



TEF EXAM POLICIES

Resources : AFDC [useful information](#) and [policies](#) ; [Le français des affaires - CCI Paris-IDF](#)

- Exam registration opens on the date indicated on our website, and **registration closes 10 days before the day of the exam**, after which **no refunds are possible**.
- In case of withdrawal before the registration deadline, **a \$25 processing fee applies**.
- Similarly, a testing session may be cancelled if there are fewer than three (3) participants. If this happens, your registration may be transferred to the next available session.
- Please note that AFDC is the authorized testing center for the TEF exam and **has no authority on the exam content or official guidelines**.
- The Alliance Française of Washington is a historic building with **no elevator access**. Exams take place on the second and third floors. Please contact certifications@francedc.org as soon as possible for any accommodation requests.
- We ask that candidates block out the entirety from 9:00 am to 5:00 pm on the testing date for scheduling purposes. **Please note that your oral exam may precede the written portion, or vice versa**. Check your convocation and schedule carefully and arrive **30 minutes** before your first exam session.

TEF policies according to the CCI:

- A mandatory 20-day waiting period between exams must be respected; otherwise, your registration will be canceled.
- All tests must be taken on the same day for your certificate to be recognized by the relevant authorities.

Preparation resources:

- The CCI Paris-Île de France offers comprehensive preparation for the [TEF Études/Tout public](#), [TEF Canada](#), [TEF Quebec](#), and the [TEF IRN](#).
- The Alliance Française regularly offers a TEF preparation course. TEF Essentials is a 3-hour online preparation class: please check our [course registration page](#) for upcoming dates, details, and registration information.
- For private tutoring, please complete the private class request form on our [website](#) (specify the TEF exam in your request), or contact coordinator@francedc.org directly.



FREQUENTLY ASKED QUESTIONS

Will I have a break during the test?

Without documented accommodation, you are not permitted to exit the testing room during an active test session. For the TEF IRN, there are no exits permitted until you have completed the exam. For the TEF Canada, there is a break scheduled after the completion of the first two sections, before the written section.

What can I bring into the testing room?

Your ID, test convocation/schedule, and a bottle of water. Your phones, smartwatches, or other connected devices, as well as any other personal effects like backpacks or purses must be left outside the classroom or with the proctor.

How do I type accents on the test?

Exam laptops have a QWERTY keyboard. During the *expression écrite*, a virtual accent keyboard ([like this](#)) will appear on your screen which must be used (by clicking) to type accents. The test is taken with a locked browser that doesn't allow the manual typing of accents using ctrl or alt. Attempting to type accents manually may block the exam or browser, resulting in lost time.

How will I receive my results?

You will receive your results by email to the address you registered within one week of completing your exam. If you have not received your results within a week, please contact certifications@francedc.org directly.

Can I have my score recalculated?

Your finalized score already includes two scores harmonized by two correctors and is therefore final. Only differences by one or two points will be seriously considered. All discrepancies in questions or interruptions of the test session are reported at the time of the incident and are already considered in your result.

Only results taken within the same testing session are valid; and no super-scoring is permitted.