

# INSTITUT FRANÇAIS D'ÉCOSSE

FRANCE EDUCATION INTERNATIONAL (anciennement CIEP)

This form must be returned to:  
**frenchclassesife@gmail.com**

Or Institut Français d'Ecosse  
DELF DALF Examinations  
West Parliament Square  
EH1 1RF  
EDINBURGH

Or handed at the reception desk.

## DELF DALF TP ENTRY FORM 2024

### For office use only

Centre: **IF Ecosse**  
TOUS PUBLICS  
Numéro de reçu:  
Code candidat:  
Session:  
Niveau(x): A1 A2 B1 B2  
C1 C2

**IMPORTANT: PLEASE WRITE LEGIBLY AND FILL IN ALL BOXES.**

**ANY MISSING PERSONAL DETAIL MAY RESULT IN THE CANCELLATION OF YOUR APPLICATION.**

### 1- CANDIDATE DETAILS (PLEASE WRITE IN BLOCK CAPITALS)

Family name <i>(as per the candidate's passport):</i>	First name(s) <b>IN FULL</b> <i>(as per the candidate's passport):</i>
Gender: <input type="radio"/> M <input type="radio"/> F	Date of birth (dd / mm / yyyy):
Town of birth:	Country of birth:
Nationality:	Second nationality (if applicable):
Email:	Mother tongue:
Telephone (mobile):	Telephone (mobile):
Permanent address for correspondence :	Temporary address (if applicable) :
.....	Until (please give date) :
.....	.....
Postcode.....	.....
County / Country.....	Postcode.....
	County/ country.....

**2- HAVE YOU ALREADY TAKEN DELF-DALF EXAMINATIONS BEFORE? **IMPORTANT****

**YES or NO :**

**IF YES PLEASE FILL THIS PART**

LEVEL	DATE	COUNTRY / CENTRE	Previous candidate number (found on correspondence with exam centres, and on previous DELF/DALF certificates)
			.....(12 digits)

THE EXAMINATION PERIOD LASTS FROM THE TIME OF REGISTRATION TO THE ARRIVAL OF THE DIPLOMAS FROM PARIS UP TO SIX MONTHS LATER. IF YOU CHANGE YOUR ADDRESS AT ANY TIME DURING THIS PERIOD, PLEASE INFORM US IN WRITING.

**3- PLEASE TICK THE EXAM SESSION REQUESTED**

	Fees	MARS 2024	JUIN 2024	OCTOBRE 2024
DELF A1	£90			
DELF A2	£95			
DELF B1	£125			
DELF B2	£140			
DALF C1	£185			
DALF C2	£215			

**Your preparation for the DELF-DALF Exam**

Where are you currently studying French?	<input type="radio"/> Institut français <input type="radio"/> Alliance française <input type="radio"/> Other:.....
Why are you interested in taking DELF/DALF examinations ?	<input type="radio"/> Professional reasons <input type="radio"/> To validate a French course <input type="radio"/> Other : .....
How did you hear about DELF-DALF exams?	.....

## IMPORTANT

### DECLARATION BY CANDIDATE - PLEASE READ CAREFULLY BEFORE SIGNING

1. Examination enrolment will close at the time indicated on the national calendars. Candidates are entitled to a 14 day cooling-off period after signing up for an examination. There may be special circumstances in which the examination centre will consider transferring enrolment to a further session / reimbursing fees paid once the 14-day cancellation period has passed. Any such case will be considered on its own merit and any decision taken will be at the discretion of the examination centre.
2. It is the candidate's responsibility to check that their name and details are exact and correctly spelt on their statement of entry, as they appear on their passport. The same details will appear on the candidates' final certificates.
3. Any discrepancy between a candidate's examination registration details and their passport (eg diminutive used instead of full given names) may lead to the candidate being refused access to the examination room.
4. Candidates should inform the examination centre should their details change during the examination period (from enrolment to the arrival of diplomas up to 6 months later)
5. Examination dates may be subject to alterations or cancellation in cases of *force majeure*.
6. Once set, the schedule of oral examination dates and times may not be altered.
7. Oral examinations may take place early in the day / late in the evening. There may be a long gap between a candidate's oral and written examinations, and oral examinations may be held on a different day to written examinations to accommodate the number of candidates enrolled.
8. Oral examinations may be recorded.
9. Statements of entry / oral examination schedules will be sent two weeks prior to the examination. Candidates are required to check email attachments sent to them. It is the candidate's responsibility to enquire at least one week prior to the examination if they have not received an email from the examination centre, so they can make the necessary arrangements.
10. Candidates should arrive 15 minutes prior to the beginning of their examination. Late arrivals will not be accommodated.
11. Candidates will be required to bring official proof of identity on their examination days. Only the following original documents will be accepted: passports, national ID cards, photo driving licences, national residence permits with photo. Failure to produce one of the above-mentioned cards will deny candidates access to the examination room.
12. DELF/DALF candidates will be informed by email whether they have passed or failed.
13. Diplomas must be collected by the candidate at the examination centre and within two weeks of notification and with official proof of identity. No certificate / diploma will be sent directly to candidates by post.
14. Should a candidate find themselves unable to collect their results or diploma, they may write a letter of proxy authorising a third party to collect their documents on their behalf. The letter must be manually signed and bear the name of the candidate, the name of the person collecting their document, the name of the examination and document, and the date. The third party will bring the printed letter, their own passport or photo driving licence, and a photocopy of the candidate's ID.
15. Diplomas may not be reprinted, unless to amend an error on the original document. Reprints due to unchecked errors will incur an extra charge of £15 per diploma.
16. For candidates under the age of 18, the responsibility of all of the above falls on their parents or legal guardians.
17. DELF Prim candidates and all candidates under the age of 16 are required to be accompanied by an adult (parent, teacher or guardian) at all times when at the examination centre in between examinations. The responsibility of the child remains with the parent / guardian / teacher. The examination centre cannot accept unaccompanied candidates under the age of 16.
18. Parents or guardians of a minor wishing to collect their certificates / diplomas will need to bring their own ID and their child's ID when collecting the documents.

*I agree to be bound by the regulations for the DELF/DALF examinations*

**DATE:**

**SIGNATURE:**