photograph and the date of birth such as:
 - a. Passport | b. PAN Card | c. Voter's ID Card | d. Driving license | e. Aadhar Card (with complete Date of Birth)
3. Cell phones, watches (analog and digital), smart watches and any kind of electronic devices are not allowed during the examination.

Liability of the Goethe-Institut / Max Mueller Bhavan

1. The liability of the Goethe-Institut / Max Mueller Bhavan and its staff shall be limited to intent and gross negligence. The Goethe-Institut / Max Mueller Bhavan will have no liability for cancellation of its services due to force majeure (e.g. natural disasters, fire, floods, war, official orders and all other circumstances beyond the control of the contractual parties).

Results and Certificate

1. The examination results will be uploaded solely on the website on the given date.
2. You can view your results online by entering your participant number and date of birth:
www.goethe.de/delhi/pruefungsergebnisse
3. You can collect your **certificates from the language office** by showing:
 - a. The Goethe-Institut / Max Mueller Bhavan ID card and the examination fee receipt (applicable for internal candidates)
 - b. The examination fee receipt (applicable for external candidates)
4. The same can be collected by another person holding an authority letter signed by the candidate and an original & valid photo identification of the bearer of this letter.
5. In case of **loss of certificate**, a duplicate certificate shall be issued against charges of INR 1000. This clause is valid only for an examination taken within the last ten years.

Viewing

1. You (minors in the company of a parent or guardian) may inspect/view **the examination paper, which you have** taken in the presence of an examination official/an examiner. Only the applicable answer sheet and the evaluation sheet shall be presented for the same. You are not allowed to take any photographs or make copies during this process. No question papers will be presented for the same and neither are you entitled to any individual counselling.
2. For viewing of the examination papers please write an email within 15 days from the examination-result-declaration-date to krishna.tyagi@goethe.de. A fee of INR 1000 will be charged towards viewing.

Complaint Management

1. In case of examination related complaints please write to
 - a. Krishna.Tyagi@goethe.de
 - b. Nikita.Tandon@goethe.de

In case the complaint remains unresolved, you may write to the Ms. Shivani Gupta Shivani.gupta@goethe.de the Facilitator and Advisor Examinations or Head Language Courses and Examination Ms. Deepali Bajaj Singh Deepali-Bajaj.Singh@goethe.de