

Greetings from Goethe-Institut / Max Mueller Bhavan, Kolkata!

### **Disclaimer:**

The number of available seats and examination dates are indicative only. We reserve the right to change or modify the number of available seats and/or examination dates without notice due to internal scheduling or administrative reasons or reasons pertaining to regulations stipulated by the Central or State Government.

Please carry a valid photo identity proof (Passport / PAN / Voter's ID / Driving license) compulsorily without which you will not be allowed to enter the examination hall. Aadhaar card will not be accepted if your full date of birth is not mentioned on the card. It will take time to usher in the participants because of various regulations that we have to follow so please come **30 MINUTES** before the exam to the institute.

Please follow the below mentioned rules:

### **Access controls**

We carry out access controls at the entrance and therefore always know who was when in our institutes. In this way we can intervene immediately in case of a suspected COVID case. Please note that visitors having fever, cough or other flu-like symptoms will not be allowed inside the premises. Only the examinee can enter the premises.

### **Self-declaration**

All exam participants have to sign a self-declaration about their health condition before entering the premises. This includes the following points among others:

- You should not be under any compulsory quarantine specified by the government health authorities.
- You should not have been in contact with any person suspected to be exposed to Corona virus.
- You should not have cold, fever, shortness of breath or flu-like symptoms.

### **Maintaining a distance of 2 meter**

The participants need to maintain a distance of at least 2 meter from each other; our seating arrangement will ensure the same. Please keep this rule in mind during the breaks as well.

### **Cleaning and ventilation in the premises**

We make sure that our examination hall as well as tables, chairs, counters and door handles are cleaned and disinfected regularly. This procedure also extends to the equipment used during the exam (laptops, headsets etc.). We also ventilate the rooms several times a day. Other than that a foot operated hand sanitizer is also provided on each floor and in each room.

- Keep your exam receipt with your examinee number and a proof of identity with photo on the table.
- Please switch off your mobile and other devices before the exam starts.
- Please bring along a black or a blue pen. Pencils are not allowed. Answers written with pencil will not be evaluated.
- Please do not use Tipp-Ex, Liquid Paper/ correction tape etc.
- Please stop writing once the examination time is over.

**Exam Certificates:**

The results will be published online after two weeks of the exam. Once the result is available on our website, you have to send your full postal address, participant number, level and date of the written exam to [exams-kolkata@goethe.de](mailto:exams-kolkata@goethe.de) . The certificates will be sent via Speed Post to ensure minimal contact.

*You are requested to carry food & drink with you as you will not be allowed to leave the institute until the full exam is over.*

We wish you all the best! Stay safe and healthy!

Best regards  
Goethe Exam Registration Team  
Goethe-Institut / Max Mueller Bhavan Kolkata