Schola Europaea
Office of the Secretary General
European Baccalaureate Unit

The European Baccalaureate Handbook: A Guide for European Baccalaureate Candidates

Information and advice for pupils entering the European Baccalaureate cycle
Last updated: 04/09/2020

SCHOLAE EUROPAEA

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I. Introduction and Disclaimer

This handbook is designed to help you during the European Baccalaureate cycle, i.e. s6 and s7. It offers some tips and guidelines, but in no way replaces the European Baccalaureate regulations contained in the following two documents:

1. the “Regulations for the European Baccalaureate”
2. the “Arrangements for Implementing the Regulations for the European Baccalaureate”

Make sure to read carefully the **latest** version of these documents available on the European Schools’ website http://www.eursc.eu

This handbook is not part of the legal basis of the European Schools.

Some information given in this handbook may not be relevant to all Accredited European Schools due to specific local arrangements.

Please note that extraordinary measures can be taken due to the COVID-19 pandemic situation.

II. Legal notice

Please, note that when you turn 18, it is your own responsibility to sign all the relevant documents and forms you receive. If you are under 18, this must be done by your legal representative(s).



III. Choices for s6 and s7

III.A Choosing your Subjects for the European Baccalaureate Cycle

Careers advice

The European Schools organise careers guidance sessions during s5. These sessions are aimed at helping you make the right subject choices for s6 and s7 that will allow you to continue later in the post-secondary studies you wish to follow.

In some schools, tests to measure professional and academic aptitudes are organised in s5. Take those tests seriously, as they may give you some new information.

Some schools organise “University fairs” where higher education institutions set up information stands and give presentations about their education offers and application systems. It is strongly advised that you attend those events at your school, or other similar ones organised outside your school for the general public.

Some countries send national careers advisors to the European Schools in order to provide relevant information about their higher education offers. Other countries also offer the possibility of contacting national career advisors through electronic means (e.g.: email, video conference). It is strongly recommended that you participate in these initiatives. In any case, contact your school’s careers advisors and teachers for guidance.

The careers guidance syllabi are available on the European Schools’ website http://www.eursc.eu

Some aspects to consider

1.- The University course you would like to study or the professional field in which you would like to work and therefore the subjects required or recommended for this field, and at which level.

3.- If you are unsure for the moment about what subjects to take, it is advisable that you choose subjects you like and are good at. Choose subjects that will give you a strong general education and the best chances to be awarded the European Baccalaureate with the best final mark.

4.- Take as much time as you need to reflect on this and discuss your choices with your parents, teachers and your school’s careers advisors.

2.- Your level of competence when you sign up for a subject. Consider the level you attained and the marks obtained in the subject in previous years and check the level you are expected to attain at the end of s7. Consult the syllabus of the subject and the attainment descriptors.

Please, be aware that:

- You cannot take a subject in s6 if your results show that you have not been following it satisfactorily in s4 and s5. (Article D.3.4 Point e) from the ‘Digest of the Decisions of the Board of Governors of the European Schools, 43rd edition’)
- If you chose a subject which you have not studied in s4 or s5, you will be assessed before the start of s6 to make sure you have the right aptitudes to allow you to progress successfully.

Number of periods

The minimum number of periods is 31, out of which at least 29 must be from compulsory subjects and the options in columns 3 and 4 (see the table below).

The maximum number of periods is 35. Exceptionally, 36 periods may be allowed by the Director of the school following a recommendation of the class council.

Note that if you choose only two 4-period options, these will have to be taken as the two written examinations along with L1 (or Advanced L1), L2 (or Advanced L2) and Mathematics. Choosing more than two 4-period options will therefore give you more flexibility to choose your European Baccalaureate examinations later.

Subjects and choice structure

COMPULSORY SUBJECTS				OPTIONS				COMPLEMENTARY SUBJECTS[5]	
Column 1		Column 2		Column 3		Column 4		Column 5	
L1	4p	Biology[1]	2p	Ancient Greek	4p	Advanced L1	3p	Biology Lab[6]	2p
L2	3p	Geography[2]	2p	Latin	4p	Advanced L2	3p	Chemistry Lab[6]	2p
		History[2]	2p	Biology	4p	Adv. Maths[4]	3p	Physics Lab[6]	2p
Maths 3	3p	Philosophy[2]	2p	Chemistry	4p			ICT	2p
or				Physics	4p			Sociology	2p
Maths 5	5p			Geography	4p			Intro Economics	2p
				History	4p			Art[7]	2p
Religion **or**				Economics	4p			Music[7]	2p
Ethics	1p			Philosophy	4p			L5[7]	2p
				ONL[3]	4p			…	2p
P.E.	2p			L3	4p				
				L4	4p				
				Art	4p				
				Music	4p				

[1]Biology 2p is compulsory unless Physics **or** Chemistry **or** Biology is chosen **in column 3**

[2]All courses in column 2 must be taken if not chosen in column 3.

