Ref.: **2015-05-D-12-en-35**
Orig.: EN

Arrangements for Implementing the Regulations for the European Baccalaureate (Applicable for the Year 2023 European Baccalaureate session)

APPROVED BY THE BOARD OF GOVERNORS BY WAY OF WRITTEN PROCEDURE 2022/49

Cancels and replaces document 2015-05-D-12-en-32

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 35 of the "Arrangements for Implementing the Regulations for the European Baccalaureate" (applicable for the year 2023 European Baccalaureate session): 3 November 2022.

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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.[1]

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 on behalf of the Board of Governors by the Secretary-General of the European Schools.

1.3 Registration Procedure

1.3.1 Candidates must register before the 15th 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 31st of March of the final school year at the latest (see annex V). 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 6.4.1 and 6.5.1. Once made, these choices cannot be changed. Schools will input pupils' choices in the *School Management System* by the 20th 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 at the latest.

[1] 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.

1.5. COVID-19 special measures

During the course of the school year extraordinary decisions may be taken for one, several or all school(s), to adapt the current regulations to any particular COVID-19-related situation which may influence the organisation of teaching or examining in one or several Members States. The decisions will be taken in line with the regulations, by the stakeholders designated as defined in the Arrangements to act according to their field of action and responsibility and following the procedures.

A new Task Force will be mandated, shall the pandemic situation still be ongoing.

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 5 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).

The calendar of the EB session may be adapted due to the COVID-19 pandemic situation. It will nevertheless not exceed the official end of the school year.

2.2 Prerequisite for Admission to the European Baccalaureate Session

Except for duly justified reasons, regular and consecutive attendance at classes, whether in situ or online as specified in Article 26a of the General Rules of the European Schools, in years 6 and 7 of the secondary cycle is a sine qua non condition to be admitted to 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

Candidates who have already been awarded the European Baccalaureate diploma may not repeat year s7 nor re-sit the Baccalaureate examinations a second time, unless recommended by the Class Council and agreed by the Chairperson of the Jury, within the context of COVID-19.

2.4 Repeating Year s7 when Failed

Candidates who have failed can only repeat the year s7 once. When repeating, the candidates must follow the same subjects as in their first attempt. The only changes allowed are those in article 4.2.1.2. However, the candidates can change their written and oral examinations options from those they chose the previous year (see art. 6).

If candidates fail a second time, exceptionnally they 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 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[2] (see annex X).

For all the other written European Baccalaureate examinations, the content of each subject examination will be the same for all candidates, irrespective of the language section to which they belong.

Within the context of the Pre-Baccalaureate, for the short and long written examinations' content, reference should be made to Article 6.3.4.

3.1.2 In Language 1[3], 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[4], a uniform examination will be taken in each language and at each level by candidates from all language sections.

[2] See 2015-01-D-18 Harmonisation in the European Baccalaureate cycle
[3] See 2014-06-D-5 Proposal for harmonisation of the L1 written examination in the European Baccalaureate
[4] See 2015-01-D-33 "Syllabus for all L2 Languages – Main course", 2010-D-49 "Syllabus for all L3 Languages" and 2016-07-D-12 "Syllabus for all L4 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, candidates 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 20th 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 Pupils following a subject in s7 in a different language from the one they followed it in s6, due to a change of school between year s6 and s7 or staffing imperatives, will take their examinations in the language they are taught in s7. However, upon request, the Director may allow a pupil to take an examination in the language the subject was followed in s6. In this case, internal assessment cannot be assured by either the s6 in the previous school or the current s7 teacher and a second external examiner may be appointed by the Director of the School in consultation with the Inspector responsible for the subject and the European Baccalaureate Unit. In both cases, the provisions in 6.4.6.8 will apply.

4.2.1.5 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 Number of periods

The minimum number of periods is 31, out of which at least 29 must be from compulsory subjects and the possible options.

The maximum number of periods is 35.

While schools should continue to organize their timetables on the basis of a national maximum of 35 periods per week per pupil, nevertheless, as an exception, pupils are allowed, with the approval of the directorate, to have more than 35 periods per week if they wish to attend other existing courses which can be combined with their personal timetable.

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 selected by the Board of Inspectors (Secondary Cycle)
- The Director of the European School. In case of an Accredited School, either the Director or the competent authority in the Member State concerned
- The Chairperson and Vice-Chairpersons

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 Chairpersonship.

The Inspectors representing each country on the Board of Inspectors (Secondary) shall, in the capacity of Vice-Chairpersons, assist the Chairperson. At least one Vice-Chairperson shall be assigned to each examination centre in order to replace the Chairperson when the Chairperson 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 Chairperson of the Examining Board

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

The Chairperson 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)
- Proposes the external auditor(s) for the subject examinations decided by the Board of Inspectors to be submitted to a University Observation
- May at any moment during the session have access to documents relating to the candidates
- Convenes the Examining Board at her/his convenience
- Adjudicates on matters where disputes arise, in the context of complaints and appeals
- Ensures standardised assessment (moderation) of the European Baccalaureate written examinations marks and final marks (subject to consultation with the Board of Inspectors)
- Takes the decisions which the Chairperson 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 the Chairperson chaired
- May award exceptions in duly justified reasons to the conditions set in article 2.2

- If necessary, adopts extraordinary decisions due to COVID-19 situation related to one, several or all schools, following the opinion of the Board of Inspectors, with respect to Article 1.5. The Chairperson can seek advice from external consultancy or other bodies of the European Schools system.
- Can be granted additional powers by the Board of Governors.

5.3 Vice-Chairpersons

Secondary Inspectors are required to act as Vice-Chairpersons. They:

- Assist the Chairperson in her/his duties
- Replace the Chairperson if the Chairperson is absent, in which case, they assume her/his powers

5.4 Experts and External Examiners

The experts and external examiners are selected by the Board of Inspectors (Secondary Cycle) 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.

Members of the staff of the European Schools or of Schools Accredited by the Board of Governors, if they are delivering the European Baccalaureate during the current session, cannot be selected as experts or external examiners. However, former members of the staff can be selected provided they have no conflict of interest with the European Schools (see article 5.8 bias).

They shall be selected 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 6.4.3).

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 the Schools once the European Baccalaureate session is over.

Expected Expert's profile:

- Qualified subject specialist
- Preferably currently employed in her/his 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 language experts
- Computer literate
- Access to the internet, via a broadband (or faster) connection
- Ready to work through collaborative e-platforms

5.4.2 External examiners

External examiners carry out the second (and/or third, shall it be required) 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.

Expected External examiner's profile:

- Experienced teacher in the subject
- Preferably currently employed in her/his national system or left it a maximum of 5 years ago
- Experience in the correction of upper secondary leaving examinations
- Meets the conditions in her/his 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
- Ready to work through collaborative e-platforms and online 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 "Arrangements for Implementing the Regulations for the European Baccalaureate", the syllabuses of their examination subjects, the assessment criteria, marking instructions and other relevant documents before the examinations take place.

5.4.2.2 At the end of the examination session, the external examiners must fill in an online 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 The surveys must be answered by the 1st of August. The Office of the Secretary-General of the European Schools will share the results with:

- The Inspector responsible for the subject
- The Inspector of the external examiner's nationality.

5.4.2.3 The appointment of experts and external examiners can be prolonged for a maximum of 10 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 The Director is responsible for:

- The quality assurance of Pre-Baccalaureate examinations in her/his School
- If necessary, the adoption of extraordinary decisions linked to the Pre-Baccalaureate due to COVID-19 situation related to his/her own school, with respect to 1.5, following the consent of the Office of the Secretary-General of the European Schools.
- The practical arrangements for the European Baccalaureate examinations in her/his School's examination centre
- Passing on the written proposals and the oral examination questions to the Office of the Secretary-General of the European Schools
- Making the oral examination questions available to the Chairperson and/or Vice-Chairperson assigned to her/his 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 3 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 her/his 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 IX[5]
- The consultation of the examination scripts after their marking, in compliance with articles 6.3.10 and 6.4.10.

The Director can delegate any European Baccalaureate related issues to the staff members responsible for the Baccalaureate within the school.

5.5.2 The Director should render every possible assistance to the Chairperson and Vice-Chairpersons 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 or within the circumstances and provisions described in article 5.8.

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 15th 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.

[5] See 2012-09-D-41 Minutes of the European Baccalaureate – Procedure

5.8 Bias

5.8.1 The legal representatives and the other personal relations of a pupil in s7 working for the European Schools must not be involved in the European Baccalaureate preparation or proceedings, for this pupil.

They must declare themselves to the Director, as having a potential conflict of interest. Any omission to declare will be considered as a breach of regulation.

Any change of circumstances during the course of the school year shall be communicated immediately to the Director.

