

DEL **F** **DALF** Examination Rules and Regulations

1. Registration Rules

1.1. Registration

Registrations must be received by exam centres prior to the final closing date indicated. Registration is only valid if the fee has been paid in full prior to the final closing date. Late registrations will not be accepted by the exam centre. Exceptions can be made upon presentation of a medical certificate and under very special circumstances - following consideration by the exam centre of the individual situation. Cancellation fees of 30% will apply.

Returning candidates may only resit an examination after signing a written disclaimer forfeiting their previous result and after having returned their diploma. Sitting or resitting 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 provide their candidate number (*numéro de candidat*, format: 353001-000000) which can be found on the candidate's diploma/temporary certificate/attendance notification. Mandatory information includes: surname, name, date of birth, place of birth and nationality, as these all appear on the diploma. Incomplete registrations cannot be accepted. Candidates must provide a valid phone number and e-mail address, as information regarding the exam will be sent via e-mail. Candidates who hold dual citizenship and are 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 of dual nationality, as they will be able to manually add the other nationality.

Registration for Schools

Schools wishing to enrol their students must register them all at once using a document provided by the exam centre, which is to be completed with the utmost care. An invoice will be issued for the total number of students. The school must provide payment prior to 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. If a school wishes to enrol more than 15 students, the exam will be organised on their premises, or will be merged with another school, under supervision of the exam officer at Alliance Française Dublin. Schools who organise the DELF in their schools will sign an agreement between their school and the French Embassy.

1.2. Candidates with Disabilities

Alliance Française Dublin does all that is reasonable to accommodate candidates with disabilities to undertake our exams. Alliance Française Dublin is located in a protected historical building and is unable to have a wheelchair ramp installed. Registration must be received by the exam centre prior to the national closing date. A medical report translated into French describing the disability and extent of the disability must be sent to the exam centre separately within the same time limit. France Education International will process the request and provide the appropriate accommodation instructions to Alliance Française Dublin.

1.3. Change of Personal Details

The exam centre must be notified of any change made to a candidate's name, or any other modification of personal details between the registration date and the date of issue of the diploma, which must be validated by official documents. Any change requested following the publication of results will incur an additional fee of €10.

2. Examination Timetable

Candidates will receive a notification by e-mail with the examination timetable one to two weeks prior to the first examination date (exception made for schools). Candidates will typically attend examinations, both written exams and oral exams, on the same day. It is the responsibility of the candidate to insure that they are available from 12pm to 6pm on the day of the exam. Requests for a change in timetable may only be possible for oral exams and only due to circumstances beyond the candidate's control and upon presentation of a medical certificate, after consideration of the individual situation. However, the candidates should understand that it may not be possible for the exam centre to change the timetable, especially in the weeks prior to the set date of the exam.

3. Non-attendance

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 following consideration of the individual situation, less an administration charge of 30% of the initial price. Examinations can be rescheduled solely during the next available session. Should a candidate choose to reschedule and subsequently fail to attend, the registration fee will not be refunded and it will not be possible to reschedule a further time.

4. Examination Procedure

4.1. Identity Verification

All candidates are required to present both proof of identity (ID card or passport) and 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 the DALF C2 examination. Any communication between candidates during exams is strictly prohibited and will lead to automatic disqualification.

5. Results

5.1. Result Notification

Results are made available approximately 4 to 6 weeks after the exam and are viewable online. Candidates require their candidate number to find their result. Temporary certificates/statement of results will be made available on publication of the results, which candidates will receive via email. No information will be provided by telephone. Official diplomas are issued within four to six months of sitting the exam. To collect diplomas, candidates must present their ID and sign the requested signing sheet. Should a candidate not be able to collect their diploma directly, the candidate has 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 via registered post. To do so, the candidate must pay the fee for registered post. The fee for registered post will be the one provided by the Reception of the Alliance Française on the day of the candidate's request.

Results for Schools

Candidates 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 otherwise communicated, 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. The

school must send the signing sheet back to Alliance Française Dublin as soon as the diplomas are delivered to candidates.

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. A review of results is only permitted in the event of failure. The exam centre must wait for the approval from France Education International before allowing a third official DELF examiner to review the candidate's paper. Examination material cannot be photocopied in whole or in part under any circumstance.

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 per post-mark). Full details of Appeal Regulations will be made by the exam centre to France Education International upon request of the candidate. France Education International retains the right to reject the appeal.

7. Data Protection

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

TEF - DFP Examination Rules and Regulations

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