

## Examinations 2024: General Terms & Conditions

### Registration

- Examination registration takes place via online booking system. The dates and links for online registration are available on our website

<https://www.goethe.de/ins/in/en/sta/pun/prf/anm.html>

Guide to the registration process –

[https://www.goethe.de/resources/files/pdf247/webupdate\\_webshop\\_step\\_by\\_step\\_examination.pdf](https://www.goethe.de/resources/files/pdf247/webupdate_webshop_step_by_step_examination.pdf)

- The payment details will be sent automatically on successful completion of registration.
- The examination fees are to be paid immediately within the stipulated period after registration.
- Please fill the online form carefully as this information is necessary for the certificate. Changes in personal details (spelling errors, wrong date or place of birth) can be made upon the candidate's request before the exam. In such a case, an administrative charge of INR 2900 is to be paid within 24 hours on the receipt of details. No changes will be made in the personal details after the exam.
- Exam fees, once paid, are non-refundable and non-transferable.
- All the communication regarding exams will be done on the registered email ID only.
- The exam details (exam-center, -room, -timings, etc.) will be sent 10 days prior to the exam.
- In case of a medical emergency only of the candidate, a medical certificate from a registered doctor needs to be submitted at least 24 hours before the exam. The following details are required on the medical certificate:
  - The letter head of the doctor/ clinic/ hospital
  - Doctors' registration number, stamp and signature
  - Number of days that the candidate is unfit for the examination.

In such a case, an exception can be made for the candidate as follows:

The Goethe-Institut / Max Mueller Bhavan Pune shall transfer the booking to the next possible exam date, and inform the candidate accordingly.

MMB Pune reserves the right to take the decision depending on the condition of the candidate and the documents submitted by them. Such a transfer of exam date due to medical emergency shall be made only once.

In such a case, an administrative charge of INR 2900 and any other additional charges (if applicable) is to be paid within 24 Hours on the receipt of details.

- You are requested to go through the Examination Guidelines and Procedures available on our website: <https://www.goethe.de/pro/relaunch/prf/en/Pruefungsordnung.pdf>

- Candidates with special needs may provide appropriate medical documentation prior to

the payment of exam fees. They can write to [exams-pune@goethe.de](mailto:exams-pune@goethe.de) and receive counselling on the

conduct of the exam. Here you will find more information regarding the terms and conditions for candidates with special needs.

## The Examination

- Candidates are requested to be present at the Goethe-Institut Max Mueller Bhavan Pune / Examination Centre 45 minutes prior to the given examination time. No candidate shall be allowed to enter the examination hall once the exam starts.
- On the day of the examination, it is mandatory to carry the examination invitation with the exam details (*Prüfungseinladung* sent by the Goethe-Institut) and an Original Photo-ID (Passport or Aadhaar card only) with the complete birth-date and updated photograph.
- The belongings will be kept in the waiting area. Mobile phones, watches, other electronic devices and stationary are not allowed in the exam hall.
- For the safety of your belongings, small lockers will be provided at the institute's campus to you to keep your valuables (money, wallets, mobile phones/electronic devices, keys). For this kindly bring your own lock and key (only Small size). Please make sure that the key to your lock does not have any keychain attached, as that is prohibited in the exam room. The lockers are under surveillance cameras
- The Goethe-Institut/ Max Mueller Bhavan Pune shall bear no responsibility towards any loss of valuables or personal possessions incurred by the candidates.
- Please note that only the candidate will be allowed to enter the examination center's premises on the exam day.
- The Goethe-Institut/ max Mueller Bhavan Pune reserves the right to change the exam date and timings due to internal reasons or unavoidable circumstances like natural calamities.

## Results and Certificate

- The candidates will be informed about the declaration of the results via email within three weeks after the exam date. Examination results once declared will be available on the personal portal. The procedure to check the result for the same will be sent by mail. Here is [how one can register and view result on the portal](#).
- As per the new policy of Goethe-Institut, the certificates of the candidates who have passed the exam & participation certificate of the others will be generated ONLY DIGITALLY for all exams w.e.f. 01.03.2024. The certificate/participation certificate will be accessible to the candidate on [meingoethe.de](https://meingoethe.de) and can be downloaded from the portal. All the important links to the steps for checking the same can be found under "EXAM RESULTS AND DIGITAL CERTIFICATE" on our website here : [Advice and information - Pune - Goethe-Institut / Max Mueller Bhavan Pune - Max Mueller Bhavan](#)
- In case of loss of certificate (of exams upto 01.03.2024), a duplicate certificate on a plain white paper shall be issued against charges of INR 2900. This clause is valid only for an examination taken within the last ten years.

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

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)

#### **Viewing of paper**

- Candidates may inspect/view only their own examination paper in the presence of an examination official. Minors appearing for Goethe exams for youngsters may view their paper in the company of one parent / legal guardian. Only the applicable answer sheet and the evaluationsheet (for writing and speaking modules) shall be presented for the same. Candidate is not allowed to take any photographs or make copies during this process. No question papers or model answer sheet will be presented for the same and neither is the candidate entitled to any individual counselling.
- Details of the procedure to apply for paper-viewing will be mentioned in the email announcing the declaration of the results.
- There is no facility of reevaluation or rechecking of paper. "Viewing of paper" is an opportunity for candidates to get an orientation in their performance.

#### **Complaint Management**

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

[swapna.kulkarni-ajgaonkar@goethe.de](mailto:swapna.kulkarni-ajgaonkar@goethe.de)  
[sonal.atre@goethe.de](mailto:sonal.atre@goethe.de)

Should a satisfactory solution not be 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)