The staff concerned is not allowed to:

- provide the proposals for written examination and/or oral Baccalaureate examination questions of the candidate concerned they are linked to (the duty towards the other pupils of the class remains)

- prepare the Pre-Baccalaureate (short and long) examination questions and to correct the (short and long) Pre-Baccalaureate examination of the candidate concerned they are linked to (the duty towards the other pupils of the class remains)

- correct the European Baccalaureate examinations or to orally examine the candidate(s) they are linked to (the duty towards the other pupils of the class remains).

5.8.2 The examination centres will communicate to the Office of the Secretary-General of the European Schools all such cases and the replacements to fulfil 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 Chairperson or Vice-Chairperson 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

Within the framework of the marking scale in force from the European Baccalaureate session 2021, decimal marks will be used. The overall average preliminary mark in year 7 will be expressed with whole numbers and one decimal and the overall final mark in year 7 will be expressed with whole numbers and two decimals. (Annex IV)

6.1.1 The final overall European Baccalaureate mark is expressed out of one hundred (100) and is accurate to two decimal places. The following 3 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

In accordance with article 1.5, due to the COVID-19 pandemic situation, which could vary from one country to another, a different calculation of the final mark may be decided by the Chairperson, following the opinion of the Board of Inspectors and/or consultant opinion, and following consultation with the Board of Governors.

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 x 0.5 + W x 0.35 + O x 0.15
- (C x 0.5 + W x 0.35) / 0.85
- (C x 0.5 + O x 0.15) / 0.65
- C

} as the case may be

Mid-semester reports issued in s7 should indicate marks with only half-marks.

6.1.4 In accordance with article 1.5, due to the COVID-19 pandemic situation, which could vary from one country to another, a different calculation of the subject final mark may be decided by the Chairperson, following the opinion of the Board of Inspectors and/or consultant opinion, and following consultation with the Board of Governors.

6.2 Preliminary Mark

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

- Class marks (A marks)
- Part examination marks (B marks).

6.2.1 Class Marks: A marks (Formative assessment)

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 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.
The A marks of Ethics/Religion will not be considered for the calculation of the preliminary and final marks.

6.2.2 Marks for the Part Examinations (Pre-Baccalaureate): B marks (Summative assessment)

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 on the basis of the results obtained in the part examinations.
For Ethics/Religion and complementary subjects the B mark may be based either in the results obtained in examination(s) or in other assessment methods prescribed in the syllabus of the subject. The B marks of Ethics/Religion will not be considered for the calculation of the preliminary and final marks. In accordance with article 1.5, due to the COVID-19 pandemic situation, which could vary from one country to another, reference should also be made to Article 6.3.

6.2.3 In accordance with Article 1.5, due to the COVID-19 pandemic situation, which could vary from one country to another, a different calculation of the preliminary mark may be decided by the Chairperson, following the opinion of the Board of Inspectors and/or consultant opinion, and following consultation with the Board of Governors.

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

In accordance with Article 1.5, due to the COVID-19 pandemic situation, which could vary from one country to another, should the schools not be in a position to organize the short and/or long written examinations in situ during the usual timeframe, the Pre-Baccalaureate can be postponed, if it is not legally possible for pupils and staff to come to school (cf. national rules). If the postponement is impossible due to persisting impossibility to come to school or in case of second semester short written examinations, then alternative tasks will be decided by the Chairperson of the Baccalaureate, in consultation with the Board of Inspectors and the OSGES, upon request of the Director of the school concerned. In the case of Accredited European Schools, the Head of Delegation of the concerned hosting Member State of the school shall be consulted.
If the alternative tasks would be impossible to be implemented, then the Pre-Baccalaureate (first semester) session is cancelled. This decision has to be taken by the Chairperson of the Baccalaureate following consultation with the Board of Governors. The second semester short examinations of the Pre-Baccalaureate session will be cancelled by decision of the Chairperson of the Baccalaureate if no alternative tasks can be implemented. The decision will be taken by the Chairperson of the Baccalaureate, in consultation with the Board of Inspectors and the OSGES, upon request of the Director of the school concerned. In the case of Accredited European Schools, the Head of Delegation of the concerned host country of the school shall be consulted.

6.3.1 A set of **short written examinations**

a) In Philosophy (2 periods) and in Mathematics Advanced course: 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 2 consecutive teaching periods. The final B mark will be the arithmetical average of the 2 semester B marks.

b) In Biology, History and Geography (all with 2 periods a week) either the same as above in point a) or 2 short written examinations lasting 1 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 4 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.

6.3.2 **A set of long written examinations** which will be organised over a maximum of 10 working days at the end of the first semester, i.e., at least 2 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[6]
- Language 1 Advanced if followed by the pupil
- Language 2[7]
- Language 2 Advanced if followed by the pupil
- Mathematics (3 and 5 periods)
- All options being followed by the pupil (4 periods)*

Every pupil will be examined in each of the courses listed above s/he is following.

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 1 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.

*Musical Education will be assessed according to the methods prescribed in the syllabus of the subject.

6.3.3 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

In accordance with Article 1.5, due to the COVID-19 pandemic situation, which could vary from one country to another, reference should also be made to Article 6.3.

6.3.4 Pre-Baccalaureate examinations must be harmonised[8] within each School. The assurance of their quality is primarily the responsibility of each School. The management of each School through the subject coordinators or subject referents will ensure that all Pre-Baccalaureate examinations are original, harmonised and adjusted to the syllabuses.

[6] A definition of the level of the languages is given in annex II to this document.
[7] A definition of the level of the languages is given in annex II to this document.
[8] 2015-01-D-18 “Harmonisation in the European Baccalaureate cycle” (annex X)

6.3.5 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 her/his approval.

6.3.6 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.

6.3.7 Correction of the Pre-Baccalaureate examinations

The Pre-Baccalaureate examination scripts are submitted to one single correction, by the teacher who taught the subject to the candidates (with exception laid in Art. 5.8).

For correction purposes, teachers may use the original scripts, correction grids, scanned copies of the scripts or photocopies of the scripts.
Shall they wish to correct on the original scripts, they should use a pen of a different colour that the one(s) used by the pupil. Prior to being corrected, the original scripts shall be scanned or copied so that the examination centre is able to provide the original version, as delivered by the pupil, of the corrected scripts, at any time.

The final mark of the script will be entered into the System under the School management responsibility.

6.3.8 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.

6.3.9 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.

6.3.10 Viewing of part examinations (Pre-Baccalaureate)

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

- Their original Pre-Baccalaureate scripts
- The mark awarded, potential annotation and sub-marking
- 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 4 calendar days after the date that shows on the semester report or on any other results communication support, in case of Pre-Baccalaureate postponement.

The Director will make all documents available not later than 3 calendar days after receipt of the request. The Director may decide to make all documents available only through a secure electronic form.

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

6.4 Written European Baccalaureate Examinations

6.4.1 Number and nature of written examinations

6.4.1.1 Candidates will sit 5 written examinations:

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

6.4.1.2 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 ONL cannot choose L4.

6.4.2 Time allowed for written examinations

- Language 1 4 hours
- Language 1 Advanced 4 hours
- Language 2 Advanced 4 hours
- 3-period Mathematics 4 hours
- 5-period Mathematics 4 hours
- Art 5 hours
- Philosophy 4 hours
- All other subjects 3 hours

6.4.3 Proposals for examination questions

6.4.3.1 For each subject in the written examinations, the Schools designated by the Office of the Secretary-General of the European Schools, including Accredited European Schools as from their third participation to the Baccalaureate session, will prepare examination proposals. By way of a derogation, during their first two Baccalaureate sessions, Accredited European Schools will be invited to hand in literary and scientific proposals with no binding commitment to deliver them. For the purpose of this provision, the Schools will already ensure compliance with article 5.8 (Bias).

The proposals will be uploaded to a secure e-platform 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 platform.

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.

6.4.3.2 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.

6.4.3.3 The proposed questions must be typed on a computer and presented in an editable file format and in such a way that, if chosen, the texts, tables, diagrams, figures and formulas which they contain can easily be opened in a word processing text software and used in setting the examination paper.

Proposals 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.

6.4.3.4 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.

6.4.3.5 Questions which are not selected may only be used in class **after the next** European Baccalaureate session is over.

6.4.4 Elaboration of the European Baccalaureate examination papers

6.4.4.1 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 the number of reserve papers established by the European Baccalaureate Unit by the 15th of March. Reserve papers will only be provided in the necessary language versions.

The whole reserve paper or part of it that has not been used may be re-used for the main or reserve paper(s) of the next European Baccalaureate session.

