AllianceFrançaise

Taiwan - 台灣

Exam Regulations

The **Alliance Française de Taiwan** thanks you for registering for the DELF/DALF exams. The DELF/DALF diplomas are official qualifications awarded by the French Ministry of Education. To ensure your examination process goes smoothly, please read the following terms and conditions:

Note: Candidates must present both their original identity document and their printed exam convocation to enter the exam hall. Only ID cards, passports, or Alien Resident Certificates (ARC) are accepted. No other documents will be accepted for any reason (e.g., loss, renewal in progress, expiration).

* In the event of force majeure (natural disasters, war, etc.), the examination center reserves the right to cancel or postpone the exam, and holds the final decision-making power regarding schedule changes, venue shifts, or refunds.

1. **Exam Convocation**
   - **1.1.** No customized scheduling requests will be accepted. Convocations are sent via email approximately two weeks before the start of the exam session. **Candidates must print a hard copy themselves.**
   - **1.2.** If you have not received your convocation one week before the session begins, please contact the examination center.
   - **1.3.** **Please verify that your personal information on the convocation is correct. Free corrections are only available for two weeks following the exam; after this period, the headquarters in France will charge a 1,200 TWD administrative fee.**

2. **Exam Timing**
   - **2.1.** The time indicated on the convocation is the exact start time of the exam.
   - **2.2.** Candidates should arrive at the designated classroom at least 10 minutes before the start time. Reporting to a classroom other than the one specified on the convocation is not permitted.
   - **2.3.** Late arrivals will be disqualified and are not eligible for postponement or refunds. The exam time is based on the clock in the examination room.

3. **Conduct of the Examination**
   - **3.1.** Each DELF/DALF exam level consists of two parts: Collective tests (written) and an Individual test (oral).

3.2. Mobile phones must be turned off before entering the room. Only essential stationery (black/blue ballpoint pens and correction tools), a watch (excluding smartwatches), and the convocation/ID are allowed on the desk. Pencil cases must remain inside bags.

3.3. No writing is permitted on the convocation.

3.4. Candidates may not leave the exam hall before the end of the first hour.

3.5. Personal documents (notes, dictionaries, etc.) are strictly prohibited. French-to-French dictionaries are only permitted for DALF C1 oral preparation and DALF C2.

3.6. At the end of the written exam, candidates may not leave until the invigilator has collected all exam papers and scratch paper.

4. Registration Fees

4.1. Once registration and payment are complete, no refunds, level changes, or postponements will be granted for any reason.

5. Lateness and Absence

5.1. Late candidates will not be admitted to the exam hall and are not entitled to postponements or refunds.

5.2. If a candidate is absent or only participates in one of the two mandatory parts, the exam will be marked as a "Fail."

6. Scoring

6.1. Candidates must obtain a total score of at least 50/100 to be awarded the diploma.

6.2. The four sections—Listening, Reading, Writing, and Speaking—are worth 25 points each (50 points each for DALF C2). A score below 5/25 (or 10/50 for C2) in any single section results in an automatic failure, even if the total score exceeds 50.

6.3. Any instance of cheating will invalidate the test. Under French law regarding national exams, candidates caught cheating may be banned from taking the DELF/DALF for up to three years.

6.4. DELF/DALF diplomas are valid for life.

7. Grading and Data Management

7.1. To ensure fair scoring, all papers undergo a double-grading process.

7.2. **Per French national exam regulations, score re-evaluations are not accepted.**

7.3. Personal data is protected and kept confidential. Results are only shared between the Alliance Française de Taiwan and France Éducation International (formerly CIEP) for administrative purposes.

7.4. **Transcripts will be sent via email 45 days after the exam.** Results cannot be queried by phone or email.

7.5. Successful candidates will receive **a certificate of achievement** (equivalent to the diploma) and the **final diploma**.

7.6. **Certificate of Achievement:** Can be collected in person with an ID card after receiving the transcript. Only one original is issued; it cannot be reissued if lost.

7.7. **Diploma:** Four months after the end of the examination session (subject to official announcement), candidates may pick up their diploma in person by presenting the original copy of their ID card or passport; no other documents will be accepted. (The Center assumes responsibility for keeping the document for one year.)

7.8. Third parties may collect documents with a signed letter of authorization, copies of both the candidate's and the authorized person's IDs, and the authorized person's original ID for verification.

7.9. Diplomas are printed by the French National Printing Office. Only one original exists. If you require the diploma to be mailed, you must provide a signed declaration of responsibility, an ID copy, and a self-addressed stamped envelope. The Alliance Française de Taiwan is not responsible for any loss during transit.

8. **Final Notice: Failure to comply with any of the above regulations may result in a permanent ban from taking DELF/DALF exams in Taiwan.**

For more information and exam tips, please visit our website: www.alliancefrancaise.org.tw

DELF/DALF Exam Center Alliance Française de Taiwan