

Schola Europaea

Office of the Secretary-General

EUROPEAN BACCALAUREATE UNIT

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## **Arrangements for implementing the Regulations for the European Baccalaureate (Applicable for the year 2016 European Baccalaureate session)**

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**APPROVED BY THE BOARD OF GOVERNORS**

On its meeting on the 1-3 December 2015 – OSGES Brussels

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## **RELEVANT PROVISIONS OF THE STATUTE**

Article 5.2 of the Convention defining the Statute of the European Schools is at the origin of this document's provisions.

Entry into force of the Version 6 of the Arrangements for implementing the Regulations for the European Baccalaureate (Applicable for the year 2016 European Baccalaureate session) : 4 December 2015

Entry into force of the Version 8 of the Arrangements for implementing the Regulations for the European Baccalaureate (Applicable for the year 2016 European Baccalaureate session) : 12 April 2016

## CONTENTS

<b><u>Article 1</u></b>	<b>The European Baccalaureate. Registration and choices of examinations</b>	<b>5</b>
<b><u>Article 2</u></b>	<b>The European Baccalaureate session. Admission.</b>	<b>6</b>
<b><u>Article 3</u></b>	<b>Uniformity of examinations</b>	<b>7</b>
<b><u>Article 4</u></b>	<b>Content, level, language of examinations and other restrictions</b>	<b>8</b>
<b><u>Article 5</u></b>	<b>The Examining Board and its responsibilities</b>	<b>9</b>
<b><u>Article 6</u></b>	<b>Detailed rules for calculation of the European Baccalaureate mark and the organisation of examinations</b>	<b>14</b>
<b><u>Article 7</u></b>	<b>Communication of results</b>	<b>27</b>
<b><u>Article 8</u></b>	<b>Absences</b>	<b>28</b>
<b><u>Article 9</u></b>	<b>Procedure in the event of cheating or attempted cheating during examinations</b>	<b>30</b>
<b><u>Article 10</u></b>	<b>European Baccalaureate Diploma and Certificates</b>	<b>31</b>
<b><u>Article 11</u></b>	<b>Payment of expenses</b>	<b>33</b>
<b><u>Article 12</u></b>	<b>Complaints and Appeals</b>	<b>34</b>
<b><u>Article 13</u></b>	<b>Additional Written Examination</b>	<b>35</b>
<b><u>Article 14</u></b>	<b>Distance Learning</b>	<b>36</b>
<b><u>Article 15</u></b>	<b>Special arrangements</b>	<b>37</b>
<b><u>Article 16</u></b>	<b>Confidentiality</b>	<b>38</b>
<b><u>Article 17</u></b>	<b>Transitional and final provisions</b>	<b>39</b>
<b><u>Annexes</u></b>		
<b><u>Annex I</u></b>	<b>Choices of examinations in the European Baccalaureate</b>	<b>40</b>
<b><u>Annex II</u></b>	<b>Definition of the level of the languages in which an examination may be taken</b>	<b>42</b>
<b><u>Annex III</u></b>	<b>Written examinations mark sheet</b>	<b>43</b>
<b><u>Annex IV</u></b>	<b>Written examinations comments sheet - SAMPLE</b>	<b>44</b>
<b><u>Annex V</u></b>	<b>a) Oral examinations assessment sheet</b>	<b>45</b>
	<b>b) Oral examinations mark sheet</b>	<b>46</b>
<b><u>Annex VI</u></b>	<b>Marking in secondary year 7 and calculation of the European Baccalaureate mark</b>	<b>47</b>

<b><u>Annex VII</u></b>	<b>a) European Baccalaureate registration fee</b>	<b>48</b>
	<b>b) Additional examination registration fee</b>	<b>49</b>
<b><u>Annex VIII</u></b>	<b>Additional Examination application form</b>	<b>50</b>
<b><u>Annex IX</u></b>	<b>Procedures for the requesting of special arrangements in the European Baccalaureate</b>	<b>51</b>
<b><u>Annex X</u></b>	<b>Authorized material for the 2016 European Baccalaureate written examinations</b>	<b>59</b>
<b><u>Annex XI</u></b>	<b>Minutes of the European Baccalaureate session: Procedure</b>	<b>63</b>
<b><u>Annex XII</u></b>	<b>Harmonisation in the European Baccalaureate cycle</b>	<b>65</b>

# ARTICLE 1 - THE EUROPEAN BACCALAUREATE. REGISTRATION AND CHOICES OF EXAMINATIONS

## 1.1 Trade mark law protection

The name 'European Baccalaureate' belongs solely to the European Schools, which, since their establishment, have had a monopoly over its use in all the official languages of the European Union.

## 1.2 The European Baccalaureate diploma certifies the completion of secondary studies in a European School or in a School Accredited by the Board of Governors.<sup>1</sup>

The European Baccalaureate diploma is officially recognised as an entry qualification for Higher Education in all the countries of the European Union.

The European Baccalaureate diploma is awarded to successful candidates by the Secretary-General of the European Schools on behalf of the Board of Governors.

## 1.3 Registration procedure

1.3.1 Candidates must register before the 15<sup>th</sup> of October of their final school year using the form attached in Annex I.

1.3.2 Candidates must supply either the original or a certified copy of an official document with their personal particulars (birth certificate, certified photocopy of a national ID or passport, etc.).

At this point, candidates will also provide the school they attend an email address which will be expected to remain valid, and at which they may be contacted until the end of their schooling, inclusive of the time periods required to handle any complaint or appeal. Any change of email address will be communicated to the school without delay.

1.3.3 The registration fee is payable by the 31<sup>st</sup> of March of the final school year at the latest (See Annex VII). This fee is not refundable.

1.3.4 The registration fee will be converted into the currencies of those countries not using the Euro.

## 1.4 Choices of examinations

1.4.1 Candidates must choose the examinations which they wish to sit at the time of registration. Choices are restricted by the dispositions in articles 6.5.1. and 6.6.1. Once made, these choices cannot be changed. Schools will input pupils' choices in the *School Management System* by the 20<sup>th</sup> of October.

1.4.2 The choices form attached in Annex I will be given to the pupils by the Schools at the end of year s6.

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<sup>1</sup> Accredited European Schools are schools which, without forming part of the network of European Schools set up by the intergovernmental organisation 'The European Schools', offer a European education that meets the pedagogical requirements laid down for the European Schools but within the framework of the national school networks of the Member States and hence outside the legal, administrative and financial framework to which the European Schools are compulsorily subject. **In this document when the term "School" is used it refers to both European Schools and Schools Accredited by the Board of Governors.**

## **ARTICLE 2 – THE EUROPEAN BACCALAUREATE SESSION. ADMISSION.**

- 2.1** The ordinary European Baccalaureate session shall take place each year during the dates decided by the Board of Governors. It is comprised of approximately the last five weeks of the school year. It begins with the written examinations and ends with the oral examinations followed by the communication of results and the European Baccalaureate proclamation.

The written examinations can be organised during national or local holidays. In this case, the schools affected will ensure that examinations take place normally.

In certain cases, resitting of examinations may be organized in an extraordinary European Baccalaureate session in September. (See articles 8 and 12)

### **2.2 Prerequisite for admission to the European Baccalaureate session**

Except for duly justified reasons, regular and consecutive attendance at classes in years 6 and 7 of the secondary cycle is a sine qua non condition to be admitted into the European Baccalaureate session.

Pupils must have completed without interruption not less than the final two years of secondary education in a European School or in a School Accredited by the Board of Governors.

The entry procedure and fees shall be determined by the Board of Governors.

### **2.3 Retaking the European Baccalaureate when already awarded**

A candidate who has already been awarded the European Baccalaureate diploma may not repeat year s7 nor re-sit the Baccalaureate examinations a second time.

### **2.4 Repeating year S7 when failed**

A candidate who has failed can only repeat the year s7 once. When repeating, the candidate must follow the same subjects as in his/her first attempt. The only changes allowed are those in article 4.2.1.2. However, the candidate can change his/her written and oral examinations options that s/he chose the previous year (see art. 6).

If a candidate fails a second time, exceptionnally he/she may be allowed to repeat the year a third time with the approval of the Director of the School following the recommendation of an extraordinary class council.

## ARTICLE 3 - UNIFORMITY OF EXAMINATIONS

### 3.1 Uniformity of examinations

The following can be the subject of written and oral European Baccalaureate examinations

- Compulsory subjects (with the exception of Physical Education and Religion/Ethics)
- Options
- Advanced subjects

All written European Baccalaureate examinations carry the same weighting. All oral European Baccalaureate examinations carry the same weighting.

- 3.1.1 All written European Baccalaureate examinations will be the same for all candidates, irrespective of the language section to which they belong.

The examinations in Languages 1, 2, 3 and 4 are different in so far as the examination papers are set with reference to texts in the original languages. However, they must also follow the general harmonisation framework.<sup>2</sup> (See Annex XII).

- 3.1.2 In Language 1<sup>3</sup>, basic course, a uniform examination will be taken by all the pupils in the same language section. The same applies to Language 1, Advanced course.

- 3.1.3 In Foreign Languages<sup>4</sup>, a uniform examination will be taken in each language and at each level by candidates from all language sections.

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<sup>2</sup> See 2015-01-D-18-en Harmonisation in the European Baccalaureate cycle

<sup>3</sup> See 2014-06-D-5- Proposal for harmonisation of the L1 written examination in the European Baccalaureate

<sup>4</sup> See 2015-01-D-33-de/en/fr-1 "Syllabus for all L2 Languages - Main course" and 2010-D-49-en-6 "Syllabus for all L3 Languages"

## ARTICLE 4 – CONTENT, LEVEL, LANGUAGE OF EXAMINATIONS AND OTHER RESTRICTIONS

### 4.1 Content of examinations

The examinations will normally cover the year s7 syllabus, but will also assess the knowledge, skills and attitudes acquired in previous years, especially in year s6.

### 4.2 Language and level

The examination (written and oral) in each individual subject must be taken in the language and at the level followed in years s6 and s7.

#### 4.2.1 Exceptions

4.2.1.1 If a course is taught in more than one language in a class, a candidate may choose to sit the examination in any one of the languages used. This will be clearly indicated in the registration form (Annex I). The Schools will introduce it into the *School Management System* (by the 20<sup>th</sup> of October). Once the choice of language is introduced, it will not be changed.

4.2.1.2 Between s6 and s7, only the following changes of level are possible:

- Mathematics 5 ↔ Mathematics 3
- 4-period option ↔ Compulsory 2-period course (same subject)

A change to a more advanced course (Mathematics 5, 4-period option) is conditional upon the passing of an attainment test demonstrating the pupil's ability to keep up successfully with the requirements of the course requested.

4.2.1.3 Requests for changes, in respect of both language (article 4.2.1.1) and level (article 4.2.1.2), submitted at the end of year 6 must be also accompanied by the Class Council's opinion. They will be examined by the Director, who will decide.

4.2.1.4 All changes must comply with the administrative provisions in force.

### 4.3 Other restrictions

4.3.1 The substitution of one option for another is not permitted.

4.3.2 Dropping an option, advanced course or complementary subject between year s6 and s7 is possible, provided that there is compliance with the administrative provisions, more particularly the minimum number of periods required, i.e., 31 (minimum 29 periods of compulsory subjects, options and advanced courses + minimum 2 periods complementary subject)

4.3.3 Adding a new option, advanced course or complementary subject in year s7 is not allowed.

### 4.4 Information for the pupils

Pupils must be informed of the provisions in this article at the time when they make their choices, on going into year 6.



## ARTICLE 5 - THE EXAMINING BOARD AND ITS RESPONSIBILITIES

### 5.1. Members of the Examining Board

The members of the Examining Board are

- the internal examiners, i.e., the teachers who have taught the subjects which the pupil has chosen to take in the European Baccalaureate examinations,
- the external examiners from the Member States appointed by the Board of Governors on proposal by the inspectors,
- the Director of the European School. In case of an Accredited School, either the Director or the competent authority in the Member State concerned,
- A Chairman and Vice-Chairmen.

The Examining Board shall be chaired by a teacher from higher education, who shall be appointed by the Board of Governors on a proposal from the appropriate authorities of the country whose turn it is to assure the Chairmanship.

The Inspectors representing each country on the Board of Inspectors (Secondary) shall, in the capacity of Vice-Chairmen, assist the Chairman. At least one Vice-Chairman shall be assigned to each examination centre in order to replace the Chairman when s/he is unable to attend.

The members of the Examining Board shall exercise the greatest discretion and treat anything which takes place during the examination proceedings as confidential.

The Board of Governors shall determine the responsibilities of the members of the Examining Board.

### 5.2 Chairman of the Examining Board

The written examination papers are set under the responsibility of the secondary cycle Inspectors. They are submitted to the Chairman of the Examining Board for approval.

The Chairman of the Examining Board:

- opens the examination session,
- ensures the quality control of the organisation of the European Baccalaureate. To that end, a structure of the organisation of the European Baccalaureate is put in place annually on a proposal from the Secretary-General, prepared by the European Baccalaureate Unit (*European Baccalaureate Memorandum*), and approved by the Board of Inspectors (Secondary).
- may at any moment during the session have access to documents relating to the candidates,
- convenes the Examining Board at his/her convenience,
- adjudicates on matters where disputes arise, in the context of complaints and appeals in particular;
- ensures standardised assessment (moderation) of the European Baccalaureate written examinations;
- in general, takes the decisions which he/she deems fair and equitable, including cases of cheating, attempted cheating or clear mismatch between a question and the syllabus of a subject.
- closes the European Baccalaureate examination session,
- sends the Secretary-General of the European Schools a detailed report on the European Baccalaureate session which s/he chaired
- may award exceptions in duly justified reasons to the conditions set in Article 2.2.

### 5.3 Vice-Chairmen

Secondary inspectors are required to act as Vice-Chairmen. They:

- assist the Chairman in his/her duties,
- replace the Chairman if s/he is absent, in which case, they assume his/her powers.

### 5.4 Experts and External examiners

The experts and external examiners are appointed by the Board of Governors on proposal of the European Schools inspectors (secondary). National inspectors and inspectors responsible for the different subjects will seek agreement in the process of appointment<sup>5</sup>

Members of the staff of the European Schools or of Schools Accredited by the Board of Governors cannot be appointed as experts or external examiners. However, former members of the staff can be appointed provided they have no conflict of interest with the European Schools (see article 5.8 bias) and have left the European School system at least two school years earlier.

They shall be appointed after careful consideration of their references, qualifications and expertise in one or more subjects.

#### 5.4.1. Experts

Experts are in charge of the elaboration of the written examination papers under the guidance and coordination of the inspectors responsible for each subject. Experts also assure the different language versions of the papers. The written examination papers are elaborated from the proposals sent by the Schools, which can be adapted and/or complemented by the experts. Experts may also include in the examination papers questions written by them. (See article 6.5.3).

Experts must produce a detailed report in order to give feedback to the teachers concerning the quality and suitability of their proposals. This is part of the quality assurance process. The report is transmitted by the inspector to the European Baccalaureate Unit for distribution to Schools once the European Baccalaureate session is over.