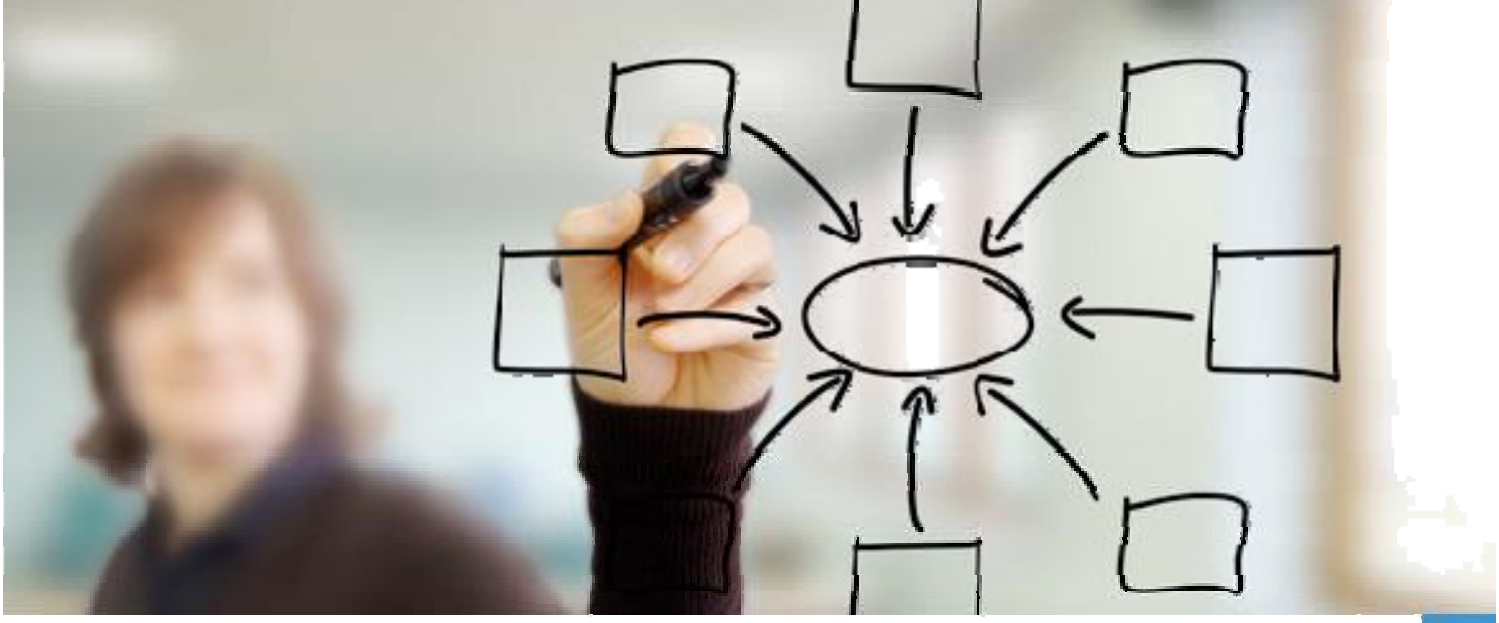
[3]If ONL is chosen, L4 cannot be chosen.

[4]Advanced Maths can only be chosen together with Maths 5 periods in column 1.

[5]The catalogue of complementary courses varies from one school to another

[6]Laboratory subjects must only be taken if the corresponding 4 period subject has been chosen.

[7]Art 2p, Music 2p and Intro to Economics 2p not allowed if taken in column 3.



Language subjects

No language can be studied at more than one level but you can take the advanced course of the same level (e.g.: You cannot have L2 English and L3 English but you can have L2 English and Advanced L2 English)

When entering s6, it is also possible to change your L2 (English, French or German) to any other European Union language taught at the European Schools, provided that a minimum number of pupils at the same school request it. The host country languages of the European and Accredited Schools are often chosen and organised as a new L2 for s6 and s7.

A change of L2 is only allowed if you can prove that you have the required language competences.

When you change your L2, you must still continue studying History, Geography and Economics in your former L2 (English, French or German) during the s6-s7 cycle.

You can also change the level of a language studied when entering s6 (for example: L3 ←→ L4). If you are changing from a lower to a higher level, you must also prove that you have the required language competences that will allow you to follow the subject successfully.

Language changes need to be approved by the Director of the school on a recommendation of the class council.

Choice procedure

In most schools, an initial survey is carried out to find out which subjects will clash in the timetable, in order to prepare a definitive choice form.

Some clashing of subjects in the timetable is inevitable since all subjects must be arranged in a schedule of approximately 40 periods per week. This means that not every combination of options will be possible.

Schools produce the definitive choice form by allowing combinations of subjects that have been most frequently requested in the initial survey and which point clearly towards specific education/career paths.

In the definitive choice forms, options and complementary courses that have not reached the minimum number of pupils in the initial survey may disappear. (See “Creation of options and complementary subjects”)

If an option has been created in several languages, you may not choose a different language from the one that would correspond to you. For example, in your school Philosophy 4 periods in Spanish and Philosophy 4 periods in English are offered in the definitive choice form because in the first survey the minimum number of pupils was reached. If you are in the Spanish section, you must take Philosophy in Spanish. You are not allowed to take Philosophy in English. However, if an option has not been created in the language that would correspond to you, you may take it in a different language provided you are competent in it. Following the same example, if you are in the French section, you may follow Philosophy 4 periods either in English or Spanish, normally in the language in which your proficiency is higher. In order to determine that, your language proficiency may be assessed.

It is very important that you hand in your choice forms **on time** so that your preferences can be taken into account and to avoid any delays in the choice procedure.

Creation of options and complementary subjects

For a school to create an option in s6 the minimum number of pupils required is 5.
To create a complementary subject in s6 the minimum number of pupils required is 7. Once the option or complementary subject has been created with the minimum number of pupils, you will not be allowed to change or drop it at the beginning of s6. However, changes can be made at the end of s6 when entering s7 (See below "Changes in s7")

If an option falls below the minimum number of pupils in s7 as a result of changes, it cannot be closed but a reduction in the number of teaching periods or a grouping may be applied. See Article XIX of the Digest of Decisions of the Board of Governors of the European Schools "Group/class/options creation/division and grouping rules" containing the rules and the possible derogations or exceptions.

Changes in s7

Starting a new subject in s7 is strictly forbidden.

Changes of language level between s6 and s7 are not allowed.

However, when entering s7 you can drop an option or a complementary subject provided you retain the minimum number of periods required: **31** (out of which at least 29 between compulsory courses and options).

Article 4.2.1.2 of the "Arrangements for Implementing the Regulations for the European Baccalaureate" states: "*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 or 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."

Changes of level in subjects need to be approved by the Director of the school on a recommendation of the class council.





III.B Choosing your European Baccalaureate Examinations

Choosing your European Baccalaureate examinations is also very important. You will sit five written examinations and three oral examinations. The examinations will cover the s7 syllabus, but will also assess the competences (knowledge, skills and attitudes) acquired in previous years, especially those from year s6.

