

## Examinations 2025: General Terms & Conditions

### Goethe-Institut/Max Mueller Bhavan Pune

#### Registration

- The registration for exams takes place only via the online-booking system. The exam dates as well as registration dates and links for online registration are available on our website: <https://www.goethe.de/ins/in/en/sta/pun/prf/anm.html> . You will find all other relevant information also here.
- The registration is successful once the payment with an internationally active credit card is completed.
- On registering for the first time for any course or exam of the Goethe-Institut, a ten-digit customer number is generated. Please use this number for all further transactions with the Goethe-Institut.
- Please enter all the details carefully in the online form while registering. The information you enter will be visible on the examination certificate after the exam. Changes in personal details (spelling errors, wrong date, or place of birth) can be made upon the candidate's request before the exam. Please write to [exams-pune@goethe.de](mailto:exams-pune@goethe.de). In such a case, an administrative charge of INR 2900 will be levied after inspection of relevant documents, and the changes will be made thereafter. Please note: There will be no changes made to the personal details on the day of the exam or after the exam.
- The examination fees, once paid, are non-refundable and non-transferable.
- All the communication regarding exams will be done on the registered email address of the exam participant. Please check the email address entered during the online registration.

- The exam details (exam-center, -room, -timings, etc.) will be sent 10 days prior to the exam in case of exams within Pune, and one month prior to the exam in case of exams outside of Pune.
- You are requested to go through the Examination Guidelines and Procedures available on our website: [Pruefungsordnung.pdf](#)
- Candidates with special needs may provide appropriate medical documentation prior to the payment of exam fees. They can write to [exams-pune@goethe.de](mailto:exams-pune@goethe.de) and receive counselling on the conduct of the exam. Here you will find more information regarding the terms and conditions for candidates with special needs:

Information for exam participants with special needs

Ergänzungen zu den Durchführungsbestimmungen: Prüfungsteilnehmende mit spezifischem Bedarf (Personen mit Körperbehinderung)

- In case of a medical emergency only of the candidate, a medical certificate from a registered doctor needs to be submitted at least 24 hours before the exam. The following details are required on the medical certificate:
  - The letterhead of the doctor/clinic/hospital
  - Doctors' registration number, stamp, and signature
  - Number of days that the candidate is unfit for the examination.

In such a case, an exception can be made for the candidate as follows:

The Goethe-Institut/Max Mueller Bhavan Pune shall transfer the booking to the next possible exam date and inform the candidate accordingly. An

administrative charge of INR 2900 is to be paid within 24 hours on receiving the details from us.

The Goethe-Institut/Max Mueller Bhavan Pune reserves the right to take the decision depending on the condition of the candidate and the documents

submitted by them. Such a transfer of exam date due to medical emergency shall be made only once.

## The Examination

- Candidates are requested to be present at the examination centre 60 minutes prior to the examination. The exam timing, name of the centre and the exam hall are mentioned in the exam-details document (Prüfungseinladung) sent before the exam.
- No candidate shall be allowed to enter the examination hall once the exam starts.
- On the day of the examination, it is mandatory to carry a printed copy of the exam invitation (Prüfungseinladung) sent by the Goethe-Institut and your original and valid Passport or Aadhaar Card with the complete birthdate and updated photograph. Please note, no other identity-card or digital copies will be accepted. On the day of the exam, all the belongings will be kept in the waiting area. Mobile phones, watches, other electronic devices and stationery are not allowed in the exam hall.
- For the safety of your belongings, small lockers will be provided at the institute's campus for you to keep your valuables (money, wallets, mobile phones/electronic devices, keys). For this kindly bring your own lock and key (only small size). Please make sure that the key to your lock does not have any keychain attached, as that is prohibited in the exam room. The lockers are under surveillance cameras.
- The Goethe-Institut/Max Mueller Bhavan Pune shall bear no responsibility towards any loss of valuables or personal possessions incurred by the candidates.
- Please note that only the candidate will be allowed to enter the examination center's premises on the exam day.

- The Goethe-Institut/Max Mueller Bhavan Pune reserves the right to change the exam-date, timings and venue due to internal reasons or unavoidable circumstances like natural calamities.

## Results and Certificate

- The candidates will be informed about the declaration of the results via email within three weeks after the exam. Examination results once declared will be available on the personal portal.
- The certificates of the candidates who have passed the exam & participation certificate of the others will be generated ONLY DIGITALLY for all exams w.e.f. 01.03.2024. The certificate as well as the participation certificate will be accessible to the candidates on their account on [www.goethe.de](http://www.goethe.de) and can be downloaded. All the important links to the steps for checking the same can be found under “EXAM RESULTS AND DIGITAL CERTIFICATE” on our website: [Advice and information - Pune - Goethe-Institut/Max Mueller Bhavan Pune - Max Mueller Bhavan](#)
- In case of loss of certificate (of exams up to 01.03.2024), a duplicate certificate on a plain white paper shall be issued against charges of INR 2900. This clause is valid only for an examination taken within the last ten years.

## Liability of the Goethe-Institut/Max Mueller Bhavan

- The liability of the Goethe-Institut/Max Mueller Bhavan and its staff shall be limited to intent and gross negligence. The Goethe-Institut/Max Mueller Bhavan 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).

## Viewing of paper

- For the right to viewing of paper, please refer to the document Examination guideline Section 21. [Pruefungsordnung.pdf](#)
- Candidates may inspect only their own examination paper in the presence of an examination official. Minors appearing for Goethe exams for youngsters may view their paper in the company of one parent / legal guardian. Only the applicable answer sheet and the evaluation sheet (for writing and speaking modules) shall be presented for the same. Candidates are not allowed to take any photographs or make copies during this process. No question papers or model answer sheet will be presented for the same and neither is the candidate entitled to any individual counselling.
- Details of the procedure to apply for paper-viewing will be mentioned in the email announcing the declaration of the results.
- There is no facility of reevaluation or rechecking of paper. “Viewing of paper” is an opportunity for candidates to get an orientation in their performance.

## Complaint Management

- Any complaints regarding the administration of the exam should be lodged with the exam coordinators of the institute immediately after the examination [swapna.kulkarni-ajgaonkar@goethe.de](mailto:swapna.kulkarni-ajgaonkar@goethe.de) / [sonal.atre@goethe.de](mailto:sonal.atre@goethe.de)
- Should a satisfactory solution not be reached, then the complaint should be addressed in writing to the Head Language Courses and Examination Ms.Tejasvi Vartak [tejasvi.vartak@goethe.de](mailto:tejasvi.vartak@goethe.de).