Expert profile

- Qualified subject specialist
- Preferably currently employed in his/her national system or left it a maximum of 5 years ago
- Relevant examination experience in the setting of upper secondary leaving examinations
- Command of 2 languages of the European Schools among DE, EN or FR, for all subjects, and command of 1 language of the European Schools among DE, EN or FR for languages.
- Computer literate
- Access to the internet, via a broadband (or faster) connection
- Familiar with and/or open to work through collaborative e-platforms.

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<sup>5</sup> See document 2010-D-305-en-1 Procedure to be followed for the appointment of external examiners for the European Baccalaureate examinations

#### 5.4.2 External examiners

External examiners carry out the second correction of written examination scripts and / or participate in the assessment of oral examinations. In the oral examinations external examiners enjoy equal status with the subject teacher and must question the candidates.

##### External examiner profile

- Experienced teacher in the subject
- Preferably currently employed in his/her national system or left it a maximum of 5 years ago.
- Experience in the correction of upper secondary leaving examinations
- Meets the conditions in his/her country of origin regarding the appointment of members of an equivalent examining board
- Command of at least 1 of the languages of the European Schools among DE, EN or FR
- Computer literate
- Access to the internet, via a broadband (or faster) connection
- Familiar with and/or open to work through collaborative eplatforms and on-line marking systems

5.4.2.1 The Office of the Secretary-General of the European Schools will send the external examiners a copy of the Regulations of the European Baccalaureate, the Arrangements for Implementing the Regulations for the European Baccalaureate, the syllabuses of their examination subjects, the assessment criteria, marking instructions and other relevant documents when informing them of their appointment.

5.4.2.2 At the end of the examination session, the external examiners must write a report containing comments on the written and oral questions in the subjects they have examined.

These reports will be forwarded to the Office of the Secretary-General of the European Schools by the 1<sup>st</sup> of August. The Office of the Secretary-General of the European Schools will upload them to the Learning Gateway for the attention of:

- the Inspector responsible for the subject,
- the Inspector of the external examiner's nationality,
- the Director of the School concerned, who makes the content of the report available to the candidates' teachers.

5.4.2.3 The appointment of experts and external examiners can be prolonged for a maximum of ten European Baccalaureate sessions. However, yearly extensions can be granted on a positive performance review by the appointing inspector.

## **5.5 Director of the School**

### **5.5.1 S/he is responsible for:**

- the quality assurance of Pre-Baccalaureate examinations in his/her school
- the practical arrangements for the European Baccalaureate examinations in his/her School's Examination Centre,
- passing on the oral examination questions to the Office of the Secretary-General of the European Schools,
- making the questions available to the Chairman and/or Vice-Chairman assigned to his/her School and to the external examiners,
- the conduct and organisation of the invigilation of the written and oral examinations,
- keeping the written papers and the questions set for the oral examinations in the School for three years. This also concerns Pre-Baccalaureate examinations (long and short) contributing towards the European Baccalaureate mark (See also article 6.4.6).
- preparing and signing the minutes of the European Baccalaureate session in his/her school,
- forwarding the minutes of the European Baccalaureate session to the Secretary-General of the European Schools. The minutes of the European Baccalaureate session will be prepared following the structure in Annex XI<sup>6</sup>
- the consultation of the examination scripts after their marking, in compliance with article 6.5.10.

### **5.5.2 The Director should render every possible assistance to the Chairman and Vice-Chairmen of the Examining Board**

### **5.5.3 At the request of the Office of the Secretary-General of the European Schools and in agreement with the Inspector responsible for the subject in question, the Director may need to propose external examiners or replacement for internal examiners in case of absence.**

## **5.6 Internal examiners**

The internal examiners, who are the candidates' subject teachers, carry out the first correction of the written examination scripts.

They propose the questions for the oral examinations. These questions will be communicated to the relevant Inspectors by the 15<sup>th</sup> of March of the year of the current session.

In the oral examinations, the internal examiners will question the candidates together with the external examiners.

## **5.7 Other responsibilities of the Examining Board:**

See articles 6, 7, 8 and 9 of these Arrangements.

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<sup>6</sup> See 2012-09-D-41 Minutes of the European Baccalaureate - Procedure

## **5.8 Bias**

- 5.8.1 The legal representatives and the relations of a pupil in s7 working in the European Schools must not be involved in the preparation, proceedings or actual examinations of the European Baccalaureate. This applies to all examinations (Pre-Baccalaureate examinations, short and long, and Baccalaureate examinations both written and oral).
- 5.8.2 The Examination Centres will communicate to the Office of the Secretary General of the European Schools all such cases and the replacement to fulfill their tasks.
- 5.8.3 Should the Examination Centre not have another specialist subject teacher available, the Office of the Secretary-General of the European Schools will undertake to provide the name of a teacher in the European Schools or an external expert who would be able to guarantee the preparation of the examinations and the correction and marking of the script(s) of the candidates concerned only.
- 5.8.4 The Board of Inspectors (Secondary) will be informed of these special cases at its autumn meeting and will be invited to approve the replacements proposed.
- 5.8.5 Such special cases will be brought to the attention of the Chairman or Vice-Chairman of the Examining Board before the examination session begins.

## ARTICLE 6 - DETAILED RULES FOR CALCULATION OF THE EUROPEAN BACCALAUREATE MARK AND THE ORGANISATION OF EXAMINATIONS

### 6.1 Final marks

6.1.1 The following three factors are taken into consideration for the calculation of the European Baccalaureate final mark:

- The average preliminary mark C expressed out of 100.
- The average written examinations mark W expressed out of 100.
- The average oral examinations mark O expressed out of 100.

C, W and O are expressed as numbers with one decimal place.

6.1.2 The proportion of the final total mark for the examination allotted to the various parts will be as follows:

- 50 percent for the average preliminary mark C
- 35 percent for the average W for the written examinations
- 15 percent for the average O for the oral examinations

Final result =  $0.50 C + 0.35 W + 0.15 O$

All marks are expressed as a mark accurate to one decimal place.

6.1.3 The mark for each subject in the school report will thus be calculated as follows:

- $C \times 0.5 + W \times 0.35 + O \times 0.15$
  - $(C \times 0.5 + W \times 0.35) / 0.85$
  - $(C \times 0.5 + O \times 0.15) / 0.65$
  - C
- } as the case may be

### 6.2 Preliminary mark

The preliminary mark (C mark) is made up of the following:

- class marks (A marks)
- part examination marks (B marks).

### 6.3 Class marks: A marks

They will account for 20 marks out of 50 for purposes of calculating the preliminary mark (C mark). A class mark will be given for each subject taken in year s7, with the exception of Religion / Ethics, at the end of each semester. These marks must reflect the candidates' performance in class work. The class mark for the year will be the arithmetical average of the two A marks given by the subject teacher at the end of each semester.

### 6.4 Marks for the part examinations (Pre-Baccalaureate): B marks

They will account for 30 marks out of 50 for purposes of calculating the preliminary mark (C mark). A mark will be given for each subject, with the exception of Religion/Ethics, on the basis of the results obtained in the part examinations.

6.4.1 The part examinations (**Pre-Baccalaureate**) will be organised as follows:

6.4.1.1 A set of **short written examinations**

a) In Philosophy (two periods) and in Advanced Mathematics: a short written examination will be organised as part of the normal school week at the end of each semester. The time allowed will be two consecutive teaching periods. The final B mark will be the arithmetical average of the two semester B marks

b) In Biology, History and Geography (all with two periods a week) either the same as above in point a) or two short written examinations lasting one teaching period will be organised as part of the normal timetable in the course of each semester. The final B mark will be the arithmetical average of the four semester B marks

c) For complementary subjects, either the same as above in points a) or b) or through other assessment methods prescribed in the syllabus of the subject.

6.4.1.2 **A set of long written examinations** which will be organised over a maximum of ten working days at the end of the first semester, i.e., at least two weeks after the Christmas holidays. All the subjects in which a written examination may be taken in the European Baccalaureate will be examined, i.e.:

- Language 1<sup>7</sup>
- Language 2<sup>8</sup>
- Mathematics (3 and 5 periods)
- All options (4 periods)
- Advanced Language 1
- Advanced Language 2.

Every pupil will be examined in each of the subjects listed above which s/he has taken.

The time allowed will correspond to that for the written examination in the European Baccalaureate.

Candidates can be required to sit a maximum of two 3-hour examinations per day. There must be a minimum break of one hour between the two examinations. Any extra time which candidates with special needs may be allowed for each examination is not considered part of the official examination time and does not, therefore, extend its official length.

6.4.1.3 For Physical Education the following arrangements will apply:

- The B mark shows the results of the assessment held at the end of each unit of instruction.
- Assessment will be purely practical, involving no written work of any kind.

6.4.2 Pre-Baccalaureate examinations must be harmonised<sup>9</sup> within each School. The assurance of their quality is primarily the responsibility of each School. The management of each School through the subject coordinators will ensure that all Pre-Baccalaureate examinations are original, harmonised and adjusted to the syllabuses.

The harmonisation of short written Pre-Baccalaureate examinations will be implemented at the latest from the start of school year 2016/2017.

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<sup>7</sup> A definition of the level of the languages is given in Annex II to this document.

<sup>8</sup> A definition of the level of the languages is given in Annex II to this document.

<sup>9</sup> 2015-01-D-18 "Harmonisation in the European Baccalaureate cycle" (Annex XII)

- 6.4.3 Any information about the contents of the Pre-Baccalaureate examinations that could jeopardize the fairness, validity and/or reliability of the examinations must not be disclosed.

Preparation of pupils for the pre-Baccalaureate examinations must not be done by using identical or nearly identical tasks to those that will appear in the examinations

Should a breach of examination confidentiality occur, confirmed by irrefutable evidence, the School management will consult the inspectorate and the Office of the Secretary General of the European Schools about the measures to be taken.

Possible measures could include assessment moderation (eliminating one or more questions, adapting marking instructions, remarking, etc.) or establishing a re-examination for all or some of the pupils.

Disciplinary measures can also follow whenever it is proven that there has been an intentional breach of the regulations.

The school management will propose the measures and see to their implementation, once the Secretary General of the European School has given his/her approval.

- 6.4.4 The assessment of the Pre-Baccalaureate examinations will be harmonised within each School. Clear assessment criteria and marking instructions will be agreed for each Pre-Baccalaureate examination. Suggested answers may also be produced.
- 6.4.5 Standardised assessment (moderation) of the Pre-Baccalaureate examinations may be ensured by the School management in consultation with the inspectorate and the Office of the Secretary General of the European Schools.
- 6.4.6 The part examination scripts (short and long) will be filed so that the Examining Board may refer to them. The Schools will keep them for 3 years. Should a complaint or appeal be lodged with the Complaints Board, all documents relating to the complaint must be retained until such time as a final ruling has been given.

## **6.5 Written European Baccalaureate examinations**

- 6.5.1 Number and nature of written examinations

- 6.5.1.1 Candidates will sit five written examinations:

1. Language 1 or Advanced Language 1
2. Language 2 or Advanced Language 2
3. Mathematics (5 periods) or Mathematics (3 periods)
4. Option (4 periods)
5. Option (4 periods).



#### 6.5.1.2 Restrictions for compulsory subjects and for options

- Written examinations 1 and 2:

Candidates who have chosen to follow an advanced course in Language 1 and/or in Language 2 will be required to sit a written examination on that course, and not, therefore, on the basic course in the subject.

- Written examinations 4 and 5:

The choices of options will have to be made at the time of registering for the examination. The choices cannot be changed during the school year.

Candidates who choose the ONL cannot choose L4.

#### 6.5.2 Time allowed for written examinations

- |                        |                       |
|------------------------|-----------------------|
| • Language 1           | 4 hours               |
| • Advanced Language 1  | 4 hours               |
| • Advanced Language 2  | 4 hours               |
| • 5-period Mathematics | 4 hours <sup>10</sup> |
| • Art                  | 5 hours <sup>11</sup> |
| • All other subjects   | 3 hours               |

#### 6.5.3 Proposals for examination questions

- 6.5.3.1 For each subject in the written examinations the Schools designated by the Office of the Secretary-General of the European Schools will prepare examination proposals. The Schools will already ensure compliance with article 5.8 (bias) at this initial stage.

The proposals will be uploaded to the Learning Gateway in order to make them available to the Inspectors and the experts by the 15th of November at the latest. Instructions as how to label the proposals can be found on the Learning Gateway.

Should an examination be organised in only one School, it is particularly important to find ways of guaranteeing the credibility and objectivity of the examination. When possible, even if a subject is taught in only one School, at least two Schools should submit proposals. When the other Schools do not have subject specialists for that particular examination, the external experts can also prepare the full examination or part of the examination themselves under the guidance of the inspector responsible for the subject.

- 6.5.3.2 Proposals will be submitted in all the languages in which the subject is taught in a School from EN, FR and DE. The original language has to be clearly indicated for each question in the proposal.

Proposals in a different original language will be submitted with a translation in either EN, FR or DE. The necessary translations will be made by the teachers in the School concerned.

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<sup>10</sup> For details concerning the Mathematics examinations, reference should be made to document ‘2010-D-441-en-5’, approved by the Board of Governors at its meeting of 14-16 April 2010.

<sup>11</sup> For details concerning the Art examinations, reference should be made to document ‘2009-D-579-en-2’, approved by written procedure 2009/34 on the 13<sup>th</sup> of November 2009.

- 6.5.3.3 The proposed questions must be typed on a computer and presented in such a way that, if chosen, the texts, tables, diagrams, figures and formulas which they contain can easily be used in setting the examination paper.

If a proposed question consists of several parts, the various parts or sub-questions must appear on separate pages.

Examination papers will be typed in font Arial 12 (Formulas may also be typed in Times New Roman 12)

Source texts will be properly referenced, indicating author, year of publication, work, publisher and/or URL address if the source is web-based.

- 6.5.3.4 The time allowed for the examination paper and the number of questions to be answered will be indicated on the examination papers.

Marking instructions and marking grids will be provided for each paper. They may be accompanied by suggested answers. For each question on the examination paper the allocation of marks must be indicated.

- 6.5.3.5 The special provisions for each subject will be determined by the Board of Inspectors (Secondary). These provisions will be communicated to the Schools. The list of the equipment which candidates will be permitted to use during the examinations can be found in Annex X of this document.

- 6.5.3.6 Each School is bound to secrecy with regard to its own examination proposals. Schools may not inform each other of the questions they have submitted to the Inspectors.

The members of the staff of each school and of the Office of the Secretary General of the European Schools and the members of the Examining Board shall be bound to secrecy with regard to matters concerning the examination proposals.

- 6.5.3.7 Questions which are not selected may only be used in class after the next two European Baccalaureate sessions are over.

#### 6.5.4 Setting of the examination papers

- 6.5.4.1 The Inspectors will decide on the original language of the examination papers.

The experts will provide one main paper (in all necessary language versions) and two reserve papers by the 15<sup>th</sup> March. One of the reserve papers will also be provided in all the necessary language versions.

