



## European Schools

Office of the Secretary-General

Ref.: 2012-10-D-18-en-1 **(abridged)**

Orig. : FR

## **Arrangements for implementing the Regulations for the European Baccalaureate**

---

(Applicable for the year 2014 Baccalaureate session)

## CONTENTS

Article 1	Entry procedure for the examination
Article 2	Admission to the Baccaalaureate session
Article 3	Nature of examinations
Article 4	Content, level and language of examinations
<del>Article 5</del>	<del>The Examining Board and its responsibilities</del>
Article 6	Detailed rules for calculation of the Baccaalaureate mark and organisation of examinations
Article 7	Communication of the results
Article 8	Absences
Article 9	Procedure in the event of cheating or attempted cheating during examinations
Article 10	Baccaalaureate Certificate and Additional Certificates
<del>Article 11</del>	<del>Payment of expenses</del>
Article 12	Complaints and Appeals
Article 13	Additional Written Paper
<del>Article 14</del>	<del>Distance Learning</del>
<del>Article 15</del>	<del>Transitional and final provisions</del>

### Annexes

Annex I	Choice of examinations in the Baccaalaureate
Annex II	Definition of the level of the languages in which an examination may be taken
<del>Annex III</del>	<del>Written examinations mark sheet</del>
<del>Annex IV</del>	<del>Oral examinations mark sheet</del>
<del>Annex V</del>	<del>Front page of the examination papers</del>

## ARTICLE 1

### ENTRY PROCEDURE FOR THE EXAMINATION

#### 1.1 Entry procedure

- 1.1.1 Candidates must register before 15 October of their final school year.
- 1.1.2 Candidates must supply either the original or a certified copy of a document attesting to their personal particulars (birth certificate, certified photocopy of an official document, etc.).
- 1.1.3 The registration fee is fixed at €80.32 [BAC 2014] per candidate. It is payable by 31 March [BAC 2014] of the final school year at the latest. In the event of failure this fee will not be reimbursed.
- 1.1.4 The registration fees will be converted into the currencies of those countries not using the Euro.

#### 1.2 Choices of examinations

- 1.2.1 Candidates must choose the examinations which they wish to sit at the time of registering for the examination. Once made these choices cannot be changed. They must be communicated to the Office of the Secretary-General of the European Schools by 31 October at the latest (see Annex I)
- 1.2.2 The choice form attached in Annex I will be given to candidates at the end of year 6.

#### 1.3 Special arrangements

Candidates with special needs may qualify for particular adjustments for the taking of the examinations, subject to the conditions laid down by the decision of the Board of Governors on special arrangements for candidates with special needs<sup>1</sup> and by the decision of the Board of Governors on integration of students with special needs into the European Schools<sup>2</sup>.

---

<sup>1</sup>Document 2009-D-559-en-3

<sup>2</sup>Document 2009-D-619-en-3

## ARTICLE 2

### ADMISSION TO THE BACCALAUREATE SESSION

#### 2.1 Prerequisite for admission to the Baccalaureate session

Regular and consecutive attendance at classes in years 6 and 7 of the secondary section

(see Article 4 of the Regulations for the European Baccalaureate).

#### 2.2 Retaking the Baccalaureate when already awarded

A candidate who has already been awarded the Baccalaureate may not take the Baccalaureate examinations for a second time.

## ARTICLE 3

### NATURE OF EXAMINATIONS

#### 3.1 Harmonisation and equivalence

3.1.1 The following can be the subject of written and oral examinations

- compulsory subjects (with the exception of physical education and religion/ethics)
- options
- advanced subjects

3.1.2 Both a written examination and an oral examination will be taken in Language 1 (basic course or advanced course, if the latter is followed by the candidate). A written examination alone will be taken in Language 2 (basic course or advanced course, if the latter is followed by the candidate), although an oral examination may also be taken in this subject if the candidate so chooses. Two examinations may not be taken in any other subject.

Mathematics is regarded as a scientific subject within the meaning of Article 5 of the Regulations for the European Baccalaureate.

#### 3.2 All examinations carry a weighting of 1.

#### 3.3 Uniformity of examinations

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

Although the examinations in Languages 1, 2, 3 and 4 are different in so far as the question papers are set with reference to texts in the original language, their setting is not, however, exempt from the requirement to follow the general criteria for harmonisation.

3.3.2 In Language 1, basic course, a uniform examination will be taken by all the students in the same language section. The same applies to Language 1, advanced course.

3.3.3 In foreign languages, a uniform examination will be taken in each language and at each level by candidates from all language sections.