Some higher education institutions make admission offers based on the subjects you have taken as European Baccalaureate examinations, and in some cases also on the marks obtained. Therefore, you should enquire about the requirements for the higher studies you wish to follow prior to making your choices. So, it is advisable to start this process in s6. Contact your school's careers advisors and teachers for guidance.

Please, note that once you have made your European Baccalaureate examination choices, these cannot be changed.

See the following form regarding choices for the European Baccalaureate examinations.



ANNEX 1	**European School:**	**Language section:**	**Surname and first name:**

CHOICE OF EXAMINATIONS IN THE 20.... EUROPEAN BACCALAUREATE SESSION

Written: 5 examinations	Examination	Language of examination	Extra language (Art. 6.4.6.8.)
1. L1/Adv. 1.1 (compulsory)			
2. L2/Adv. L2 (compulsory)			
3. Mathematics 3 p or 5 p.			
4. Option 4 p.			
5. Option 4 p.			
6. Additional examination (Art. 13)			

Oral: 3 examinations	Examination	Language of examination	Extra language (Art. 6.5.1.3.)
1. L1 or Adv. L1 (compulsory)			
2. 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)			
3. Advanced mathematics (compulsory) or Biology 2p. or 4p.* or Philosophy 2p. or 4p.* 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

Restrictions:

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 4p	Economics 4p
History 4p	Art 4p
Chemistry 4p	L3 4p
Ancient Greek 4p	Physics 4p
Geography 4p	Music 4p
Biology 4p	L4 4p
Philosophy 4p	ONL 4p

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.

Restrictions:

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 Language 2 Advanced 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.

Date and Signature of the legal representative(s) or of the pupil if he is not a minor:

IV. University Applications: Dossier Management

If you want your school to help with your University application(s), please note that there is a management fee to be paid to your school, which does not include other fees that Universities may claim. Most schools will have a UCAS advisor to manage the applications to UK universities and an APB (Admission PostBac) advisor to manage applications to French Universities. Other schools may also have advisors specialized in applications to universities in other European countries. Contact the careers guidance coordinator at your school to know what the possibilities are.

If you are planning to apply to universities in the United Kingdom, you need to start the UCAS process towards the end of s6. Get in contact with the UCAS advisor at your school as soon as possible so that s/he can guide you. The deadline for all UCAS applications is **the 15th of January** in your s7 academic year and **the 15th of October** for all applications for medicine, dentistry, veterinary science as well as admissions to the universities of Oxford and Cambridge. You must respect these deadlines if you want your application to receive equal consideration as national applications.

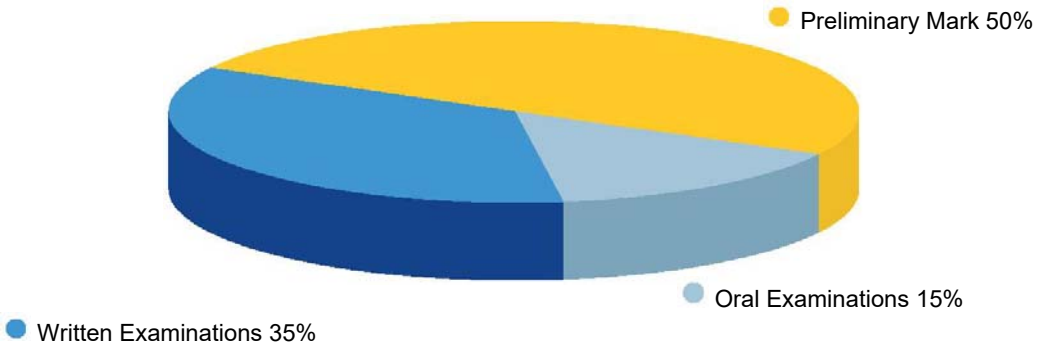
If you are planning to apply for French universities, you need to follow the APB (Admission PostBac) process. Get in contact with your APB adviser at your school so that s/he can guide you. The deadline for APB is **the 20th of March** in your s7 academic year for all applications.

V. Weighting of Subjects and Examinations

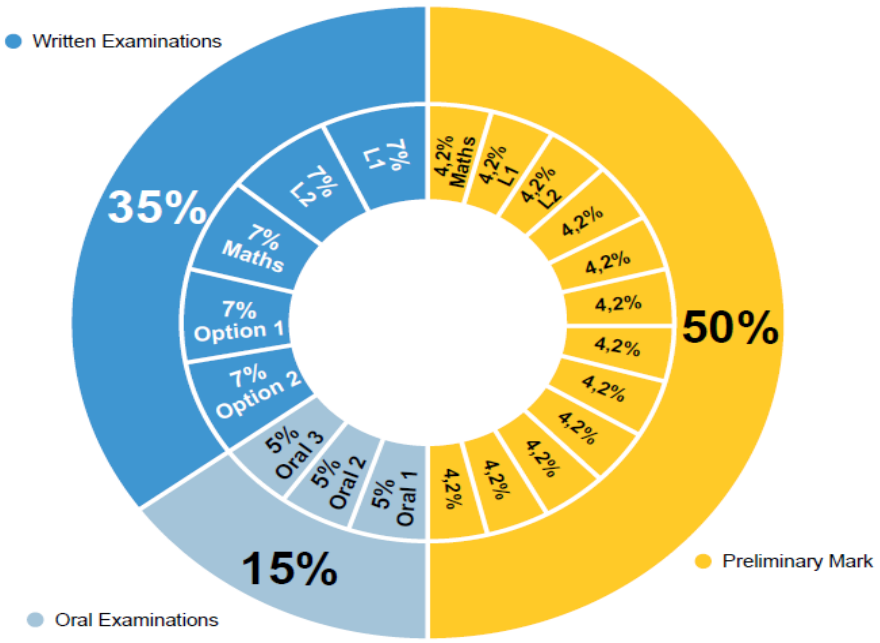
The number of periods of a subject does not have an influence on its weight. The value of the different subjects depends only on whether you take them as oral or written examinations.

