

1. Exam fees, once paid, are **non-refundable** and **non-transferable**.
2. The candidate is required to be present at the examination centre **15 minutes prior** to given examination time. In case the candidate is delayed, neither shall extra time be granted nor will the exam be conducted again.
3. **On the day of examination**, the candidate must produce **ORIGINAL & VALID** photo **identification & the examination receipt** issued for that particular examination.
4. The following documents shall be accepted for photo identification:
 1. Passport
 2. PAN Card
 3. Driving license
5. The candidate is requested to bear in mind that the examination can go on till 17:00 hrs.
6. The **certificates** can be collected against:
 1. Goethe-Institut / Max Mueller Bhavan ID card and examination fee receipt (applicable for internal candidates)
 2. The examination fee receipt (applicable for external candidates)The same can be collected by another person holding an authority letter to this effect signed by the candidate and original & valid photo identification of the bearer of this letter.
7. The information on the examination form shall appear on the certificate. Any change after the issuance of the examination receipt shall attract a penalty of INR 1500.
8. In case of **loss of certificate**, a duplicate certificate shall be issued against charges of INR 1500.

9. All certificates have to be collected within two months of the examination. Thereafter, Goethe-Institut / Max Mueller Bhavan Mumbai is not responsible for the certificates.

10. For **further information** relating to each examination please refer to the following material that can be downloaded from our website:

- (i) [Exam guidelines](#)
- (ii) [Terms and conditions for exam administration](#)
- (iii) [Supplement to the terms and conditions for exam participants with special needs.](#)
- (iv) [Information for examination candidates with special needs.](#)

11. The candidate can view the **results online** after 15 working days by scanning the QR code

or

visiting <https://pergebnisse.goethe.de/cgi-bin/PERgebnisse.pl?INST=GI-Mumbai>



using their seat number (printed bold on the examination fee receipt) & date of birth.

12. The **results may only be appealed** in writing to exams@mumbai.goethe.org 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.

13. Candidates (minors in the company of a parent or guardian) may **inspect the exam** that they failed in the presence of the exam official. During this inspection the applicable answer and evaluation sheets and the evaluation template shall be presented. No copies may be made during this process. Candidates are not entitled to any individual counselling.