

Exams Terms & Conditions

The present general terms and conditions of sale govern all relations between the Exams Service at Alliance Française Dublin and its customers, except in the case of express derogation accepted in writing by the Exam Service. By the mere fact of booking an exam, the customer endorses the present general terms and conditions of sale, renouncing the general and special terms and conditions mentioned in his own order forms, in his letters or on his commercial documents, even if these were drawn up by hand before or after our documents were drawn up.

The Alliance Française Dublin is an official centre for exams and certifications, it is also the only exam centre in Ireland for the TEF and DFP exams. In this document you will find the Terms and Conditions for all the exams organised by Alliance Française Dublin i.e. the DELF-DALF exams (Tout Public, Junior, Scolaire & Prim), the TEF exams (all declinations) and the DFP exam.

If you have any questions or if you need more information that you could not find in our Terms and Conditions, please contact exams@alliance-francaise.ie

The exam office is open Monday to Friday, from 9.30pm to 5.30pm

The Alliance Française Dublin is a French Language and Cultural Centre which also hosts a French Multimedia Library. The aim of the Alliance Française in Dublin is to promote French culture, as well as to provide a space for intercultural exchanges between Ireland and the cultures of the French-speaking world. The Alliance Française Dublin is the third biggest in Europe and the first established in a non-French speaking country. The Alliance Française in Dublin is also home to the Coordination des Alliances Françaises en Irlande (Alliance Française Irish Network). The Alliance Française is a non-profit organisation and a Registered Irish Charity. You can support our action by **donating** or becoming a **member!**

Alliance Française Dublin
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DEL F DAL F Examination Rules and Regulations



1. Registration Rules

1.1. Registrations for DEL F Tout Public

Registrations must be received by the exam centre prior to the final closing date indicated (the registration deadlines can be found on the [exam calendar](#)). Registration is only valid if the fee has been paid in full prior to the final closing date. Late registrations can be considered under special circumstances - following consideration by the exam centre of the individual situation - and no later than 2 weeks prior to the exam. For late registration, an administrative fee of 30% will apply. In case of cancellation or late arrivals, please consult our [Non-Attendance](#) section. 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 DEL F 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 processed. Candidates must provide a valid phone number and email address, as information regarding the exam such as notification of attendance or results will be sent via email.

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.

1.2. Registrations for DELF Junior and DELF Prim

Registrations must be received by the exam centre prior to the final closing date indicated (the registration deadlines can be found on the [exam calendar](#)). Registration is only valid if the fee has been paid in full prior to the final closing date. Late registrations can be considered under special circumstances - following consideration by the exam centre of the individual situation - and no later than 2 weeks prior to the exam. For late registration, an administrative fee of 30% will apply. In case of cancellation or late arrivals, please consult our [Non-Attendance](#) section. Sitting or resitting only one part of the examination is not possible.

Parents and guardians can register their children for a DELF Junior (under 18) or a DELF Prim (under 12). Upon registering someone for the exam (online or on site) **be careful to enter the details of the candidate who will sit the exam and not your own personal details**. Any required changes in name or personal details will not be possible after the date of the exam. Parents and guardians of children under 12 will have to be present on the day of the exam to accompany and supervise their children between the exams/ during breaks.

1.3. Registration for Schools - DELF Scolaire*

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. In case of cancellation or late arrivals, please consult our [Non-Attendance](#) section. Sitting or resitting only one part of the examination is not possible.

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. For the DELF Scolaire to be organised in the school, the exam centre will require that the school has at least two accredited DELF-DALF examiners who can help with the organisation and examination of the DELF. If the requirements cannot be met

and the exam centre has to provide all the DELF examiners, additional fees will apply. Schools who organise the DELF on their premises will sign an agreement between their school and the French Embassy where all the specific terms and conditions for the organisation of the DELF Scolaire will be underlined. ***For more information about the DELF Scolaire and timetable contact the exam service exams@alliance-francaise.ie**

1.4. Candidates with disabilities and/or special needs

Alliance Française Dublin does all that is possible to accommodate candidates with disabilities to undertake our exams. Alliance Française Dublin is located in a protected historical building and is currently unable to have a wheelchair ramp installed. If any special accommodation is needed (computer, scribe, reader) you should provide the exam centre a medical report describing the disability and extent of the disability and the accommodation needed upon registering for the exam. The medical report should be transmitted to the exam centre before the registration deadline. The Exam Service will process the request and provide the appropriate accommodation within its abilities.

1.5. 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 day of the exam. Upon receiving your exam notification, prior to the exam, the candidate should check for any mistakes in their personal details and inform the exam centre of any change needed. 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 attend examinations, both written exams and oral exams, on the same day (for DELF Scolaire, oral exams can be spread across several days). It is the responsibility of the candidate to ensure that they are available from 12pm to 6pm on the day of the exam for the DELF (A1 to B2) and 9am to 6pm for the DALF (C1-C2). 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.