Note that the value of the five written examinations (7% per examination so 35% in total) is higher than the three oral examinations (5% per examination, so 15% in total). Remember that the pass mark in the European Baccalaureate is **5/10**.

Visual representation of the weighting of the different assessments in the European Baccalaureate



Visual Representation of mark weighting for a candidate with 12 subjects



Preliminary mark

The preliminary mark is given on your final school day before the European Baccalaureate examinations. It is the average mark of all your subjects (except Ethics/Religion) and comes from your class marks (A1 and A2 marks) and the marks achieved in your **short** and **long** Pre-Baccalaureate examinations (B1 and some B2 marks). Please, note that the long Pre-Baccalaureate examinations usually take place in January, two weeks after the Christmas holidays.

The overall preliminary mark's weight is 40% for the A mark and 60% for the B mark. The preliminary mark accounts for 50% of the final mark of the European Baccalaureate, so it is very important to make a constant effort throughout the year.

A good preliminary mark will allow you to start your European Baccalaureate examinations with less stress, so aim at the highest preliminary mark possible.

VI. Registration Procedure

You must register for the European Baccalaureate before the **15th of October** of your final school year (s7) by filling out the choice form attached in Annex I of the "Arrangements for Implementing the Regulations for the European Baccalaureate". You must supply either the original or a certified copy of an official document with your personal particulars (birth certificate, certified photocopy of a national ID or passport, etc.) so that the name shown on the European Baccalaureate diploma matches exactly those official documents.

The registration fee must be paid at the latest by the **31st of March** of the final school year (see Annex Va of the "Arrangements for Implementing the Regulations for the European Baccalaureate"). The registration fee will be converted into the currencies of those countries not using the Euro. This fee is non-refundable.

VII. Additional Written Examinations

In exceptional circumstances, you may register in the final school year for the European Baccalaureate in one additional option subject, regardless of whether you have attended lessons in the subject in question at the school. See Article 13 of the "Arrangements for Implementing the Regulations for the European Baccalaureate".

Additional examinations are only permitted when absolutely necessary (when it can be proven that it is part of the conditions for admission to the higher education studies you wish to follow). Please, consider that a careful choice of your subjects for s6 and s7 may spare you from requesting an additional examination, which is only allowed under **exceptional circumstances**.

Additional examinations do not concern the language competence required to be admitted to an institution of further education. For certification of language competences, you should address official centres of language competence certification. For further information, please see the "Basic language proficiency level in the different cycles of the European Schools", table in **Annex 1** of this handbook.

The result of this additional written examination will not be included in the calculation of the final mark that will appear on your Certificate of European Baccalaureate Marks, but it will be shown on an Additional Examination Certificate signed by the Secretary-General of the European Schools.

Note that there is a **non-refundable fee** for the additional written examination (see Annex Vb of the "Arrangements for Implementing the Regulations for the European Baccalaureate").



VIII. Helpful Notes and Tips to Prepare for your Examinations

These tips apply for both written and oral examinations. Be prepared for your European Baccalaureate examinations!

During your revision sessions:

a) Understand what you are studying and clarify the objectives

b) Prioritize examinations and identify which will require more revision time

c) Spot problem areas during your revision session and get clarification from your teachers before the examinations

Plan ahead and be organised:

You should organise your studying and revision well in advance of the examinations.
Do not leave revision to the last minute as this will cause stress and anxiety.
See **Annex 2** where the European School of Bergen's top ten study tips have been adapted.

Schedule

Remember to check your examinations' schedule. Write it in your diary or set a reminder on your phone. (Note that phones are **not** allowed in the examination room.)

Please, note that if you are sitting a national examination (i.e. not the European Baccalaureate), you may be required to take it during the school year and that it may be scheduled during the European Baccalaureate examination period. You will need to inform your school as soon as possible that you are sitting this examination and afterwards provide evidence that you actually took it.

Contact numbers

Make sure that you have the school's phone number (as well as that of the secondary secretary or the European Baccalaureate responsible staff) in case of a problem before the examination.

Remember to charge your mobile phone.





Stay healthy

It is always important to stay healthy, especially during revision and examination periods. Doing sports will help you manage possible stress.

Avoid substances that can affect your studying patterns and concentration and, consequently, your performance and examination results. See some selected articles in the Bibliography section at the end of this handbook from the *NHS*, *American National Institute on Drug Abuse*, *Infor-drogue* and *Le Journal de la Science*.

In most European schools, drug prevention seminars or information sessions are organised to make pupils aware of the many dangers derived from the use of those substances. It is important that you take these activities seriously.

Should you have any problem, query or worry regarding your health, you may consider contacting your educational advisors or any member of your school's counselling team.



The night before

- ✓ Check the school's website and the local news.
- ✓ Do some exercise. It will help you manage your stress.
- ✓ Revise your notes. If you are preparing for an oral examination, practice in front of a mirror or practice with someone else.
- ✓ Charge your calculator.
- ✓ Do not overeat.
- ✓ Do not go out.
- ✓ Avoid unhealthy substances.
- ✓ Call a classmate to check the date, time and location of the examination.
- ✓ Remember to set an alarm.
- ✓ Have a good night's sleep.
- ✓ Avoid staying up late. Around eight hours of sleep is recommended.

What should I wear?

Respect your school's dress code if there is one. Otherwise, dress comfortably and appropriately and refer to the table in **Annex 3** of this handbook regarding footwear.

Getting to school

Plan how you will get to school. Always consult the news the evening before to check if there are any unexpected events such as a transport strike or a border control which could impede normal access to your school.

Allow plenty of time to get to school, taking into consideration the possibility of unexpected problems such as traffic jams or flat tyres. You should be at the examination room at least 20 minutes before the written examination starts.

Set up alternative ways of getting to and from school in case of problems. For example, have some extra money and the number of a taxi company, or have someone on-call to give you a lift.

What if I am ill on the day of the examination?

Please, check Article 8 "Absences" in the "Arrangements for Implementing the Regulations of the European Baccalaureate" and contact the school as soon as possible to help you follow the established procedures.





IX. Guidelines for Written Examinations

When do written examinations start?

