



Alliance Française

Taiwan - 台灣

RULES & REGULATIONS

Alliance Française of Taiwan appreciates your registration for the DELF-DALF examination. The DELF and DALF are official diplomas issued by the French Ministry of National Education.

In order to pass the examinations in the best conditions, please carefully read the following instructions and information.

Attention: All candidates must present their identification documents and paper exam permit upon entry to the examination room. Both documents are mandatory, and no exceptions will be made. Only identification documents such as ID cards, passports, or residence permits (for foreign nationals) will be accepted. Other forms of identification documents will not be accepted, regardless of the reason (e.g., loss, under application, expiration, etc.).

In the event of force majeure, such as natural disasters or wars, the examination center reserves the right to cancel or postpone the examination. The center also reserves the right to make the final decision regarding rescheduling, venue changes, or refunds.

1. Examination Permit

- 1.1. The exam permit will be sent via email approximately two weeks before the examination. Candidates are required to print the paper copies themselves.
- 1.2. If you have not received your exam permit one week before the examination, please contact the examination center.
- 1.3. Upon receiving the exam permit, please verify that all personal information is correct. After one week from the examination date, any changes to the exam permit will incur a handling fee of 250 NTD.

2. Examination Schedule

- 2.1. The examination time indicated on the exam permit is the start time of the test.
- 2.2. Candidates should arrive at the designated examination room no later than 10 minutes before the start of the test. Reporting to a different room not indicated on the exam permit will not be accepted.
- 2.3. Latecomers will be disqualified from taking the test and will not be eligible for rescheduling or refunds. The examination time will be based on the clock in the examination room.

3. Examination Procedures

- 3.1. Each DELF-DALF level consists of two parts: written test (Epreuves collectives) and oral test (Epreuve individuelle).



Alliance Française

Taiwan - 台灣

- 3.2. Before entering the examination room, candidates must turn off their mobile phones. Only essential stationery (ballpoint pens and correction tools), a watch (no smartwatch), and the exam permit are allowed in the test seats. Pencil cases should be kept in your bag.
- 3.3. Writing on the exam permit is not allowed.
- 3.4. Candidates must remain in the examination room until the end of the first hour.
- 3.5. The use of personal documents (notes, dictionaries, etc.) is strictly prohibited during the examination. However, for DALF C1 preparation and DALF C2, candidates may use French-French dictionaries provided by the examination center.
- 3.6. Candidates cannot leave the examination room until the invigilator has collected all the examination papers and draft papers.

4. Examination Fees

- 4.1. Once the examination fee has been paid, no refunds or postponements will be granted for any reason.

5. Late Arrival and Absence

- 5.1. Latecomers will not be allowed to enter the examination room, regardless of the reason, and they cannot request rescheduling or refunds.
- 5.2. If a candidate is absent or only takes one of the two tests, the examination will be considered failed.

6. Scoring

- 6.1. Candidates must score above half of the total marks (50/100) to get the diploma.
- 6.2. Each of the four sections, "Listening" "Reading" "Writing" and "Speaking" is worth 25 points (DALF C2, each section is worth 50 points).
Even if the total score is above half, fail one of the tests (below 5 points for one section or each section of DALF C2 scoring below 10 points) will result in failure.
- 6.3. Cheating during the examination will lead to its invalidation. According to the French law on the DELF-DALF diploma, candidates caught cheating may be banned from taking the test for up to three years.
- 6.4. DELF-DALF diplomas have a lifelong validity.

7. Result Reassessment

- 7.1. To ensure fair grading, the examination papers will be evaluated twice.
- 7.2. According to the regulations of the French National Examination Center (FEI), requests for review of grades will not be accepted.



Alliance Française

Taiwan - 台灣

- 7.3. Candidates' personal information will be protected and respected by the examination center. All candidate data and examination results will be strictly confidential and limited to administrative use by the Taiwan Examination Center (Alliance Française de Taiwan) and the French National Examination Center (FEI).
- 7.4. The score report will be sent via email 45 days after the examination. The scores cannot be inquired by phone or mail.
- 7.5. If the candidates pass the examination, they can receive a certificate of achievement (equivalent in validity to the DELF-DALF diploma) and the DELF-DALF diploma.
- 7.6. The certificate of achievement: After receiving the score report, candidates who pass the examination can come in person with their ID cards to collect the certificate of achievement, it only be issued once.
- 7.7. The DELF-DALF diploma: Four months after the conclusion of the examination session (subject to official announcement), candidates can come in person with their ID cards to collect it. (Alliance Française de Taiwan is responsible for its safekeeping for one year.)
- 7.8. Candidates can also authorize someone to collect the diploma on their behalf by providing a handwritten and signed authorization letter along with the ID cards of both the candidate and the authorized person.
- 7.9. The DELF-DALF diplomas are printed by the French National Printing Office and can only be issued once. Therefore, candidates are advised to personally collect their diplomas. If a candidate wishes to have the diploma mailed, they must provide a registered mail declaration with a handwritten and signed statement. The statement should acknowledge that the diploma cannot be reissued and that the candidate assumes full responsibility in case of loss during the mailing process, which will not be the responsibility of Alliance Française de Taiwan.

8. Important Notice

- 8.1. Failure to comply with the above regulations may result in a permanent ban from registering for the DELF-DALF examinations in Taiwan!

For more information for the examinations, please visit our website:

www.alliancefrancaise.org.tw

Sincerely,

Alliance Française de Taiwan
Examination Center for DELF-DALF in Taiwan