## ARTICLE 4

### CONTENT, LEVEL AND LANGUAGE OF EXAMINATIONS

**4.1 The examinations will normally cover the year 7 syllabus, but will also test knowledge gained in previous years, especially year 6.**

#### **4.2**

4.2.1 The examination in each individual subject must be taken in principle at the level and in the language followed in years 6 and 7.

4.2.2 If a course is taught in more than one language in a class, a candidate may choose to take the examination in any one of the languages used. The Office will be notified of the languages used in class and chosen by candidates at the time of registration.

4.2.3 Requests for waivers, in respect of both level and language, submitted at the end of year 6 must be accompanied by the Class Council's opinion. They will be examined by the Director, who will decide.

4.2.4 Between secondary years 6 and 7, very few changes of choice are possible:

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

A change to a more advanced course is conditional upon the passing of an attainment test demonstrating the student's ability to keep up successfully with the course requested.

The substitution of one option for another is not permitted.

4.2.5 The changes requested must comply with the administrative provisions in force.

4.2.6 Dropping an option is possible, provided that there is compliance with the administrative provisions, more particularly the minimum number of periods required.

4.2.7 Students must be informed of these restrictions at the time when they make their choices, on going into year 6.

(...)

## ARTICLE 6

### DETAILED RULES FOR CALCULATION OF THE BACCALAUREATE MARK AND ORGANISATION OF EXAMINATIONS

#### 6.1 Final marks

6.1.1 The following three factors are taken into consideration for the Baccalaureate:

- 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 whole numbers.

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

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

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

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

6.1.3 The mark for each subject in the School Report will thus be calculated as follows:

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

#### 6.2 Preliminary mark

The preliminary mark is made up of the following:

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

### 6.3 Class marks

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 7, with the exception of religion/ethics, at the end of each semester.

These marks must reflect candidates' performance in class work.

The class mark for the year will be the arithmetical average of the two A marks given by the subject teacher at the end of each semester.

### 6.4 The marks for the part examinations

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

#### 6.4.1 The part examinations will be organised as follows:

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

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

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

The time allowed for each part examination will correspond to that for the written examination in the Baccalaureate. The time allowed for the advanced Language 1 and advanced Language 2 examinations will be four hours per examination.

The long part examinations must be harmonised<sup>5</sup> within each School.

#### 6.4.2

- a) In philosophy (2 periods) and in advanced mathematics, a short written examination will be organised as part of the normal school week at the end of each semester. The time allowed will be two consecutive teaching periods. The final B mark will be the arithmetical average of the two semester B marks
- b) In biology, history and geography (all with two periods a week), two short written examinations lasting one teaching period will be organised as part of the normal

---

<sup>3</sup>A definition of the level of the languages is given in Annex II to this document.

<sup>4</sup>A definition of the level of the languages is given in Annex II to this document.

<sup>5</sup>For languages (see 3.3.1), harmonised examination means examination of the same type and of the same level but not necessarily identical.



timetable in the course of each semester. The final B mark will be the arithmetical average of the four semester B marks.

- c) For additional courses, a single short written examination lasting one teaching period will be organised at the end of each semester. The final B mark will be the arithmetical average of the two semester B marks.
- d) For physical education the following arrangements will apply:  
The B mark shows the results of the test held at the end of each unit of instruction. These tests are purely practical, involving no written work of any kind.

#### 6.4.3

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

#### 6.4.4

The part examination scripts will be filed so that the Examining Board for the end-of-year examinations may refer to them.

### 6.5 Written examinations

#### 6.5.1 Number and nature of written examinations

6.5.1.1 Candidates will take five written examinations:

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

6.5.1.2 Restrictions for compulsory subjects and for options

- Written examinations 1 and 2:

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

- Written examinations 4 and 5:

The choice of options will have to be made at the time of registering for the examination. The choice may not be changed during the school year.

## 6.5.2 Time allowed for written examinations

Language 1	4 hours
Advanced Language 1	4 hours
Advanced Language 2	4 hours
5-period Mathematics	4 hours <sup>6</sup>
Art	5 hours <sup>7</sup>
All other subjects	3 hours

## 6.5.3 Proposals for questions

6.5.3.1 For each subject in the written examinations the Schools designated by the Office will make available a set of proposals for questions to the relevant Inspector and to the experts concerned by 15 November at the latest. The Schools will make every effort to ensure compliance with Article 5.7 at that stage already.

Should an examination be organised in only one School, it is particularly important for the Committee of Experts 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.