European Baccalaureate written examinations usually take place during the first two weeks of June.

They start at the same time in all European Schools, i.e. at 09:00 and 14:00 Central European Time (Berlin, Madrid, Paris, Rome Time). This means that examinations in Culham start at 08:00 and 13:00, while examinations in Heraklion, Helsinki and Tallinn start at 10:00 and 15:00 local time.

You can be required to sit a maximum of two 3-hour examinations per day. There must be a minimum interval of one hour between two examinations. However, any extra time granted as a special arrangement for candidates with special needs does not count. This means that if you are a candidate with special needs who has two examinations on the same day, the second one will start at the official time (i.e. 14:00 CET) regardless of the extra time allocated for the first examination.



What happens if I arrive late to an examination?

If you arrive late to a written examination, you may not be admitted.

If you are late for a justified reason, the Chairman or Vice-Chairman of the Examining Board, or, in their absence, the Director will take a decision about whether you can be admitted to the examination or not.

What can I take into an examination?

Please, refer to the table of general items allowed and not allowed in examinations in **Annex 3**.

NB: Before entering the examination hall, check your pockets to make sure you have not left your mobile phone in them, as the possession of a mobile phone in an examination hall **is not allowed** and will be considered as cheating (see Article 9 of the "Arrangements for implementing the Regulations for the European Baccalaureate").

For subject-specific examinations please, refer to:

1. Annex VIII "PERMITTED MATERIAL" of the "Arrangements for Implementing the European Baccalaureate".
2. "Unbiased examination mode" for examinations that require the calculator. Candidates must confirm they have read and understood this document.

Questions, scripts and rough paper

You are only allowed to write on the paper provided by the school for your work, i.e. the paper for the script and the paper for rough work. Once you have finished, you only need to hand in your script (except for L2, L2A and L3 when you need to hand in the examination paper as well). You may take home the examination paper (except for L2, L2A and L3) and the rough paper. Rough paper will not be marked.

During the examination:



a) Plan your time for each question before you start writing and take into account the number of marks awarded for each question.

b) Write your name, surname and candidate number at the top of each page.

c) Follow the instructions on the cover page of the examination. Youtube : https://bit.ly/2k6SNSO

d) Indicate the question number at the beginning of your answers.

e) Neatly cross out any mistakes with a ruler.

f) Leave some lines between different questions. This will provide you with some space if you would like to add something to your answer later on.

g) If you find a question difficult to understand, continue to the next question and come back to it later.

h) Focus and concentrate. Avoid looking around and being distracted.

i) Answer the questions you feel most confident about first. There is no need to answer the questions in order.

j) When answering a question, avoid wandering off the question and getting into other topics which do not concern the question itself.

k) Do not rush into writing immediately. You may use the rough paper to note all important bullet points to cover the topic thoroughly.

l) Revise your work at least once before handing it in. Use all the time that has been allocated to the examination to make sure you have not forgotten to answer any questions.

m) Number each page (e.g.: 1/5, 2/5, 3/5, etc.).



Can I leave an examination room before the end of the examination?

You can leave an hour after the examination has started up until the last 10 minutes if you have finished early. For example, if an examination starts at 09:00 and finishes at 12:00, you can leave between 10:00 and 11:50. However, it is strongly recommended to **use all the time** for detailed revision before handing in the paper.

Can I go to the toilet during an examination?

It is strongly recommended to go to the toilet **before** the examination starts rather than during it, so that you can use the maximum amount of time, maintain your concentration and avoid distracting others. Please, note that:

- You will not be allowed to go to the toilet during the first 30 minutes of an examination or during the last 10 minutes.
- You will not be allowed to go to the toilet during the Mathematics 3 or 5 period examination, Part A, (the one without the technological tool), which lasts an hour.
- You will not be allowed to go to the toilet more than once during the same examination.

If you have a special medical condition, you must provide a medical certificate to the school management so that exceptions can be made for you.

If you are allowed to go to the toilet, you will be escorted by an invigilator. This will be noted down.

Missing an examination

If you miss an examination, a substitution examination may be arranged only if there are duly justified reasons and if supporting documents are provided. Please, consider that there is no guarantee that substitution examinations can be organised during the June session. In some cases, these will be organised in September, which could delay or hinder your admission to higher education institutions.



X. Guidelines for Oral Examinations

Mock oral examinations

You should practice for your oral examinations throughout the school year. Please see article 6.5.3.1 in the "Arrangements for Implementing the Regulations for the European Baccalaureate".

When do oral examinations take place?

They will take place after the written examinations, but unlike the written examinations, the oral examinations do not have a common schedule across the European Schools. Each school produces its own schedule depending on the availability of the external examiners. It is very important that you check the days and times carefully when you are listed for the oral examinations.

Notes

After taking your question, you will be escorted to the preparation room where you will have 20 minutes to prepare your answers.

During the preparation time you may produce some notes. You may consider structuring your presentation by using mind maps, diagrams, bullet points, drawings and/or a list of key words and main ideas. The purpose is not to write an essay because you should not read from your paper.

How long will the oral examination last for?

The oral examination will last for 20 minutes (20 minutes for the pupil plus 5 minutes for the examiners to discuss the final mark). During this time you will be able to present the topic contained in the question. Both examiners will also ask you further questions related to the topic. Normally, this is done in order to help you elaborate your answer or to remind you of aspects that you may have forgotten to mention.

Punctuality

Please, see the point "**Getting to school**" in the chapter **"Helpful notes and tips to prepare for your examinations**".

You should provide the school (education advisor, European Baccalaureate responsible, secondary school secretary) with your mobile phone number, should they need to contact you urgently.

Please, be punctual. You will pick out / make a blind selection of your question roughly 25 minutes before the examination starts. You should aim to get to school 1 hour before your oral examination is due to start.

There is normally a waiting room where you may stay before you are called to pick the question.

What can I take into the examination room?

Only your notes from the preparation room and the paper with the question may be taken in. The technological tool may be allowed for the oral examinations, in the examination room, for the same subject for which it is authorized in the written examinations, including Advanced Mathematics.





