

TEF TP, TEF IRN, TEF CAN exams terms and conditions

Registration fees are non-refundable. Registration is definitive once the registration fees have been paid. These fees have to be paid no later than the last day of registration. All candidates must be 18 and over to register.

A notification will be sent no later than a week before the exam, with the exact date and time of examination. If you have not received anything by then, please email examens@alliancefr.org. A lack of notification does not allow the candidate to ask to postpone or get a refund for their exam. Exam dates and times are definitive and cannot be modified.

Results are sent at the email address provided at the time of registration, 4 to 6 weeks after the exam, by the Chambre de Commerce et d'Industrie.

In case of force majeure (illness, general strike, death of a parent) : the candidate must send the appropriate supporting documents (medical certificate, note from transport services stamped and signed, etc) to examens@alliancefr.org **within 24 hours of the first missed exam.** If the document is considered valid, Alliance Française de Paris will sign up the candidate on the next available session. Exams can only be adjourned once, no matter the motive.

For disabled candidates or candidates with special needs : the candidate must provide a medical certificate detailing the nature of the disability and the adjustments required for the exam. The Alliance Française de Paris will provide these adjustments within its available resources. The candidate must notify examens@alliancefr.org with the medical certificate no later than the day of registration.

To access the examination room you must :

- **Provide a valid proof of ID with photo and signature** : national ID card, passport, driver's licence, residence permit. Only originals are accepted. If there is any doubt about the candidate's identity, a second proof of ID will be asked to support the first one. No refund or deferral will be allowed if the candidate is not able to provide a proof of ID.
In case a candidate cannot provide one of the previously listed documents, the following documents will be allowed :
 - Receipt for a residence permit request ;
 - Receipt for an asylum request (with photo)
 - Receipt for an international protection request ;
 - Certificate for asylum seekers.
- **Arrive at the time specified on your notification** : in case of delay due to public transport strikes, the candidate must ask for a receipt at the RATP or SNCF desk.

During the exam, you must :

- **Check the validity of the personal information on your exam notification, which will later appear on your diploma.** No changes can be made to the candidate's personal information after the exam ;
- **Use only a blue or black ink pen.** No pencil allowed apart from when writing on the rough paper ;
- **Use only the material and documents given by the invigilators.** Any other document will be considered as fraud ;
- **Switch off your phones and electronic devices.**

The exam will be considered null and void if these rules are not respected. Any attempt at fraud will be notified to the Chambre de Commerce et d'Industrie. Fraud can lead to cancellation of exam results and certificate. The candidate will be unable to take the exam for a period of five years.

Instructions that must be followed during the Covid-19 epidemic:

- Candidates must wash their hands when entering our premises.
- Candidates must wash their hands before signing the attendance sheet.
- It is strongly recommended to wear a mask.
- Candidates must bring their own pen.
- Candidates will be required to present their own identity document at the time of identity checks.
- The use of hand sanitizer is required. Candidates will be asked to use it before the start of the test and before their copy is submitted.