6.4.4.2 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 shall be accompanied by suggested answers for all scientific subjects and all others, where a specific answer is required. For each question on the examination main and reserve papers the allocation of marks must be indicated.

6.4.4.3 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 VIII of this document.

6.4.4.4 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.

6.4.4.5 External auditing

The external auditing of draft examination papers is an optional layer of quality assurance.

The Board of Inspectors will decide which subject(s) will be submitted to the auditing.

The external auditing of the examination papers will be performed by independent experts with experience in the field of assessment or elaboration of secondary school-leaving examinations or entrance examinations to higher education studies. This process is referred to as "University Observation".

The Chairperson of the European Baccalaureate session will propose the external auditor(s) (see article 5.2).

A fit for purpose report will be issued. After the external auditing, the inspectors (and the main experts) will still have the possibility to adjust the draft papers.

6.4.5 Beginning of the written examinations

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

6.4.5.2 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 storage media with the Music exam files can be opened 2 hours prior the beginning of the examination so that the files can be copied to the 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 storage media are not disclosed until the examination begins.

All envelopes will be opened in the presence of the Vice-Chairperson and/or the Director of the School. Should the Vice-Chairperson be absent, the Director will designate another person to replace him. 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 files.

6.4.6 Proceedings of the written examinations

6.4.6.1 Candidates who arrive late to a written examination may not be admitted. If there is a valid reason for candidates' late arrival, the Chairperson or the Vice-Chairperson of the Examining Board or the Director of the School will decide whether they may nevertheless be admitted and whether they may possibly be allowed extra time for this examination paper.

6.4.6.2 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. Rough paper will not be corrected.

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

6.4.6.4 The possession of mobile phones, watches, smart watches and technological devices in the examination room is not allowed (unless specified in Annex VIII). The possession of such previously mentioned material will be considered as cheating (See Article 9).

6.4.6.5 Pencil can **only** be used on graph paper, partitions, art work, etc. as indicated in the cover page of examinations. Scripts must be written with blue or black ballpoint pens or rollerball pens. Text written in pencil will not be corrected.

6.4.6.6 Correction fluid or erasable pens are not allowed. To correct mistakes, candidates must simply neatly cross out with the help of a ruler.

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

6.4.6.8 Candidates who have followed in a foreign language a course normally taught in their 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.

SWALS pupils who enter the European Schools in year 6 may also have 2 examination papers, one in their 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 15th 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 (With the exception laid in Article 4.2.1.4).

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.

6.4.7 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.
The number of invigilators will be 1 every 25 candidates. In any case, the minimum number of invigilators will always be 2.
Invigilators will remind the candidates of the importance of filling in properly all personal details in all the headers of the examination paper, numbering the used pages correctly and arranging them in the right order when handing in the scripts.
Invigilators will check the candidate's scripts when they are handed in. To this end, the number of invigilators should be increased in the last 10 minutes of every examination.

6.4.7.1 Invigilation in the examination room will be carried out by teachers and supervisory staff who do not teach the candidates in the subject being examined, with the exception of Art.

6.4.7.2 Invigilators must focus their attention on the candidates at all times. The use of mobile phones in the examination room is not allowed.

6.4.7.3 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-Chairperson of the Examining Board or the Director of the School.

6.4.8 End of the written examinations

6.4.8.1 Candidates who wish to hand in their scripts early may not leave their seat until their scripts have been accepted by an invigilator. Once having handed in their scripts and left the examination room, the candidates cannot return to it while the examination is still being held.

6.4.8.2 Candidates shall adopt an appropriate behaviour so as to not disturb the other candidates sitting in the same examination room. So as not to disturb the conclusion of the examination, candidates may not leave their seats during the last 10 minutes.

6.4.8.3 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: no extra part of his/her script will be taken into consideration / accepted by the invigilators after the candidates have left the examination room. Rough paper which must be of a different colour than the examination paper or otherwise clearly distinguishable from the examination paper, must be left in the examination room. Schools should be able to provide evidence of the time of leaving of the candidates.

6.4.8.4 Before the candidates hand in their scripts, they must check that the questions they have answered have been clearly indicated on the script. Candidates must also check that all the headers of the examination paper have been properly filled in, that all the used pages have been correctly numbered and that all A3 sheets have been arranged in the right order from the first used (outside) to the last used (inside). Graph paper sheets always come last.

6.4.8.5 After the end of the examination, candidates may not take the rough paper and the examination papers with them.

6.4.9 Correction of written European Baccalaureate examination scripts

6.4.9.1 Scripts will be scanned in each examination centre, anonymised and corrected with an on-line correction tool. No visible marks may be made on the paper scripts.

Art and Music written examinations will not be anonymised so that the written part of the examination can be related to the artwork and music portfolios of the candidates. However, the marks for all parts of the Art and Music examinations will be introduced in the on-line correction tool. As to the Music portfolio, the schools will communicate to the European Baccalaureate Unit a link for its deposit, easily accessible to all the correctors.
The link to the Music portfolio needs to be communicated to the European Baccalaureate Unit before the start of the European Baccalaureate session according to the instructions from the European Baccalaureate Unit. After the link has been provided, candidates may continue to update the content of their portfolio until the day of the examination.
The absence of portfolio shall be considered, for the pupil, as an absence to the examination within the meaning of Article 8.1.

6.4.9.2 The written examination scripts are subject to double correction. On one hand, by the teacher who taught the subject to the candidates (with exception laid in Article. 5.8) and, on the other hand, by an external corrector.

6.4.9.3 Scripts will be marked on a scale of 0 to 10. The final mark for a script will be the average of the mark awarded by the teacher and the mark awarded by the external corrector.

However, in the case of a mark disagreement between the teacher and the external corrector of over 2 points, a third corrector (external) will be involved.

In this case, 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 commentaries 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, and must be accompanied by a justifying commentary (see art. 6.4.9.5)

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

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

6.4.9.4 All correctors (teachers / external) will correct and mark the scripts following the assessment criteria and marking instructions established by the relevant Inspectors. The marks will be introduced in the on-line correction tool.

The on-line correction tool allows the use of correction signs and annotations. They are inserted as a superimposed layer, i.e., the script remains blank. Correction signs and annotations are personal and only accessible by each individual corrector, the corresponding pedagogical supervisors (inspectors responsible for the different subjects) and the administrator of the on-line correction tool (European Baccalaureate Unit).

In compliance with their duty of discretion and confidentiality, the teachers and the external correctors may not be in contact to exchange information about their correction and marking.

6.4.9.5 All correctors (teachers and external) will complete the correction of each individual script with a commentary justifying the mark awarded (i.e. explaining how the mark awarded is in compliance with the marking criteria, whether specifically referring to a question and/or to the examination script as a whole). Commentaries will also be introduced in the on-line correction tool.

6.4.9.6 External correctors will correct from distance. They may also finalise their corrections at an established correction centre for a maximum of 2 days, if requested by the inspector responsible for a subject.

6.4.9.7 Standardised assessment (moderation) of the European Baccalaureate written examinations is ensured by the Chairperson of the Examining Board and/or by the Vice-Chairpersons.

6.4.9.8 Subject teachers will not be informed of the candidates' final marks or of the commentaries until the communication of results (see article 7).

6.4.9.9 The electronic archives from the on-line correction tool will be filed and stored in the Office of the Secretary general for at least 3 years.

The paper examination scripts will be filed and kept in the School for at least 3 years.

Should a complaint or appeal have been lodged with the Complaints Board, all these elements must be kept until a final ruling has been given by the latter.

6.4.10 Viewing of the European Baccalaureate 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 final mark awarded to the examination script (average of first and second corrector mark and, where applicable, third corrector mark)
- The mark (potential sub-marking: first corrector mark, second corrector mark and, where applicable, third corrector mark) awarded by each one of the correctors
- The correctors' commentaries
- The examination paper
- The marking scheme

The request must be made in writing to the Director of the School not later than 4 calendar days after the candidates have been informed of the examination results, communicated in accordance with article 7.3.

The Director will make all documents available not later than 3 calendar days after receipt of the request. The Director may decide to make all documents available only through a secure electronic form.

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

6.5 Oral European Baccalaureate Examinations

6.5.1 Number and nature of oral examinations

If it is not possible to have a regular session, the Chairperson, after consultation of the Board of Inspectors, the OSGES and the Board of Governors, can decide to cancel 2 or all oral examinations. The remaining oral examination will be the second compulsory examination: L2 or subject usually taught in L2 (Hist / Geo). The examiners would be the teacher of the candidates and another local teacher if no external examiner can attend the examination.

6.5.1.1 Candidates will sit 3 oral examinations. The subjects in which an oral examination will or may be taken are:

1. Language 1 or Language 1 Advanced
2. Language 2 or Language 2 Advanced, or

   History (2 or 4 periods), or

   Geography (2 or 4 periods)
3. Mathematics Advanced, 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)

6.5.1.2 Restrictions for compulsory subjects and for options

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

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 Language 2 Advanced 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.

