

Information for Candidates:

We are looking forward to resuming examinations on our campus and have taken the best precautions to ensure your safety in view of the prevailing COVID19 Pandemic. It is your responsibility to help us ensure these.

Before arrival

- The Goethe-Institut/Max Mueller Bhavan is still closed for general public. **Only exam candidates** with a scheduled exam are allowed into the premises.
- Please appear for your exam only if you are **not feeling sick** and have not been showing any symptoms of an infection in the days before the exam, and if you have not been in contact with an ill person.
- In any of the above cases, please inform us **before the exam** through email externalexam-pune@goethe.de.
- You are expected to report to the exam centre wearing a **mask**, and carrying your own **water bottle and food**. Our cafeteria is not functioning at the moment. You may carry extra protection such as face-shield and gloves.

Arrival at the MMB/Goethe-Institut Pune

- Please arrive at least **45 minutes** before the exam starts.
- Only the candidate will be allowed to enter the institute's premises. No waiting area will be unfortunately provided to accompanying persons.
- Upon arrival at the institute, please disinfect your hands.
- Our staff will record your temperature at the entrance and multiple times while you are inside, if required.
- A self-declaration document declaring your current health status with respect to COVID-19 has been emailed to you. Please handover the same duly signed at the entrance.
- Please also carry along **the self-declaration form, the examination receipt and your identity-proof**. (original Aadhar-Card or passport. No photocopies will be accepted). Admission may be denied if any of the prerequisites are not met.

- **Bags and other luggage** will not be allowed into the premises. Kindly bring only a small bag along to carry your documents and other belongings.
- Please carry your water bottle and eatables, which you can easily take along in the exam hall. Our cafeteria is not functioning at the moment.
- You will be asked to place the bag in an allocated space inside the premises. Do not carry any stationery and valuables. You will be provided with pens in the examination hall.
- **Wrist-watches** will not be allowed in the examination hall.
- Please enter the building only by the marked path and follow the instructions.

Inside the campus:

- You are expected to **maintain a distance** of two meters from other exam candidates and staff.
- Hand sanitisers are placed at various locations inside the premises. Please disinfect your hands frequently, before and after the exam and please refrain from touching other surfaces unnecessarily.
- You are expected to wear a mask during the entire time. You may be requested to remove this for a short while only for confirming your identity. Avoid frequently touching the mask and your face.
- In case you feel uneasy, please inform the exam supervisor immediately.
- There is a designated bin for disposing masks and tissue towels and you are requested not to throw such materials elsewhere.
- Candidates are requested to move around only in the allowed spaces in the premises.

Measures taken by us to ensure your safety:

- Due to the pandemic, we are taking an extremely limited number of examinees on one day.
- The exams in this situation are being organised with utmost care and precaution, ensuring minimum movement and interaction amongst candidates and colleagues.
- We are thoroughly sanitizing all venues and equipment before the start of every exam. Staff, invigilators and examiners will be wearing a facemask on the exam day.
- The seating arrangement in the examination halls as well as in the waiting area is according to social distancing standards.
- In case of any sickness during the examination, an isolation room will be kept ready and further action will be taken on the advice of health authorities. The candidates are therefore required to mention an emergency contact number of a local person in the self-declaration form that may be used for informing in this case.

After the exam:

- In an unfortunate event that a candidate is **diagnosed with COVID19** within three weeks after they have taken the exam, you are requested to inform us by email externalexam-pune@goethe.de. With this information, we will be able to communicate with other candidates, staff and invigilators to take measures as per Government guidelines.
- In view of prevailing situations, there could be a **delay** in processing your exam results too and you will be kept informed through emails. We request your cooperation in the same.
- The candidates who have passed the exam or the module will receive the certificate on the address mentioned by them in the address-slip on the self-declaration form. The remaining candidates will get the participation certificate by email.

Refund policy:

The examination fees are non-refundable and non-transferrable. In case of medical emergencies, or a COVID-19 case in the family in the days prior to the exam, please write to externalexam-pune@goethe.de before the exam.

We look forward to your participation and cooperation!