

TCF TERMS AND CONDITIONS

1. Examination enrolment will close at the time indicated on the Alliance Française Glasgow website. Candidates are entitled to a 14 day cooling-off period after signing up for an examination.
2. It is the candidate's responsibility to check that their name and details are exact and correctly spelt on their statement of entry, as they appear on their passport. The same details will appear on the candidates' final certificates. It is the candidate's responsibility to inform the examination centre of any error in their details **prior to the session** so these can be amended. Any unchecked error leading to a diploma or certificate reprint will incur a surcharge (please see article 16).
3. Any discrepancy between a candidate's examination registration details and their passport (e.g. diminutive used instead of full given names) may lead to the candidate being refused access to the examination room.
4. Candidates should inform the examination centre should their details change during the examination period (from enrolment to the arrival of diplomas up to 6 months later)
5. Should they have any special needs, candidates should inform the examination centre and provide a medical certificate at the time of registration. Each case will be considered individually and candidates will be informed as early as possible of their eligibility for access arrangements.
6. Examination dates may be subject to alterations or cancellation in all cases of *force majeure*.
7. Once set, the schedule of oral examination dates and times may not be altered.
8. Oral examinations may take place early in the day / late in the evening. There may be a long gap between a candidate's oral and written examinations, and oral examinations may be held on a different day to written examinations to accommodate the number of candidates enrolled.
9. Oral examinations will be recorded.
10. Statements of entry / oral examination schedules will be sent two weeks prior to the examination. Candidates are required to check email attachments sent to them. **It is the candidate's responsibility to enquire at least one week prior to the examination if they have not received an email from the examination centre**, so they can make the necessary arrangements.
11. Candidates should arrive 15 minutes prior to the beginning of their examination. **Late arrivals will not be accommodated.**
12. Candidates will be required to bring official proof of identity on their examination days. **Only the following original documents will be accepted: passports, national ID cards,**

photo driving licences, national residence permits with photo. Failure to produce one of the above-mentioned cards will deny candidates access to the examination room.

13. TCF candidates will be informed by email whether they have passed or failed, and their detailed scores will be provided.

14. The candidates will receive their attestation of results via email as soon as results are available.

15. Attestations of results may not be modified unless to amend an error on the original document. Any modification to correct an error in details will incur a fee of £25 per diploma.

16. It is not possible to cancel the examination after the 14 day cooling-off period except in cases of *force majeure*, such as:

- illness
- transport strike
- professional imperative
- death of a close relative;

If they wish to cancel their examination, **they must also provide a valid justification within 72 hours** and the centre will decide, in agreement with *France Éducation internationale*, whether to reimburse their registration fees.

17. In the month following the reception of the certificates by the center, the candidate will have the opportunity to request a re-evaluation of their oral and/or written expression test from their test centre. The request will incur a fee of £45 for the candidate

18. Only the written and oral expression tests may be subject to re-correction. Access to one's multiple-choice answer sheet, written and/or oral productions, as well as corrections of these productions, is not possible. No material (including improvement suggestions) could be provided to the candidates. It is also not within the purview of France Education International, the certifying body, to provide candidates with details on the areas of improvement needed to achieve the desired level.

19. The candidate must understand the risk that the level may be revised downwards and that in this case, it will be the results of this new correction that will prevail. **If the candidate presents their old certificate showing a higher level as part of an application, they will be considered fraudulent.**