



DELF DALF Examination Rules and Regulations

1. Registration Rules

1.1. Registration

Registrations must be received by exam centres prior to the final closing date listed. Registration is only valid if the fee has been paid in full before the final closing date. Late registrations may exceptionally be accepted – by decision of the exam centre – after the closing date by some centres upon payment of an additional fee of €15.

Returning candidates may only resit an examination after signing a written disclaimer forfeiting their previous result and after having returned their diploma. Taking or retaking only one part of the examination is not possible.

All sections of the registration (online or on site) must be completed personally by the candidate, using the utmost care. Surnames (last name or family name) must be written in capital letters. Candidates having previously registered for a DELF exam must give their candidate number (*numéro de candidat*, format: 353001-000000) which can be found on the candidates diploma/temporary certificate/attendance notification. Incomplete registrations cannot be accepted. Candidates have to give a valid e-mail address, as information regarding the exam will be sent via e-mail.

Candidates who hold dual citizenship and registering online must choose one nationality to appear on their diploma, due to technical limitations in our system preventing us from listing both. Once selected, candidates must use the same nationality for all future sessions/levels. It is also possible to inform the exam officer who will be able to add the other nationality manually.

Registration for Schools

Schools wishing to enrol their students must register them all at once using a document provided by the exam centre to complete with the utmost care. An invoice will be issued for the total number of students. The school must provide payment before the registration deadline. A discount of €5 per candidate will be offered for schools enrolling more than 50 candidates for the same session – not necessarily the same level.

1.2. Candidates with Disabilities

The Alliance Française Dublin is able to make provisions to enable most candidates with disabilities to undertake our exams. Please detail your specific needs in an e-mail to your exam centre. Registration must be received by the exam centre before the national closing date. A medical report describing the disability and extent of disability must be sent to the exam centre separately within the same time limit.

1.3. Change of Personal Details

The exam centre must be notified of all changes to a candidate's name or any other changes in personal details which occur between the registration date and the date of issue of the diploma – validated by official documents. Changes requested after the publication of the results will incur an additional fee of €7.

2. Examination Timetable

Candidates will receive a notification by e-mail with the examination timetable approximately two weeks prior to the first examination date. Candidates will typically attend examinations – both written exams and oral exams – on the same day. Requests for a change in timetable may only be possible for oral exams and only due to circumstances beyond the candidate's control.

3. Non-attendance

3.1. Registration Cancellations

Registration cancellations will only be accepted in written form. The registration fee will only be refunded if the cancellation is received by the exam centre before the registration deadline. No refund is possible for cancellations received after this deadline.

3.2. Late Arrival and Absence

Candidates who arrive after the scheduled start of the examination will not be admitted to the examination room. Should a candidate not attend the examination or only sit one part, the examination is considered failed, and the registration fee is non-refundable. If a candidate is absent due to circumstances beyond their control, such as illness or accident, the candidate must provide certified evidence (e.g. a medical report) no later than five days after the first scheduled exam. The exam centre will reschedule the exam (free of charge) or refund the registration fee after consideration of the individual situation, less an administration charge of €15. Reschedules will be proposed only for the next available session. Should a candidate choose the reschedule and not be able to attend, the registration fee will not be refunded and another reschedule will not be possible.

4. Examination Procedure

4.1. Identity Verification

All candidates will be required to present proof of identity (identity card or passport) as well as their attendance notification prior to the written and oral exams. Candidates who cannot produce valid proof of identity will not be permitted to take the exams, and registration fees will not be refunded.

4.2. Written Exams

Examination papers written in pencil will not be marked and are therefore invalid. Draft papers will be neither corrected nor marked. Any use of unauthorised material such as notes written prior to the examination, bilingual dictionaries or any source of information pertinent to the examination is strictly prohibited during exams. Use of a monolingual dictionary is permitted in the speaking part of DALF C1 and in all parts of DALF C2. Any communication between candidates during exams is strictly prohibited, and will lead to automatic disqualification.

5. Results

5.1. Result Notification

Results will come out approximately 4 weeks after the exam and will be available online – candidates will need their candidate number to find their result. Temporary certificates/statement of results will be made available, candidates will be able to collect them directly at the exam centre or ask for a digital copy. No information will be provided by telephone. Diplomas are issued within four to six months of sitting the exam. To collect their diplomas and/or temporary certificate at the exam centre, candidates must show their ID. Should a candidate not be able to collect their diploma directly, the candidate will have two options:

- The candidate can have someone collect the diploma on their behalf. To do so, the candidate must provide them a copy of their ID as well as a letter stating that they allow the person to collect the diploma. This person will also need to show their ID.
- The diploma can be sent directly to the candidate through registered post. To do so, the candidate must pay the fee for registered post plus €1. The fee for registered post will be the one provided on [An Post's website](#) on the day of the candidate's request.

Results for Schools

Candidates having registered through their school will also be able to check their results online using their candidate number. Results, temporary certificates, and final diplomas will be sent directly to the school, unless expressed otherwise up to one month after the publication of the results online. In this case, the diploma will be available for collection at the exam centre.

5.2. Exam Review

Exam papers, candidates' answers and other work presented as part of an examination remain the property of the exam centre and will not be released. Review of results is only permitted in the event of failure. Candidates must request an appointment at the exam centre where they took the exam and must review their answers alone (an employee of the centre will be present). Underage candidates may be accompanied by a legal representative. Examination material cannot be photocopied in whole or in part under any circumstances.

6. Appeals

Only candidates who have failed an exam may appeal a result. The appeal, stating the grounds for appeal, must be received by the exam centre via registered mail within 14 days of publication of the results (date as post-mark). Full details of Appeals Regulations are available on demand.

7. Data Protection

The Alliance Française Dublin complies with the requirements of Irish Data Protection Legislation and guarantees candidates' privacy and protection of personal details. No information concerning the candidates or exams will be disclosed to unauthorised third parties. Candidates' personal details will be used by the exam centres in Ireland, the Alliance Française Dublin, and the CIEP in France for administrative purposes only.