6.5.3.2 The proposals for questions made jointly by the various language sections will be sent to the Inspectors in the vehicular languages and in the original language, which must be indicated. The necessary translations will be made by the teachers in the School concerned. In cases where the subjects are not taught in the vehicular languages in a School, the proposals must be forwarded in at least one of those languages.

6.5.3.3 Suggested questions must be typed on a computer and presented in such a way that, if chosen, the texts, figures and/or diagrams which they contain can easily be used in setting the examination paper.

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

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

Marking scheme and scale will be provided for each paper. The allocation of marks must be indicated on the question sheet.

6.5.3.5 The special provisions for each subject will be determined by the Board of Inspectors, including a list of the equipment which candidates will be permitted to use during the examinations. These provisions will be communicated to the Schools.

6.5.3.6 The questions proposed may not be used in class during the year<sup>8</sup>.

---

<sup>6</sup>For details concerning the Mathematics examinations, reference should be made to document '2010-D-441-en-5', approved by the Board of Governors at its meeting of 14-16 April 2010.

<sup>7</sup>For details concerning the Art examinations, reference should be made to document '2009-D-579-en-2', approved by written procedure 2009/34 on 13 November 2009.

<sup>8</sup>For details concerning the Art examinations, reference should be made to document '2009-D-579-en-2', approved by written procedure 2009/34 on 13 November 2009.

6.5.3.7 Schools may not inform each other of the questions which they have sent to the Inspectors.

Each School is bound to secrecy for its own set of questions.

Questions which are not selected may be used freely by the teachers submitting them, once the Baccaureate examination for the year in question has finished.

#### **6.5.4 Finalisation of questions**

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

6.5.4.2 The question papers for the examinations will be sent in sealed envelopes. The envelopes will be opened on the day of the examination in the presence of the Vice-Chairman or the Director of the School.

#### **6.5.5 Beginning of the written examinations**

The written examinations will start at 9.00 or at 14.00 on the continent and at 8.00 or at 13.00 at Culham.

#### **6.5.6 Conduct of the written examinations**

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

6.5.6.2 Candidates must use paper provided by the School for all their work, i.e. both for the script handed in and for rough work.

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

6.5.6.4 Use of a mobile phone in the examination room is prohibited.

6.5.6.5 Scripts handed in at the end of the examination must be written in ink, pencil being unacceptable.

6.5.6.6 When the examination paper provides a choice of questions or groups of questions, candidates must indicate the numbers of the questions chosen on the covering sheet which they receive.

6.5.6.7 A candidate who has followed in a foreign language an option course normally taught in his/her Language 1 but not organised in this language in the School attended may, at his/her request, have two sets of examination questions, one in his/her Language 1, the other in the language in which the course has been followed. The same will apply to candidates who start their education in the European Schools in secondary year 6 and who do not have their own language section in the School (SWALS).

The candidate is required to answer the examination questions in the language in which he/she has followed the course.

The candidate may use a bilingual dictionary (Language 1 ↔ language of the course.)

### **6.5.7 Invigilation of the written examinations**

- 6.5.7.1 Invigilation in the examination room will be carried out by teachers who do not teach the subject being examined, with the exception of art.
- 6.5.7.2 The Director of the School is charged with organisation of invigilation of the written examinations.
- 6.5.7.3 Invigilators must focus their attention on the candidates at all times.
- 6.5.7.4 Invigilators may not answer any questions from candidates relating to the examination. However, they may give any information which has been authorised by the Vice-Chairman of the Examining Board.

### **6.5.8 End of the written examinations**

- 6.5.8.1 A candidate who wishes to hand in his/her script early may not leave his/her seat until his/her script has been accepted by an invigilator.
- 6.5.8.2 So as not to disturb the conclusion of the examination candidates may not leave their seats during the last ten minutes
- 6.5.8.3 The time appointed for the end of the examination must be strictly adhered to. Candidates must take care to hand in all parts of their answers at the time appointed for the end of the examination. No part of an answer handed in subsequently will be taken into consideration.
- 6.5.8.4 When a candidate hands in his or her script, he/she must check that the choice of questions which he/she has answered has been clearly indicated on the covering sheet provided for that purpose.
- 6.5.8.5 After the end of the examination candidates may take the question papers with them.
- 6.5.8.6 The School will ensure that the envelopes containing both the examination scripts and the marks and comments bear a stamp, which will mention:
  - the School, subject and language section
  - the number of examination scripts
  - the name of the subject teacher
  - the name of the external marker
  - the name of the relevant Inspector.

### **6.5.9 Marking of written examination papers**

- 6.5.9.1 Each of the written examinations will be marked twice, or three times if necessary.
- 6.5.9.2 Scripts will be marked, in accordance with the criteria established by the relevant Inspectors. Each script will be marked on a scale of 0 to 10. The mark may include only one decimal place.

