DELF / DALF - registration agreement

Alliance Française Port Harcourt · Applies to every session and every registration

1. Scope and precedence

This agreement applies to registration for **DELF Tout public** (A1 to B2), **DELF Junior** (A1 to B2) and **DALF** (C1 and C2, Tout public only) at Alliance Française Port Harcourt (AF PHC).

These terms complete the official rules of France Éducation International (FEI).

This agreement applies to every session and every registration. It must be read and accepted before payment and registration: by ticking the box on the registration form, the candidate (or, for a minor, the parent or legal guardian) confirms having read and accepted it. Registration is not possible without this acceptance.

2. Registration, payment and personal data

Registration is final only when **payment is made first** and the registration form is then completed and submitted in full.

1. **Registration period.** Register within the registration period announced for the session. Late requests cannot be accepted.
2. **Payment.** Pay the full examination fee within the period indicated, before submitting the form. Without full payment and a completed form, no registration is finalized. AF PHC and FEI cannot be held responsible for a registration that is not finalized.
3. **Information.** Provide all required information, including accurate contact details. Your confirmation and convocation are sent to the email address you give.
4. **Exam version.** Choose the version that matches your profile: **Tout public** for older teenagers and adults, **Junior** for secondary school pupils. DALF is available in the Tout public version only.
5. **Candidate number.** If you have already sat a DELF or DALF exam, give your candidate number at registration.
6. **Personal data.** FEI and the exam centres protect candidates' personal data. It is not shared with third parties and is used only for the administration and running of the exams.

3. Your details, schedule, fees and absences

1. **Accuracy of your details.** Check that your name and details on your enrollment confirmation match your identity document exactly. They will appear on your attestation and certificate. The information you provide on the registration form appears exactly as entered on your certificate and diploma. Report any error as soon as possible, and at the latest at the attendance check on exam day. Correction or reissue because of an error in the data provided by the candidate is charged at 15,000 Naira per correction.
2. **Attendance check.** On exam day, check the spelling of your surname, first name and date of birth on the attendance sheet and report any error immediately. **Errors not reported on the day cannot be corrected after the session.**
3. **Exam schedule.** Exam dates and time slots (written and oral) are fixed. Candidates cannot choose or change their slot, and will only be admitted during their allocated slot. You will receive an individual notification (*convocation*) with the dates and times of your tests.

4. **Fees.** Examination fees are non-refundable and cannot be transferred to another candidate. Failure to attend without a valid justification, late arrival and non-admission for missing documents do not qualify for a refund or transfer.
5. **Justified absence.** If you cannot attend for a justified reason, you may **request** a refund or a transfer to the next session by sending a **medical certificate** to AF PHC within the period indicated by AF PHC after the exam. AF PHC reviews each request.
6. **Special arrangements.** If you have a disability, indicate it at registration and provide a **medical certificate no later than two months before the exam date.** Requests after this deadline cannot be guaranteed.

4. Exam day

1. **Arrival.** Be present at AF PHC at the time shown on your *convocation*. Wait at reception until the coordinator takes you to the exam room. **Late candidates will not be admitted.**
2. **Documents.** Bring your *convocation* and a valid original ID. Copies and phone photos are not accepted. The only exception is the birth certificate, of which only a photocopy is accepted. Candidates without the required document **will be denied entry.**

Level	Accepted ID
A1 and A2, Tout public (adults)	National ID card or International Passport.
A1 and A2, Junior (children and teenagers)	National ID card, student ID card, birth certificate (photocopy only) or International Passport.
B1 and B2 (Tout public and Junior)	**Valid International Passport only.**
C1 and C2 (DALF)	**Valid International Passport only.**

3. **Personal items.** Put away all personal items and switch off electronic devices, placing them where the invigilator indicates. Phones, smartwatches and any communication or data-storage device are forbidden: see section 5.
4. **Pen and anonymity.** Write with a **black or blue pen.** The exam is anonymous: **do not sign your paper or use your real first name or surname in your answers.** Use a pseudonym where a name is needed.
5. **Draft paper and dictionary.** Draft paper is provided and must be left with the invigilator at the end. A monolingual dictionary is allowed only for the DALF tests where FEI permits it.
6. **Leaving the room.** After the end of the first hour of the group tests, you may leave the exam room definitively, as FEI rules allow. A candidate who leaves may not re-enter.
7. **Confidentiality of exam topics.** Test topics are confidential. Reproducing or sharing exam material (questions, images, audio) by any means, including photos, photocopies, the internet and social networks, is strictly prohibited and may lead to invalidation of results, a ban from exams, or legal action.

5. Conduct and fraud

Candidates must behave calmly and respectfully towards invigilators and other candidates and follow the instructions of the exam centre. Candidates who seriously disrupt the exam may be expelled from the room.

Any act not authorised by the invigilators, from entering the room until leaving it, can be considered fraud. The following are fraud:

- Having a mobile phone or smartwatch on you, **even switched off.**
- Communicating with another candidate, or copying.
- Having a cheat sheet or consulting any material.
- Exchanging draft papers.
- Reciting a memorised text. Written and oral work must be original.
- Stealing or plagiarising exam topics.
- Impersonating another person. Both the impersonator and the registered candidate are excluded.
- Falsifying a diploma or attestation.

Fraud and attempted fraud carry the same sanctions. AF PHC reports them to FEI, whose disciplinary commission decides. Sanctions include cancellation of the exam and a ban of **up to 5 years** from DILF, DELF, DALF and TCF exams, with no refund of fees. Exam fraud is an offence, and the most serious cases are reported to the courts.

6. Results, session changes and your rights

1. **Results.** Results are sent by email four to six weeks after the exam, and in any case within two months. Scores are not given by phone.
2. **Certificates.** FEI issues the diploma, which is valid for life, and delivery times may vary. On request, AF PHC issues a temporary certificate of achievement (*attestation de réussite*). FEI may check session documents, which can delay certificates. Irregularities found after issuance may be reported to the relevant authorities.
3. **Appeals.** The jury's decisions are final. Results cannot be contested, except in the case of a clerical error or an irregularity in the exam conditions. Contact AF PHC to submit such a request within the period it indicates after you receive your results.
4. **Corrected paper.** You may see your corrected paper, whatever the result, by contacting AF PHC within the period it indicates after your results, following AF PHC's procedure.
5. **Cancellation or postponement.** AF PHC and FEI may cancel or postpone a session because of an insufficient number of candidates, an unexpected public holiday, or any unforeseen event or force majeure. In that case, AF PHC will offer candidates the next available session, or another solution in line with FEI rules.

Your rights as a candidate

- Register directly for the exam of your choice, with no prior level or test required, at the approved centre of your choice.
- Receive an individual notification with the dates and times of your tests, draft paper, and the invigilator's instructions at the start of the tests.
- Have your tests double-marked and be assessed impartially.
- Receive your results within two months, and a diploma valid for life on non-forgeable security paper.
- Sit the exam as many times as needed, provided you have received your previous results before registering again, and re-enrol for the next session once results are published.
- Receive specific arrangements if you have a disability (section 3), and request a refund or transfer for a justified absence (section 3).