6.5.1.3 Candidates who have followed in a foreign language a course normally taught in their 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.

SWALS pupils who enter the European Schools in year 6 may also have 2 oral questions, one in their 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 15th 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 (With the exception laid in Article 4.2.1.4).

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 15th of March.

6.5.2 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.

6.5.3 Oral Examination questions

6.5.3.1 Oral practice should be organised in class all through the European Baccalaureate cycle (s6-s7).

Preparation of pupils for the oral examinations must not be done by using identical or nearly identical questions to those that will appear in the examinations.

The school management will assure fair and equivalent treatment of all pupils.

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

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 5. However, for large groups (equal or over 15 pupils), the number of questions will be limited to 20. Each question will be numbered.

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.

6.5.3.3 The examination questions will be handed in by the subject teachers to the Director of the School before the 15th of March.

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

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

6.5.3.5 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 experts through a secure e-platform by the 15th of March. Instructions as to how to label the proposals can be found on the platform.

6.5.3.6 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.

6.5.3.7 The Schools will keep a complete list of the questions from which candidates may choose at the disposal of the Chairperson or of the Vice-Chairperson of the Examining Board. The questions will be kept in the School for at least 3 years after the European Baccalaureate session.

Should a complaint or appeal have been lodged with the Complaints Board, all these elements must be kept until a final ruling has been given by the latter.

6.5.4 Proceedings of the oral examinations

In case of pandemic, it will be possible for the candidates to select the question, prepare the answer and answer the oral examination in the same room.

6.5.4.1 Number of oral examinations per day per (external) examiner

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

6.5.4.2 The oral examinations will be conducted by 2 examiners: the candidate's teacher and an external examiner. The provisions of article 5.5.3. also apply to the present article, if the case.

During the examination the external examiner will have equal status with the subject teacher.

Reference should also be made to Article 6.5.1: the external examiner can be replaced by another local teacher in case of pandemic preventing the oral session to happen as usual.

6.5.4.3 The Chairperson of the Examining Board and the Director of the School concerned may attend the oral examinations, whether through online support on in situ. The Chairperson of the Examining Board may, in specially justified cases and with the candidate's consent, authorize another person to be present during oral examinations.

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

6.5.4.5 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 (Secondary). (See Annex VIIIb)

In case of pandemic, the material shall be offered on digital support, where possible.

6.5.4.6 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 3 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 3 envelopes to pick from.

In case of pandemic, the questions shall be proposed on digital support, where possible.

6.5.4.7 During the examinations candidates may only use the document(s) supplied and the notes made during the preparation period.

6.5.4.8 The candidates must be given the opportunity to present their own ideas on the question asked. This should not be a mere reading of the notes taken during the preparation time. If the candidates are having difficulties, the examiner(s) will help them develop the topic by asking questions.

6.5.5 Marking of the oral examination

6.5.5.1 The examination should give the candidates the opportunity to demonstrate the knowledge, skills and attitudes acquired in the subject and their 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 and oral assessment record sheets must be available in the examination rooms.

6.5.5.2 For 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.

6.5.5.3 Each examiner will assess and mark the candidates using the criteria-referenced assessment sheet provided for each subject. An example for L3 is provided in annex IIIa.

The individual mark of each examiner will be entered on the mark sheet provided, see annex IIIb. 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, then the examiners should jointly revisit the criteria, review the individual marks awarded and then record the final mark in the mark sheet (annex IIIb).

Each examiner shall complete an oral assessment record sheet (Annex IIIa) for every candidate.
At the end of the examination, the assessment record sheets containing the mark and signature of the examiner will be turned in to the School management.

6.5.6 Viewing of results of the oral examinations

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

- The oral examination questions that they took
- The oral examination mark sheet with the mark of both examiners

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 4 calendar days after the candidates have been informed of the examination results, communicated in accordance with article 7.3.

The Director will make all documents available not later than 3 calendar days after receipt of the request.

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

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 the absence of the Director, the Deputy Director of the Secondary Cycle of the School shall convene a meeting, which the Deputy will chair.

In this meeting teachers may consult the marks awarded by the second correctors. The School's results overall and by subject are analysed 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-Chairperson designated to be responsible for quality control of the European Baccalaureate examination, provided that the Vice-Chairperson 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-Chairperson 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 50 out of 100 (5 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 on the same day at a time and a place arranged in advance by the School, so that they may consult the results before the proclamation.

To that end, a draft copy of the Certificate of the European Baccalaureate Marks will be given to the candidates. They will sign an acknowledgement of receipt. If candidates are absent, then they will be informed by email.

Alternatively, Schools may decide to inform all candidates by electronic means following one of these two procedures:

1. A draft copy of the Certificate of the European Baccalaureate Marks will be sent to the candidates by email, with request of delivery receipt.
2. An email, with request of delivery receipt, containing a link to a secure electronic platform where the individual results can be consulted, will be sent to the candidates.

Candidates who fail their European Baccalaureate will be informed in all cases by email. Previously, they should also be notified on the phone, as a matter of courtesy.

Candidates who fail their European Baccalaureate will also receive a registered letter. In this case, and in any case, the date of the communication of results will be the only one considered for the provisions in article 12.

7.4 Communication of the Pre-Baccalaureate Results

The official date of the communication of the Pre-Baccalaureate results is the date in which the semester report is issued.

The date in the semester report must coincide with the date in which the report is delivered to the pupils. Absent pupils will be notified by electronic means following the procedures indicated above.

This will be the date as from which the provisions in article 12.6 apply.

ARTICLE 8 — ABSENCE

8.1 Absences without a Valid Reason

8.1.1 Pre-Baccalaureate examinations

Candidates who are 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-Chairperson of the Examining Board—or, in her/his absence, the Director—in the case of the European Baccalaureate examinations will decide whether the absence is justified.
Supporting documents must always be provided.

The same will apply in the case of certified quarantine, which will also be considered as a valid reason for absence.

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. The substitute examinations will be organized as soon as possible, and at the latest before the start of the written examinations.

8.2.2.1 Written short Pre-Baccalaureate examinations

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

8.2.2.1.2 If a long absence for a valid reason results in the candidates missing both the second semester examinations and the second semester's 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 valid reason for a long period, thus missing both the first semester examinations and the first semester's 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 for a valid reason 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 for a valid reason means that a pupil cannot be awarded A marks for class work in both semesters, it will not be possible for him 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-Chairperson 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 from the European Baccalaureate examinations

8.2.3.1 If one or more pupils are unable to attend the written examinations, the Chairperson 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 Chairperson 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 6.4.5.

In the case of oral examinations, the Schools may reschedule them in duly justified cases supported by relevant documents and taking into 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 Chairperson 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

9.1 Cheating or attempt cheating circumstances

Will be considered as cheating or attempted cheating, as a non-exhaustive list of examples, the following circumstances:

a) Obtaining, 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 the 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 premises materials or equipment that could be used for cheating.

9.2 Pre-Baccalaureate Examinations

In the event of cheating or attempted cheating during a Pre-Baccalaureate examination, the mark 0 (zero) will be awarded by the Director for the examination in question.

In addition, the School's Discipline Council may be convened at the Director's request and may decide to exclude the candidates from the Pre-Baccalaureate examinations.

9.3 European Baccalaureate Examinations

In the event of cheating or attempted cheating in European Baccalaureate examinations, the Chairperson of the Examining Board or the Vice-Chairperson representing him or the Director of the School's Examination Centre will decide on the measures to adopt. Depending on the nature and the extent of the cheating or attempted cheating circumstances, ~~he~~ the Director will either award the mark 0 (zero) for the examination in question or decide on the exclusion from the European Baccalaureate examinations session.

9.4 Notification of the decision

The Director shall notify the candidates and their legal representatives orally of the decision taken and shall inform them of the appeals procedures and the time-limit laid down for the lodging of appeals.
The candidates should have the opportunity to express their defense arguments under oral or written form.

After hearing the candidate, the Director shall confirm the decision by written notification, an electronic form being enough.

9.5 Appeal

Any potential appeal on the decision shall be lodged following the provisions laid down in Article 12.
The time-limit, during which an administrative appeal may be lodged by the candidates or their representatives in conformity with Article 12, which is ten calendar days, shall start running from the date of communication of the results (as per Article 7).

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 candidates are 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. This certificate, printed on regular (not secured) paper, 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~~ their choice. In view of the day of proclamation, a maximum of 2 additional linguistic versions can be issued upon written request by the successful candidates / legal representative(s) if they are minor.

