**TEF Examination Policies**

**Please read carefully:**

1. Examination fees are non-refundable unless Alliance Française has changed the date or canceled the session.
2. Candidates will be required to show a proof of ID on their examination day. A proof of ID is either a **Passport**, a valid **Driver License** or a **National ID Card**. Failure to produce any of the above will deny candidates access to the examination room.
3. Candidates will be notified of the examination timetable by email. The examination will start and finish within the 10am – 5pm time frame on examination day.
4. Candidates agree that their oral test will be recorded.
5. Results will be available four to six weeks after examination day. Candidates will be informed by email when the results become available. No grades will be given by email or phone to candidates. Candidates who wish to receive a paper certificate need to request it and bring a posted envelope on test day.