Summary:

Waiting room

- Wait here.

  1 hour before examination is due to start.

Examination room

- Collect your question.

  25 minutes before your examination is due to start.

Preparation room

- Prepare your answers.

  20 minutes before your examination.

Examination room

- Present your answers

Who can be present during the examination?

There will be two examiners: your teacher and the external examiner. However, the Chairman, the Vice-Chairman of the Examining Board or the (Deputy) Director of your school may also attend the oral examinations. The Chairman of the Examining Board may in certain circumstances authorise other people to be present during an oral examination with your consent. If you are asked, and you do not feel comfortable about this, you do not have to agree.

Protocol

Address the examiners politely: greet them when you pick out your question and when you enter the examination room. Thank them at the end of the examination and say goodbye.

Respect your school's dress code, if there is one. In any case, wear appropriate clothes and shoes.

During your oral examination

- ✓ Consider the time allocated and try to stick to it. Consider the time you are going to give to each aspect of your presentation relative to its importance concerning the topic.
- ✓ Use a formal register of language.
- ✓ Speak clearly and at a suitable volume.
- ✓ Do not speak too quickly. Adjust your pace.
- ✓ You may make small pauses in order to allow the examiners to understand the points you are making and to allow you to think about what you are going to say next.
- ✓ Structure your presentation. Start with a general introduction and then list the different points or aspects you are going to deal with.
- ✓ Make it clear when you are moving onto your next point.
- ✓ Be clear and precise.
- ✓ Rephrase your sentence if you find that a concept needs further clarification.
- ✓ Use examples.
- ✓ Welcome interruptions from the examiners. Show interest and listen carefully to any questions that they ask. Answer them immediately.
- ✓ Elaborate on different aspects of the question rather than answering with just a one-word answer like “yes” or “no”.
- ✓ Try to be calm, confident and relaxed. Smile. Keep a good posture and maintain eye contact with both your teacher and the external examiner.
- ✓ If you are taking a language oral examination, check the pronunciation of unusual or difficult words beforehand.
- ✓ Finish with a conclusion.

How will I be marked in an oral examination?

Please, see the “European Schools’ Criteria for the Assessment of the [*year*] Baccalaureate Oral Exams” available from your teachers for marking criteria for all subjects. Make sure you are familiar with the criteria for each subject which you are examined in.



XI. Special Arrangements

See the "Provision of Educational Support in the European Schools – Procedural document" regarding the Procedure for special arrangements in s6 and s7 which can be found on the European Schools' website at http://www.eursc.eu and as an annex to the "Arrangements for Implementing the Regulations for European Baccalaureate".

Requests for special arrangements for the European Baccalaureate must be made by the **15th of October** of the year preceding entry into the Baccalaureate cycle, i.e. at the beginning of s5, with duly justified reasons contained in a recent medical/psychological or multidisciplinary report, stating clearly your needs.



XII. Plagiarism

Plagiarism relates to the work you submit during the year, especially in the form of short papers or longer essays, which counts towards your A mark.

Before writing your essays it is very important to select sources with relevant information. Nowadays, the Internet can offer you a great deal of information on which you can base your assignments but you need to use that information properly and reference it.

Plagiarism is when you use somebody else's ideas without acknowledging the source. At the end of your essays and papers you should always include a chapter called "Bibliography and References" where you list all the sources you have consulted (e.g. books, magazines, web pages).

Plagiarism is also taking somebody else's words as your own without mentioning where they come from. Copy-pasting somebody's words to make them appear as yours is cheating. When you borrow somebody's words to support your arguments you must place them in between quotation marks and acknowledge the authorship.

Remember that plagiarism is a serious act of academic dishonesty and it is considered an offense against intellectual property rights.

How to write a "Bibliography and References" chapter

In a "Bibliography and References" chapter, list the publications that you have consulted in alphabetical order by the author's surname.

Normally your language teachers will teach you how to refer to a book, a scientific journal, a web page and other media. There are different standards. Some standards are more common than others and they may depend on the language you use.

The following standard is quite widespread:

For books:

Surname, initial(s) of the author

Year of publication in between brackets

Title of the book in italics or underlined

Publisher

Place of publication (optional) preceded by a semicolon

Example:

Lenneberg, E. (1967) *Biological Foundations of Language.* Wesley Press: New York.

For articles in scientific journals, reviews, magazines:

Surname, initial(s) of the author

Year of publication in between brackets

Title of the article in between inverted comas

Title of the journal, review, magazine in italics or underlined

Volume number, issue number (if applicable)

Start and end pages in between brackets

Example:

Leardi, R. (2001) "Genetic algorithms in chemometrics and chemistry: a review". *Journal of Chemometrics* 15 (559-569)



For web pages:

Surname, initial(s) of the author (if identified)

Year or full date of publication or last update (if identified)

Title of the article in italics

Name of the web page

Date it was viewed (optional)

<URL>

Example:

Taylor, D. (2010). *How to integrate quotations in writing essays.* YouTube. Viewed 12/01/15.

<https://www.youtube.com/watch?v=_M0F1rOnFUY>

Quoting and paraphrasing



Quoting and paraphrasing are two common techniques you can use to avoid plagiarism.

Quoting consists of reproducing somebody's exact words. In this case you need to place those words between quotation marks and introduce the quotation mentioning the author and the date of publication.

Example:

According to Leardi, R. (2010) "The use of genetic algorithms has been growing exponentially since Holland published the first papers about them"(p.559)

Paraphrasing involves using your own words to explain somebody's ideas or statements. In this case you only need to mention the authorship and date.

Example:

Leardi, R. (2010) explains that in the last decade the use of genetic algorithms has increased tremendously. (p.559)

You can also mention the page number from the publication where you found the information you are reproducing. In this case, on page 559 of the publication.

All the publications consulted and mentioned must be listed in the chapter of "Bibliography and References" that will appear at the end of your essay.





