



Additional Rules and Regulations and COVID-19 policies

DELFDALF examinations 2021

Alliance Française de Pune

1. Registration

- Registration forms shall be provided to you in our office. Please note that registrations are on a first-come-first-serve basis and are subject to availability of seats.
- Please note that incomplete forms will be rejected. The AF Pune will not bear any responsibility for incorrectly filled forms.
- Submit your duly filled and signed form, one passport sized photograph. Carry an official government recognised ID card (driving licence, aadhaar card, passport, pancard & your code candidate if you have given your DELFDALF exams before) to our Front Office for verification. Make the payment by card or UPI. Please note that no payments by cash or cheque will be accepted.
- **Internal Candidates:** Please note that for the DECEMBER 2021 SESSION, students who are currently enrolled in a course at the Alliance Française de Pune or students whose Annual administrative fees are still valid, will be considered as Internal Candidates. Candidates of other Alliances Françaises in India, who are currently pursuing a course at their respective AF's, will be treated as Internal Candidates subject to sufficient supporting documents. (ID card or a mail from the Course director).
- **External Candidates:** All candidates who do NOT meet the criteria for Internal Candidates are treated as External Candidates.
- Kindly note that the examination fees are non-refundable and non-transferable.

2. Written and Oral Exams

- The dates and timings of all written exams are the same at all centres in India. Oral exam dates and timings may vary per centre.
- Candidates are expected to keep themselves free the entire day of their exam. Oral exams may be held before or after the written exams. The timetable will be uploaded a week before the Delf-Dalf Exam week. Candidates are expected to check the examination centre's website for the same and verify for any updates the day before the oral and written exams.
- No requests to reschedule oral exam dates or time slots will be entertained under any circumstances.



3. COVID-19 Health Policies

All candidates must agree and respect the additional rules and regulations to be followed during the COVID-19 pandemic.

The Alliance française de Pune reserves the right to refuse any candidate who does not comply with these rules and regulations.

The Alliance française de Pune applies the latest official guidelines and safety measures relevant to examinations. The following **additional measures are also taken by the Alliance française de Pune:**

- **Only candidates with a negative RT-PCR report of a test taken not more than 72 hours prior to the exam date will be allowed on campus for the exams.**
- Only a limited number of candidates will be registered.
- Healthcheck: On the day of the exam, the temperature of all candidates/staff will be monitored before entering the premises. Alliance française de Pune reserves the right to refuse access to any student/staff member with a fever or COVID-19 symptoms regardless of a negative RT-PCR report.
- All candidates will have to sign a self-declaration about their health status before entering the premises.
- Sanitization: the premises will be scrupulously and regularly cleaned and sanitized before and after written exams and also between candidates during oral exams.
- Hand sanitizers will be available in all premises.
- Physical distancing norms: the premises will be set up to help you follow social distancing norms.
- Examiners, invigilators and staff will wear masks at all times and observe all sanitary measures in the context of COVID.

Candidates appearing for the DELF- DALF exams are expected to follow the rules:

- Only candidates will be allowed inside the campus, there will be no waiting areas for attendants or persons accompanying them.
- Candidates shall wear masks at all times and carry an extra mask as back-up. Masks must be worn properly and cover the mouth and nose at all times. Candidates may come with face shields, gloves and their own hand sanitizer.
- Candidates shall carry their own drinking water and stationery. Sharing of personal belongings/stationery or water bottles shall not be allowed. No eating is allowed within the campus.
- Candidates shall follow strict social distancing measures at the examination venue
- We strongly recommend that candidates travel light and do not bring any unnecessary items to the examination centre. Items such as cellphones, bags, valuables etc. are not allowed inside the examination hall. Alliance Française de Pune will not be responsible for guarding these items at the venue. Furthermore, the Alliance Française de Pune will not be held accountable in case of any theft, damage, or loss of such items.
- Candidates shall regularly wash their hands with sanitizer.



Alliance Française

Pune

- Candidates must leave the examination hall and premises in an orderly fashion after the exams. No loitering in the Kalachhaya Cultural Center will be permitted.
- Spitting is strictly prohibited
- Used tissues and facemasks should be disposed of in dedicated dustbins.
- In case of any sickness during the examination, candidates should immediately inform the invigilators. An isolation room will be kept ready and further action will be taken on the advice of health authorities and the Alliance française de Pune's Management.

While registering for the DELF/DALF examinations, the candidates agree to the above terms and conditions by signing the registration form given at the office.