



REGISTRATION

- Registration may be completed through the registration form on our website or in person at the Language Course Office.
- At the time of registration, it is mandatory for candidate(s) to provide copy of their valid passport with an up-to-date picture. In the case of minors with a limited legal capacity, the consent of the parent or guardian is required.
- Payment may be made by bank transfer or by card or cash at the Language Course Office



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.
- Once the candidate registers for the exam, there is no option of cancellation and examination fees are non-refundable.
- The candidate has the right to postpone the exam as per his/her desire, however, this option can be availed only once. In this case, the candidate must pay a fee of 15% of the total examination fee, and the exam must be scheduled on the next available date.
- The postponement may only be requested in the language course office or by email and paid before the exam up to the registration deadline date. If the postponement request or payment is made after this date, no rebooking is possible, and the fees are non-refundable.
- If an exam is not taken for reasons of death case in close family, a postponement for the next/following scheduled exam date can be availed free of charge if a death 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.
- If a participant comes late to the exam, the exam fee will not be refunded.



APPEALS 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 person responsible at the Goethe-Institut Riyadh through the registration office.
- Appeals 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.
- The exam official reserves the right to reject appeals that fail to give a reason or provide insufficient reasons. Merely pointing out that a certain number of points has not been achieved does not constitute a sufficient reason.
- Appeals filed by relatives or friends of the candidate won't be considered.
- Reviewing the answer papers is only allowed on the date scheduled by the Goethe-Institut. The candidate has right to review only his/hers answer sheet, not the exam question papers. The candidate must be present, and the answer paper cannot be reviewed by relatives or friends. An application by minors with limited legal capacity requires the consent of their parent or guardian. In this case, the participant must be accompanied by their parent or guardian when inspecting their exam.



CERTIFICATE

- Results will be published within max. 10 working days
- If you have successfully passed an exam, your digital certificate will be available for you within two days from the date of the results publishing to download on www.meingoethe.de
- The name on the certificate 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 50 SAR must be paid, and the correction shall be completed within 5 working days.



INTERNAL PRICE

- The reduced internal price applies if the candidate has already participated in the past six months in a full German language course (online or face-to-face) in the Goethe-Institut Riyadh of the same level as the exam level he/she wishes to register for. The six months refer to the period between when the language course ended and the date of the German language exam.



EXAM CANDIDATES WITH SPECIFIC NEEDS

- For exam candidates with specific needs, the exam can be adapted upon presentation of a doctor's note two weeks at the latest before the exam date. For detailed information, exam candidates should contact the person(s) responsible for the exam.



EXCLUSION FROM THE EXAM



- Participant who
 - 1) cheats with regard to the exam, carries or uses unauthorized aids or grants them to others or otherwise disturbs the proper conduct of the exam,
 - 2) engages in or attempts to engage in deception about his/her identity in connection with the exam,
 - 3) gives, promises or grants illegal payments or offers other illegal advantages in exchange for passing the examination to a person directly or indirectly involved in the exam shall be excluded from the exam.
- The Goethe-Institut reserves the right to take further legal action in addition to the exclusion from the exam.
- Participant who has forwarded exam contents to third parties, has forged Goethe-Institut certificates or manipulated screenshots of the notification of the exam result on Mein Goethe.de shall be banned from sitting any Goethe-Institut exams for a period of one (1) year from the date on which the Goethe-Institut became aware of the forgery. This ban of one (1) year shall apply worldwide to participation in exams both at Goethe-Instituts and at the Goethe-Institut's exam partners.
- In the event of a repeated exclusion from the exam based on above mentioned reasons, the person concerned shall be banned from taking exams at any Goethe-Institut exam center for a period of five (5) years from the date of the repeated exclusion from the exam.

EXAM DAY REGULATIONS



- Candidates are required to present their original valid passport with an up-to-date picture and registration confirmation before both the written and oral exams. Candidates who fail to do so will not be allowed to participate in the exams.
- Candidates must arrive on time according to the exam schedule communicated via email prior to the exam day. Late arrivals will not be permitted to enter the exam room.
- Candidates must use a blue pen during the exam. A pen will be provided by the Goethe-Institut.
- In the exam room, only the following items are allowed on the desk: passport, pen, and exam papers provided by the Goethe-Institut. All other items, including additional pens, papers, tissues, wallets, and keys, are not permitted.
- Mobile phones, electronic devices, dictionaries, and any other aids are strictly prohibited during the exam. All personal belongings will be collected before the exam begins and returned after all exam modules are completed. Use of devices during breaks between modules is not permitted.
- Please note that the speaking module may take place at any time within the mentioned time frame. Rescheduling is not possible. Candidates must plan their schedule accordingly.
- The exam will be conducted on paper. Candidates must write their answers only on the official answer sheets. Answers written on candidate sheets will not be graded.
- Water will be provided to candidates by the Goethe-Institut. Candidates are not permitted to bring their own bottles into the exam room. Candidates may bring food or medications, but these items must be kept in their bags.
- During the exam, family members and relatives of candidates are not permitted to enter the main building of the Institute or the examination center
- Candidates are not permitted to leave the building until the exam is fully completed. As soon as the exam is completed, candidates must leave the building immediately and do not communicate with other candidates.
- Cheating in any form is strictly prohibited, including the use of unauthorized materials, copying from another candidate, or submitting work that is not your own (e.g., copying pre-written texts from the internet).
- Any violation of these regulations may result in failure of the exam and exclusion from Goethe-Institut examinations worldwide.



HANDLING COMPLAINTS

- For complaints regarding examinations at Goethe-Institut Saudi Arabia, please contact the language course office.



PRIVACY PROTECTION

- The participant agrees that the Goethe-Institut will save and edit his/her personal information in an electronic database for the purpose of enrolment/payment, and he/she acknowledges that the database can be accessed by all Goethe-Instituts worldwide to the extent required by the operations of the Goethe-Institut. The course participant agrees that Goethe-Institut Saudi Arabia continues to provide him/her with information and/or the newsletter.



LIABILITY

- Goethe-Institut Saudi Arabia is not liable for the cancellation of their services due to force majeure (for example natural disaster, fire, flooding, war, official orders, and all other circumstances, which are beyond the control of the contractual partners).