Reserve papers that have not been used may be used as the main or reserve paper(s) for the next European Baccalaureate session.

- 6.5.4.2 Translations

Examination papers will only be translated into those languages in which the examination will be taken.

If translations of questions into all the languages required have not been sent, these will be done, preferably by qualified members of the European Baccalaureate Examining Board, under the responsibility of the Inspectors for the languages concerned. If necessary the translations can be done by other specialists from the countries concerned.

### 6.5.5 Beginning of the written examinations

6.5.5.1 The written examinations will start at 9.00 or at 14.00 C.E.T.

6.5.5.2 The examination papers will be sent in sealed envelopes. The envelopes will only be opened 30 minutes before the examination starts. However, the **separate** envelope containing the CDs with the mp3 files of the Music exam can be opened 2 hours prior the beginning of the examination so that the files can be copied to the mp3 players or computers with ample time. The schools will ensure that they have in place the most adequate tools and resources to perform this action and will guarantee that the contents of the CDs are not disclosed until the examination begins.

All envelopes will be opened in the presence of the Vice-Chairman and/or the Director of the School. Should the Vice-Chairman be absent, the Director will designate another person to replace him/her. The Deputy Director will replace the Director in the case of bias (See article 5.8.) Two people must be always present at the opening of the envelopes and the preparation of the mp3 files.

### 6.5.6 Proceedings of the written examinations

6.5.6.1 Candidates who arrive late to a written examination may not be admitted. If there is a valid reason for a candidate's late arrival the Chairman or the Vice-Chairman of the Examining Board or the Director of the School will decide whether s/he may nevertheless be admitted and whether s/he may possibly be allowed extra time for this examination paper.

6.5.6.2 Candidates are only allowed to write on the paper provided by the School for their work, i.e., the paper for the script and the paper for rough work. (Only for LIII also on the indicated parts of the examination paper). Rough paper will not be corrected.

6.5.6.3 Candidates may only take into the examination room the permitted equipment listed on the cover page of each examination paper.

6.5.6.4 The possession of mobile phones in the examination room is not allowed. The possession of a mobile phone will be considered as cheating (See [article 9](#)).

6.5.6.5 Pencil can only be used when indicated on the cover page of examinations (E.g.: On graph paper, partitions, art work, etc.) Scripts must be written in ink. Text answered in pencil will not be corrected.

6.5.6.6 When the examination paper provides several questions, candidates must indicate clearly which question they are answering.

- 6.5.6.7 A candidate who has followed in a foreign language a course normally taught in his/her Language 1 (or language of the section for SWALS pupils) but not organised in this language in the School attended may use, upon request, a bilingual dictionary (Language 1 / Language of the section ↔ Language of the course) during the written examination. The dictionary will be provided by the school.

A SWALS pupil who enters the European Schools in year 6 may also have two examination papers, one in his/her Language 1, the other in the language in which the course has been followed. This request will be made at the time of registration, by the 15<sup>th</sup> of October, indicating it in the form provided in Annex I.

In all cases, candidates are required to answer the examination questions in the language in which they followed the course.

This applies also to short and long part Pre-Baccalaureate examinations.

Translations of Pre-Baccalaureate examinations will be made by the schools when they have a competent staff member in the language required. Should that not be the case, they will be requested to the European Baccalaureate Unit at least 20 days before the date the examination will take place.

#### 6.5.7 Invigilation of the written examinations

The written examinations shall be conducted under continuous invigilation arranged by the Director of the Examination Centre of the European School or, in the case of a School Accredited by the Board of Governors, the competent authority in the Member State concerned.

- 6.5.7.1 Invigilation in the examination room will be carried out by teachers and supervisory staff who do not teach the subject being examined, with the exception of Art.
- 6.5.7.2 Invigilators must focus their attention on the candidates at all times. The use of mobile phones in the examination room is not allowed.
- 6.5.7.3 Invigilators may not answer any questions from candidates relating to the examination. However, they may give any information which has been authorised by the Vice-Chairman of the Examining Board or the Director of the School.

#### 6.5.8 End of the written examinations

- 6.5.8.1 A candidate who wishes to hand in his/her script early may not leave his/her seat until his/her script has been accepted by an invigilator.
- 6.5.8.2 So as not to disturb the conclusion of the examination, candidates may not leave their seats during the last ten minutes.
- 6.5.8.3 The time appointed for the end of the examination must be strictly adhered to. Candidates must take care to hand in all pages of their scripts at the time appointed for the end of the examination. No page handed in later will be accepted.
- 6.5.8.4 When a candidate hands in his/her script, s/he must check that the questions s/he has answered have been clearly indicated on the script.
- 6.5.8.5 After the end of the examination, candidates may take the rough paper and the examination papers with them (except for L3 examinations due to specific format).

### 6.5.9 Correction of written European Baccalaureate examination scripts

#### 6.5.9.1 Each of the written examination scripts will be corrected twice, or three times if necessary.

Scripts will be corrected first by the teacher who has taught the class the subject in question and later by one or two external correctors, in accordance with the criteria and instructions established by the relevant Inspectors. Each script will be marked on a scale of 0 to 10. The mark may include only one decimal place. Each corrector will use the forms in Annex III and Annex IV (sample).

In compliance with their duty of discretion and confidentiality, the teacher and the external corrector may not be in contact to exchange information about the scripts and their marking.

#### 6.5.9.2 No visible marks may be made on the script. All correctors (internal and external) will complete the correction of each individual script with a mark justified in writing for each candidate (See Annex IV) and will also enter the marks awarded by them on a mark sheet (See Annex III).

#### 6.5.9.3 Number of European Baccalaureate scripts to correct per day by external examiners

The Language 1, the Language 1 Advanced, the Language 2, the Language 2 Advanced and the Philosophy scripts are corrected at a rate of 12 scripts per day. The same applies when an external examiner corrects 2 different scientific subjects (Mathematics, Physics, Biology, Chemistry and Economics). All the other scripts are corrected at a rate of 15 scripts per day. 1 Music portfolio equals 1 script. The same rules apply for the distance correction procedure.

#### 6.5.9.4 The examination scripts will be placed in one envelope and the mark sheets and comments in a separate envelope. Both envelopes will be introduced in a larger envelope and sent to the Brussels correcting centre.

The Schools will ensure that all envelopes are closed and bear a label, which will mention:

- the School, subject and language section
- the number of examination scripts
- the name of the subject teacher
- the name of the external corrector
- the name of the relevant Inspector.

#### 6.5.9.5 Distance correction procedure to be followed by Schools is as follows:

1. Candidates will answer only the front side of the sheets of the scripts for correction at distance, in order to facilitate the scanning. The electronic file will be thus composed of the cover page with all the details of the candidate and the examination paper and the scanned scripts. The name of the candidate and the paper numbers will show on every page;

2. Immediately after the end of the examination, the candidate's script is scanned, saved and renamed while specifying the file name in the following way: name of the corrector + name of the School + subject and language of the subject + candidate's name;

3. European Schools: The aforementioned renamed file, without a password is deposited in the BQ system, in the section reserved for each School, under a folder named after each distance corrector.

4. Accredited Schools: The aforementioned renamed file, without a password is deposited in the Learning Gateway, in the BQ area, in the section reserved for each School, under the folder named after each distance corrector.

Access link: <https://portal.eursec.eu/sites/WG/BqProposals/Distancecorrection>

5. Once the file has been uploaded, the School shall immediately notify the Office of the Secretary-General of the European Schools at the following email address: ES-BACCALAUREATE@eursec.eu

6.- The Office of the Secretary-General of the European Schools will transfer via the Learning Gateway the scripts for correction, marking criteria and instructions and marking grids to distance correctors as well as to the Inspectors.

The School shall transfer marks and comments of the first corrector to the Inspector in charge of the subject, by email, with a copy to the Office of the Secretary-General of the European Schools through the following email address:

ES-BACCALAUREATE@eursec.eu

At the end of the second (or possibly third) correction, the inspector in charge shall immediately forward the marks and comments of the scripts that have been corrected at distance to the Schools concerned with copy to: ES-BACCALAUREATE@eursec.eu

6.5.9.6 At the correcting centre, the scripts, the marking instructions and the suggested answers will be given to the external correctors. The sealed envelope containing the marking sheet with the first correctors' mark (Annex III) and comments (Annex IV - sample) will be given to the relevant Inspectors.

The scripts will then be marked a second time by the external corrector, who will not be informed of the marks given by the subject teacher, using the criteria laid down in 6.5.9.1. and 6.5.9.2.

6.5.9.7 After the external corrector has returned the marked scripts to the relevant Inspector, the latter will collate all the marks and inform the external corrector of the teacher's marks.

6.5.9.8 Standardised assessment (moderation) of the European Baccalaureate written examinations is ensured by the Chairman of the Examining Board and/or by the Vice-Chairmen.

6.5.9.9 The final mark for each examination will be the arithmetical average of the marks awarded by the two correctors. This final mark must have two decimal places.

6.5.9.10 Only in cases where the difference is greater than two marks, the script must be marked a third time.

When the script is marked three times, account should be taken of the following instructions:

a) When correcting a script, the third corrector should be in possession of the marks awarded and comments made by the first two correctors.

b) The mark given by the third corrector must be within the range of the marks awarded by the other two.

c) The final mark will be the one awarded by the third corrector.

d) All the correctors will be informed of each other's comments.

6.5.9.11 Subject teachers will not be informed of the candidates' final marks or of the comments until the communication of results (See [article 7](#)).

6.5.9.12 The examination scripts, the signed mark sheets for each subject, the correctors' comments on the candidates' performances and reports on particular events occurring during the examinations will be filed and kept in the School for at least three years. Should a complaint or appeal have been lodged with the Complaints Board, until such time as a final ruling has been given by the latter.

#### 6.5.10 Viewing of scripts after marking

The candidates or their legal representatives, if they are minors, have the right to view and get a copy of :

- their original script;
- the total marks awarded by each corrector (first, second and, where applicable) third corrector);
- the details of the marks (see Annex III) ;
- the examiners' comments (see Annexes IV and V);
- the examination paper;
- the marking scheme.

Any documentation made available to candidates will, in the case of those parts containing information about other candidates, be made anonymous.

The request must be made in writing to the Director of the School not later than four calendar days after the candidate has been informed of the examination results, communicated in Accordance with Article 7.3.

The Director will make all documents available not later than three calendar days after receipt of the request.

A belated request for the viewing of the examination papers will be inadmissible.

## 6.6 Oral examinations

### 6.6.1 Number and nature of oral examinations

6.6.1.1 Candidates will sit three oral examinations. The subjects in which an oral examination will or may be taken are:

1. Language 1 or Advanced Language 1
2. Language 2 or Advanced Language 2 or  
History (2 or 4 periods) or  
Geography (2 or 4 periods)
3. Advanced Mathematics or  
Philosophy (2 or 4 periods) or  
Language 3 or  
Language 4 or  
ONL or  
Biology (2 or 4 periods) or  
Chemistry (4 periods) or  
Physics (4 periods)

#### 6.6.1.2 Restrictions for compulsory subjects and for options

- **Examination 1:** Language 1 or Advanced Language 1

Candidates who have followed the Advanced course will be required to sit an oral examination on that course, and not, therefore, on the basic course.

- **Examination 2:** Language 2 or Advanced Language 2 or Geography or History

Candidates who have followed the Advanced Language 2 course and who wish to choose L2 for their second oral examination will be required to sit an oral examination on that Advanced course, and not on the basic course.

The candidates who do not wish to sit an oral examination in Language 2 (basic or Advanced course) will sit an oral examination in History (2 or 4 periods) or Geography (2 or 4 periods). It is possible for candidates to sit the History or Geography oral examination provided that they have not chosen to sit the subject in question as a written examination.

- **Examination 3:**

Candidates who have followed the Advanced course in Mathematics will be compulsorily examined on that course.

Candidates who have not followed the Advanced course in Mathematics will be required to sit an examination in one of the options listed above, which they may choose freely, provided that they have not already chosen to take the subject in question as a written examination.

Candidates who choose the ONL cannot choose L4.

#### 6.6.1.3 A candidate who has followed in a foreign language a course normally taught in his/her Language 1 (or language of the section for SWALS pupils) but not organised in this language in the School attended may use, upon request, a bilingual dictionary (Language 1 / Language of the section ↔ Language of the course) during the preparation of the oral examination. The dictionary will be provided by the school.

A SWALS pupil who enters the European Schools in year 6 may also have two oral questions, one in his/her Language 1, the other in the language in which the course has been followed. This request will be made at the time of registration, by the 15<sup>th</sup> of October, indicating it in the form provided in Annex I.

In all cases, candidates are required to answer in the language in which they followed the course.

Translations of oral questions will be made by the schools when they have a competent staff member in the language required. Should that not be the case, they will be requested to the European Baccalaureate Unit before the 15<sup>th</sup> of March.

#### 6.6.2 Time allowed for oral examinations

Oral examinations will last 20 minutes, plus 5 minutes for the marking which will take place immediately after each oral examination. Before each oral examination candidates will be allowed preparation time immediately prior to their examination. This time including the time needed to proceed to the examination room and to pick the question will not exceed 25 minutes.



### 6.6.3 Oral Examination questions

6.6.3.1 The oral examination will be based on questions and working documents which candidates will draw from the pool provided.

6.6.3.2 The examination questions will be proposed by the subject teacher: All questions proposed must be syllabus-relevant. The range of questions proposed must cover all elements of the syllabus or the relevant competences as prescribed in it.

There will be the same number of questions as candidates plus five. However, for large groups, the number of questions may be limited to 20. Each question will be numbered.

6.6.3.3 The examination questions will be handed in by the subject teachers to the Director of the School before the 15<sup>th</sup> of March.

They can be accompanied by a separate document with suggested answers or content outlines.

6.6.3.4 All questions and working documents must be clearly legible and/or visible, i.e. clearly typed, good photocopies or scanned images.

6.6.3.5 The Director of the School will be responsible for forwarding electronically the examination questions to the Office of the Secretary-General of the European Schools, in order to make them available to the Inspectors and the external examiners through the Learning Gateway by the 15<sup>th</sup> of March. Instructions as to how to label the proposals can be found on the Learning Gateway.

6.6.3.6 The Inspector or the external examiners may ask the teachers to change or withdraw one or more questions before the examination begins if they do not fit the requirements.

6.6.3.7 The Schools will keep a complete list of the questions from which candidates may choose at the disposal of the Chairman or of the Vice-Chairman of the Examining Board. The questions will be kept in the School for at least three years after the European Baccalaureate session.

### 6.6.4 Proceedings of the oral examinations

6.6.4.1 Number of oral examinations per day per external examiner

An external examiner can be requested to orally examine up to 14 pupils per day.

6.6.4.2 The oral examinations will be conducted by two examiners: the candidate's teacher and an external examiner. During the examination the external examiner will have equal status with the subject teacher.

6.6.4.3 The Chairman of the Examining Board and the Director of the School concerned may attend the oral examinations. The Chairman of the Examining Board may, in specially justified cases and with the candidate's consent, authorize another person to be present during oral examinations.

