

## GENERAL TERMS AND CONDITIONS GOVERNING THE FRENCH INSTITUTE'S EXAMS AND CERTIFICATIONS

### (DELF / DALF – TCF – TEF – CIMA)

#### Registration procedures

Registrations for each test session (TCF/TEF) or examination (DAEFLÉ, CIMA, DELF/DALF) take place according to the dates published on the communication channels of the French Institute of Qatar.

Once the registration period has closed, no new registrations or changes will be accepted, including changes of TCF/TEF version or DELF/DALF level.

At the time of registration, candidates are required to complete a registration form and provide a valid identity document (which will be requested on the exam day), as well as a passport-size photograph.

A personal exam confirmation notice is sent between one week and, at the latest, four days before the exam date. Candidates must present this confirmation on the exam day, along with a photo ID.

#### Special registration conditions

Special examination arrangements may be granted to candidates with a disability, provided it is declared in the designated section of the registration form. A medical certificate describing the nature and degree of the disability must be submitted at the time of registration.

#### Cancellation, refund, or changes

Changes to a registration (postponement to another session date, change of version, level, or specialty) are only possible if the registration period for the relevant session is still open.

In the event of a registration cancellation, registration fees are non-refundable under any circumstances.

Once the registration period has closed, no changes or cancellations will be accepted. However, a postponement to a later session may exceptionally be granted in the following cases:

- Illness
- Death of a close family member
- Accident (assault or road accident)
- An official examination held on the same date

To request a postponement, the candidate must submit a written request (by email or handwritten letter) no later than two days after the exam date, along with all supporting documents (medical certificates signed and stamped by a doctor, death certificates, police reports, etc.).

If the examination is cancelled by the French Institute for reasons beyond the candidate's control, including circumstances beyond the Institute's reasonable control (such as logistical constraints), an alternative exam date will be offered or a full refund of the registration fees will be issued.

## **Exam Attendance**

Candidates must arrive at the location indicated on their exam notice 30 minutes before the start of the exam. Once the exam has begun, late arrivals will not be admitted.

Candidates must present an ID with a photograph to be admitted to the exam. Both the exam notice and a valid ID (QID or passport) are mandatory for entry to the examination.

For written exams, candidates must bring a black pen. They may keep a bottle of water with them. All other personal belongings must be handed to the examiner or invigilator. Throughout the exam, the use of any electronic device (mobile phones, smartwatches, tablets, headphones, etc.) is strictly prohibited. All such devices must be switched off and placed inside the candidate's bag (not in pockets).

## **Compliance with the Waiting Period**

Candidates may not take a TCF or TEF test, regardless of the version, more than once within a 30-day period. If this rule is not respected, the registration will be cancelled and no refund will be issued.

## **Changes of Personal Details (Civil Status)**

On the day of the exam, candidates are required to check that all personal details (civil status information) are accurate. These details are essential,

as they appear on the certificate or diploma issued after the exam. If any errors are not reported on the exam day, any subsequent correction to the information printed on the DELF/DALF diploma will be charged to the candidate at a rate of 280 QAR.

### **Fraud or Misconduct**

In the event of fraud, falsification, or any disruption to the proper conduct of the test session, an official report will be drawn up and disciplinary measures will be taken by the CCIP/FEI Disciplinary Committee. Depending on the nature of the offence, sanctions may include the cancellation of the test or certificate and/or a ban on sitting future tests for a period determined by the committee.

The decision of the disciplinary committee will be communicated to both the candidate concerned and the examination center.

In the event of fraud identified and sanctioned by one of the FEI/CCIP disciplinary committees, the candidate will be barred from accessing the certifications (DELF-DALF, TCF, TEF) offered by the French Institute of Qatar for a period of five years.

The range of sanctions depends on the seriousness of the offence and may extend from the cancellation of the exam or test to a ban from sitting any exam or test for a maximum period of five years.

### **Publication of Results and Issuance of Official Documents**

Test and exam results are communicated approximately four weeks after the examination date. Each candidate who sat the exam will receive a personalized certificate or diploma, either by email or by collecting it from the reception desk of the French Institute.