Any additional linguistic version may be delivered by the School after proclamation to the successful candidates / legal representative(s) if the candidates are minor, at a time determined by the School's administration.

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 3 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 (Article 13)

If candidates sit an additional examination, the School will issue a separate certificate on regular (not secured) paper with the mark. This will be given to the candidates 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 holders' request, the School will issue a document specifying the subjects studied and the marks they have 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 candidates or their 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 a competent authority of the European Schools 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 by a competent authority of the European Schools 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 a competent authority of the European Schools. The duplicate will be stamped with the original official stamp of the European Schools. The name and title will appear under the signature.

A maximum of 2 additional certified copies can be issued upon written request by the successful candidates / legal representative(s) if the candidates are minor. Any additional certified copy may be delivered by the School after proclamation to the successful candidates / legal representative(s) if the candidates are minor, at a time determined by the School's administration.

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 Chairperson, the Vice-Chairpersons, external experts and external examiners involved in the conduct of the European Baccalaureate examinations.

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. 2016-01-D-31-en-2 "The on-line correction of the European Baccalaureate written examination scripts"

Recommended number of scripts to correct per day for external examiners
The average number of scripts to correct per day should be 12 for Language 1, Language 1 Advanced, Language 2, Language 2 Advanced and Philosophy. This same number applies when an external examiner corrects 2 different scientific subjects (Mathematics 3P & 5P, Physics, Biology, Chemistry and Economics).

For the rest of the cases the average number of scripts to correct per day should be 15, including for Mathematics 3P and 5P. 1 Music portfolio equals 1 script.

Compensation for external examiners
€12.5 for Language 1, Language 1 Advanced, Language 2, Language 2 Advanced and Philosophy. This same number applies when an external examiner corrects 2 different scientific subjects (Mathematics 3P & 5P, Physics, Biology, Chemistry and Economics).

€10 for the rest: Ancient Greek, Art, Geography, History, Language 3, Language 4, ONL and Latin. And each scientific subject corrected individually: Biology, Chemistry, Economics, Mathematics 3P, Mathematics 5P and Physics.

Attendance to the correction centres
External correctors attending the correction centre(s) will be compensated per corrected script. Travel costs will be reimbursed and they may also claim the daily subsistence allowance for the days they are invited to attend at the established rate of €175.80.

3. Document 1512-D-2001-Allowance for the Chairman and Vice-Chairmen of the European Baccalaureate
4. 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.)

Contribution of the Accredited Schools

The Contribution of the Accredited Schools is regulated by document 2018-10-D-63-en-6, approved by the Board of Governors of 9-12 April 2019. There it is stated that Accredited Schools will only be invoiced for their share of the total employment cost of the Office of the Secretary-General, which also includes costs related to the organisation of the European Baccalaureate.

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 candidates to the Chairperson of the Examining Board, by the candidates who claim that a procedural irregularity was prejudicial to them, or by their legal representatives if they are minor. The claim should be made not later than 10 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 2 working days after the reception at the School.

The complaint or appeal will be lodged by the candidates if they have reached the age of majority, or by the legal representative if the candidates are 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 candidates if they have reached the age of majority or by their legal representatives, 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 Chairperson 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 Chairperson of the Examining Board will assess on a case by case basis the need for the candidates to retake the examination.

The decision thus adopted will be communicated to the candidates 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 candidates to the Chairperson of the Examining Board, by the candidates who claim that a procedural irregularity was prejudicial to them. The claim should be lodged before the 15th of 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 2 working days after receipt of the request by the School.

If the candidates are minor, the complaint or appeal must be lodged by their legal representatives.

12.7 According to Article 67.1 of the General rules of the European Schools, explicit or implicit decision rejecting an administrative appeal as referred above may be the subject of a contentious appeal before the Complaints Board in the conditions laid down under Article 67.3 of the said General rules.

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 pupils have followed the subject or if they provide 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 one of the subjects being possibly considered (either obligatory or optional) in the 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 centres of language competence certification.

13.3 Applications to register for an additional written examination must be submitted by the 15th 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 Vb.

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 VI).

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.

Without prejudice of adapted measures based on Covid-19 situation, contents, method of evaluation and assessment will be the same as in courses followed in presence.

In the case of oral examinations, the teachers having taught a pupil through distance learning shall follow the same technical arrangements.

ARTICLE 15 — SPECIAL ARRANGEMENTS

Candidates with special educational 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[9] and by the decision of the Board of Governors on the Provision of Educational Support in the European Schools.[10]

Procedures for the request of special arrangements in the European Baccalaureate cycle can be found in annex VII.

[9] Document 2012-05-D-14-en
[10] 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"[11], all members of staff shall abstain from any action and, in particular, any public expression of opinion which may reflect on their position and impair their ability to maintain their 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.

[11] 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.[12]

[12] Annex V of the document 2009-D-353-en “Reform of the European School System”

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

ARTICLE 4 — CONTENT, LEVEL, LANGUAGE OF EXAMINATIONS AND OTHER RESTRICTIONS

4.1	**Content of Examinations** 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.	4.2.1.5	All changes must comply with the administrative provisions in force.
		4.3	**Other Restrictions**
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 6 and 7.	4.3.1	The substitution of one option for another is not permitted.
4.2.1	Exceptions	4.3.2	Number of periods The minimum number of periods is 31, out of which at least 29 must be from compulsory subjects and the possible options. The maximum number of periods is 35. While schools should continue to organize their timetables on the basis of a national maximum of 35 periods per week per pupil, nevertheless, as an exception, pupils are allowed, with the approval of the directorate, to have more than 35 periods per week if they wish to attend other existing courses which can be combined with their personal timetable. 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)
4.2.1.1	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 20th of October). Once the choice of language is introduced, it will not be changed.		
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.		
4.2.1.3	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.	4.3.3	Adding a new option, advanced course or complementary subject in year s7 is not allowed.
4.2.1.4	Pupils following a subject in s7 in a different language from the one they followed it in s6, due to a change of school between year s6 and s7 or staffing imperatives, will take their examinations in the language they are taught in s7. However, upon request, the Director may allow a pupil to take an examination in the language the subject was followed in s6. In this case, internal assessment cannot be assured by either the s6 in the previous school or the current s7 teacher and a second external examiner may be appointed by the Director of the School in consultation with the Inspector responsible for the subject and the European Baccalaureate Unit. In both cases, the provisions in 6.4.6.8 will apply.	**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.
Date and Signature of the legal representative(s) or of the pupil if not being a minor:			

ANNEX I	European School:	Language section:	Surname and first name:

CHOICES OF EXAMINATIONS IN THE 20…. EUROPEAN BACCALAUREATE SESSION

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

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

	Oral : 3 Examinations	Examination	Language of Examination	Extra Language (art. 6.5.1.3)
1.	**L1 or L1 Adv. (compulsory)**			
2.	**L2 or L2 Adv., or** **History 2p or 4p (if not chosen as written examination), or** **Geography 2p or 4p (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 4p option has not been chosen for the written examination**			

Restrictions:

1. Examination 1: Language 1 or Language 1 Advanced
   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 Language 2 Advanced 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 not being a minor:

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[13]

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.[14]

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 10 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 5 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 2 years of continuous and progressive teaching of the language.

Special arrangements are in place for the teaching of the Other National Language, ONL, (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.

[13] Digest of decisions of the Board of Governors of the European Schools, 2019-01-D-35 Language policy of the European Schools
[14] Digest of decisions of the Board of Governors of the European Schools, Chapter XIX 2.3 B

