

EXAM GUIDELINES - GOETHE-INSTITUT GLASGOW

For the full description of exam guidelines and terms & conditions please have a look [here](#).

OBLIGATION TO OBTAIN PROOF OF IDENTITY

- The exam centre is obliged to determine the identity of the exam participants beyond any doubt. The examinees must identify themselves with an item of official identification, which includes a photograph of themselves, before the beginning of the exam and at any other point as necessary.

EXAM DATES

- The exam centre will determine the time and place of registration and of the exam.

REGISTRATION

- Exams offered by the Goethe-Institute Glasgow can be booked online.

SPECIAL NEEDS

- For exam candidates who have special needs which must be taken into consideration in order for the exam requirements to be fulfilled, it is possible for the exam centre to take measures which accommodate an individual's particular requirements, provided that written notification and a doctor's certificate have been submitted at least 6 weeks prior to the examination date.

RESULTS AND CERTIFICATES

- Candidates who pass the exam will receive their certificate within 30 days.. Postal addresses based in the UK must be provided on the exam date. The exam candidate must be contactable at this address. The exam centre must be informed of any changes to candidates' addresses.

CANCELLATIONS

- Statutory right of cancellation applies: Exam bookings can be cancelled without giving a reason within a 14 day cancellation period (up to 14 days after booking the exam). A full refund will be given. Cancellations should be made in writing to: german-glasgow@goethe.de
- Exam fees will also be refunded in full if the exam has been cancelled by the Goethe-Institute.
- If an exam is not taken due to illness, the exam fee can be credited to the next available exam date.
- It is possible to withdraw from the exam. However, participants have no right to a refund of any exam fees already paid.
- If a participant is disqualified from taking the exam, the exam fee is not refunded.
- If an objection is sustained, the exam is considered not to have been taken and the exam fee is credited or refunded by the exam centre.
- If the withdrawal takes place before the start of the exam, the exam will be considered not taken. If the exam is discontinued after it has already started, the exam will be considered to have been failed.
- If an exam is not started or is discontinued after it was started due to illness, proof must be immediately provided to this effect by submitting a doctor's note to the responsible exam centre.