TAGDV – TVA EXAM PROCEDURE – 2023

By TAGDV School Board

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Dear Parents and Teachers,

Here are the instructions for the TVA Student registration on the TVA Web Portal and to submit the Exam application form to the TAGDV School Board for the year 2023. There are multiple changes in the process this year. Please follow the step-by-step instructions very carefully to avoid potential issues with the Application and Certificates down the line.

Section 1: Student Registration in TVA Web Portal

Note: This section is required only if this is your first time attending a TVA exam. If you have already registered in the TVA website before and have a student ID (from earlier exams) you <mark>DO NOT</mark> have to do this step. Please go ahead and complete the exam application form as outlined in Section 2.

1. To register a student,

   visit https://www.tamilvu.org/ ->கல்வித் திட்டங்கள் -> மாணவர் பதிவு

2. Follow the instructions in the form to complete registration. Please make sure the spelling of names in Tamil and English are correct. You will need scanned copies of passport size photo and two identity proofs to complete this registration online.

3. For Course like to Join - Select சான்றிதழ்/Certificate (this includes Basic/ Intermediate/Advance)

4. Once you select the country as United States, you will get options loaded in Contact center dropdown. There are two options for TAGDV in the dropdown.
   - United States - Tamil School, Tamil Association of Greater Delaware Valley
   - United States - Tamil Association of Greater Delaware Valley(TAGDV)

   Please select first option - *United States - Tamil School, Tamil Association of Greater Delaware Valley*

5. Once the Registration is submitted, you will receive your student ID. This student ID and the name will be needed in the Application form and future correspondence. Please save this Student ID for future use.

Section 2: Complete Application Form

Note: TVA publishes new versions of the Application forms every year. It is imperative that the correct version of the Application form is submitted. The Correct version for this year is attached along with the email that has been forwarded this year. You should use only this version for submission.

1. Print page 1 of the exam application form (attached in the email) and fill in the form carefully. Follow the instructions in this steps below for specific fields.

2. **Name of the Candidate:** Fill up the student's name in Tamil & English clearly and letters not touching each other, the spelling of names must match the spelling of the names in the ID proof documents. Otherwise, TVA will not approve.

3. **Student Id:** If you have taken the TVA exams in the previous years, use the Student ID that you have obtained in the past years. If you are taking the exam for the first time, use the student ID that you had obtained by registering on the TVA Web Portal (tamilvu.org) by following the instructions in Section 1.

4. **DOB:** Please ensure to fill this field in the correct date format - DD/MM/YYYY

5. **Month/Year:** Fill in "May/2023"

6. **Name of the Examination Center:**

   Fill in "TAGDV Tamil School PA, USA" – If your preferred exam centre is Pennsylvania

   Fill in "TAGDV Tamil School DE, USA" – If your preferred exam centre is Delaware

7. **Course:** Fill in the name of the exam that the Student is appearing for. Valid values are:

   Basic

   Intermediate

   Advanced

   HG10

   HG20

   HG30

8. **Current paper code**: Tick the exam that student is attending this year.

9. **Arrear Paper Code:** Leave it blank.

10. **Total number of papers:** Fill in "1" (Unless you are appearing for more than one exam this year)

11. The Signature and the Payment details should be left blank. The Signatures will be captured in-person before the Exam check-in.

12. Fee payment particulars - NA - Leave it blank.

13. Make sure to affix the student's passport size photo in the application.

Section 3: Additional Documents to Submit along with the Application

Each Application must be submitted along with two forms of Identification.

Identification Form 1 (To Verify Name and DOB):

Birth Certificate

Identification Form 2 (Photo Identification):

Any one of the following:

Identification Page of Passport (Ex: first page of the US passport or first & last pages of the Indian passport)

US Green card

US State ID

Driving License

Section 4: Electronic Submission of the Application

1. The TVA Exam Application and the two forms of ID proofs should be scanned into one single PDF in the following sequence:
    - First page - filled application form (with affixed passport size photo).
    - Second page - Birth Certificate.
    - Third page - Photo ID proof (Passport/Green card/State ID/Driving License).

2. **Please note the only accepted format of the Application is PDF. You can use a flatbed scanner or one of the standard Smart Phone Apps such as "Microsoft Lens" to scan the documents in high quality into one single PDF.**

    Microsoft Office Lens is a free App that you can **download:**

3. Name the PDF file in this format:

    <ExamCentre>_<StudentID>_<LastName>_<FirsttName>_ExamName.pdf

    (Ex: PA_1245637_Kannan_Ramya_Basic.pdf)

4. Email the PDF file to tva@tagdv.org. The subject line of the email should contain "<ExamCentre> <StudentID> <LastName> <FirsttName> ExamName"

5. Once the TVA Exam Coordinator validates the Application, you will receive an email communication confirming that the Application is in good standing.

6. **The filled in Application form and the Copies of the ID Proof documents should be retained and brought to the Exam Center. The Examiner will verify the ID proof documents and the Application form will need to be signed in person at the Exam centre.**

Section 5: Payment Instructions:

7. The Payment Amount for TAGDV Members and non-Members differs. The exact amount for this year will be shared in the email.

8. The only mode of Payment this year is by Check. The Check should be made payable to "TAGDV".

9. The Memo field should be filled with the following details:

TVA - <Student ID>

The Check should be handed over to your School Coordinators by the Application due date. If you are from PMTS, the process to collect the Check will be different since PMTS is virtual this year. Please mention in the email if you are from PMTS and you will be given instructions on how to submit the Checks.

Section 6: Exam Resources

Previous years' question papers can be found at: https://tagdv.org/tva-exams/ under 'Sample Question Papers'.

More resources

விதிமுறைகள் - சான்றிதழ்க் கல்வியின் விதிமுறைகள் | தமிழ் இணையக் கல்விக்கழகம் TAMIL VIRTUAL ACADEMY (tamilvu.org)

பாடத்திட்டங்கள் - சான்றிதழ்க் கல்வியின் பாடப்பொருள் (tamilvu.org)

Basic

Book	https://www.tamilvu.org/coresite/download/Basic_Ebook.pdf
Past Papers	Old Question Papers – Select Course name as BB00-அடிப்படைநிலை

Intermediate

Book	Intermediate_Ebook.pdf (tamilvu.org)
Past Papers	Old Question Papers – Select Course name as BM00-இடைநிலை

Advanced

Book	advance-lesson.pmd (tamilvu.org)
Past Papers	Old Question Papers – Select Course name as BA00-மேல்நிலை

Higher Certificate

Book	https://www.tamilvu.org/coresite/download/HG10_Grade_1_Ebook.pdf
Past Papers	Old Question Papers – Select Course name as HG10-நிலை *1*

Frequently Asked Questions:

1. Who should I contact if I have any questions?

Send an email to tva@tagdv.org.

2. I have not taken the basic Exam but would like to take the Intermediate directly. Can I do that?

To attend the intermediate exam directly, basic exam is not a requirement. If the student is proficient enough to take the intermediate exam directly, they are allowed to do so. Please make sure to register the student and obtain a student ID if you are taking the intermediate exam without taking the basic exam.

3. When will I be communicated about the exam location?

There will be two exam centers. One in Delaware and one in Pennsylvania. Depending on the preference that you had mentioned as part of the Application process you will need to appear at the specific exam Center. The exam location will be communicated at least one week before the exam date.

4. What should I bring to the exam Center?

At the minimum, you will need to bring the physical copies of the Application form and the two ID proofs that was given in the electronic submission process. The originals will need to be brought for verification purposes. You will receive email communication about other artifacts that you will be required to bring for the exam center.