6.6.4.4 Preparation for the oral examinations will be supervised by teachers and supervisory staff who do not teach the subject being examined.

6.6.4.5 The material aids necessary for a particular oral examination will be provided for candidates by the School. Details of such material aids are given in the special provisions for each subject. The special provisions for each subject will be determined by the Board of Inspectors.

- 6.6.4.6 Each candidate will pick an envelope containing a question. The envelopes will carry no distinctive signs of any kind. Questions already used will be put back in their envelopes and kept aside until only three envelopes remain. Then all questions will be put together and shuffled so that pupils may pick from the lot.

There must always be at least three envelopes to pick from.

- 6.6.4.7 During the examinations candidates may only use the document(s) supplied and the notes made during the preparation period.
- 6.6.4.8 The candidate must be given the opportunity to present his/her own ideas on the question asked. This should not be a mere reading of the notes taken during the preparation time. If the candidate is having difficulties, the examiner(s) will help him/her develop the topic by asking questions.

#### 6.6.5 Marking of the oral examination

- 6.6.5.1 The examination should give the candidate the opportunity to demonstrate the knowledge, skills and attitudes acquired in the subject and his/her ability to use the methods employed. It is the responsibility of the Inspectors to set the assessment criteria for each subject. These criteria will be communicated to the European Baccalaureate Unit who will send them to the Schools and to the external examiners. Assessment criteria must be available in the examination rooms.
- 6.6.5.2 Candidates for whom the oral examination is conducted in a language other than L1, the criteria for assessment (except for examinations in foreign languages) are subject-related and the marking must not be influenced by possible deficiencies in the candidate's linguistic competence, unless communication with the examiners is impaired by such deficiencies.
- 6.6.5.3 Each examiner will assess and mark the candidate using the criteria-referenced assessment sheet provided for each subject. An example for L3 is provided in Annex Va.

The individual mark of each examiner will be entered on the mark sheet provided, See Annex Vb. It will be expressed in full or half points, rounded up to the closest full or half point.

The final mark will be the arithmetical average of the marks awarded by both examiners. Rounding-up will be upwards to the closest decimal.

Accurate use of the criteria should mean that there will be little difference in the marks awarded by individual examiners. Should there be a difference of more than 2 points out of 10 the examiners should jointly revisit the criteria, review the individual marks awarded and then record the final mark in the mark sheet (Annex Vb).

## ARTICLE 7 - COMMUNICATION OF RESULTS

### 7.1 Communication of results. Internal meeting.

Once all the examinations have been corrected and all the marks have been introduced in the School Management System, the Director of the School or, in his/her absence, the Deputy Director of the Secondary Cycle of the School shall convene a meeting, which s/he will chair.

In this meeting teachers may consult the marks awarded by the second correctors. The school's results overall and by subject are analyzed in detail.

This meeting will take place before the proclamation.

This is a meeting for staff and members of the Examining Board only.

Only the following shall be invited:

- the Deputy Director for the secondary;
- the candidates' teachers and the year 7 Educational Adviser;
- the Vice-Chairman designated to be responsible for quality control of the European Baccalaureate examination, provided that s/he is present for such control purposes on the same day;
- the external examiners for the oral examinations, provided that they are examining on the same day.

Attendance at the communication of the results meeting shall be compulsory, except where dispensation has been granted by the Director on duly substantiated grounds.

The Vice-Chairman and the external examiners for the oral examinations shall be invited to attend the meeting, although their presence shall not be compulsory. Under no circumstances shall their absence constitute a procedural irregularity.

### 7.2 An overall mark will be calculated for each candidate on the basis of the marks for the individual subjects, taking into account the rules for calculation referred to in Article 6.

Candidates who obtain a final mark of 60 out of 100 (6 out of 10) or more will be deemed to have passed the European Baccalaureate.

### 7.3 Communication of results to the candidates

Following the communication of results meeting, the candidates will be informed on an individual basis of the results of all the examinations taken during the European Baccalaureate session at a time and a place arranged in advance by the School, so that they may consult them before the proclamation.

To that end, one of the following procedures will be applied:

1. Either a draft copy of the certificate of the European Baccalaureate Marks will be given to them. Candidates will sign an acknowledgement of receipt.
2. Or a draft copy of the certificate of the European Baccalaureate Marks will be sent by email to them, with request of delivery receipt.

## ARTICLE 8 – ABSENCES

### 8.1 Absences without a valid reason

#### 8.1.1 Pre-Baccalaureate examinations

A candidate who is absent without a valid reason for one or more Pre-Baccalaureate examinations in year 7 will not be allowed to sit the European Baccalaureate examinations.

#### 8.1.2 Written or oral European Baccalaureate examinations

Candidates who are absent from a written or oral European Baccalaureate examination without a valid reason will not be allowed to resit it.

### 8.2 Absences for a valid reason

8.2.1 In the event of absence because of illness, it is compulsory to produce a medical certificate (see article 30 of the General Rules of the European Schools). In all other instances, the Director of the School, in the case of part examinations, and the Vice-Chairman of the Examining Board – or, in his/her absence, the Director – in the case of the European Baccalaureate examinations will decide whether the absence is justified.

#### 8.2.2 Pre-Baccalaureate examinations and semester marks

If candidates are absent from Pre-Baccalaureate examinations, they must sit a substitute Pre-Baccalaureate examination. The dates for such substitute Pre-Baccalaureate examinations will be decided by the Director.

##### 8.2.2.1 Written short Pre-Baccalaureate examinations

8.2.2.1.1 Candidates who are absent for a long period, thus missing both the first semester examinations and the substitute examinations, will have their marks of the second semester examinations doubled.

8.2.2.1.2 If a long absence results in the candidates missing both the second semester examinations and the substitute examinations, the Class Council will meet to decide, subject by subject, the marks to be used for the calculation of the preliminary mark.

8.2.2.1.3 Candidates who miss both sets of Pre-Baccalaureate examinations are not eligible to enter for the European Baccalaureate final examinations.

##### 8.2.2.2 Written long Pre-Baccalaureate examinations

For candidates who are absent for a long period, thus missing both the first semester examinations and the substitute examinations, a substitute examination will be arranged in the second semester.

##### 8.2.2.3 A marks

8.2.2.3.1 If a long period of absence makes it impossible for a candidate to be awarded A marks for the first semester, the class marks for the second semester will be doubled and vice-versa.

8.2.2.3.2 If this absence means that a pupil cannot be awarded A marks for class work in both semesters, it will not be possible for him/her to sit the European Baccalaureate examinations in that year.

8.2.2.4 Exemptions from regular attendance at Physical Education lessons.

8.2.2.4.1 If candidates are exempted from regular attendance at Physical Education lessons during one semester, the other semester marks for this subject will be doubled.

8.2.2.4.2 If candidates are exempted from regular attendance at Physical Education lessons in both semesters, this subject will be disregarded in calculating the preliminary mark and the final mark.

8.2.2.5 The Vice-Chairman of the Examining Board will be informed of the cases referred to in 8.2.2.1.1., 8.2.2.1.2., 8.2.2.3.1. and 8.2.2.3.2.

8.2.3 Absences to the European Baccalaureate examinations

8.2.3.1 If one or more pupils are unable to attend the written examinations, the Chairman of the Examining Board may, in duly justified cases supported by relevant documents, allow them the opportunity to sit a substitute examination or substitute examinations during the ordinary session in the dates established by the Office of the Secretary General and approved by the Chairman of the Examining Board. Substitute examinations will happen not later than 7 calendar days before the proclamation. The substitute examinations will start at the times laid down in Article 6.5.5.

In the case of oral examinations, the Schools may reschedule them in duly justified cases supported by relevant documents and taking in consideration the availability of the external examiners.

The rescheduling of oral examinations will be recorded in the minutes of the European Baccalaureate session.

8.2.3.2 If one or more pupils are unable to attend the substitute examinations, the Chairman of the Examining Board may, in duly justified cases supported by relevant documents, allow them the opportunity to sit examinations in an extraordinary session in September.

## **ARTICLE 9 - PROCEDURE IN THE EVENT OF CHEATING OR ATTEMPTED CHEATING DURING EXAMINATIONS**

### **9.1 Pre-Baccalaureate examinations**

In the event of cheating or attempted cheating during a Pre-Baccalaureate examination, the Director will be able to award 0 (zero) marks for the examination in question. In addition, the School's Discipline Council may be convened at the Director's request and may decide on measures which could lead to exclusion from the Pre-Baccalaureate examinations.

### **9.2 European Baccalaureate examinations**

In the event of cheating or attempted cheating in European Baccalaureate examinations, the Chairman of the Examining Board or the Vice-Chairman representing him/her or the Director of the School's Examination Centre will decide on the measures to adopt. S/he will be able to award the mark 0 (zero) for the examination in question. S/he is also authorized to take measures which could entail exclusion from the European Baccalaureate examinations.

Candidates will be made aware of these measures before the examinations.

## **ARTICLE 10 - EUROPEAN BACCALAUREATE DIPLOMA AND CERTIFICATES**

### **10.1 European Baccalaureate Diploma**

- 10.1.1 The European Baccalaureate Diploma is awarded to successful candidates. It states their final mark.
- 10.1.2 The European Baccalaureate Diploma is signed by the Secretary-General of the European Schools on behalf of the Board of Governors. It carries the seal of the European Schools and it is printed on secured paper.
- 10.1.3 There will be only a single original diploma. The original diploma will be in the language of the section in which the candidate is enrolled.
- 10.1.4 SWALS pupils may choose between the language of the section in which they are enrolled and their L1.

### **10.2 Certificate of the European Baccalaureate Marks**

- 10.2.1 The Secretary-General of the European Schools will attach to the European Baccalaureate Diploma a further certificate, indicating the marks obtained in the subjects studied in s7. These documents will be given to the successful candidates on the day of the proclamation of the European Baccalaureate.
- 10.2.2 The certificate of the European Baccalaureate marks will be issued for all candidates in the European Union language of his/her choice.

Candidates who have not been awarded the European Baccalaureate Diploma may also ask for this certificate indicating the marks they obtained. In view of the weighting of the three elements (preliminary mark 50%, written examinations 35% and oral examinations 15%) taken into consideration in calculating the overall result, this will not necessarily correspond to the arithmetical average of the different final marks.

### **10.3. Additional Examination Certificate (see article 13)**

If a candidate sits an additional examination, the School will issue a separate certificate with the mark. This will be given to the candidate together with the European Baccalaureate Diploma and the Certificate of the European Baccalaureate marks.

### **10.4 Subjects not included in the European Baccalaureate**

At the European Baccalaureate holder's request, the School will issue a document specifying the subjects studied and the marks s/he has obtained in s5, s6 and s7.

## **10.5 Translations**

If a certified translation, or a translation to a language other than the ones in the European School system is needed, the candidate or his/her legal representatives will need to resort to professional services.

The European Schools are not authorised to produce a sworn translation or a certified translation.

Should the School be prepared to provide a version of these documents in another language, using the computer system in place, it will be marked '(Language) ... version of the original version as drawn up in (Language) ...' This version will be printed on ordinary (not secured) paper and will be countersigned with the original signature of the School's Director and will include the official stamp of the European Schools. The name and title will appear under the signature.

## **10.6 Copies**

The Secretary-General of the European Schools, acting on behalf of the Board of Governors, may subsequently issue certified copies of the Diploma.

To produce copies of the documents mentioned in this article, the originals will be photocopied on ordinary paper and the words 'CERTIFIED COPY' will appear on the photocopies. These copies will be signed with the original signature of the School's Director and stamped with the original official stamp of the European Schools. The name and title will appear under the signature.

Should the Diploma be lost, the School will be able to issue a duplicate, also on ordinary paper. It will only be possible for that type of document to be issued on production of a declaration of loss/theft from an official authority (E.g: the police). The word 'DUPLICATE' will appear clearly on the document and it will be signed with the original signature of the School's Director. The DUPLICATE will be stamped with the original official stamp of the European Schools. The name and title will appear under the signature.

## **10.7 Signature**

All European Baccalaureate Certificates are to be signed by the Secretary-General of the European Schools on behalf of the Board of Governors. They carry the seal of the European Schools.

## **10.8 Equivalence with national secondary School certificates**

Holders of the European Baccalaureate shall:

- a) enjoy in their respective countries all the benefits attaching to the possession of the diploma or certificate awarded at the end of secondary school in those countries;
- b) have the same rights as nationals with equivalent qualifications to seek admission to any university in the territory of the Contracting Parties.



## **ARTICLE 11 - PAYMENT OF EXPENSES**

The Board of Governors shall determine the detailed arrangements for payment of the expenses and allowances to which they are entitled to the Chairman, the Vice-Chairmen, outside experts and external examiners involved in the conduct of the European Baccalaureate examinations.

In the case of a School Accredited by the Board of Governors, these expenses and allowances shall be payable by the School.

Payment of expenses and other indemnities are currently regulated by the following documents:

1. Document 2001-D-563 – Payment of experts and external examiners
2. Document 1512-D-2001-Allowance for the Chairman and Vice-Chairmen of the European Baccalaureate
3. Document 2014-03-D-1-en-4 - Revision of the regulations relating to reimbursement of expenses in the event of travel on official business by members of the Board of Governors, members of the Preparatory Committees, members of the Complaints Board, representatives of the Parents' Associations and other persons invited to the European Schools (European Baccalaureate examiners, experts, etc.)

## ARTICLE 12 – COMPLAINTS AND APPEALS

- 12.1** Complaints and appeals concerning the European Baccalaureate examinations must be made through the Director of the School attended by the candidate to the Chairman of the Examining Board, by any candidate who claims that a procedural irregularity was prejudicial to him/her, or by his/her legal representative if s/he is a minor. The claim should be made not later than ten calendar days after communication of the examination results to the candidate, within the meaning of Article 7.3.

The Director of the School will send the complaint or appeal, accompanied by all the relevant documentation for the handling of the case, to the Secretary-General of the European Schools. This must be done electronically not later than two working days after the reception at the School.

The complaint or appeal will be lodged by the candidate if he or she has reached the age of majority, or by the legal representative if the candidate is a minor, no power of representation, in order to derogate from this provision, being allowed, failing which the complaint or appeal will be declared inadmissible.

- 12.2** A complaint or an appeal may only concern a procedural irregularity. A procedural irregularity occurs in the event of non-compliance with the provisions concerning the European Baccalaureate adopted by the Board of Governors and the Board of Inspectors (Secondary).

- 12.3** The complaint or appeal must be made in writing and must contain the *de jure* and *de facto* reasons therefor. The complaint or appeal, signed by the candidate if he/she has reached the age of majority or by his/her legal representative, will be deposited at the school or sent by registered letter or by email with read receipt.

- 12.4** On a proposal from the Secretary-General of the European Schools, the Chairman of the Examining Board will decide whether or not the complaint or appeal lodged is admissible and well founded. Should it be deemed admissible and well founded, the Chairman of the Examining Board will assess on a case by case basis the need for the candidate to retake the examination.

The decision thus adopted will be communicated to the candidate not later than 15 calendar days from reception in the Office of the Secretary-General of the European Schools and to the Board of Inspectors (Secondary).

