

RULES AND REGULATIONS GOVERNING DELF AND DALF EXAMINATIONS

1 – SCOPE OF APPLICATION

The general conditions of this document apply to all candidates appearing for the DELF (Diplôme d'Études en Langue française), DELF Junior, DELF Pro, and DALF (*Diplôme Approfondi de Langue Française*) examinations, hereinafter referred to as "DELF / DALF", at any of the examination centres officially approved by the *Centre International d'Études Pédagogiques* in India (Cf. list available on http://www.ciep.fr/delfdalf/annuaire_centres.php).

2 – VALIDITY OF DELF / DALF DIPLOMAS

The DELF / DALF diplomas are given the same recognition as all official diplomas/degrees issued by the French Ministry of National Education and have lifelong validity.

3 – ELIGIBILITY FOR APPEARING FOR DELF / DALF EXAMINATIONS

3.1. Any person wishing to enhance their French language skills may appear for DELF / DALF without any pre-requisites, except for those holding a French degree in secondary or higher secondary public education.

3.2. Appearing for DELF Junior is restricted to candidates aged between 11 to 17 years of age and DELF PRIM to 7 to 11 years (as on the day of the examination). There are no age restrictions on the other versions of DELF / DALF.

3.3. The DELF / DALF diplomas are independent: you can appear directly for any level.

3.4. A candidate may appear for several examinations during the same session, but may not appear for two versions at the same level (e.g. DELF A2 and DELF Pro A2).

3.5. A candidate may appear for the same examination as many times as may be necessary for obtaining the desired diploma. However, they cannot appear for a diploma they already hold, unless they surrender the already acquired diploma in a formal written letter duly submitted at least four months prior to the examination session (Cf. process given below). A candidate who fares unsuccessfully in the second attempt shall lose the first diploma.

4 – PROCEDURE FOR APPEARING FOR DELF / DALF EXAMINATION

4.1 The candidate must come to the examination centre for registration on the designated registration dates (check timings at Centre). They must fill in a registration form, produce a photo identity card, submit a recent passport-size photograph and pay the registration fees.

4.2. If any candidate had registered for DELF / DALF during a previous session, they must indicate their allotted candidate number, regardless of the examination centre.

4.3. The registration fees for each diploma are fixed by the l'Institut français en Inde for all the examination centres in India for one calendar year. For information on the fees, please contact the examination centre of your choice.

5 – CANCELLATION / REIMBURSEMENT

The DELF / DALF registration fees are neither refundable nor transferable.

6 – PROOF OF IDENTITY OF THE CANDIDATES

The candidate must produce a photo identity card at the beginning of each oral and written examination. The examination centre reserves the right to verify the identity of the candidate at any time during the different examination stages.

7 – DELAY

Any candidate arriving late on the date of the DELF / DALF examinations shall be declared "non-admissible" and shall be refused entry to the examination halls. Registration fees shall not be refunded.

8- USE OF UNFAIR MEANS

Using unfair means during examinations constitutes an offence under the French Law of 23 December 1901 on the prevention of the use of unfair means in public examinations and competitions.

Any candidate caught in the act of using unfair means or attempting to use unfair means, shall be debarred from appearing for DELF / DALF examinations for five years.

9 – DECLARATION OF RESULTS

Once available, the results will be declared by each examination centre in accordance with their respective procedures. Detailed results will not be conveyed by telephone. The grades obtained in DELF / DALF examinations are confidential and cannot be made public by the examination centre or conveyed to a third party.

10 – REVIEW OF RESULTS OBTAINED

As DELF / DALF are State diplomas, the general rules and regulations of French examinations are applicable to them. Thus, the jury of examiners of the examination centre are sovereign (Conseil d'État - SEBAN - 29.07.83) and no review is allowed against decisions taken in application of this regulation.

11 – COLLECTION OF DELF / DALF CERTIFICATES

11.1. DELF / DALF certificates may be collected at the examination Centre once they are available. Requests for sending DELF / DALF attestations - diplomas or their copies by post or e-mail will not be entertained. However, if a candidate is unable to collect his / her diploma in person, he /she may designate a person through an authorization letter

11.2. If you are assigning someone on your behalf to collect your DELF diploma kindly make sure that the authorization letter states your code candidate, session when you took the examination and name of the person assigned by you. Photocopy of your passport should be attached with the letter. The person must show his original ID proof (containing signature), give its photocopy and collect your diploma. If these conditions are not fulfilled, the diploma will not be handed over to the person.

12 – CHANGES TO DELF / DALF CERTIFICATE

On the day of the DELF /DALF examination, the examination centre circulates a sheet with the candidates' personal information as declared by them during registration (surname, given name(s), date and place of birth, nationality, etc.). By signing this sheet, the candidate attests to the accuracy of the given information. If a candidate detects any error on this sheet, they must immediately inform the examination centre. Any request for change after the day of the examination will attract a fee and delay of issue of the attestation of success and the DELF /DALF certificate.

13 – REQUEST FOR CANCELLATION OF DELF / DALF DIPLOMA

Any candidate desirous of re-appearing for the examination for a diploma they have already obtained must submit an official written request (in English or French) addressed to the President of the DELF /DALF National Jury. The letter must specify that the candidate is giving up the benefit of the diploma already obtained of their own free will, and must enclose the original diploma for destruction. After due consideration of the request and in the event of a positive reply notified in writing by the competent authorities, the diploma will effectively be destroyed. Given the procedures involved, the request must reach the president of the DELF / DALF national jury at least three months prior to the examination session for which the candidate desires to appear. The candidate shall bear the diploma cancellation fees.

14 – RESPONSIBILITY, ACTS OF GOD

The responsibility of the examination centre and its employees shall be limited to willful misconduct or serious negligence. The centre shall not be responsible in any manner whatsoever in the event that any examination is interrupted due to an act of God (natural calamities, fire, flood, war, administrative instructions independent of the Examination Centre, etc.).

15 – FINAL PROVISIONS

15.1. The general conditions herein laid down are an integral part of the DELF/DALF registration form signed with the examination centre.

15.2. These general conditions are subject to French law and any dispute arising from these shall be referred to the competent French authorities.