

Procedure to become an independent DELF-DALF examination centre in Canada

Updated the 20th of January, 2014



A/ The institution must first send an official letter to the Cultural service of the French Embassy in Canada, requesting to become an officially accredited DELF-DALF examination centre. This letter will contain the following nine pieces of information:

- 1/ Official name requested for the centre**
- 2/ Name, title, and contact information of the head of the prospective centre** (preferably a scorer-examiner trainer or an experienced scorer-examiner)
- 3/ Organization(s) responsible for the administrative management of the centre**
- 4/ Address and contact information of the centre**
- 5/ First 2014 session in which the future centre plans to take part** (*for more details, see below « Annex 2 - Examination dates »*)
- 6/ Current status of trainers and scorer-examiners—attach a nominative list** (*for more details, see below, « Annex 1 - Team of Correcteurs-examineurs »*)
- 7/ Centre goals with regard to registration in 2014**
- 8/ Target levels, classes, and types of DELF-DALF**
- 9/ Proposed financing arrangements, based on examination type**

B/ The request will need to be approved by the Embassy and the Centre International d'Études pédagogiques (CIEP, Sèvres), the French public organization which manages the DELF-DALF under the supervision of the French Ministry of Education.

C/ Once the approval has been received from the Embassy, the head of the centre will be officially appointed. He will be asked to sign and return to the Cultural service the "Examination centre charter" and, if needed, the specific "DELF for Schools convention".

D/ The Cultural Service will then send the "Chef de Centre" the instructions to install the CIEP's software for the administration of the exams, as well as a password to access the professional portal of the Ciep website.

Annex 1 - Team of Correcteurs-examineurs

A team of *Correcteurs-examineurs* must be trained and accredited. There are three ways of building up this expertise:

1/ Asking an accredited Canadian trainer to organize a local training session ("*session d'habilitation*" - 20 hours minimum up to B2 level, and 30 hours up to C2). A growing number of universities and school boards in Canada have official trainers, as well as most *Alliances françaises in Canada*.

2/ Inviting an accredited trainer from the CIEP to come to Canada to train a group of would-be *Correcteurs-examineurs*.

3/ Sending a group of teachers or language consultants to the CIEP in France to be trained. There are two sessions organized every year: the Summer university (in July) and the Winter university (in February) of the CIEP, called "*Stage Belc*". Other sessions at the CIEP may be organized during the year (For more details visit the CIEP's website or ask the Cultural Service).

At the end of the *Correcteurs-examineurs* training session (*session d'habilitation*), and if the trainees meet the evaluation criteria, they are awarded the official "*habilitation de correcteur-examineur*". The accreditation is valid for five years, after which it can be renewed through a simplified procedure (ask the Cultural Service for more details).

NB: trainers accreditations follow a different pattern, and can only be awarded by accredited trainers from the CIEP, following a training session in France or in Canada (ask the Cultural service for more details).

Annex 2 - Examination dates

The newly accredited centre can organize examination sessions within the limits of three DELF-DALF "*Tout public*" sessions, three DELF "*For Schools/Junior*" sessions and two DELF "*Prim*" sessions a year. The yearly examination sessions schedule (from January to December) is determined every year in October after a consultation between all DELF-DALF exam centres in Canada and the Cultural Service (each given session must take place the same day, beginning and ending at the very same time throughout Canada).

For more information

<http://delf-dalf.ambafrance-ca.org>

<http://www.ciep.fr/delfdalf/>

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