
**ALLIANCE FRANCAISE DE KAMPALA – Courses, Language & Certification
Department**

TERMS & CONDITIONS – DELF/DALF EXAMINATION

The participation of a candidate to any DELF/DALF examination requires the acceptance of the below mentioned rules & regulations by the candidates.

BEFORE THE EXAM

1. The calendar and fees structure is available on demand and at the reception of Alliance française Kampala. It is revised annually.
2. Any registration presupposes that the candidate is aware of the dates of the exam he/she will take.
3. Registrations need to be done at least one month before the exam. The final date for registration to DELF TP, Pro, Jr is always 30-31 days before the day of the exam. The final date for registration to DELF Prim is 10 weeks before.
4. In order to register, you need to fill a form, to accept the terms & conditions, and to pay the corresponding fees.
5. You can pay through the bank or mobile money using the SchoolPay. Communicate your names and date of birth to the receptionist at reception@afkampala.org. If a payment is done through mobile money, you need to inform the reception that the payment has been processed so that she can check, accept it, and allow you to get registered, by filling the registration form and accepting the conditions.
6. Once a payment is done, it cannot be refunded under any condition. It can be transferred to another session of DELF only within the civil year (January-December) and only once. In the case of an absence on the day of the exam that has not been justified at least 24 hours prior to the exam, a medical certificate from an hospital or a medical doctor will be required by the Alliance française. It needs to be handed or sent through email to the Head of Courses, at courses@afkampala.org , in a maximum of 2 working days after the exam.

ON THE DAY OF THE EXAM

1. Don't forget to bring a black pen, a pencil, an eraser, your convocation printed and your passport/national ID. If you come without your ID and convocation, you will not be allowed to sit for your exam. It is forbidden to write with a pencil on your final paper.
2. No other material will be allowed inside the exam room.
3. Your phone will be off and let in the bottom of your bag.
4. The exams always start on time. Therefore it is not acceptable to come late. We don't accept anyone coming late for the exam. You need to come to the Alliance Française or the other exam center you're going to 30 minutes before the starting time of your exam.

5. All errors on your names, surnames, dates, places of birth... should be corrected on the day of the exam. If you don't write it correctly, the certificate will not be correct, and a reedition will be necessary, and we will request you to pay for it. Any information transmitted after the day of the exam will not be corrected and will require a reedition.
6. No person will be allowed inside the exam center apart from the candidates themselves all along the tests.
7. Any fraud or tentative will be punished by an exclusion of all French exams for 5 years.
8. Any reservation or complaint expressed about the organization of the exams, both oral and written, should be addressed to the Head of Courses on the day of the exam. Any other remark formulated afterwards will not be taken into account.

AFTER THE EXAM

1. Results are coming after 2-4 weeks after the exam is done. "Attestations de réussite" are edited for those who passed and "Relevé de résultats" for those who didn't pass. They are to be collected from AfK in person. If you cannot do so, you need to send an email, and to mention who is going to come and pick your results, along with an ID/passport copy of that person.
2. The certificates are coming afterwards (between 2-5 months). They can take time to come as they come from France. You will be informed via email when they are received. You need to pick it in person. Only one certificate is made per person per exam. If you lose it, you will be required to pay 35.000UGX to the Alliance française Kampala to get a duplicate, which will also take time to come from France. If you cannot come and pick your diploma by yourself, you need to write an authorization for someone else to pick your diploma for you, and this person will need his/her ID, your ID copy and the authorization to come to us pick your results. No results will be communicated through email nor through phone.
3. Decisions of the board are final and not subject to appeal. Any mark revision or demand for a copy consultation will then be rejected.

Date:

By signing this document, I certify that I have taken into account all the conditions of registration and test-taking, and I declare accepting them. I also certify the accuracy of all information given.

Read & approved – Signature: