



AGREEMENT ON THE DELF FOR SCHOOLS

N°

Between:

The headmaster of the school _____, represented by

and

the Cultural Service of the French Embassy in Finland, represented by the Cultural Advisor,
Mr Stéphane Schorderet.

it has been agreed as follows:

ARTICLE 1: PURPOSE OF THE AGREEMENT

The purpose of this agreement is a contract for the organization of examination sessions for the DELF for Schools, an official qualification of the French Ministry of Education, in the school _____.

ARTICLE 2: OFFICIAL GUARANTEES (French component)

The Cultural Service of the French Embassy in Finland, in collaboration with France Éducation internationale (1 av. Léon Journault, 92318 Sèvres, France), offers via Institut français de Finlande, DELF for Schools examination sessions at A1, A2, B1 and B2 levels of the *Common European Framework of Reference for Languages*.

The Cultural Service of the French Embassy in Finland, under the aegis of France Éducation internationale, warrants that the form and content of the qualifications concerned are suitable for evaluating the French skills of pupils enrolled at a given level.

ARTICLE 3: OFFICIAL GUARANTEES (Finnish component)

The school _____ guarantees the proper organization of the examination sessions. It undertakes to facilitate the organization of the examination sessions by allowing pupils to take examination during school time, by remunerating the examiners (cf. example of salary grid), by freeing the teachers appointed to help run the examination and by providing, wherever possible, the premises necessary to organize and hold the tests.

The DELF exam sessions will take place at _____ (address) for the pupils learning French at _____.

Salary grid for DELF examiners used at Institut français de Finlande, for information (hourly rate):

DELF speaking examination	€	26,46
DELF marking	€	16,00

Durations for the DELF speaking examination and for the marking of the papers used at Institut français de Finlande, for information:

DELF speaking task	DELF marking
- A1: 10 minutes per candidate	- A1: 10 minutes per paper
- A2: 13 minutes per candidate	- A2: 15 minutes per paper
- B1: 20 minutes per candidate	- B1: 20 minutes per paper
- B2: 25 minutes per candidate	- B2: 30 minutes per paper

ARTICLE 4: CONDUCT OF THE EXAMINATION

Examination session dates

The dates of examination sessions are set each year in agreement with the Cultural Service, via Institut français de Finlande.

The dates of examination sessions are based on the information and conditions stipulated in the administrative guidelines, in particular with regard to the maximum of four sessions per year.

During a session, candidates sit for the collective tests simultaneously in all examination centres accredited in the country.

Examination centres

The school _____ is an independent exam centre, and _____ is appointed to oversee the centre.

The accreditation criteria for examination centres are as follows:

1. Year-round ability to handle the administrative management of examination candidates (information, enrolments, results);
2. Adequate logistics infrastructure (premises, examination rooms, acoustics, lighting, ventilation, sound equipment, supervisory staff).

Exam papers

The examination papers are sent out to the examination centres by the Cultural Service four weeks before the examination date. The examination papers are written by France Éducation internationale and remain the property of France Éducation internationale.

ARTICLE 5: RIGHTS AND OBLIGATIONS OF EXAMINATION CENTRES

The examination centres and its head will be responsible for the organization of enrolments and of examinations, for the marking of written and oral tests, and for the recording and publication of results, under the authority of the school _____ and the Cultural Service.

The head of the centre and all other employees appointed to organize the examinations undertake to abide by the rules of confidentiality and equal treatment of candidates from the date of receipt of the examination papers, up to the time the papers are marked.

Centre heads receiving secret or confidential information, documents, or items of any sort in connection with the examination are required to keep such information or documents secret or confidential. Any such information or documents may not be disclosed to people other than those responsible for organizing the tests.

ARTICLE 6: OFFICIAL NOTIFICATIONS AND CERTIFICATES

Once France Éducation international has received the examination results, certificates will be issued by France Éducation international and forwarded by the Cultural Service via Institut français de Finlande within the following two months.

Official notifications that candidates have passed a DELF for Schools examination can be issued to candidates by the examination centres after signature by the president of the national panel of examiners.

ARTICLE 7: ACCREDITATION OF EXAMINERS

The Cultural Service offers each year via Institut français de Finlande a training to accredit the teachers of the school as official examiners for the levels A1 to B2. The training takes place over a minimum of 21 hours, in the premises of Institut français de Finlande, and the cost of the training is covered by Institut français de Finlande. The potential travel expenses are covered by the teachers.

The accredited teachers undertake:

- To participate in at least one DELF session per year in the examination centre in which they are registered, for the whole duration of their accreditation.
- To accept examinations proctoring, evaluating, and marking, according to the needs of the examination centre.
- To participate in the harmonisation or marking meetings.

The accreditation is valid for a duration of 5 years and the examiners undertake to participate to at least one examination session per year.

ARTICLE 8: ENROLMENT FEES AND REMITTANCE

The Cultural Service via Institut français de Finlande receives the whole of the enrolment fees, corresponding to the remittance subsequently paid to France Éducation International (15%) and the management fee for the organization of the examination.

The enrolment fees are set for 2022 at 30€ per candidate, for all levels. They will be reviewed every five years according to the evolution of the cost of living.

ARTICLE 9: RESPONSIBILITIES OF THE PARTIES

9.1 The school _____, examination center, undertakes:

- To collect and pass on to Institut français de Finlande all the information necessary to the registration of the candidates,
- To print out the material for the examination,
- To ensure the physical organization of the examination with regards to premises, examination rooms, acoustics, lighting, ventilation, sound equipment, supervisory staff,
- To organize the marking of the papers and the evaluation of the speaking tasks,
- To enter the results of the candidates in the software provided by France Éducation International,
- To free the teachers appointed as examiners and correctors,
- To remunerate the examiners-correctors for their work,

- To deliver the certificates of success and the diplomas to the candidates if they do not wish that the delivery is done by the Cultural Service via Institut français de Finlande,

9.2 The Cultural Service via Institut français de Finlande (Gestion centrale) undertakes:

- To ensure the liaison with France Éducation International, in compliance with all the rules set out in the *Manual for the Gestion Centrale* drawn up by France Éducation international,
- To organize and undertake the training of the examiners and correctors (accreditations, renewal of accreditations, advice, and supervision),
- To ensure the national coordination of the examination centers,
- To provide technical assistance to the examination centers,
- To register the candidates in the administrative management software,
- To provide advice and assistance in case of difficulties,
- To provide DELF promotion material to the schools,
- To train the administrative teams responsible for the physical organization of the examination sessions,
- To organize inspections in the examination centers in order to ensure compliance with all the rules set out in the *Manual for the head of the exam centre* drawn up by France Éducation international,
- To provide the certificates of achievement,
- To provide the diplomas or organize a graduation ceremony for the schools that wish so,

ARTICLE 10: EFFECTIVE DATE, TERM AND RENEWAL OF THE AGREEMENT

This agreement shall take effect once signed by the two parties, as of 01/09/2021 until 01/09/2024.

ARTICLE 10: TERMINATION

Each party may terminate this agreement by recorded, signed-for letter.

To make this contract official and legally binding, the parties must read and sign this agreement and handwrite "read and approved" and "signed as agreed" above their signature.

Any disputes shall be settled amicably or, should this not be possible, submitted to the competent court.

Signed at (place) _____, (date) _____

For the school _____

For the Cultural Service of the French
Embassy
Mr Stéphane Shorderet,
Cultural Advisor

Two identical copies:

- () School
- () Cultural Service of the French Embassy in Finland

N. B.: A copy of the signed agreement (scanned) must be send by e-mail to France Éducation international.