



GOETHE
INSTITUT

GENERAL TERMS & CONDITIONS EXAMINATIONS

General Terms and conditions Examinations

Registration

- For examinations you must visit Goethe-Institut Karachi physically.
- The dates for the registration and fee payment are available on our website.
- Please ensure that you enter the requested information correctly as the same data will thereafter reflect on all official documents and communication from the Goethe-Institut Pakistan. Please note that any correction in your personal details post registration would be done against an administrative fee of PKR 1500.
- •Once the registration has been done, the date of examination cannot be changed. However an exception can be made in case of illness against a medical certificate. In this case the fee would be transferred to the next available examination date against deduction of 25% of the paid examination fee.
- Exam fees, once paid, are non-refundable and non-transferable.
- **You are requested to read the Examination Guidelines and Procedures available on our website carefully https://www.goethe.de/resources/files/pdf207/prfungsordnung-2020_englisch.pdf.**
- You will be considered as an internal candidate if you are attending a course at Goethe-Institut at the time of registration till 6 months from the end of the current course. All others are considered as external candidates.
- For candidates with special needs there are special rules. Please provide appropriate medical documentation for the same at the time of the registration.

The Examination

- You are required to be present at the Goethe-Institut / Examination Centre 30 minutes prior to the given examination time.
- It is mandatory for you to carry an Original CNIC and Passport on the day of the examination. For Afghan Citizen (Original Passport and Tazkara including English Translated Tazkara). You will be allowed to take the examination only after you show us the admit card/booking confirmation
- (Buchungsbestätigung) issued by the institute for that particular examination and an ORIGINAL & VALID photo identification with your latest photograph and the date of birth such as:
- a. Valid Passport. b. Valid CNIC

Cell phones, watches (analog and digital), smart watches, jewelry and any kind of electronic devices are not allowed during the examination.

Liability of the Goethe-Institut Pakistan

The liability of the Goethe-Institut Pakistan and its staff shall be limited to intent and gross negligence. The Goethe-Institut Pakistan will have no liability for cancellation of its services due to force majeure (e.g. natural disasters, fire, floods, war, official orders and all other circumstances beyond the control of the contractual parties).

Result and Certificate

- The examination results will be uploaded (encrypted) in 2 weeks from the date of examination on the moodle platform (www.goethe.de/) on the website of the Goethe-Institut Pakistan.
- Steps for checking the result will be shared along with the Room plan (via mail) few days prior to the examination.
- Certificates can be collected in 3 weeks from the date of examination from the Goethe-Institut between 2.30 pm. - 5.30 pm (Monday - Friday).
- However, if you require your certificate on urgent basis, you can collect it with prior appointment via E-Mail at sarah.ejaz@goethe.de from the Language office by showing valid ID-Proof along with your booking confirmation/admit card (Buchungsbestätigung).

The same can be collected by another person holding an authority letter signed by the candidate and an original & valid photo identification of the bearer of this letter.

Viewing

You (minors in the company of a parent or guardian) may inspect/view the examination paper, which you have taken in the presence of an examination official/an examiner. Only the applicable answer sheet and the evaluation sheet shall be presented for the same. You are not allowed to take any photographs or make copies during this process. No question papers will be presented for the same and neither are you entitled to any individual counselling.

For viewing of the examination papers please write an email within 15 days from the examination-result-declaration-date to irfan.khan@goethe.de

Complaint Management

In case of examination related complaints please write to

a. irfan.khan@goethe.de OR

b. sarah.ejaz@goethe.de