



GermanDrishty - Official Telc Examination center

# Terms & Conditions

*(Valid for all TELC examinations conducted at this centre)*

**These Terms & Conditions apply to all candidates booking a TELC examination at GermanDrishty. By completing the booking, the candidate accepts all rules, policies, and requirements stated in this document.**

## 1. Booking & Confirmation

A booking is considered complete once:

- The payment is successfully received, and
- The candidate receives the official booking confirmation PDF.

A confirmed booking grants the candidate a seat for the selected TELC exam on the specified date.

## 2. Mandatory Identification (Passport Requirement)

**A valid original passport is the only accepted form of identification for the TELC exam.** Please note:

- Photocopies, digital copies, Aadhaar, PAN, Driving Licence, etc. are not accepted.
- Candidates without a valid passport will not be permitted to take the exam.
- No refunds will be issued in such cases.

### 3. Rebooking Policy (Date Change)

Rebooking (changing an exam date) is **not guaranteed** and depends on **seat availability**.

**Medical case only:** Rebooking requests will be considered only in case of a **medical emergency**, and the candidate must submit a **valid doctor's note / medical certificate**.

If rebooking is permitted:

- **Some processing charges may apply.** Please **contact the Examination Centre directly** to confirm the applicable charges and available dates.
- The rebooking request must be submitted **at least 24 hours before** the scheduled exam time.
- Rebooking is allowed **only once per candidate**.

### 4. Cancellation & Refund Policy

All bookings are non-refundable. Please note:

- Failure to appear on the exam day results in forfeiture of the full fee.
- No refunds will be issued for late arrival, missing documents, incomplete identification, or technical non-compliance.
- Refunds are only possible if the examination is cancelled by the centre.

### 5. Digital Exam Requirements

All TELC examinations at GermanDrishty are conducted as digital exams. Candidates must:

- follow the instructions provided by the exam staff.
- use only the equipment provided at the centre.
- not bring any external devices into the exam room.
- not attempt to access restricted functions on the exam computer.

### 6. Exam-Day Conduct

Candidates must comply with all rules stated by the examination centre and by TELC.

Prohibited behaviours include:

- Using or attempting to use mobile phones, smartwatches, or electronic devices

- Attempting to copy, record, photograph, or reproduce exam content
- Disruptive behaviour or refusal to follow instructions
- Talking to other candidates during the exam
- Violating academic integrity rules

The centre has the right to:

- Remove candidates from the exam
- Report misconduct to TELC
- Withhold results in case of violation

No refunds will be issued for removal due to misconduct.

## 7. Personal Data & Accuracy

Candidates must ensure their personal information (name, DOB, passport number) is correct during booking.

If any correction is required after registration, please **contact the Examination Centre directly** for assistance **by email: [your-email-address]**.

## 8. Result Declaration

Results will be declared only after TELC completes the evaluation. The centre has no influence over:

- evaluation timelines
- result approval
- certificate printing or delays

All result processing is handled directly by TELC.

## 9. Centre Rights & Exceptional Circumstances

The exam centre reserves the right to:

- reschedule the exam in case of unavoidable circumstances (technical issues, emergencies, etc.)
- modify seat arrangements or timings for operational reasons
- deny entry to any candidate not meeting identification or conduct requirements

If an exam is rescheduled by the centre, the candidate may:

- accept the new date, or

- request a refund of the exam fee.

## 10. Liability

The examination centre is not responsible for:

- loss of personal belongings
- technical delays caused by TELC systems
- delays in result publication
- inaccurate information provided by the candidate

The candidate is responsible for following all instructions provided before and during the exam.

## 11. Acceptance of Terms

By completing the booking, the candidate confirms that they have read, understood, and accepted these Terms & Conditions.

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