ANNEX IIIa — ORAL ASSESSMENT RECORD SHEET

Model for LIII

LIII Oral Examination Record Sheet – Bacc 2022				
Student:				
Part of examination	**Competence**	**Criteria**	**Points awarded**	
Part 1: 30 **Reading Comprehension** - Comprehension of a non-fictional text (summary; main themes) - Elaboration of the main message(s)	Reading	Candidate demonstrates an **excellent** understanding of the text; **excellent** elaboration of the main messages	27-30	
		Candidate demonstrates a **very good** understanding of the text; **very good** elaboration of the main messages	24-26	
		Candidate demonstrates a **good** understanding of the text; **good** elaboration of the main messages	21-23	
		Candidate demonstrates **a satisfactory** understanding of the text; **satisfactory** elaboration of the main messages	18-20	
		Candidate demonstrates a **sufficient** understanding of the text; **sufficient** elaboration of the main messages	15-17	
		Candidate demonstrates **a limited** understanding of the text; **limited** elaboration of the main messages	9-14	
		Candidate demonstrates **no or very limited understanding** of the text; **no or almost no capacity** to elaborate the main messages	0-8	
Part 2: 40 **Oral Interaction** - Communicative effectiveness - Accuracy of vocabulary - Fluency	Oral Interaction	**Excellent** communication; vocabulary and grammar **excellent; most fluent**	36-40	
		Very good communication; vocabulary and grammar generally **very accurate; largely fluent**	32-35	
		Good communication; vocabulary and grammar **mainly accurate; quite fluent**	28-31	
		Satisfactory communication; vocabulary and grammar **quite accurate; reasonably fluent**	24-27	
		Sufficient communication; **sufficient** vocabulary and grammatical accuracy; **sufficiently** fluent	20-23	
		Limited communication; vocabulary and grammar impede effective communication; related **limited fluency**	10-19	
		No or very limited communication; **even the most basic vocabulary and grammar lacking; no fluency**	0-9	
Part 3: 30 **Understanding Literature**	Spoken Production/ Reading of a literary text	Candidate demonstrates **excellent knowledge** of the set text; **excellent** personal response **excellently supported** by justification	27-30	
		Candidate demonstrates a **very good** knowledge of the set text; **very effective** personal response **very well** supported by justification	24-26	
		Candidate demonstrates a **good** knowledge of the set text; a **good** personal response **well** supported by justification	21-23	
		Candidate demonstrates a **satisfactory** knowledge of the set text; **satisfactory** personal response **quite well** supported by justification	18-20	
		Candidate demonstrates **sufficient** knowledge of the set text; a **fair** personal response supported by **some** justification	15-17	
		Candidate demonstrates a **no or very limited** knowledge of the set text; **limited** personal response and is **largely unable** to justify his/her response	9-14	
		Candidate demonstrates **no or very limited** knowledge of the set text; **no** sense of a personal response	0-8	
Total Points/100				
Examiner:				

EXAMINER:

ANNEX IIIb — ORAL EXAMINATIONS MARK SHEET

Course:

Number of pupils:

Teacher's name:

2nd examiner's name:

Date:

Pupils		**Question No**	**Mark out of 10** **Half marks, rounding upwards**	
Nº	**Name and surname**		**1st examiner (teacher)**	**2nd examiner**

Signatures:

Teacher 2nd examiner

ANNEX IV — MARKING IN SECONDARY YEAR 7 AND CALCULATION OF THE EUROPEAN BACCALAUREATE MARK (Calculation can be changed; marks could be subject to moderation)

	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		
Max	/10 1 decimal	/10 1 decimal	2 decimals	/10 1 decimal	/10 1 decimal	2 decimals		/10 2 decimals	/10 2 decimals	/10 2 decimals	
	a’1	a”1	$\frac{(a'_i + a''_i)}{2} = A^i$	b’1	b”1	$\frac{(b'_i + b''_i)}{2} = B^i$ If long then b” = b’		w	o	*(c x 0.50)+(w x 0.35+ o x 0.15)*	By subject taken
	a’2	a”2		b’2	b”2			w		*(c x 0.50) +(w x 0.35) / 0.85*	
	a’3	a”3		b’3	b”3				o	*(c x 0.50) + (o x 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	
			/100			/100	/100	/100	/100		
	$\sum a' = A'$	$\sum a'' = A''$	$\frac{A' + A''}{2n} \times 10 = A$	$\sum b' = B'$	$\sum b'' = B''$	$\frac{B' + B''}{2n} \times 10 = B$	$\frac{(A \times 20) + (B \times 30)}{(20+30)} = C$	$\frac{\sum w}{n} \times 10 = W$	$\frac{\sum o}{n} \times 10 = O$		
										/100 $\frac{(C \times 50) + (W \times 35) + (O \times 15)}{(50 + 35 + 15)}$	**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) = 0.50 C + 0.35 W + 0.15 O. The final result is expressed out of one hundred (100) and is accurate to two decimal places.

MARKING SCALE in force as from EB 2021

	Grade (S1-S3)	Numerical Mark (S4-S6)	Numerical mark 1 decimal S7 preliminary mark	Numerical mark 2 decimals S7 final mark	Performance Indicator
Excellent though not flawless performance entirely corresponding to the competences required by the subject	A	10 9.0-9.5	9.0-10	9.00-10	Excellent
Very good performance almost entirely corresponding to the competences required by the subject	B	8.0-8.5	8.0-8.9	8.00-8.99	Very good
Good performance corresponding overall to the competences required by the subject	C	7.0-7.5	7.0-7.9	7.00-7.99	Good
Satisfactory performance corresponding to the competences required by the subject	D	6.0-6.5	6.0-6.9	6.00-6.99	Satisfactory
Performance corresponding to the minimum of the competences required by the subject	E	5.0-5.5	5.0-5.9	5.00-5.99	Sufficient
Weak performance almost entirely failing to meet the competences required by the subject	F	3.0-4.5	3.0-4.9	3.00-4.99	Failed (Weak)
Very weak performance entirely failing to meet the competences required by the subject	FX	0-2.5	0-2.9	0.00-2.99	Failed (Very weak)

ANNEX Va — EUROPEAN BACCALAUREATE REGISTRATION FEE

see articles 1–1.3.3.

Session	
2022-2023	99,86 €
2023-2024	101,86 €
2024-2025	103,90 €
2025-2026	105,98 €
2026-2027	108,10 €

ANNEX Vb — ADDITIONAL EXAMINATION REGISTRATION FEE

see articles 13–13.3.1.

Session	
2022-2023	37,42 €
2023-2024	38,17 €
2024-2025	38,93 €
2025-2026	39,71 €
2026-2027	40,50 €

ANNEX VI — ADDITIONAL EXAMINATION APPLICATION FORM (art. 13)

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

SIGNATURE
UNTERSCHRIFT

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

To email address : ES-BACCALAUREATE@eursc.eu

ANNEX VII — PROCEDURE FOR THE REQUESTING OF SPECIAL ARRANGEMENTS IN THE EUROPEAN BACCALAUREATE

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 educational 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) 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 15th of October** 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) together with all supporting documents. All these documents must reach the European Baccalaureate Unit **by the 30th of October**.

Decisions will be made in the Board of Inspectors in February and communicated to the Schools by the end of April on the year when the pupils are in s5.

Urgent requests for special arrangements

In case of urgent requests due to unforeseeable circumstances, namely accidents occurred shortly before the examinations, the School management may grant the Special Arrangements and inform the BAC Unit immediately.

The special arrangements under urgent and unforeseeable reasons are granted for a limited period of time and need to be confirmed for the following examination sessions.

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.

D7 - Extra-time maximum of 25 % for situations of pupils with duly justified dyslexia. In this situation, the Schools must inform the BAC unit. If the Director does not grant the requested extra-time, the request will be submitted to the Bac Unit for analysis of the JBI or the inspector in charge of Special Arrangements.

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: size of paper and font, contrast, alignment, line spacing, spatial presentation and printed pages. A paper and digital Braille version of the exams may also be made available.

I2 - A maximum of 25%**.** of extra time can be granted for the written examinations. For oral examinations, a maximum of 25% of extra time can be granted only for the preparation. The oral examinations will take 20 minutes in any case. The examination time will not be extended.

I3 - Use of a computer or laptop or any approved device and the corresponding approved software to replace handwriting for pupils diagnosed with dyslexia, dysgraphia or any other disorder affecting written expression. The 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, content/skills and not language errors are assessed.

I4 - Use of a spell checker because of dyslexia. This request must be confirmed by the School.

I5 - Disregard of spelling mistakes in language tests/exams in cases of severe dyslexia in case a spellchecker is not granted.

I6 – a) Approved speech-to-text software/device; or

b) a scribe to transcribe word for word the pupil's dictated answers and to read back the pupil's answers where necessary

I7 - An audio recording of answers because a scribe is not available and because of dyslexia.

I8 – a) Approved text-to-speech software/device or

b) a reader to read both the assessment paper and to read back the answers because of severe dyslexia.

I9 - Use of a simple arithmetic calculator, whenever no calculator at all would be allowed, because of diagnosed dyscalculia, because of diagnosed dyslexia, ADHD or Working memory deficit.

I10 - 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.

I11 - A communicator to provide assistance to a hearing-impaired candidate through sign language or lip speaking.

I12 – a) Approved software/applications or

b) a prompter to assist a candidate with severe concentration difficulties or neurological disability in paying attention to the assessment's tasks.

I13 - Written instructions for a deaf or hard of hearing candidate, For those candidates, questions and instructions during oral exams are given in writing, exercises using audio files or videos are replaced by written exercises or pupils receive a script of audio file or video.

I14 - Written answers for oral examinations for a candidate who has severe difficulties in oral expression.

