

## **Goethe-Institut Exam Rules and Information:**

1. At the time of registration, it is mandatory for candidate(s) to bring his/her original valid passport.

2. Cancellation / Postponement of the exam:

- The fees are based on the regulations that are currently in effect. Only those who have paid their examination fee in full upon registering may take the exam. Examination fees are non-refundable.
- The candidate has also the right to postpone the exam as per his/her desire, however, this option can be availed once only with a fee 15% of the examination fee will be credited, and the exam must be scheduled on the next available date.
- The postponement may only be requested up to 1 week before the exam date, in the language course office or by email. If the information is given to the Goethe-Institut after this date, no rebooking is possible.
- If an exam is not taken for reasons of illness, 25% of the examination fee will be credited, only once, for the next/following examination date, provided a medical certificate has been provided prior to the commencement of the examination.
- If a participant is excluded from the exam for fraud, the exam fee will not be refunded.

3. Exam Day Rules:

- On the exam day, the candidate must bring his/her original passport along with original payment receipt. Candidates who don't possess these documents will not be allowed to enter the examination center/hall.
- Dictionaries, mobile phones, or any other communication equipment are strictly prohibited in the exam center/hall.

4. Grievances and reviewing the answer papers:

- Complaints regarding the procedure of the exam can be submitted immediately after the exam. Such complaints will be forwarded to the concerned person at the Goethe-Institut Riyadh through the registration office.
- Complaints regarding the exam results can be made within two weeks from the result announcement date and must be sent by e-mail to the following address: [info-riad@goethe.de](mailto:info-riad@goethe.de).
- The Goethe-Institut has the right to reject unjustified grievances.
- Grievances filed by relatives or friends of the candidate won't be considered.

5. Certificate:

- Certificates will be issued within two weeks from the date of the exam.

- The certificate shall be issued one time only, therefore, the name must be written in Latin letters and be identical to the spelling in the candidate's passport. After the Certificate has been issued, in case of any mistake from the candidate's side that may require modification in data, a fee of 300 SAR must be paid and the correction shall be completed within 5 working days.
- A certified copy of the official certificate can be obtained against payment of a fee of 50 SAR, provided that the original certificate is presented.
- The original passport is required to receive the original certificate.
- Candidates who can't collect their certificate by themselves have the possibility to give authorization to a friend/family member to collect the original certificate on their behalf. The authorized person must bring a receipt authorization letter and a copy of the candidate's passport.

#### 6. Internal price

Up until up to 6 months after the end of the course, course participants can take the international examination as an internal candidate.