

GENERAL TERMS & CONDITIONS

TCF: Tout public, Québec, ANF, DAP

Only for exam sessions held by the Alliance française de Bruxelles-Europe

Registration (for **ALL** candidates)

Each registration is personal and non-transferable.

No change, reimbursement or postponement of the exam session will be allowed once registration has closed.

Please note that the number of places per session and per test is limited.

Late registrations will not be accepted. For non-residents of Belgium, registration followed by payment (only by direct bank transfer) must take place no later than one week before the deadline.

Candidates will receive a notification to attend the exam by e-mail after the registration period has closed. If the candidate does not receive it, he/she must contact the examination centre by e-mail (examens@alliancefr.be) or by phone at 02/788 21 54.



Candidates of the following TCF must provide an original colour photo (see requirements on page 2):

- **TCF Québec**
- **TCF General Public**

Only registration forms with a valid photo will be accepted.

Candidates taking the **TCF DAP** must submit a "Pre-admission Application File" to the French Embassy **before registering** for the TCF. Otherwise, their registration will not be accepted.

Getting ready

For more information, please visit: <http://www.ciep.fr/tcf/>

Candidate handbook available at: <http://www.ciep.fr/tcf/documents-telechargeables.php>

Training on the TCF compulsory examinations (listening comprehension, use of language structures and reading comprehension) at the TV5Monde website: <http://www.tv5.org/tcf>

To determine your approximate level, go to: <http://www.campus-electronique.tm.fr/TestFle/>

Exam

Exam dates and timetables must be observed. **Candidates who arrive late on the day of the exam will not be allowed to take the exam.**

Candidates will be asked to show an **official identity card** (photocopies will not be accepted).

During the exam period, candidates are not allowed to: communicate with each other or the outside, or exchange equipment (pens, rulers, etc.).

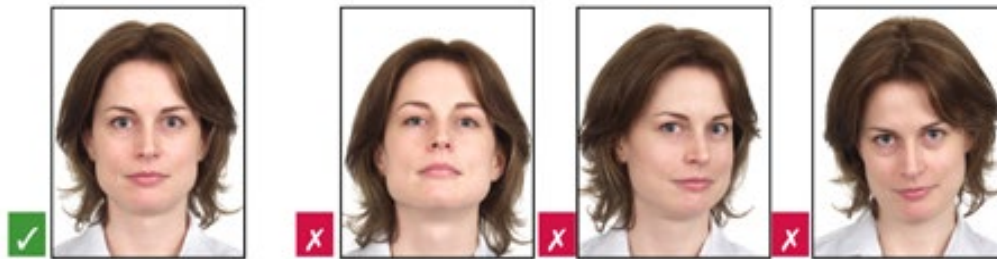
Results

Certificates will be issued to candidates by simply showing a valid identity card. If the candidate is unable to visit us in person, he/she may ask a representative to obtain the certificate on his/her behalf. The representative needs to bring along: a copy of the ID card of the candidate, his/her own ID card and an authorization signed by the candidate.

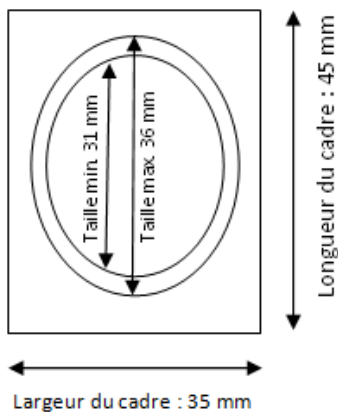
Requirements regarding the photograph

General requirements

- The photograph must be original, in full colour and taken within the last six months.
- The photograph must be clear, well defined and taken against a plain white or light-coloured background.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted prescription glasses if your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.



Photograph and head size specifications



- The frame size must be at least 35 mm x 45 mm.
- The photograph must show the full front view of the head, with the face in the middle of the photograph, and include the top of the shoulders.
- The size of the head, from chin to crown, must be between 31 mm and 36 mm.
- Crown means the top of the head or (if obscured by hair or a head covering) where the top of the head or skull would be if it could be seen.

The examination centre has the right to reject a photo which does not meet the above-mentioned requirements and may for this reason invalidate the registration of a candidate.

The CIEP (International Centre for Pedagogical Studies) has the right to reject a photo which does not meet the above-mentioned requirements and may for this reason refuse to issue the certificate.