- 12.5** If a decision is made to offer a re-examination because of a general procedural irregularity, the decision can be applied to all candidates whose examinations suffer from the same procedural irregularity.

- 12.6** These provisions will also apply to the Pre-Baccalaureate examinations.

Complaints and appeals concerning the Pre-Baccalaureate examinations must be made through the Director of the School attended by the candidate to the Chairman of the Examining Board, by any candidate who claims that a procedural irregularity was prejudicial to him/her. The claim should be lodged before the 15<sup>th</sup> March at the latest.

The Director of the School will send the complaint or appeal, accompanied by all the relevant documentation for the handling of the case, to the Secretary-General of the European Schools. This must be done electronically not later than two working days after receipt of the request by the school.

If the candidate is a minor, the complaint or appeal must be lodged by his or her legal representative.

## ARTICLE 13 - ADDITIONAL WRITTEN EXAMINATION

- 13.1** In particular cases, European School pupils in the final school year may register for the European Baccalaureate in an additional option subject, whether or not they have attended lessons in the subject in question at the School.

However, in the case of Music and Art, due to specific syllabus requirements, an additional exam can only be applied for if the pupil has followed the subject or if s/he provides evidence of the prescribed work done during s6 and s7 so as to ensure that the syllabus requirements are met.

- 13.2** Additional European Baccalaureate examinations will be authorized by the Secretary-General of the European Schools only if documentation is provided to show that an examination in the subject is part of the conditions for admission to the higher education studies on which the pupil wishes to embark.

This does not concern the linguistic competence required to be admitted in an institution of further education. For certification of language competences, candidates should address official centers of language competence certification.

- 13.3** Applications to register for an additional written examination must be submitted by the 15<sup>th</sup> of October, the deadline for registration for the European Baccalaureate, using the form in Annex I.

- 13.3.1 The registration fee for the single subject is to be added to the registration fee for the European Baccalaureate and is fixed at Annex VIIb.

- 13.3.2 The School will submit applications to register for an additional written examination only if the application and the supporting documentation comply with the requirements of Article 13.2.

The School will then communicate to the Office of the Secretary-General of the European Schools the names of the candidates wishing to sit this type of examination, completing the ad hoc document and attaching the supporting documentation provided by the pupil (See Annex VIII).

- 13.4** Only written examinations will be available; they will if possible take place simultaneously with the normal written examination in the subject and consist of exactly the same tasks.

- 13.4.1 If this is impossible due to the candidate's other options, the written examination in the single subject may be held using a reserve paper on another day during the written examination period or immediately after this period.

- 13.4.2 The examination script will be corrected, in the same conditions as normal European Baccalaureate examination scripts.

- 13.5** The result in this additional written examination will not be included for the purposes of calculating the final mark appearing on the candidate's Certificate of European Baccalaureate Marks, but will be shown on an Additional Examination Certificate signed by the Secretary-General of the European Schools (See article 10.3).

## **ARTICLE 14 – DISTANCE LEARNING**

Distance learning can be organised when a School cannot offer a compulsory course or option to be followed in presence.

The Board of Inspectors (Secondary) must approve this special measure at the School's request.

Contents, method of evaluation and assessment will be the same as in courses followed in presence.

## ARTICLE 15 - SPECIAL ARRANGEMENTS

Candidates with special needs may qualify for special arrangements for the taking of the Pre-Baccalaureate and Baccalaureate examinations, subject to the conditions laid down by the decision of the Board of Governors on the Policy on the Provision of Educational Support in the European Schools<sup>12</sup> and by the decision of the Board of Governors on the Provision of Educational Support in the European Schools<sup>13</sup>.

Procedures for the request of special arrangements in the European Baccalaureate cycle can be found in Annex IX.

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<sup>12</sup> Document 2012-05-D-14-en

<sup>13</sup> Document 2012-05-D-15-en

## ARTICLE 16 - CONFIDENTIALITY

In compliance with Article 18 of Regulations for Members of the Seconded Staff of the European Schools<sup>14</sup>, all members of staff shall abstain from any action and, in particular, any public expression of opinion which may reflect on his/her position and impair his/her ability to maintain his/her duty of **loyalty** towards the European Schools.

All members of staff may not, in any manner whatsoever, disclose to any person any document, fact or information of an administrative or educational nature not considered public. They shall exercise the greatest **discretion** and treat them as confidential.

They shall continue to be bound by this obligation after leaving the service of the European Schools.

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<sup>14</sup> 2011-04-D-14-en

## **ARTICLE 17 - TRANSITIONAL AND FINAL PROVISIONS**

Special measures and exceptions to these provisions may be adopted by the competent organs when necessary in order to supplement this document.<sup>15</sup>

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<sup>15</sup> Annex V of the document 2009-D-353-en Reform of the European School System

<b>ANNEX I</b>	<b>European School :</b>	<b>Language section :</b>	<b>Surname and first name :</b>
<b>CHOICES OF EXAMINATIONS IN THE 20.... EUROPEAN BACCALAUREATE SESSION</b>			

#### **ARTICLE 4 – CONTENT, LEVEL, LANGUAGE OF EXAMINATIONS AND OTHER RESTRICTIONS**

4.1	<b>Content of examinations</b>  The examinations will normally cover the year 7 syllabus, but will also assess the knowledge, skills and attitudes acquired in previous years, especially in year 6.	4.2.1.3	Requests for waivers, in respect of both language (article 4.2.1.1) and level (article 4.2.1.2), submitted at the end of year 6 must be accompanied by the Class Council’s opinion. They will be examined by the Director, who will decide.
4.2	<b>Language and level</b>  The examination (written and oral) in each individual subject must be taken in the language and at the level followed in years 6 and 7.	4.2.1.4	All changes must comply with the administrative provisions in force.
4.2.1	<b>Exceptions</b>	4.3	<b>Other restrictions</b>
4.2.1.1	If a course is taught in more than one language in a class, a candidate may choose to sit the examination in any one of the languages used. This will be clearly indicated in the registration form ( <u>Annex I</u> ). The Schools will introduce it into the <i>School Management System</i> (by the 20 <sup>th</sup> of October). Once the choice of language is introduced, it will not be changed.	4.3.1	The substitution of one option for another is not permitted.
		4.3.2	Dropping an option, advanced course or complementary subject in year S7 is possible, provided that there is compliance with the administrative provisions, more particularly the minimum number of periods required, i.e., 31 (minimum 29 periods of compulsory subjects, options and advanced course + minimum 2 periods complementary subject)
4.2.1.2	Between s 6 and s7, only the following changes of level are possible:  •Mathematics 5 ↔ Mathematics 3  •4-period option ↔ Compulsory 2-period course (same subject)  A change to a more advanced course (Mathematics 5, 4-period option) is conditional upon the passing of an attainment test demonstrating the pupil’s ability to keep up successfully with the requirements of the course requested.	4.3.3	Adding a new option, advanced course or complementary subject in year s7 is not allowed.
		4.4	<b>Information for the pupils</b>  Pupils must be informed of the provisions in this article at the time when they make their choices, on going into year 6.
Date and Signature of the legal representative(s) or of the pupil if he is not a minor:			



<b>ANNEX I</b>		<b>European School :</b>		<b>Language section :</b>		<b>Surname and first name :</b>			
<b>CHOICES OF EXAMINATIONS IN THE 20.... EUROPEAN BACCALAUREATE SESSION</b>									
<b>Written : 5 examinations</b>		<b>Examination</b>	<b>Language of examination</b>	<b>Extra language (art. 6.5.6.7)</b>	<b>Oral : 3 examinations</b>		<b>Examination</b>	<b>Language of examination</b>	<b>Extra language (art. 6.6.1.3)</b>
1.	<b>L1/Adv. L1 (compulsory)</b>				1.	<b>L1 or Adv. L1 (compulsory)</b>			
2.	<b>L2/Adv. L2 (compulsory)</b>				2.	<b>L2 or Adv. L2 or History 2 p. or 4 p. (if not chosen as written examination) or Geography 2 p. or 4 p.(if not chosen as written examination)</b>			
3.	<b>Mathematics 3 p or 5 p.</b>				3.	<b>Advanced mathematics (compulsory) or Biology 2 p. or 4 p.* or Philosophy 2 p. or 4 p.* or Chemistry* or Physics * or Language 3 * or Language 4* or ONL* * only if the 4-p. option has not been chosen for the written examination</b>			
4.	<b>Option 4 p.</b>								
5.	<b>Option 4 p.</b>								
6.	<b>Additional examination (Art. 13)</b>								
<b>Restrictions:</b> 1. Written examinations 1 & 2 Candidates who have chosen to follow an Advanced course in Language 1 and/or in Language 2 will be compulsorily examined on the subject matter of those courses and not on the subject matter of the corresponding basic course.  2. Written examinations 4 & 5 concern 4-period options. Possible options: Latin 4 p.                      History 4 p.                      Chemistry 4 p. Ancient Greek 4 p            Geography 4 p.                    Biology 4 p. Philosophy 4 p.                Economics 4 p.                    Art 4 p. L3 4 p.                            Physics 4 p.                        Music 4 p. L4 4 p.                            ONL 4 p.  3. An oral examination may not be taken in any of the subjects taken as one of written examinations 3, 4, 5.  4. Candidates choosing the ONL may not choose L4.  5. It is not permissible to be examined at two different levels in any one subject.					<b>Restrictions:</b> 1. Examination 1: Language 1 or Advanced Language 1 Candidates who have followed the Advanced course will be compulsorily examined on that course and not on the basic course.  2. Examination 2: Language 2 or Advanced Language 2 or Geography or History Candidates who have followed the Advanced Language 2 course and who wish to choose L2 for their second oral examination will be required to sit an examination on that Advanced course, and not on the basic course. Candidates who do not wish to sit an oral examination in L2 (basic or Advanced course) will sit an examination in History (2 or 4 periods) or Geography (2 or 4 periods). It is possible for candidates to sit the History or Geography oral examination only provided that they have not chosen to sit the subject in question as a written examination.  3. Examination 3: Candidates who have followed the Advanced course in mathematics will be compulsorily examined on that course. Candidates who have not followed the Advanced course in mathematics will be required to sit an examination from amongst the options listed above, which they may choose freely, provided that they have not already chosen to take the subject in question as a written examination. Candidates choosing the ONL may not choose L4.				
<b>Date and Signature of the legal representative(s) or of the pupil if he is not a minor:</b>									

Please see, on the back, the text of Article 4 of the A.I.R.E.B with dispositions on content, level and language of the examinations and other constraints.

## ANNEX II<sup>16</sup>

### Definition of the level of the languages in which an examination may be taken

In secondary years s6-s7 the regulations are as follows:

**L1** is compulsory up to the European Baccalaureate.

**L2** is compulsory up to the European Baccalaureate. The L2 is normally one of the working languages (DE, EN or FR) but pupils may request a different L2 for secondary years 6 and 7. This may be accepted subject to the rules relating to a change of L2 and to the rules governing the creation of groups.<sup>17</sup>

The new L2 may be any official language of the EU countries not yet being studied as L2. The starting point of this new L2 will be a standard consistent with ten years of continuous and progressive teaching of the language, equivalent to the standards for the rest of the working languages

**L3** is a 4-period option course and the teaching takes as its starting point a standard consistent with five years of continuous and progressive teaching of the language.

**L4** is a 4-period option course and the teaching takes as its starting point a standard consistent with two years of continuous and progressive teaching of the language.

Special arrangements are in place for the teaching of the Other National Language (Irish, Maltese, Finnish and Swedish). There is a specific ONL syllabus for each of these languages.

**L5** is a 2-period complementary course for beginners: pupils who have never embarked upon formal study of the language in question. It is not possible to take a European Baccalaureate examination in L5.

It is possible for a pupil to choose as L3 in secondary years 6 or L4 in secondary year 6 an EU language which has not been studied previously in a European School, provided that the pupil has passed an attainment test (written and oral) at the required level, administered under the responsibility of the teacher concerned.

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<sup>16</sup> Digest of decisions of the Board of Governors of the European Schools.

<sup>17</sup> Digest of decisions of the Board of Governors of the European Schools, Chapter XIX 2.3 B.

## ANNEX III - WRITTEN EXAMINATIONS

Course:

Number of pupils:

1<sup>st</sup> corrector's name:

2<sup>nd</sup> corrector's name:

3<sup>rd</sup> corrector's name (if any):

Date:

Pupils		Mark out of 10		3 <sup>rd</sup> corrector (if any)
No	Name and surname	1 <sup>st</sup> corrector	2 <sup>nd</sup> corrector	

Signatures:

1<sup>st</sup> corrector

2<sup>nd</sup> corrector

3<sup>rd</sup> corrector  
(if any)

Inspector

Note: Marks out of 10 with one decimal place.

## ANNEX IV - WRITTEN EXAMINATIONS COMMENTS SHEET - SAMPLE



Épreuves écrites / Written examinations / Schriftliche  
Prüfungen

École européenne / European School / Europäische Schule :

Matière / Subject / Fach :

Langue de l'épreuve / Language of the examination / Prüfungssprache :

Date / Datum :

Nom du correcteur / Name of the corrector / Name des Prüfer :

Veuillez s'il vous plaît noter un commentaire justificatif de la note attribuée à chaque élève.

Please write a justifying comment of the mark awarded to each pupil.

Bitte schreiben Sie einen begründeten Kommentar für die jedem Schüler erteilte Note.