XIII. Cheating

Cheating is another form of academic dishonesty, which can also have very negative consequences. Here is a non-exhaustive list of examples of cheating:

a) Buying or selling of essays, assignments or tests/examination questions.

b) Handing in the same piece of work in more than one course or in the same course (without the permission of the teacher).

c) The preparation and/or writing of an assignment by someone other than the name on the work.

d) Allowing your essay, assignment or examination to be copied by someone else.

e) Copying someone else's work in class or during an examination.

f) Bringing in the examination room materials that could be used for cheating.

Remember that cheating is a serious lack of respect to yourself, your classmates and your teacher and a disservice to others. In case of cheating, or attempted fraud in class or in examinations, you risk receiving **a mark of 0** and you may be subject to other disciplinary measures (see Article 9 of the "Arrangements for Implementing the Regulations for the European Baccalaureate").

XIV. Receiving your European Baccalaureate Results

How will I receive my results?

After your oral examinations have finished and before the European Baccalaureate Proclamation, you will either be sent your European Baccalaureate marks (overall and subject-specific marks) by email, or you will collect them from your school and sign a form confirming receipt of your results.

Keeping your documents safe (European Baccalaureate Diploma and Certificates)

On the day of the European Baccalaureate proclamation, you will be given your European Baccalaureate diploma and certificate(s). Please, look after these documents **very carefully,** especially after the diploma. Keep it in a safe place **as this the only one original document that you will receive**. In the case of a dinner party/ball being organised after the proclamation, make sure that you leave your documents in a safe place to avoid damage or loss.

XV. Reminder of Important Dates

Please, remember the deadlines below. Also note that some schools establish deadlines to request translations or duplicata of the European Baccalaureate diploma and certificates.

15th of October in s5	Deadline for requests for special arrangements for the European Baccalaureate
15th of September in s6 (may vary from school to school)	Last chance to modify your s6 options
Before the s6 class councils	Submission of requests for changes between s6 and s7
15th of October in s7	- Deadline for registration for the European Baccalaureate - Deadline for the European Baccalaureate examination choices - Submission of birth certificate, copy of ID or passport - Deadline for registration of additional examination
31st of March in s7	Deadline for payment of registration fee



XVI. Appeals

Please, refer to Article 12 of the "Arrangements for Implementing the Regulations for the European Baccalaureate".

Appeals must be based on a **procedural irregularity**, i.e., you have the right to claim that a procedural irregularity was prejudicial to you. A procedural irregularity occurs in the event of non-compliance with the regulations governing the European Baccalaureate adopted by the Board of Governors and the Board of Inspectors.

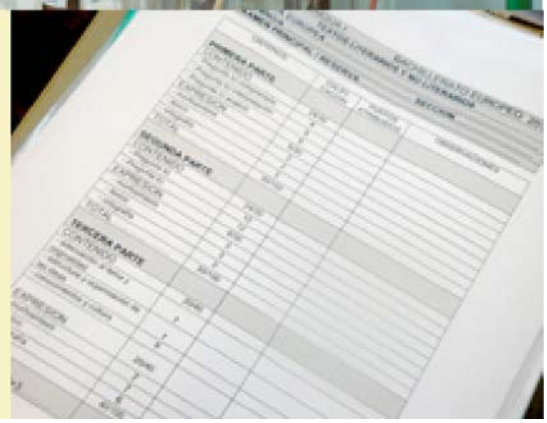
Appeals concerning the European Baccalaureate examinations must be made through the Director of the School to the Chairman of the Examining Board. The appeals must be entered by you, if you are over 18, or by your legal representative, if you are under 18. The appeals should be registered no later than **ten calendar days** after the communication of the examination results to the candidate. Please, refer to Article 7 of the "Arrangements for Implementing the Regulations for the European Baccalaureate".

The same applies for the Pre-Baccalaureate examinations (taking place in January). The date of the communication of the results of the Pre-Baccalaureate examinations is the date which appears in the 1st semester report.



XVII. Alumni

You may wish to stay in contact with the European Schools' network after your Baccalaureate through the former pupils association of your school, if there is one, or through the independent non-profit-making organization "Alumni Europae": http://www.alumnieuropae.org/ (email: info@alumnieuropae.org).



XVIII. Annexes

Annex 1 : Basic language proficiency level in the different cycles (Please, see document 2019-01-D-35)

	Nursery	Primary	s3	s5	s7
L2	0	A2	B1	B2	C1
L3	0	0	A1+	A2+	B1+
L4	0	0	0	A1	A2+
L5	0	0	0	0	A1
ONL	A1.1 oral	A1.2	A2	B1	B2

The levels expressed above relate to the *Common European Framework of Reference for Languages* (CEFR). They represent the minimum levels attained per cycle.



Annex 2: Ten tips for effective study

The European School of Bergen has given its top ten studying tips at https://esbergen.eu/wp-content/uploads/2017/10/Ten-tips-for-effective-study.pdf

1. Find a good place to study

You will need to find a space that is free from distractions such as television, loud music and noisy siblings. This space should have good lighting and, to avoid feeling tired, should have a good flow of fresh air. The surface of your desk should be clear and organised.

Get out only the material you require for the specific task you are about to start. Even if you don't feel like studying, go through the motions. The very act of writing often helps your thinking processes and your interest level will soon increase.

2. Get organised

Make a study schedule including all essential activities for the week. Times for activities such as meals, sleep, part-time work, sport, music lessons and family commitments often cannot be changed. The time remaining is up for negotiation.

Block time for homework and study should be between 30-45 minutes. Take a short break of 10-15 minutes after or between sessions. Using a study schedule will help you become more organised and visualise how much study time and free time you have each week. Some students use this: http://getrevising.co.uk/

3. Understand your homework and assignment tasks

Separate study from homework and assignment tasks. Keep all your assignments-in-progress in a separate folder, so that they are all in one place. Before commencing homework or assignments carefully read through the instructions or task sheet so that you can prepare yourself for the task. Identify what you are being asked to do. Determine which resources, books and equipment you will need for each task. Identify what you need to learn, or complete, to avoid confusion and wasting time. If you are unsure of the task, write questions in your homework and assessment organiser that you can ask the teacher the following day. It is advisable to start your most challenging tasks and subjects when you are rested and feeling refreshed, as your concentration levels will be higher.