I15 - 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 only be 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 fulfil the following criteria:

- Be up to date. It must not be more than 2 years old, i.e., it must not be dated **earlier** than **October** when in year s3 and not **later** than **October** 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-5 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 be uploaded to a secure e-platform. For other communications, the following address shall be used: 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-5

Orig.: EN

Template for the requesting of special arrangements for the European Baccalaureate cycle (S6-S7)

REQUEST FOR SPECIAL ARRANGEMENTS FOR s6 AND s7

Must be submitted no later than the *15th of* October 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 s/he is not a minor

Name of the pupil:	**Class:** **Section:**	**School:**
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*)

❒	**All tests and examinations during S6 and S7 (excluding Pre-Bac and Bac)**
❒	**Pre-Baccalaureate examinations in S7**
❒	**European Baccalaureate examinations in S7**

For European Baccalaureate examinations, the special arrangement(s) requested is/are for[15] :

Written examinations:		**Preparation of the oral examinations:**	
❒	L1	❒	L1
❒	L2	❒	Oral 2=
❒	Math 3/5	❒	Oral 3 =
❒	Option 1 =		
❒	Option 2 =		

[15] Please tick the subjects for which special arrangements may **possibly** be needed for the European Baccalaureate examinations, it is understood that final choices will be made in S7.

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

Special arrangements requested:

Please, specify (Tick the code identifying each special arrangement in the annex):							
❒ D1	❒ D2	❒ D3	❒ D4	❒ D5	❒ D6	❒ D7	
❒ I1	❒ I2	❒ I3	❒ I4	❒ I5	❒ I6	❒ I7	
❒ I8	❒ I9	❒ I10	❒ I11	❒ I12	❒ I13	❒ I14	❒ I15

Please elaborate (Compulsory if you tick I15):

Supporting documents:

❒ Requested special arrangements are attached in the enclosed letter of application from the PUPIL's LEGAL REPRESENTATIVE(S) OR BY 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 October when in year s3 and not later than October when in year s5)

❒ Other supporting documents

Please, list and give a short description

Signature of the legal representatives of the pupil or by the pupil if s/he is not a minor:

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							
❒ D1	**❒ D2**	**❒ D3**	**❒ D4**	**❒ D5**	**❒ D6**	**❒ D7**	

School recommendations ***(Tick the code identifying each special arrangement in the annex)***						
❒ I1	**❒ I2**	**❒ I3**	**❒ I4**	**❒ I5**	**❒ I6**	**❒ I7**
❒ I8	**❒ I9**	**❒ I10**	**❒ I11**	**❒ I12**	**❒ I13**	**❒ I14**
❒ I15						

Signature of the School:

PART D: After checking that each part of the present document is complete and accurate, please fill in and sign here below:

Names:	**Signatures:**
	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.

D7 - Extra-time maximum of 25 % for situations of pupils with duly justified dyslexia. In this situation, the Schools must inform the BAC unit. If the Director does not grant the requested extra-time, the request will be submitted to the Bac Unit for analysis of the JBI or the inspector in charge of Special Arrangements.

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I1 - Modifications to the format of the examinations: size of paper and font, contrast, alignment, line spacing, spatial presentation and printed pages. A paper and digital Braille version of the exams may also be made available.

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I3 - Use of a computer or laptop or any approved device and the corresponding approved software to replace handwriting for pupils diagnosed with dyslexia, dysgraphia or any other disorder affecting written expression. The 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, content/skills and not language errors are assessed.

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I6 – a) Approved speech-to-text software/device; or

b) a scribe to transcribe word for word the pupil's dictated answers and to read back the pupil's answers where necessary

I7 - An audio recording of answers because a scribe is not available and because of dyslexia.

I8 – a) Approved text-to-speech software/device or

b) a reader to read both the assessment paper and to read back the answers because of severe dyslexia.

I9 - Use of a simple arithmetic calculator, whenever no calculator at all would be allowed, because of diagnosed dyscalculia, because of diagnosed dyslexia, ADHD or Working memory deficit.

I10 - 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.

I11 - A communicator to provide assistance to a hearing-impaired candidate through sign language or lip speaking.

I12 – a) Approved software/applications or

b) a prompter to assist a candidate with severe concentration difficulties or neurological disability in paying attention to the assessment's tasks.

I13 - Written instructions for a deaf or hard of hearing candidate, For those candidates, questions and instructions during oral exams are given in writing, exercises using audio files or videos are replaced by written exercises or pupils receive a script of audio file or video.

I14 - Written answers for oral examinations for a candidate who has severe difficulties in oral expression.

I15 - Others

ANNEX VIIIa — NON EXHAUSTIVE LIST OF AUTHORIZED MATERIAL FOR THE EUROPEAN BACCALAUREATE WRITTEN EXAMINATIONS*

ZUGELASSENE HILFSMITTEL - PERMITTED MATERIAL - MATÉRIEL AUTORISÉ

Subject – Matière – Fach	EN	FR	DE
ANCIENT GREEK **GREC ANCIEN** **ALT GRIECHISCH**	Ancient Greek dictionary	Dictionnaire de Grec Ancien	Altgriechisches Wörterbuch
ART **KUNST**	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 équipements 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.
BIOLOGY **BIOLOGIE**	Technological tool Graph paper Pencils only for graph paper Booklet	Support technologique Papier millimétré Crayons seulement pour papier millimétré Recueil	Prüfung mit technologischem Hilfsmittel Millimeterpapier Bleistifte nur für Millimeterpapier Sammlung
CHEMISTRY **CHIMIE** **CHEMIE**	Technological tool Booklet	Support technologique Recueil	Prüfung mit technologischem Hilfsmittel Sammlung

Subject – Matière – Fach	EN	FR	DE
ECONOMICS **ÉCONOMIE** **WIRTSCHAFTSKUNDE**	Technological tool	Support technologique	Prüfung mit technologischem Hilfsmittel
GEOGRAPHY **GÉOGRAPHIE** **GEOGRAPHIE**	Technological tool Graph paper Pencils only for graph paper	Support technologique Papier millimétré Crayons seulement pour papier millimétré	Prüfung mit technologischem Hilfsmittel Millimeterpapier Bleistifte nur für Millimeterpapier
LATIN **LATEIN**	Bilingual dictionary Conspectus Grammaticalis	Dictionnaire de traduction Conspectus Grammaticalis	Zweisprachges Wörterbuch Conspectus Grammaticalis
MATHEMATICS **3 PERIODS _ PART A** **MATHÉMATIQUES** **3 PERIODES _ PARTIE A** **MATHEMATIK** **3 STUNDEN _ TEIL A**	Examination without technological tool Pencil and ruler Graph paper Formulas Booklet	Examen sans support technologique Crayon et règle Papier millimétré Recueil de formules	Prüfung ohne technologisches Hilfsmittel Bleistift und Lineal Millimeterpapier Formelsammlung
MATHEMATICS **3 PERIODS _ PART B** **MATHÉMATIQUES** **3 PERIODES _ PARTIE B** **MATHEMATIK** **3 STUNDEN _ TEIL B**	Examination with technological tool Pencil and ruler Graph paper Formulas Booklet	Examen avec support technologique Crayon et règle Papier millimétré Recueil de formules	Prüfung mit technologischem Hilfsmittel Bleistift und Lineal Millimeterpapier Formelsammlung

Subject – Matière – Fach	EN	FR	DE
MATHEMATICS **5 PERIODS _ PART A** **MATHÉMATIQUES** **5 PERIODES _ PARTIE A** **MATHEMATIK** **5 STUNDEN _ TEIL A**	Examination without technological tool Pencil and ruler Graph paper Formulas Booklet	Examen sans support technologique Crayon et règle Papier millimétré Recueil de formules	Prüfung ohne technologisches Hilfsmittel Bleistift und Lineal Millimeterpapier Formelsammlung
MATHEMATICS **5 PERIODS _ PART B** **MATHÉMATIQUES** **5 PERIODES _ PARTIE B** **MATHEMATIK** **5 STUNDEN _ TEIL B**	Examination with technological tool: Pencil and ruler Graph paper Formulas Booklet	Examen avec support technologique : Crayon et règle Papier millimétré Recueil de formules	Prüfung mit technologischem Hilfsmittel Bleistift und Lineal Millimeterpapier Formelsammlung
MUSIC **MUSIQUE** **MUSIK**	Pencil MP3 player/audio player; headphones	Crayon Baladeur MP3 /audio ; écouteurs	Bleistift MP3-Spieler/Tonspieler; Kopfhörer
PHYSICS **PHYSIQUE** **PHYSIK**	Technological tool Pencil and ruler Graph paper Formulas Booklet	Outil technologique Crayon et règle Papier millimétré Recueil de formules	Prüfung mit technologischem Hilfsmittel Bleistift und Lineal Millimeterpapier Formelsammlung

Note: Concerning the technological tool, details and specificities of the tool that is allowed for a given session are communicated separately.

