

DELFDALF 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 be accepted after the closing date by some centres upon payment of an additional fee of CHF 50.

Candidates may only re-sit an examination after signing a written disclaimer forfeiting their previous result. Taking or re-taking only one part of the examination is not possible.

All sections of the registration must be completed personally by the candidate, using the utmost care. Surnames (last name or family name) must be written in capital letters. Incomplete registrations cannot be accepted. Candidates who hold dual citizenship 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.

1.2. Candidates with Disabilities

DELFDALF Suisse is able to make provisions to support candidates with disabilities undertake our Diplomas. Please detail your specific needs in the Comments section of the registration form. Registration must be received by the Exam Centre before the Swiss national closing date. A medical report describing the disability and degree 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.

2. Examination Timetable

Candidates will receive an examination timetable around two weeks prior to the first examination date.

Candidates will typically attend examinations on two days, one day incorporating written exams, the other oral exams. 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 refund the registration fee after consideration of the individual situation, less an administration charge of CHF 50 for DELF and CHF 100 for DALF.

4. Examination Procedure

4.1. Identity Verification

All candidates will be required to present proof of identity (identity card or passport) 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 the course of exams is strictly prohibited, and will lead to automatic disqualification.

5. Results

5.1. Result Notification

Candidates will receive a Statement of Results approximately 4 weeks after the exam. No information will be provided by telephone. Diplomas are issued within six to eight months of sitting the exam.

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). Under-age 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 file an appeal. The appeal, stating the grounds for appeal, must be received by the Exam Centre via registered mail within 14 days of receipt of the Statement of Results (date as postmark).

Full details of Appeals Regulations are available at the Exam Centre or in the "Contact" section at www.delfdalf.ch.

7. Data Protection

DELFDALF Suisse complies with the requirements of Swiss 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 Switzerland, DELFDALF Suisse, and CIEP in France for administrative purposes only.