Elève - Student - Schüler	Notes Marks Noten	Commentaire / Comment / Kommentar
<b>Remarque / Note / Anmerkung:</b> <b>Notes sur 10 avec 1 décimale. Marks out of 10 with one decimal place. Noten 0 bis 10 mit einer Dezimalstelle.</b>		

Signature du **1er** correcteur /  
Signature of the **1st** corrector/  
Unterschrift des **1.** Prüfers

Signature du **2<sup>ème</sup>** correcteur /  
Signature of the **2<sup>nd</sup>** corrector /  
Name des **2.** Prüfers

Signature du **3<sup>ème</sup>** correcteur /  
Signature of the **3<sup>rd</sup>** corrector /  
Unterschrift des **3.** Prüfers

Signature de l'Inspecteur / Signature of the Inspector / Unterschrift des Inspektor:

# ANNEX Va – ORAL EXAMINATIONS ASSESSMENT SHEET

Model for LIII

Candidate's name \_\_\_\_\_

Part	Criteria	Mark/30
<b>Part 1</b> <b>Reading Comprehension</b> <b>30 points</b> <ul style="list-style-type: none"> <li>Comprehension of a non-fictional text (summary; main theme(s))</li> <li>Elaboration of the main message(s)</li> </ul>	<ul style="list-style-type: none"> <li><b>0 – 8:</b> Candidate demonstrates no / very limited understanding of the text; therefore, no - v. limited capacity to elaborate on main messages</li> <li><b>9 - 17:</b> Candidate demonstrates limited/some understanding of the text; related limited capacity to elaborate main messages</li> <li><b>18 - 21:</b> Candidate demonstrates adequate understanding of the text; effective elaboration of the main messages</li> <li><b>22 - 25:</b> Candidate demonstrates very effective understanding of the text and very effective elaboration of the main messages</li> <li><b>26 - 30:</b> Candidate demonstrates a thorough understanding of the text; highly effective elaboration of the main messages</li> </ul>	
<b>Part 2</b> <b>Oral Interaction</b> <b>30 points</b> <ul style="list-style-type: none"> <li>Communicative effectiveness</li> <li>Accuracy of vocabulary</li> <li>Fluency</li> </ul>	<ul style="list-style-type: none"> <li><b>0 – 8:</b> No / very limited communication; even the most basic vocabulary and grammar lacking ; no fluency</li> <li><b>9 - 17:</b> Limited/some communication; vocabulary and grammar impede effective communication; related limited fluency</li> <li><b>18 - 21:</b> Effective communication; vocabulary and grammar quite accurate; quite fluent</li> <li><b>22 - 25:</b> Very effective communication; vocabulary and grammar generally accurate; largely fluent</li> <li><b>26 - 30:</b> Excellent communication; vocabulary and grammar excellent; most fluent</li> </ul>	
<b>Part 3</b> <b>Understanding Literature</b> <b>30 points</b> <p>Knowledge of one of the two books (main events; ideas; themes; characters)</p>	<ul style="list-style-type: none"> <li><b>0 – 8:</b> Candidate demonstrates no / very limited knowledge of the chosen text; no sense of a personal response</li> <li><b>9 - 17:</b> Candidate demonstrates limited/some knowledge of the text; limited personal response and is largely unable to justify his/her response</li> <li><b>18 - 21:</b> Candidate demonstrates adequate knowledge of the text; effective personal response supported by some justification</li> <li><b>22 - 25:</b> Candidate demonstrates very effective knowledge of the text and a very good personal response well supported by justification</li> <li><b>26 - 30:</b> Candidate demonstrates a thorough knowledge of the text ; highly effective personal response very well supported by justification.</li> </ul>	
<b>Total: 90 points</b>		<b>Total</b>

Examiner Signature: \_\_\_\_\_

# ANNEX Vb

## ORAL EXAMINATIONS. MARK SHEET.

**Course:**

**Number of pupils:**

**Teacher's name:**

**2<sup>nd</sup> examiner's name:**

**Date:**

Pupils		Question No	Mark out of 10 Half marks. Rounding upwards.	
No	Name and surname		1 <sup>st</sup> examiner (teacher)	2 <sup>nd</sup> examiner

**Signatures:**

Teacher

2<sup>nd</sup> examiner

## ANNEX VI - MARKING IN SECONDARY YEAR 7 AND CALCULATION OF THE EUROPEAN BACCALAUREATE MARK

Class marks (A)			Part examination marks (B)			Preliminary mark (C)	Examination		Final mark																					
Sem1 a'			Sem2 a''			Average			Sem1 b'	Sem2 b''			Average					Written 2 marks		Oral 2 marks										
/10 1 decimal			/10 1 decimal			2 decimals			/10 1 decimal			/10 1 decimal			2 decimals					/10 2 decimals		/10 2 decimals								
Max	a'1			a''1			$\frac{(a'_i + a''_i)}{2} = A^i$			b'1			b''1			$\frac{(b'_i + b''_i)}{2} = B^j$  If long then b'' = b'					w		o		$(c \times 0.50)+(w \times 0.35+ o \times 0.15)$		By subject taken			
	a'2			a''2						b'2			b''2								w				$\frac{(c \times 0.50) +(w \times 0.35)}{0.85}$					
	a'3			a''3						b'3			b''3										o		$\frac{(c \times 0.50) + (o \times 0.15)}{0.65}$					
	a'n			a''n						b'n			b''n										c							
							2 decimals									2 decimals			1 decimal		1 decimal		1 decimal		2 decimals					
$\sum a' = A'$			$\sum a'' = A''$			$\left[ \frac{A' + A''}{2n} \right] \times 10 = A$			$\sum b' = B'$			$\sum b'' = B''$			$\left[ \frac{B' + B''}{2n} \right] \times 10 = B$			$(A \times \textbf{20}) + (B \times \textbf{30}) = C$		$\left[ \frac{\sum w}{n} \right] \times 10 = W$		$\left[ \frac{\sum o}{n} \right] \times 10 = O$								
																				$\frac{(C \times 50) + (W \times 35) + (O \times 15)}{(50 + 35 + 15)}$										BAC

### Comments:

- The preliminary (C), written (W) and oral (O) marks are expressed out of 100, accurate to one decimal place. They are rounded off automatically in accordance with the tradition (to the nearest unit).
- The a', a'', b' and b'' marks are expressed out of 10, accurate to one decimal place, unrestrictedly.
- The A and B marks are expressed out of 100, accurate to two decimal places.
- The different parts of the examination count towards the final mark in the following proportions:  
50 per cent for the average preliminary mark C.  
35 per cent for the average written examinations mark W.  
15 per cent for the average oral examinations mark O.  
Final result (mark) = 0,50C + 0,35W + 0.15O. The final result is expressed out of one hundred (100) and is accurate to two decimal places.

## **ANNEX VIIa**

**Cf. Article 1 – 1.2.3.**

### **EUROPEAN BACCALAUREATE REGISTRATION FEE**

2015-2016 Session	€ 86.94
2016-2017 Session	€ 88.68
2017-2018 Session	€ 90.45
2018-2019 Session	€ 92.26
2019-2020 Session	€ 94.11



## **ANNEX VIIb**

**Cf. Article 13 – 13.3.1.**

### **ADDITIONAL EXAMINATION REGISTRATION FEE**

2015-2016 Session	€ 32.58
2016-2017 Session	€ 33.23
2017-2018 Session	€ 33.89
2018-2019 Session	€ 34.57
2019-2020 Session	€ 35.26

## ANNEX VIII - ADDITIONAL EXAMINATION (art. 13)

School / Schule / École				
Date / Datum				
Request n° / Antrag n° / Demande n°				
Name of pupil / Name des Schülers/der Schülerin / Nom de l'élève				
Date of birth / Geburtsdatum / Date de naissance				
Section / Sprachabteilung				
Additional exam requested Beantragte zusätzliche Prüfung Epreuve supplémentaire demandée				
Language of the additional exam Sprache der zusätzlichen Prüfung Langue de l'épreuve supplémentaire				
Options chosen by the pupil for the European Baccalaureate  Durch den/die Schüler/in gewählte Wahlfächer im Abitur  Options choisies par l'élève au Baccalauréat	Written Schriftliche écrits	Language of the exam Sprache der Prüfung Langue de l'épreuve	Orals Mündliche Oraux	Language of the exam Sprache der Prüfung Langue de l'épreuve
Studies planned by the student Geplantes Studium des Schülers/der Schülerin Etudes envisagées par l'élève				
Attached documentation Unterstützende Schriftstücke im Anhang Documentation annexée				
Request signed by the pupil >18 Antrag unterschrieben durch schüler/in >18 Demande signée par l'élève majeur		YES JA OUI		NO NEIN NON
Request signed by the parents Antrag unterschrieben durch die Eltern Demande introduite par les parents		YES JA OUI		NO NEIN NON

SIGNATURE  
UNTERSCHRIFT

Please send the document to the OSGEE by the 15th of October 20...  
Bitte senden Sie dem BGSES die Antrag für den 15. Oktober 20...  
Renvoyer svp le document au BSGEE pour le 15 octobre 20...

## ANNEX IX – SPECIAL ARRANGEMENTS

Special arrangements are aimed at offering pupils with learning difficulties or learning disabilities the fairest possible conditions during the written and oral examinations. They consist of an adaptation of the conditions during oral and written examinations so as to compensate for the specific needs of the pupil.

Pupils awarded special arrangements will not have their marks increased. They will be subject to the general assessment criteria and marking instructions. Language assessment criteria must be in line with the assessment principles approved in the Educational Support Policy. In all subjects other than Languages (History, Geography, Economics, Mathematics, Biology, Chemistry, Physics, Music...) only the specific competences required will be assessed, so language errors must not penalise the pupil.

Special arrangements in years s6 and s7 will normally be allowed when similar arrangements have been granted previously. Newly enrolled pupils in S6 may also benefit from special arrangements.

Special arrangements will be granted when they clearly relate to the student's diagnosed physical or psychological needs. Each application will be considered individually.

### **Application procedure and timeframe**

Schools will inform the legal representatives of the pupils already benefiting from special arrangements of the conditions and procedures to request them for S6 and S7. This will be done at the end of s4 or at the beginning of s5

Requests for special arrangements in S6 and S7 must be made in written form. They will be accompanied by updated supporting documents, in either English, French or German.

Requests must be made using a common application form template (Document 2014-09-D-12-en-3) where the special arrangements requested and the justifying specialist diagnosis must be clearly shown.

Requests can also be initiated by the teachers but they must be entered by the pupil's legal representatives. They will have to reach the School Support Coordinator **by the 30<sup>th</sup> of April** of the year preceding entry into the Baccalaureate cycle, i.e. during s5.

Schools will inform the European Baccalaureate Unit of all special arrangements for S6 and S7 granted by the School Director and send other requests to be assessed by a team of experts using the common application form template (Document 2014-09-D-12-en-3) together with all supporting documents. All these documents must reach the European Baccalaureate Unit **by the 15<sup>th</sup> of May**.

Decisions will be made in the Board of Inspectors in June and communicated to the Schools before the end of the school year.

Requests will not be considered after the deadline unless due to exceptional and/or unforeseeable situations (E.g.: Serious illness, accident, newly enrolled pupils, etc.) Late requests must be fully justified and documented. The decision on these late requests will be made by the inspector responsible for educational support or in his/her absence by the Head of the European Baccalaureate Unit.

### **List of special arrangements and codes**

The special arrangements listed below may be **authorised by the School Director** for S6 and S7:

**D1** - Separate room for the test/examination/assessment.

**D2** - Change of seating arrangements.

**D3** - Taking of medication and/or refreshment in the case of a medical condition, for example, diabetes.

**D4** - An assistant to provide physical care for a pupil to ensure his or her well-being and safety. This assistant may not be a relative of the pupil or a teacher of the subject that is being examined.

**D5** - The use of a specific learning aid which is normally used in class, for example, a magnifying glass; a hearing aid; coloured overlay; a low vision aid; coloured lenses.

**D6** - For colour-blind pupils colours can be substituted with words on the test/examination paper or a reader can name the colours for the pupil.

The special arrangements listed below may only be authorised by the **Board of Inspectors (Secondary) or the Inspector responsible for Support (Secondary)**. The justification for any of these arrangements needs to be contained in the specialist's report and/or recommended by the School.

**I1** - Modifications to the format of the examinations.

**I2** - Additional time can be granted to pupils whose working pace is affected by their condition. For each hour of examination, a maximum of ten minutes can be granted. For 90 minutes' assessments, an additional 15 minutes can be granted. For oral examinations, a maximum of ten extra minutes can be granted only for the preparation. The oral examination will take 20 minutes in any case. The examination time will not be extended.

**I3** - Use of a computer or laptop or a typewriter to replace handwriting for pupils diagnosed with dyslexia, dysgraphia or any other disorder affecting written expression. School ensures that any computer/laptop being used is cleared of stored information and the spell check function and is not connected to the Internet. It should be noted that in examinations, other than language examinations, competences and not language errors, are assessed.

**I4** - Use of a spell checker because of severe dyslexia<sup>18</sup>. This request has to be confirmed by the School.

**I5** - A scribe to transcribe word for word the pupil's dictated answers and to read back the pupil's answers where necessary because of severe dyslexia.

**I6** - An audio recording of answers because a scribe is not available and because of severe dyslexia.

**I7** - A reader to read both the assessment paper and to read back the answers because of severe dyslexia.

**I8** - Use of a simple arithmetic calculator, whenever no calculator at all would be allowed, because of diagnosed severe dyscalculia<sup>19</sup>, because of diagnosed severe dyslexia, severe ADHD or severe working memory deficit<sup>20</sup>.

**I9** - Rest period(s) – during this time a pupil may not read, write or take notes of any kind and may leave the room under supervision.

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<sup>18</sup> Severe dyslexia implies a Standard Score of 85 or less on a standardised academic achievement test in reading and/or writing.

<sup>19</sup> Severe dyscalculia implies a Standard score of 85 or less on a standardised academic achievement test in Maths

<sup>20</sup> Severe working memory deficits imply a standard score of 85 or less on a standardised cognitive test

**I10** - A communicator to provide assistance to a hearing-impaired candidate through sign language or lip speaking.

**I11** - A prompter to assist a candidate with severe concentration difficulties or neurological disability in paying attention to the assessments tasks.

**I12** - Written instructions for a hearing-impaired candidate.

**I13** - Written answers for oral examinations for a candidate who has severe difficulties in oral expression.

**I14** - Others

The list above is not intended to be exhaustive. Where the pupil's needs cannot be met by any of these arrangements, further appropriate arrangements may be proposed. These arrangements will be only applied if the School is able to provide them.

### **Criteria for reports**

All requests for special arrangements in the European Baccalaureate cycle must be accompanied by a justifying medical / psychological / psycho-educational and/or multidisciplinary report. This report must fulfill the following criteria:

- Be up to date. It must not be more than two years old, i.e., it must not be dated earlier than April when in year s3 and not later than April when in year s5.
- Be legible, on headed paper, signed and dated.
- If not written in one of the working languages, be accompanied by a translation into French, English or German.
- State the title, name and professional credentials of the expert(s) who has/have undertaken the evaluation and diagnosis of the pupil.
- Provide a clear diagnosis according to DSM-V or ICD-10.
- State the nature of the pupil's medical/ psychological/psycho-educational needs.
- Contain a summary or conclusion stating the special arrangements required as well as where appropriate, recommendations for teaching/ learning for the School's consideration.
- Reports for learning disorders need to describe the pupil's strengths and difficulties through standardised scores (cognitive assessment) and their impact on learning (educational evidence) and the tests or techniques used to arrive at the diagnosis.
- Reports for medical/psychological issues need to specify the pupil's medical/psychological needs and their impact on learning (educational evidence).

In order to avoid possible conflict of interests, the expert assessing pupils will be neither an employee of the European Schools nor a relative of the pupil.

### **Communication**

All communications must respect confidentiality. To this aim, the School must receive permission from the legal representative of the pupil in order to handle and release confidential information.

All requests and documents will be scanned and transmitted to the European Baccalaureate Unit. They will either be uploaded to a secured space in the Learning Gateway (in construction) or sent using ONLY the following e-mail address: [ES-BAC-SPECIAL-ARRANGEMENTS@EURSC.EU](mailto:ES-BAC-SPECIAL-ARRANGEMENTS@EURSC.EU)

E-mails will be marked as confidential and a read receipt should be requested.



## European Schools

Office of the Secretary-General  
European Baccalaureate Unit

Ref.: 2014-09-D-12-en-3

Orig.: EN

# Template for requesting special arrangements for the European Baccalaureate cycle

Discussed and approved by the Joint Teaching Committee on 9 and 10 October 2014.