EXAMINATIONS WITH NO SPECIFIC MATERIAL ALLOWED	ÉPREUVES N'AUTORISANT AUCUN MATERIEL SPÉCIFIQUE	PRÜFUNGEN OHNE BESONDERE HILFSMITTEL
HISTORY	HISTOIRE	GESCHICHTE
LANGUAGE 1 and LANGUAGE 1 ADVANCED	LANGUE I et LANGUE I APPROFONDISSEMENT	SPRACHE I und SPRACHE I VERTIEFUNG
LANGUAGE 2 and LANGUAGE 2 ADVANCED	LANGUE II et LANGUE II APPROFONDISSEMENT	SPRACHE II und SPRACHE II VERTIEFUNG
LANGUAGE 3	LANGUE III	SPRACHE III
LANGUAGE 4	LANGUE IV	SPRACHE IV
ONL	ONL (ALN)	ALS (ONL)
PHILOSOPHY	PHILOSOPHIE	PHILOSOPHIE

ANNEX VIIIb — NON EXHAUSTIVE LIST OF AUTHORIZED MATERIAL FOR THE EUROPEAN BACCALAUREATE ORAL EXAMINATIONS*

ZUGELASSENE HILFSMITTEL - PERMITTED MATERIAL - MATÉRIEL AUTORISÉ

Subject – Matière – Fach	EN	FR	DE
BIOLOGY **BIOLOGIE**	Technological tool Material provided by the school: - Overhead projector and slides - Any didactical material put at disposal by the teacher	Support technologique Matériel fourni par l'école: - Rétroprojecteur et transparents - Matériel didactique mis à disposition par l'enseignant	Prüfung mit technologischem Hilfsmittel Hilfsmittel von der Schule zur Verfügung gestellt - Overhead-Projektor und Folien - Unterrichtsmaterial vom Lehrer zur Verfügung gestellt
CHEMISTRY **CHIMIE** **CHEMIE**	Technological tool Booklet	Support technologique Recueil	Prüfung mit technologischem Hilfsmittel Sammlung
GEOGRAPHY **GÉOGRAPHIE** **GEOGRAPHIE**	Technological tool Graph paper Pencils only for graph paper	Support technologique Papier millimétré Crayons seulement pour papier millimétré	Prüfung mit technologischem Hilfsmittel Millimeterpapier Bleistifte nur für Millimeterpapier
MATHEMATICS ADVANCED **MATHÉMATIQUES APPROFONDISSEMENT** **MATHEMATIK VERTIEFUNG**	Examination with technological tool: Pencil for the graphs Formulas Booklet	Examen avec support technologique : Crayon pour les graphiques Recueil de formules	Prüfung mit technologischem Hilfsmittel Bleistift für Grafiken Formelsammlung
PHYSICS **PHYSIQUE** **PHYSIK**	Technological tool Material provided by the school: - Overhead projector and slides Any didactical material put at disposal by the teacher	Support technologique Matériel fourni par l'école: - Rétroprojecteur et transparents Matériel didactique mis à disposition par l'enseignant	Prüfung mit technologischem Hilfsmittel Hilfsmittel von der Schule zur Verfügung gestellt - Overhead-Projektor und Folien Unterrichtsmaterial vom Lehrer zur Verfügung gestellt

Note: Concerning the technological tool, details and specificities of the tool that is allowed for a given session is communicated separately.

EXAMINATIONS WITH NO SPECIFIC MATERIAL ALLOWED	ÉPREUVES N'AUTORISANT AUCUN MATERIEL SPÉCIFIQUE	PRÜFUNGEN OHNE BESONDERE HILFSMITTEL
HISTORY	HISTOIRE	GESCHICHTE
LANGUAGE 1 and LANGUAGE 1 ADVANCED	LANGUE I et LANGUE I APPROFONDISSEMENT	SPRACHE I und SPRACHE I VERTIEFUNG
LANGUAGE 2 and LANGUAGE 2 ADVANCED	LANGUE II et LANGUE II APPROFONDISSEMENT	SPRACHE II und SPRACHE II VERTIEFUNG
LANGUAGE 3	LANGUE III	SPRACHE III
LANGUAGE 4	LANGUE IV	SPRACHE IV
PHILOSOPHY	PHILOSOPHIE	PHILOSOPHIE

Schola Europaea

Office of the Secretary-General

Ref.: 2012-09-D-41

Orig.: EN

ANNEX IX

Minutes of the European Baccalaureate session: Procedure

1. Dates of written and oral examinations, communication of the results and proclamation
2. Name of Chairperson of the Baccalaureate, Vice-Chairperson and Examining Board assigned to the School
3. Inscriptions to the Baccalaureate 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 Baccalaureate")
   3.3. Number of candidates with special arrangements
   3.4. Number of drop-outs
   3.5. 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 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 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. Requests for viewing (cf. 6.4.10 and 6.5.6)
8. Detailed results of candidates:
   8.1. Preliminary mark per subject + total preliminary mark
   8.2. Written mark per subject + total written mark
   8.3. Oral mark per subject + total oral mark
   8.4. Final mark
9. Any other information considered necessary.

The minutes should be sent in electronic format to ES-BACCALAUREATE@eursc.eu before the 31st of July.

Schola Europaea
Office of the Secretary-General

European Baccalaureate Unit

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

ANNEX X— HARMONISATION IN THE EUROPEAN BACCALAUREATE CYCLE

APPROVED BY THE BOARD OF GOVERNORS on its Meeting on 15, 16 and 17 April 2015 in 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**
Chapter III, DUTIES AND OBLIGATIONS OF MEMBERS OF STAFF OF THE SCHOOLS **ARTICLE 26** **Class work** 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 2019-09-D-27 "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.

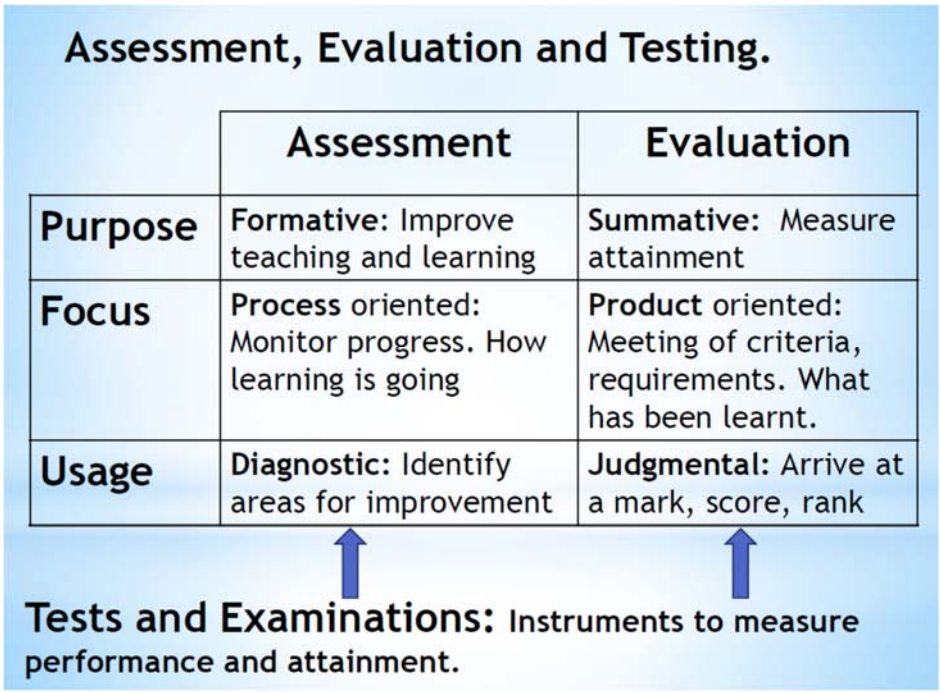
However, harmonisation should not be regarded as a constraint for the teachers and the learners. Teaching and learning styles will still be varied, teaching and learning activities will also be adjusted to the individual needs of learners and differentiation will be a central practice in delivering the 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 of 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 (short and long) must be harmonized within each school. This means that they are identical for all pupils in the same School regardless of 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 "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"[16]

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 "Syllabus for all Languages 2 – Basic course" establishes a common syllabus for all languages 2 containing assessment criteria and examination models.

Document 2010-D-49 "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 of 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 a secure e-platform preferably before the 23rd 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:

[16] http://www.coe.int/t/dg4/linguistic/source/framework_en.pdf

A) A uniform **cover page**, with the *Schola Europaea* logo, stating clearly the year. For s6 papers indication of 1st or 2nd 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.
The templates can be found in the secure e-platform.

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 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[17].

[17] 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