

## I. Registration

1. The examination registration takes place online.
2. The dates for the online registration and fee payment are available on our [website](#).
3. Please fill the requested details carefully as this information is necessary for the certificate. Changes in personal details can be made upon the candidate's request before the exam. In such a case, an administrative charge of INR 2500 is to be paid on the receipt of invoice. No changes will be made in the personal details after the exam.
4. Once the registration has been done, the date of examination cannot be changed. However, an exception can be made in case of illness against a Medical certificate. In this case the fee would be transferred to an available examination date against the payment of INR 1500/-.
5. Exam fees, once paid, are non-refundable and non-transferable.
6. For bookings via Webshop, Webshop Terms & Conditions are applicable.
7. Candidates are requested to read the [Examination Guidelines](#) and Procedures available on our website carefully.
8. Candidates will be considered as an internal candidate if they are attending a course at Goethe-Institut at the time of registration till 6 months from the end of the current course. All others are considered as external candidates.
9. For candidates with special needs there are special rules. Please provide appropriate medical documentation for the same at the time of the registration.
10. The number of available seats and examination dates are only indicative. 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.

## II. The Examination

1. Candidates are required to be present at the Goethe-Institut / Examination Centre 45 minutes prior to the given examination time.
2. It is mandatory for candidates to carry an Original Photo-ID on the day of the examination. Candidates will be allowed to take the examination only after the examination receipt issued (by the Institut) is produced for that particular examination and an ORIGINAL & VALID photo identification with the latest photograph and the date of birth such as: Passport /- PAN Card/ Voter's ID Card/ Driving license / Aadhar Card (with complete Date of Birth).
3. On failure to produce the above-mentioned documents, candidates will not be allowed to appear for the examination. The management will be unable to entertain any protest made on this ground.
4. Watches- analog, digital, smartwatches along with any kind of electronic devices, caps, hats or similar headgear are not allowed in the examination room. Not only usage but also possession thereof shall lead to disqualification from the examination.

## III. Results and Certificates

1. The date of announcement of the results shall be announced on the date of the examination.
2. The candidate can view the examination results online on [meingoethe.de](#).
3. Examination certificates will be sent only through courier within fifteen working days after the announcement of the examination results. The candidate has to fill the correct postal address on an envelope on the day of examination. If the candidate fails to fill the envelope, the Institute will not be responsible for the certificate.
4. The certificates will be issued according to the details in the hall ticket. There is no possibility for any change once the certificate is issued.
5. In case of loss of certificate, a replacement certificate shall be issued against charges of INR 1,000/-. This clause is valid only for an examination taken within the last ten years.

## IV. Viewing of answersheets

1. "Viewing of paper" is not a reevaluation.
2. The results may be appealed only in writing to [pruefungen-chennai@goethe.de](mailto:pruefungen-chennai@goethe.de) within 2 weeks of receiving one's exam results. The Goethe-Institut may reject appeals that are unfounded or are based on unsatisfactory reasons. Merely pointing out that a certain number of marks was not scored does not qualify as a satisfactory reason for an appeal.
3. Candidates (minors in the company of a parent or guardian) may view the examination paper, which has been taken in the presence of an examination official/examiner. Only the applicable answer sheet and the evaluation sheet shall be presented for the same. No photographs or copies are allowed during this process. No question papers will be presented for the same and neither is the candidate entitled to any individual counselling.

## V. Liability of the Goethe-Institut / Max Mueller Bhavan

1. The liability of the Goethe-Institut / Max Mueller Bhavan and its staff shall be limited to intent and gross negligence. The Goethe-Institut / Max Mueller Bhavan will have no liability for cancellation of its services due to force majeure (e.g., natural disasters, fire, floods, war, official orders and all other circumstances beyond the control of the contractual parties).
2. The terms and conditions are subject to change without prior notice. For the latest version, please check the website.

## VI. Complaint Management

1. Grievances regarding examinations can be addressed first to the Language department through Email to [pruefungen-chennai@goethe.de](mailto:pruefungen-chennai@goethe.de) and unresolved issues further to [che-deutsch@goethe.de](mailto:che-deutsch@goethe.de).