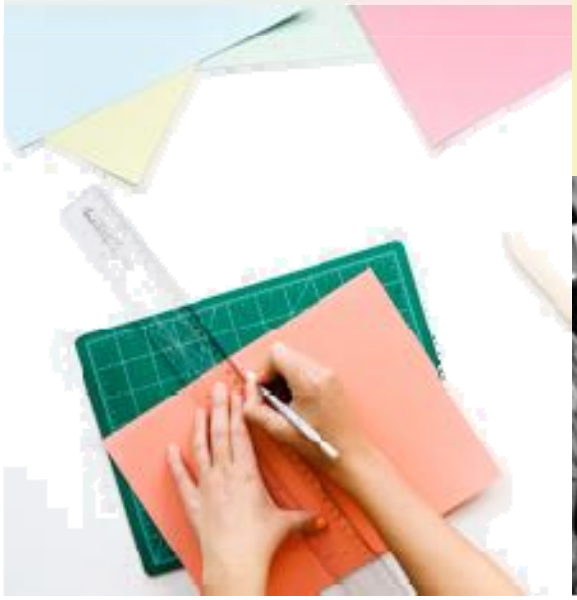
4. Manage your time and progress

Assignments which need to be completed over a set period of time, need to be divided into smaller, more manageable tasks. It is advisable to schedule the completion of each task within the allocated set time for completion, therefore avoiding doing the assignment all at once and ensuring enough time for other study and personal activities prior to the date for submission. Keep track of your progress as you complete each task and seek teacher feedback as you progress, if appropriate.



5. Do one thing at a time and progress

Focus on one homework or assignment task at a time. Using a set session of 30-45 minutes for one specific subject, task or assignment is a more effective use of time. It prevents you jumping from task to task and encourages you to focus on the subject matter. It also provides you with a time limit in which you should aim to complete rather than working aimlessly and failing to complete all homework or study commitments.



6. Use 'to do' lists

Each day, or even the night before, compile a list of things to do. Before beginning homework or study, prioritise your list – highlight or number the most important or immediate tasks. Cross off completed tasks and carry over to your new 'to do' list, for the next day or week, any unfinished tasks. This will help you to prioritise and meet deadlines.



7. Revision and summary notes

Revising what you have done in class should be part of your study timetable. Reading over your notes and checking your understanding of new topics learned in class is an important part of study. Set aside a period for revision of each subject for each week. This will help your understanding of the subject and avoid cramming for tests. Create a set of summary notes for each subject or topic:

- *divide each subject into topics*
- *use headings and sub-headings to identify main sections*
- *enter information from class notes under headings to create 'summary notes'*
- *use a highlighter or red pen to identify key terms, concepts or formulae*
- *identify key questions or issues and provide answers for them*
- *regularly revise and add to your summary notes*
- *at the end of each term or semester create a new set of summary notes, from your existing summary notes, for examination revision*

8. Follow your study schedule

As much as possible, try to stick to your study schedule. Avoid interruptions, including telephone calls, favourite television programmes and visitors. You should also avoid using social media websites such as Facebook, Twitter and YouTube. If you want to watch a television programme or spend time with friends, include it in your schedule and plan around it. Let your family and friends know what your schedule involves. Follow your schedule, motivate yourself, achieve your set goals, and then reward yourself.



9. Be flexible

If a specific task is taking longer than expected, re-arrange your study schedule. Change to another subject or task and re-schedule the times you have allocated to each subject rather than wasting time. The change and sense of achievement will often bolster your confidence to tackle the difficult task later.

10. Reward yourself

After each study session of 30-45 minutes, takes a 10-15 minute break – have a snack, take a walk, and have a good stretch. This will help to keep you alert and focused. Your body can become lethargic if it is subjected to long periods of inactivity. Eat plenty of healthy foods and drink plenty water at regular times. Although eating sweet or junk food gives you a sudden boost, it is not a lasting energy source. If you have completed your set tasks and stuck to your study schedule, reward yourself – catch up with friends, go outside, play sport, go and watch a movie or see a concert. If you have not achieved your set goals re-evaluate your study schedule.



Annex 3: Items permitted vs. items not permitted

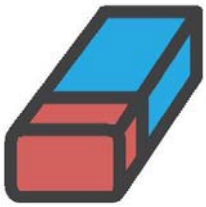
Items Permitted

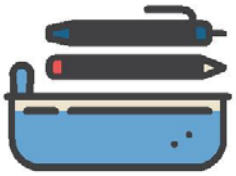
General stationery (ruler, eraser, pens, transparent pencil case)

Neatly cross out any mistakes with a ruler

Pencil **only** when indicated on the exam









Please, note that there will be clocks in the examination room.

Bottles of water or juice

If you do bring food into the examination hall, please open it before the examination starts.



Soft shoes or trainers

.....

Only paper provided by school lined or squared (for mathematics or sciences)

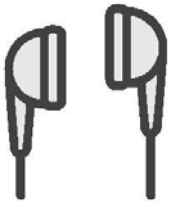




Items not Permitted

Watches, Smartwatches, earphones or headphones







Cans of drink and packets of crisps

.....

Please, do not have noisy drinks or food.





Flip-flops and high heels

.....

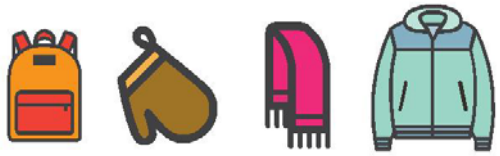
Please, do not wear this kind of footwear which is noisy and will disturb others.

.....

Coats, hats, scarves, bags, gloves

.....

Please, leave these items outside of the examination room.





Mobile phones and smartphones

.....

STRICTLY FORBIDDEN

The possession of a phone in an examination will be considered as cheating

.....

Your own paper, books, and revision notes



XIX. Bibliography

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SCHOLAE EUROPAEA