

## Examinations: Terms & Conditions

### Registration

1. Examination registration takes place online.
2. The examination fees should be submitted within given date and time.
3. 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>)
4. 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.**
5. Exam fees, once paid, are **non-refundable** and **non-transferable** - except as mentioned in point 6.
6. The date and time of examination cannot be changed once the registration process is over. 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 fees would be transferred to the next available examination date or a refund of the examination fee will be given within a span of 90 days after submission of bank details.

#### **MMB, Pune reserves the right to take final decision.**

\*\*\* In case the exam date needs to be cancelled because of Covid 19 pandemic outbreak or similar grievous situations, the paid fees would be transferred to the next available examination date or a refund of the examination fee will be given within a span of 90 days after submission of bank details.

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. For candidates with special needs there are special rules. Please provide appropriate medical documentation for the same prior to the payment of exam fees. The medical form is attached in the google form of exam registration.

\*(Applicable for external candidates only)

### The Examination

1. Candidates are requested to be present at the Goethe-Institut Max Mueller Bhavan Pune / Examination Centre **45 minutes prior** to given examination time. No candidate shall be allowed to enter the examination hall once the exam starts.

2. On the day of the examination, it is mandatory to carry **the examination receipt** and an **Original Photo-ID** (Passport or Aadhaar card that has been produced at the time of registration).
3. Goethe-Institut Max Mueller Bhavan Pune shall bear no responsibility towards any loss of valuables or personal possessions incurred by the candidates.
4. Exam timings are subject to change in case of any unavoidable circumstances. In this case the candidates will be informed of the new timings in advance.

## Results and Certificate

1. Examination results, once declared will be available on meingoethe.de. The procedure for the same will be sent by mail.
2. The certificates will be sent by courier to the candidates on the address provided by them at the time of exam.
3. 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.

## Viewing of paper

1. "Viewing of paper" is not a reevaluation.
2. Candidates (minors in the company of one parent or legal guardian) may inspect/view only their 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.
3. 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.

## Complaint Management

Any complaints regarding the administration of the exam should be lodged with the management of the institute immediately after the examination.

Complaints, if any, should be submitted in writing to the language office at [sonal.atre@goethe.de](mailto:sonal.atre@goethe.de) / [Swapna.kulkarni-ajgaonkar@goethe.de](mailto: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](mailto:tejasvi.vartak@goethe.de)