## **REQUEST FOR SPECIAL ARRANGEMENTS FOR s6 AND s7**

Must be submitted no later than the 30<sup>th</sup> of April of the year preceding entry into the Baccalaureate cycle)

**PART A: To be filled by the School and/or the legal representatives of the pupil and/or by the pupil if he/she is not a minor**

Name of the pupil:	Class: Section:	Personal identity code:
Name and title of the specialist(s):		
Diagnosis (as stated in the medical / psychological/psycho-educational / multi-disciplinary report):		
Recommendations for special arrangements (as stated in the attached medical / psychological / psycho-educational / multidisciplinary report):		

**SPECIAL ARRANGEMENTS ARE REQUESTED FOR:** *(Please, tick the appropriate box and indicate the subjects)* <sup>21</sup>

Written examinations:		Preparation of the oral examinations:	
<input type="checkbox"/>	L1	<input type="checkbox"/>	L1
<input type="checkbox"/>	L2	<input type="checkbox"/>	Oral 1=
<input type="checkbox"/>	Math 3/5	<input type="checkbox"/>	Oral 2 =
<input type="checkbox"/>	Option 1 =		
<input type="checkbox"/>	Option 2 =		

<sup>21</sup> Please tick the subjects for which special arrangements may **possibly** be needed, it is understood that final choices will be made in S7.

**PART B: To be filled by the legal representatives of the pupil and/or by the pupil if he/she is not a minor**

Special arrangements requested:

<i>Please, specify (Tick the code identifying each special arrangement in the annex):</i>									
<input type="checkbox"/> D1	<input type="checkbox"/> D2	<input type="checkbox"/> D3	<input type="checkbox"/> I1	<input type="checkbox"/> I2	<input type="checkbox"/> I3	<input type="checkbox"/> I4	<input type="checkbox"/> I5	<input type="checkbox"/> I6	<input type="checkbox"/> I7
<input type="checkbox"/> D4	<input type="checkbox"/> D5	<input type="checkbox"/> D6	<input type="checkbox"/> I8	<input type="checkbox"/> I9	<input type="checkbox"/> I10	<input type="checkbox"/> I11	<input type="checkbox"/> I12	<input type="checkbox"/> I13	<input type="checkbox"/> I14

Please elaborate (Compulsory if you tick I 14):

**Supporting documents:**

☐ REQUESTED SPECIAL ARRANGEMENTS ARE ATTACHED IN THE ACCOMPANYING LETTER OF APPLICATION FROM THE PUPIL'S LEGAL REPRESENTATIVE(S) / OR FROM THE PUPIL IF S/HE IS NOT A MINOR, AND MATCH THE WORDING OF THE OFFICIAL PROCEDURAL DOCUMENT (2012-05-D-15-en).

☐ It is **MANDATORY** to provide the medical / psychological / psycho-educational and / or multidisciplinary report (should not be dated earlier than April when in year s3 and not later than April when in year s5)

☐ Other supporting documents

**Please, list and give a short description**



**PART C: To be filled by the School**

Has the pupil had special arrangements in year S1–S5 tests and/or examinations?

- ☐ Yes, the same as requested for S6–S7  
☐ Yes, but different than requested for S6–S7  
☐ No special arrangements before

The director of the School has authorised the following special arrangements for S6–S7

Tick the codes identifying each special arrangement authorised in the annex		
<input type="checkbox"/> D1	<input type="checkbox"/> D2	<input type="checkbox"/> D3
<input type="checkbox"/> D4	<input type="checkbox"/> D5	<input type="checkbox"/> D6

School recommendations ( <i>Tick the code identifying each special arrangement in the annex</i> )						
<input type="checkbox"/> I1	<input type="checkbox"/> I2	<input type="checkbox"/> I3	<input type="checkbox"/> I4	<input type="checkbox"/> I5	<input type="checkbox"/> I6	<input type="checkbox"/> I7
<input type="checkbox"/> I8	<input type="checkbox"/> I9	<input type="checkbox"/> I10	<input type="checkbox"/> I11	<input type="checkbox"/> I12	<input type="checkbox"/> I13	<input type="checkbox"/> I14

**PART D: To be filled in and signed.**

<b><u>Names:</u></b>	<b><u>Signatures:</u></b>
	Support Coordinator
	Legal representative(s) or pupil if s/he is not a minor
	Director
Place and Date:	

*No complaint or appeal about a decision taken on the granting or refusal of special arrangements may be lodged, without prejudice to Article 12.1, laying down arrangements for complaints about and appeals against the Baccalaureate examination.*

## ANNEX – CODES

The special arrangements listed below may be authorized by the School **Director** for S6 and S7:

**D1** - Separate room for the test/examination/assessment.

**D2** - Change of seating arrangements.

**D3** - Taking of medication and/or refreshment in the case of a medical condition, for example, diabetes.

**D4** - An assistant to provide physical care for a pupil to ensure his or her well-being and safety. This assistant may not be a relative of the pupil or a teacher of the subject that is being examined.

**D5** - The use of a specific learning aid which is normally used in class, for example, a magnifying glass; a hearing aid; coloured overlay; a low vision aid; coloured lenses.

**D6** - For colour-blind pupils colours can be substituted with words on the test/examination paper or a reader can name the colours for the pupil.

The special arrangements listed below may only be authorized by the **Board of Inspectors (Secondary) or the Inspector responsible for Support (Secondary)**. The justification for any of these arrangements needs to be confirmed by the School and by the specialist's report:

**I1** - Modifications to the format of the examinations.

**I2** - Additional time can be granted to pupils whose working pace is affected by their condition. For each hour of examination, a maximum of ten minutes can be granted. For 90 minutes' assessments, an additional 15 minutes can be granted. For oral examinations, a maximum of ten extra minutes can be granted only for the preparation. The oral examination will take 20 minutes in any case. The examination time will not be extended.

**I3** - Use of a computer or laptop or a typewriter to replace handwriting for pupils diagnosed with dyslexia, dysgraphia or any other disorder affecting written expression. School ensures that any computer/laptop being used is cleared of stored information and the spell check function and is not connected to the Internet. It should be noted that in examinations, other than language examinations, competences and not language errors, are assessed.

**I4** - Use of a spell checker because of severe dyslexia<sup>22</sup>. This request has to be confirmed by the School.

**I5** - A scribe to transcribe word for word the pupil's dictated answers and to read back the pupil's answers where necessary because of severe dyslexia.

**I6** - An audio recording of answers because a scribe is not available and because of severe dyslexia.

**I7** - A reader to read both the assessment paper and to read back the answers because of severe dyslexia.

**I8** - Use of a simple arithmetic calculator, whenever no calculator at all would be allowed, because of diagnosed severe dyscalculia<sup>23</sup>, because of diagnosed severe dyslexia, severe ADHD or severe Working memory deficit<sup>24</sup>.

**I9** - Rest period(s) – during this time a pupil may not read, write or take notes of any kind and may leave the room under supervision.

**I10** - A communicator to provide assistance to a hearing-impaired candidate through sign language or lip speaking.

**I11** - A prompter to assist a candidate with severe concentration difficulties or neurological disability in paying attention to the assessments tasks.

**I12** - Written instructions for a hearing-impaired candidate.

**I13** - Written answers for oral examinations for a candidate who has severe difficulties in oral expression.

**I14** – Others

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<sup>22</sup> Severe dyslexia implies a Standard Score of 85 or less on a standardised academic achievement test in reading and/or writing.

<sup>23</sup> Severe dyscalculia implies a Standard score of 85 or less on a standardised academic achievement test in Maths

<sup>24</sup> severe working memory deficits imply a Standard score of 85 or less on a standardised cognitive test

## ANNEX X

### ABITUR 2016 – PRÜFUNGEN JUNI 2016 - BACCALAUREATE 2016 – JUNE 2016 EXAMS - BACCALAURÉAT 2016 - ÉPREUVES JUIN 2016

#### ZUGELASSENE HILFSMITTEL - PERMITTED MATERIAL - MATÉRIEL AUTORISÉ

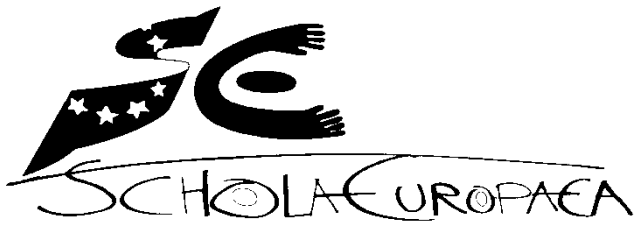
Subject – Matière - Fach	EN	FR	DE
<b>ANCIENT GREEK</b> <b>GREC ANCIEN</b> <b>ALT GRIEKISCH</b>	Ancient Greek dictionary	Dictionnaire de Grec Ancien	Alt Griechisch Wörterbuch
<b>ART</b> <b>KUNST</b>	All materials and equipment normally available in the art room. The use of the Internet is only permitted during the preparation period. Only USB sticks provided by the school are allowed.	Tous les matériaux et l'équipement généralement présents en classe d'Art. L'utilisation de l'Internet est permise seulement pendant la période de préparation. Seules les clés USB fournies par l'école sont autorisées.	Das gesamte Material und alle Ausrüstungsgegenstände, die normalerweise im Klassenraum für Kunsterziehung verfügbar sind. Ein Internet-Zugriff ist lediglich während der Vorbereitungsdauer gestattet. Nur die von der Schule zur Verfügung gestellten USB-Sticks sind zulässig.
<b>BIOLOGY</b> <b>BIOLOGIE</b>	Calculator TI-Nspire in mode Press-to-test Graph paper Pencils for graphs and diagrams	Calculatrice TI-Nspire en mode « Press-to-test » Papier millimétré Crayons pour graphiques et dessins	TI-Nspire Taschenrechner im Modus „Press-to-Test“ Millimeterpapier Bleistifte für Grafiken und Zeichnungen
<b>CHEMISTRY</b> <b>CHIMIE</b> <b>CHEMIE</b>	Calculator TI-Nspire in mode Press-to-test	Calculatrice TI-Nspire en mode « Press-to-test »	TI-Nspire Taschenrechner im Modus „Press-to-Test“
<b>ECONOMICS</b> <b>ÉCONOMIE</b> <b>WIRTSCHAFTSKUNDE</b>	Calculator TI-Nspire in mode Press-to-test	Calculatrice TI-Nspire en mode « Press-to-test »	TI-Nspire Taschenrechner im Modus „Press-to-Test“

<b>Subject – Matière - Fach</b>	<b>EN</b>	<b>FR</b>	<b>DE</b>
<b>GEOGRAPHY</b> <b>GÉOGRAPHIE</b> <b>GEOGRAPHIE</b>	Calculator TI-Nspire in mode Press-to-test	Calculatrice TI-Nspire en mode « Press-to-test »	TI-Nspire Taschenrechner im Modus „Press-to-Test”
<b>LATIN</b> <b>LATEIN</b>	Bilingual dictionary Conspectus Grammaticalis	Dictionnaire de traduction Conspectus Grammaticalis	Zweisprachiges Wörterbuch Conspectus Grammaticalis
<b>MATHEMATICS 3</b> <b>PERIODS _ PART A</b> <b>MATHÉMATIQUES 3</b> <b>PERIODES _ PARTIE A</b> <b>MATHEMATIK 3</b> <b>STUNDEN _ TEIL A</b>	Examination without technological tool Pencil for the graphs	Examen sans support technologique Crayon pour les graphiques	Prüfung ohne technologisches Hilfsmittel Bleistift für Grafiken
<b>MATHEMATICS 3</b> <b>PERIODS _ PART B</b> <b>MATHÉMATIQUES 3</b> <b>PERIODES _ PARTIE B</b> <b>MATHEMATIK 3</b> <b>STUNDEN _ TEIL B</b>	Examination with technological tool : Calculator TI-Nspire Pencil for the graphs	Examen avec support technologique : Calculatrice TI-Nspire Crayon pour les graphiques	Prüfung mit technologischem Hilfsmittel: TI-Nspire Taschenrechner Bleistift für Grafiken

<b>Subject – Matière - Fach</b>	<b>EN</b>	<b>FR</b>	<b>DE</b>
<b>MATHEMATICS 5 PERIODS _ PART A</b> <b>MATHÉMATIQUES 5 PERIODES _ PARTIE A</b> <b>MATHEMATIK 5 STUNDEN _ TEIL A</b>	Examination without technological tool Pencil for the graphs	Examen sans support technologique Crayon pour les graphiques	Prüfung ohne technologisches Hilfsmittel Bleistift für Grafiken
<b>MATHEMATICS 5 PERIODS _ PART B</b> <b>MATHÉMATIQUES 5 PERIODES _ PARTIE B</b> <b>MATHEMATIK 5 STUNDEN _ TEIL B</b>	Examination with technological tool: Calculator TI-Nspire Pencil for the graphs	Examen avec support technologique : Calculatrice TI-Nspire Crayon pour les graphiques	Prüfung mit technologischem Hilfsmittel : TI-Nspire Taschenrechner Bleistift für Grafiken
<b>MUSIC</b> <b>MUSIQUE</b> <b>MUSIK</b>	Pencil MP3 player/audio player; headphones	Crayon Baladeur MP3 /audio ; écouteurs	Bleistift MP3-Spieler/Tonspieler; Kopfhörer
<b>PHYSICS</b> <b>PHYSIQUE</b> <b>PHYSIK</b>	Calculator TI-Nspire in mode Press-to-test	Calculatrice TI-Nspire en mode « Press-to-test »	TI-Nspire Taschenrechner im Modus „Press-to-Test”

**Note:** Concerning the Calculator TI-Nspire, see Memorandum **2015-06-M-6**

ÉPREUVES N’AUTORISANT AUCUN MATERIEL SPÉCIFIQUE	EXAMINATIONS WITH NO SPECIFIC MATERIAL ALLOWED	PRÜFUNGEN OHNE BESONDERE HILFSMITTEL
HISTOIRE LANGUE I et LANGUE I APPROFONDISSEMENT LANGUE II et LANGUE II APPROFONDISSEMENT LANGUE III LANGUE IV ONL (ALN) PHILOSOPHIE	HISTORY LANGUAGE I and LANGUAGE I ADVANCED LANGUAGE II and LANGUAGE II ADVANCED LANGUAGE III LANGUAGE IV ONL PHILOSOPHY	GESCHICHTE SPRACHE I und SPRACHE I VERTIEFUNG SPRACHE II und SPRACHE II VERTIEFUNG SPRACHE III SPRACHE IV ALS (ONL) PHILOSOPHIE



Schola Europaea

Office of the Secretary-General

Ref.: 2012-09-D-41

Orig.

