



GermanDrishty - Official Telc Examination center

Telc Exam Guidelines

(Valid for all TELC examinations conducted at this centre)

1. Identification Requirement (Passport Only)

- Only a **valid original passport** is accepted as identification for the TELC examination.
- The name on your passport must match your registration exactly.
- Photocopies, scanned copies, photos on phone, Aadhaar, PAN, Voter ID, Driving Licence, or any other document are **not accepted** as ID.
- If your passport is currently with the **embassy/consulate/VFS** for visa processing, you must **request a temporary return** of your passport *specifically for the examination day*.
- The examination centre **cannot** permit entry without the original passport, under any circumstances.
- Candidates without their passport on the exam day will be **denied entry**, and the exam fee will **not** be refunded or rescheduled.

2. Reporting Time

- Candidates must report **30 minutes before** their scheduled exam time.
- Late arrival is **strictly not permitted** once the exam has started.
- Missing the exam due to late arrival results in **full fee forfeiture**.

3. Personal Belongings & Prohibited Items

The following items are **not allowed** in the exam room:

- Bags
- Mobile phones
- Smartwatches and fitness bands
- Headphones / earbuds
- Calculators
- Additional paper, notes, books
- Any electronic device

All personal belongings must be stored as per staff instructions.

4. Digital Examination Rules

All TELC exams at this centre are conducted **digitally**. Candidates must:

- use only the computer and equipment provided by the exam centre
- not open any additional browser windows, tabs, apps, or settings
- not adjust computer configurations
- not attempt to disconnect or reconnect hardware
- immediately inform the invigilator of any technical issue
- not attempt to fix technical issues on their own

Any attempt to manipulate the system or software will result in **disqualification**.

5. Exam Conduct & Behaviour

Candidates must follow invigilator instructions at all times. The following behaviour is strictly prohibited:

- Talking to other candidates
- Communicating through gestures or signals
- Looking at another candidate's screen
- Leaving the room without permission
- Interrupting the exam process
- Disruptive behaviour of any kind

Violation may result in immediate removal from the exam.

6. Cheating & Misconduct

The following actions constitute cheating/misconduct under TELC rules:

- Using unauthorized materials
- Accessing notes, phones, or devices
- Taking photos, videos, or screenshots
- Attempting to obtain exam content beforehand
- Sharing exam tasks after the exam
- Attempting identity fraud
- Receiving or giving help during the exam
- Accessing external information digitally

Consequences include:

- Immediate disqualification
- Invalidation of exam results
- Formal report submitted to TELC
- Possible **ban** from future TELC examinations
- No refund of exam fees

7. Leaving the Exam Room

- Leaving the exam room is only permitted with invigilator approval.
- Breaks during digital exam modules are generally **not allowed**.
- For spoken interaction, candidates must wait in the designated waiting area.

8. Communication Policy

From the moment you enter the exam area until the exam ends:

- No verbal communication
- No whispering
- No hand signals
- No talking in the waiting or transition area
- Speaking modules must be attended quietly until called

Violation may be treated as misconduct.

9. Food & Drinks

- Food is not permitted in the exam room.
- Transparent water bottles are allowed.

10. Termination of Exam

The exam centre reserves the right to terminate a candidate's exam for:

- Invalid or missing identification
- Cheating or attempted cheating
- Repeated violation of instructions
- Disruptive behaviour
- Technical misuse
- Safety or operational concerns

No refund will be provided in such cases.

11. Technical Issues

In case of system or technical issues:

- Inform the invigilator immediately
- Do not attempt to troubleshoot independently
- Follow instructions on whether the exam will resume, pause, or be rescheduled

All decisions follow TELC's official regulations.

12. Results & Certificates

- Evaluation and result processing are solely handled by **TELC**.
- The exam centre has **no control** over correction timelines.
- Certificates are issued only after TELC completes the evaluation.
- Any delays from TELC cannot be influenced by the exam centre.

13. Confidentiality & Copyright

Candidates are prohibited from:

- Reproducing exam content
- Sharing tasks verbally or in writing
- Posting exam questions online
- Taking images, screenshots, or recordings

Such actions constitute a serious violation and will result in disqualification.

14. Acceptance of Guidelines

By participating in the TELC exam at **GermanDrishty**, the candidate confirms:

- They have read and understood these Exam Guidelines
- They agree to abide by all regulations
- They accept all consequences for violations

These guidelines are based on the **official TELC Rules & Regulations**.

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