3. Non-attendance

3.1. Late Arrival

Candidates should arrive on the premises at least 15 minutes before the start of the written and oral examinations. Candidates who arrive after the scheduled start of the examination will not be admitted to the examination room.

3.2 Absence

Should a candidate not attend the examination or only sit one part, the examination is considered failed, and the registration fee is non-refundable.

3.3 Cancellation

Candidates have a right to cancel their registration within 14 days after paying for the exam. 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. Without a medical report the registration fee will not be refunded. Examinations can be rescheduled for any of the available sessions on the [calendar available on our website](#). 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 at a further time.

4. Examination Procedure

4.1. Identity Verification

All candidates are required to present a proof of identity (original document - ID card, passport, driver's licence) and a printed version of their notification of attendance for the written and oral exams. Candidates who cannot produce valid proof of identity will not be permitted to sit the exams, and registration fees will not be refunded.

4.2. Written Exams

All exams must be written with a pen (black or blue). 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.

4.3. Oral Exams

All candidates have to be present for both parts of the exam (written and oral). Candidates must be present in front of the preparation room at least 10 minutes before the time of the oral examination with their notification of attendance and proof of ID. Any use of unauthorised material such as notes written prior to the examination, or any source of information pertinent to the examination, is strictly prohibited during the preparation of the oral exams. Only the documents provided during the oral exam preparation and the candidate's draft will be allowed in the oral examination room.

4.4. Fraud

Any fraud or attempted fraud will be strictly punished. Any candidate caught in the act of using unfair means or attempting to use unfair means, will be debarred from appearing for DELF/DALF examinations for 5 years.

5. Results

5.1. Result Notification

Results are made available approximately 4 to 6 weeks after the exam and are made available on our website. Candidates require their candidate number to find their result. A document detailing the results will be made available on publication of the results, which candidates will receive via email upon request. 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 a fee. 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. Postal fees are subjected to change and will differ according to the destination requested.

5.2. Results for Schools

Candidates registered through their school will also be able to check their results online using their candidate number. Results, detailed results, 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 diplomas will be available for collection at the Alliance Française and can be collected by a representative of the school upon presentation of ID. The school must send the signing sheet back to Alliance Française Dublin as soon as the diplomas are delivered to candidates.

5.3. Consulting copies

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 candidate can request to consult their exam copy at the Alliance Française Dublin free of charge. The request to consult a copy must be made in writing, in French, either by the candidate or by his/her parents (if the candidate is a minor), or by his/her legal representatives. The request must be made within one year. Examination papers may only be consulted by candidates who are in possession of valid identification. Examination papers may not be re-marked, nor may the final result be reviewed: the examination board members' decisions are final.

6. 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

LE FRANÇAIS DES AFFAIRES



1. Registration Rules

1.1. Registration

Registrations must be received by the exam centre prior to the final closing date indicated (the registration deadlines can be found on the exam calendar). 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. In case of cancellation or late arrivals, please consult our [Non-Attendance section](#). 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. Mandatory information includes: surname, name, date of birth, place of birth and nationality, as these all appear on the diploma. Incomplete registrations cannot be processed. Candidates must provide a valid phone number and email address, as information regarding the exam such as notification of attendance or results will be sent via email.

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.

1.2. Candidates with Disabilities and/or special needs

Alliance Française Dublin does all that is possible to accommodate candidates with disabilities to undertake our exams. Alliance Française Dublin is located in a protected historical building and is currently unable to have a wheelchair ramp installed. If any special accommodation is needed (computer, scribe, reader) you should provide the exam centre a medical report describing the disability and extent of the disability and the accommodation needed upon registering for the exam. The medical report should be transmitted to the exam centre before the registration deadline. The Exam Service will process the request and provide the appropriate accommodation within its abilities.

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 day of the exam. Upon receiving your exam notification, prior to the exam, the candidate should check for any mistakes in their personal details and inform the exam centre of any change needed. 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. Candidates will attend examinations, both written exams and oral exams, on the same day. It is the responsibility of the candidate to ensure that they are available from 9.30am to 6pm on the day of the exam.

3. Non-attendance

3.1. Late Arrival

Candidates should arrive on the premises at least 15 minutes before the start of the written and oral examinations. Candidates who arrive after the scheduled start of the examination will not be admitted to the examination room.

3.2 Absence

Should a candidate not attend the examination or only sit one part, the examination is considered failed, and the registration fee is non-refundable.

3.3 Cancellation

Candidates have a right to cancel their registration within 14 days after paying for the exam. 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. Without a medical report the registration fee will not be refunded. Examinations can be rescheduled for any of the available sessions on the [calendar available on our website](#). 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 at a further time.

4. Examination Procedure

All candidates are required to present a proof of identity (original document - ID card, passport, driver's licence) and a printed version of their notification of attendance for the written and oral exams. Candidates who cannot produce valid proof of identity will not be permitted to sit the exams, and registration fees will not be refunded.

5. Results

Results are made available approximately 2 to 3 weeks after the exam and will be sent by email.

6. 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 la Chambre de Commerce et d'Industrie in France for administrative purposes only.