## **Annex XI**

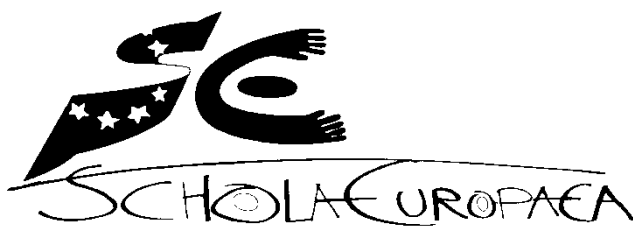
### **Minutes of the European Baccalaureate session: Procedure.**

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1. Dates of written and oral examinations, communication of the results and proclamation.
2. Name of President of the Bacculaureate, Vice-President and Examining Board assigned to the School.
3. Inscriptions to the Bacculaureate session:
  - 3.1. Number of pupils enrolled;
  - 3.2. Number of additional examinations requested (art. 13 of the Arrangements for Implementing the Regulations for the European Bacculaureate);
  - 3.3. Number of drop-outs ;
  - 3.4. Number of absences.
4. Written examinations proceedings:
  - 4.1. Calendar of written examinations;
  - 4.2. Reception of written tests;
  - 4.3. Opening of envelopes;
  - 4.4. Supervision of written tests;
  - 4.5. Incidents;
  - 4.6. Absences: reasons and solutions (dates of the reserve examinations);
  - 4.7. List of internal and external correctors.
5. Oral examinations proceedings:
  - 5.1. Calendar of oral examinations;
  - 5.2. Supervision of oral examinations;
  - 5.3. Incidents;
  - 5.4. Absences: reasons and solutions (dates of the reserve examinations);
  - 5.5. List of internal and external examiners.
6. Communication of results:
  - 6.1. Place, date and time
  - 6.2. People present;
  - 6.3. Global results (number of successful candidates and number of failures).
7. Detailed results of candidates:
  - 7.1. Preliminary mark per subject + total preliminary mark;
  - 7.2. Written mark per subject + total written mark;
  - 7.3. Oral mark per subject + total oral mark;
  - 7.4. Final mark.
8. Any other information considered necessary.

The minutes should be sent in electronic format to [es-baccalaureate@eursc.eu](mailto:es-baccalaureate@eursc.eu) before the 31<sup>st</sup> of July.





Schola Europaea  
Office of the Secretary-General

European Baccalaureate Unit

Ref.: 2015-01-D-18-en-4

## Annex XII

# HARMONISATION IN THE EUROPEAN BACCALAUREATE CYCLE

APPROVED BY THE BOARD OF GOVERNORS on its Meeting on 15, 16 and 17 April 2015 – Prague

The Board of Governors approved the document with a view to its application as from the 2016 Baccalaureate session, which implied amendment of Article 26 of the General Rules of the European Schools as indicated below:

General Rules of the European Schools Approved text	
<b>Chapter III, DUTIES AND OBLIGATIONS OF MEMBERS OF STAFF OF THE SCHOOLS</b>	
<b>ARTICLE 26</b>	
<b>Class work</b>	
1. Every nursery and primary cycle teacher must be able to account for the written planning of the work done in his/her class. Annual and periodic plans must be given to the Deputy Director.	
2. Every school year secondary teachers shall prepare a clear and transferable record of forward planning for each subject they are teaching.	
For harmonisation's sake, s7 forward planning documents will be agreed upon and prepared jointly by all teachers teaching the same subject in a same school. This task will be coordinated by the subject coordinators.	
It is strongly recommended to extend this practice to years s6 and s5 and, when considered convenient by the school management, to other year levels.	
Secondary teachers shall also keep a regularly updated individual record of material covered. In this record, the connection between the planning and its implementation must be made clear.	
The forward planning and the record of material covered shall be placed in the school archives at the end of the school year and kept for three years. The school management will see to the adoption of a uniform structure for these documents on a standard electronic format (.doc; .pdf; .xls...).	
3. These documents shall be available at all times to the School management and the Inspectors.	

# Harmonisation in the European Baccalaureate cycle

## 1. Introduction

The term “**harmonisation**” appears in different official European Schools documents. It is often linked to the terms *assessment*, *evaluation* and *examinations*.

The aim of this document is to provide an accurate and comprehensive description of what must be understood by harmonisation in the European Baccalaureate cycle, i.e., in years s6 and s7.

## 2. Teaching, learning, assessment and evaluation

Assessment and evaluation must be coherent with the learning objectives and the teaching practices as expressed in the approved syllabuses of the European Schools and with other reference documents guiding the way a subject is taught, learnt and assessed.

***Harmonised assessment, evaluation and examinations imply harmonised planning.***

## 3. Syllabuses in the European Baccalaureate cycle as a basic element of harmonisation

The European Schools syllabuses guide and organise teaching and learning over a certain period of time. They are very important and basic elements of harmonisation because they serve to make the learning and teaching experience equivalent for all pupils across the system.

As expressed in document 2011-09-D-47-en “Structure for all syllabuses in the system of the European schools”, they contain the didactic principles, learning objectives, contents and assessment criteria for each subject.

European School syllabuses are therefore the main source for the planning and implementation of teaching and learning.

## 4. Forward planning in the European Baccalaureate cycle

Article 26 of the General Rules of the European Schools establishes that secondary teachers shall have a clear transferable record of forward planning.

As such, forward planning implies a more concrete and precise organisation of teaching and learning derived from the syllabus. ***In order to achieve a higher level of harmonisation in the European Baccalaureate cycle, teachers teaching the same subject in a particular school shall agree on a common forward planning document for year s7 and ideally also for year s6.***

Harmonised planning will therefore facilitate the harmonisation of assessment, evaluation and examinations within each School in the European Baccalaureate cycle.

However, harmonisation should not be regarded as a constraint for the teachers and the learners. Teaching and learning styles will still be varied, teaching and learning activities

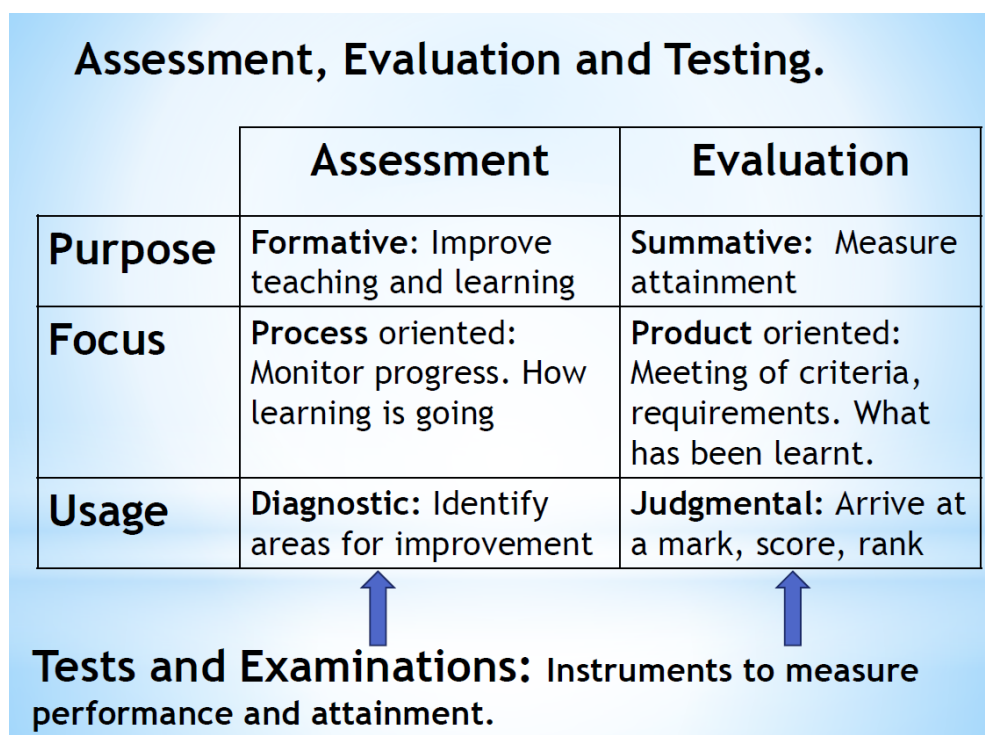
will also be adjusted to the individual needs of learners and differentiation will be a central practice in delivering the syllabus.

## 5. Assessment and evaluation in the European Baccalaureate cycle

Document 2011-01-D-61-en “Assessment policy in the European Schools” provides a broad framework to guide assessment and evaluation practices in the European Schools. It distinguishes between formative and summative assessment. It establishes a competence-based approach in line with EU strategic documents.

Articles 59 – 61 of the General Rules of the European School system also deal with assessment and evaluation. They describe formative and summative assessment and evaluation in years s4-s7

Article 6 of the Arrangements for implementing the Regulations for the European Baccalaureate describe summative assessment and evaluation in year s7, especially European Baccalaureate examinations and Pre-Baccalaureate examinations.



## 6. Harmonisation of Baccalaureate and Pre-Baccalaureate written examinations

Baccalaureate and Pre-Baccalaureate written examinations must be reliable and valid instruments to measure the attainment of pupils within a school and across the system. They yield the most important part of the marks obtained by pupils in year s7. They lead to the European Baccalaureate Diploma and, as such, must assure uniformity in the quality and value of the academic recognition awarded.

As instruments of summative evaluation, Baccalaureate and Pre-Baccalaureate written examinations must measure attainment in a way that provides an accurate description of the level at which all the requested subject and overall competences have been attained. They must also serve to classify pupils according to their performance and to establish rankings according to their results. This information is often relevant in order to access further education studies in different establishments in many countries.

***The European Baccalaureate written examinations are identical for all pupils regardless the school and the language section they are taught in. They are here defined as the harmonised examinations in the European Schools system per excellence.***

***The Pre-Baccalaureate examinations must be harmonized within each school. This means that they are identical for all pupils in the same school regardless the language section they are taught in. They are prepared in agreement among all the teachers teaching the same subject in a school.***

Moreover, the Pre-Baccalaureate examinations will necessarily have a certain degree of harmonisation across the schools since they are based on common documents and guidelines such as: the assessment and evaluation specifications contained in the different syllabuses, the particular instructions issued by the inspectorate and the general document 2015-01-D-8-en "Quality assurance of the European Baccalaureate written examination papers".

## 7. Harmonisation and languages

It is obvious that language examinations cannot be identical from one language to another. However, they must all share a common structure and assess all required competences avoiding that pupils may neglect or leave out parts of the different language syllabuses.

Document 2013-08-D-11-en "Basic proficiency level" relates the levels of attainment for L2, L3, L4 and ONL in the European School system to the Common European Framework for Languages: "Learning, Teaching, Assessment"<sup>25</sup>

Document 2014-06-D-5 "Proposal for harmonisation of the L1 written examination in the European Baccalaureate" also proposes different examples of examination models for L1.

Document 2015-01-D-33-en/fr/de "Syllabus for all Languages 2 - Basic course" establishes a common syllabus for all languages 2 containing assessment criteria and examination models.

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<sup>25</sup> [http://www.coe.int/t/dg4/linguistic/source/framework\\_en.pdf](http://www.coe.int/t/dg4/linguistic/source/framework_en.pdf)

Document 2010-D-49-en-6 "Syllabus for all L3 languages" gives very clear assessment indications and include examination models.

## 8. Harmonisation of written examinations in year s6

It is strongly recommended that written examinations in the first and second semesters are harmonised within each school. This means that they are identical for all pupils in the same school regardless the language section they are taught in. They are prepared in agreement among all the teachers teaching the same subject in a school.

## 9. Quality assurance of Pre-Baccalaureate and s6 examinations

The assurance of the quality of Pre-Baccalaureate examinations and s6 examinations falls primarily within each school. The directorate of each school through the subject coordinators should ensure that all Pre-Baccalaureate examinations are original, harmonised and adjusted to the syllabuses. Pre-Baccalaureate examinations will also be available to the inspectorate for their consideration. They will be uploaded to the Learning Gateway preferably before the 23<sup>rd</sup> of December and in any case before the end of January.

## 10. Format and presentation of harmonised exams

In order to ensure standardisation and harmonisation of the external appearance of the written examination papers in the European Baccalaureate cycle the following format and presentation shall be applied:

**A)** A uniform **cover page**, with the *Schola Europaea* logo, stating clearly the year. For s6 papers indication of 1<sup>st</sup> or 2<sup>nd</sup> semester. For s7 indication of Pre-Baccalaureate or Baccalaureate examination with the year of the Baccalaureate session. There will also be a clear indication of the subject and the date of the examination. The cover page will also include information about the time allowed for the examination, expressed in hours and minutes (E.g.: 3 hours = 180 minutes).

In the cover page it must also be found the **authorized material** for the examination, stating whether a calculator or a dictionary, for example, may be taken into the examination room.

Any special general **instructions** or **special remarks** will also be found in the cover page. E.g.: 'Candidates must answer all questions'.

**B)** The same page layout and the same graphical presentation, i.e. the same identical page order and page arrangement in all subjects translated into different languages (Namely for all examinations except for language examinations). For example, what appears at the top of page 5 in the French version should also appear at the top of page 5 in the Swedish version.

The total page numbers for each question should appear on the right-hand side of the page, the marks per question will appear in a column to the right beside each item in the question.

The page number of the paper will appear at the bottom of the page in the middle.

The exact bibliographical source and references for all quoted texts will be provided as footnotes.

The last page will be always blank.

Templates can be found in the Learning Gateway.

## **11. Characteristics of Baccalaureate, Pre-Baccalaureate and s6 examinations**

### **Originality**

It is very important that questions used in examinations are original and not copied from previous ones. Previous examinations are generally available to pupils and could have been used by teachers to train their pupils.

### **Confidentiality**

Teachers must not disclose any information about the contents of the examinations that might jeopardize their fairness, validity and/or reliability.

### **Comprehensiveness**

They must cover all the main areas taught of a certain syllabus.

### **Fairness**

They must cover all the range of expected requirements / competences / learning objectives as described in the syllabus.

### **Validity**

They must be adjusted to what they intend to measure. In this sense, they must be consistent with the teaching and learning objectives and activities and with the regular progress testing. To a certain extent, they should be predictable.

### **Reliability**

They must yield results that can be trusted. Reliability is important because decisions that have to be taken following assessment must be based on data that do not depend on different coincidences or chance.

### **Absence of choice**

Absence of choice means that examinations must not offer pupils the possibility of neglecting certain key parts of a syllabus. All required competences must be tested.

### **Clarity and simplicity of the rubrics (wording of the questions / tasks)**

The tasks and expected outcomes that the pupils are required to perform should be expressed in very clear and unambiguous terms. Complex questions should be broken down in sub-questions so as to facilitate pupils' performance. Pupils must be able to answer all sub-questions independently, i.e., one task cannot depend on the results reached at another task.

**Balanced**

The level of difficulty and cognitive operations that the pupils need to perform when answering the different questions in the examination should be varied. The examination should contain a balance between questions that require low-order thinking and high-order thinking according to Bloom's taxonomy<sup>26</sup>.

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<sup>26</sup> See for example:

Anderson, L. W., & Krathwohl, D. R. (Eds.). (2001). A taxonomy for learning, teaching and assessing: A revision of Bloom's Taxonomy of educational objectives: Complete edition, New York : Longman.

Educator Technology web site:

<http://www.educatorstechnology.com/2014/03/new-blooms-taxonomy-planning-kit-for.html>