- 6.5.9.3 No visible marks may be made on the script during this marking. The markers will complete the correction of each individual script with a mark justified in writing and will enter the marks awarded by them on a mark sheet (see Annex III).
- 6.5.9.4 The two markers' mark sheets and comments will be communicated to the Inspectors responsible for the different subjects.
- The School will retain the originals of the examination scripts.
- The script(s) of the examination paper(s) to be marked, together with the question papers, the correction criteria and the marking schemes for the examinations in questions will be made available to the Inspectors.
- 6.5.9.5 The scripts will then be marked, by each of the two markers, who will not be aware of the marks given by the other marker, using the criteria laid down in 6.5.9.2.
- 6.5.9.6 After the two markers have returned the marked scripts to the relevant Inspector, the latter will collate all the marks.
- 6.5.9.7 The final mark for each examination will be the arithmetical average of the marks thus awarded. This mark must have two decimal places. Any rounding off must be upwards.
- 6.5.9.8 However, if the difference between the marks awarded by the two examiners is still appreciable, the relevant Inspector may call on a third marker. In cases where the difference is greater than two marks, the script must be marked a third time.
- If the script is marked three times, account should be taken of the following instructions:
- When correcting a script, the third marker should be in possession of the marks awarded and comments made by the first two markers.
  - The mark given by the third marker should be within the range of the marks awarded by the other two markers.
  - The final mark for the paper will be the one awarded by the third marker.
  - All the markers will be informed of each other's comments.
- 6.5.9.9 After the second marking (or third, where applicable), the relevant Inspector will immediately send to the Baccalaureate Unit the marks for the examination scripts and the markers' comments. The Baccalaureate Unit will in turn send them in due time to the Schools concerned.
- 6.5.9.10 Subject teachers will not be informed of candidates' final marks or of the comments, (see 6.5.9.3) until the last day of the oral examinations.
- 6.5.9.11 The examination scripts, the signed mark sheets for each subject, the markers' comments on the candidates' performances and reports on particular events occurring during the examinations will be filed and kept in the School for at least three years after the Baccalaureate and, should a complaint or appeal have been lodged with the Complaints Board, until such time as a final ruling has been given by the latter.

### 6.5.10 Viewing of scripts after marking

In principle candidates may view their scripts and the total marks awarded by each marker (first, second and, where relevant, third marker) at the end of the Baccalaureate session.

The Director must inform students and their parents of their right to view the scripts and must state very precisely when candidates will be able to have access to the said documentation, during the three working days following the proclamation of the results of the examination.

## 6.6 Oral examinations

### 6.6.1 Number and nature of oral examinations

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

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

History (2 or 4 periods) or

Geography (2 or 4 periods)

3. Advanced mathematics or

Philosophy (2 or 4 periods) or

Language 3 or

Language 4/ONL or

Biology (2 or 4 periods) or

Chemistry (4 periods) or

Physics (4 periods)

6.6.1.2 Restrictions for compulsory subjects and for options

- Examination 1: Language 1 or Advanced Language 1

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

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

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

The other candidates will take an examination in either Language 2 or history (2 or 4 periods) or geography (2 or 4 periods). It is possible for candidates to take the history or geography oral examination only provided that they have not chosen to take 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 take an examinations 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.

### **6.6.2 Time allowed for oral examinations**

Oral examinations will last 20 minutes, including marking. Before each examination candidates will be allowed approximately 20 minutes' preparation time.

### **6.6.3 Examination questions**

6.6.3.1 The examination will be based on questions and working documents which candidates will draw by lot.

6.6.3.2 The examination questions will be proposed by the subject teacher:

1. All the questions set must cover the syllabus.
2. Each candidate will draw a question by lot from amongst the questions set: the number of questions and their content will be identical for each draw.
3. There will be the same number of questions as candidates, plus five. However, for large groups, the number of questions may be limited to 20. Each question will be numbered. The special provisions for each subject will be determined by the Board of Inspectors.

6.6.3.3 The examination questions and the parts of the syllabus covered in class or through distance teaching (authors, works) will be handed in by the subject teacher to the Director of the School by 15 March.

6.6.3.4 All questions and working documents must be clearly legible, i.e. good photocopies or typed on a computer.

6.6.3.5 The Director of the School will be responsible for forwarding the examination questions and the parts of the syllabuses covered to the Office of the Secretary-General, with a view to making them available to the Inspectors and the external examiners.

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

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



#### **6.6.4 Conduct of the oral examinations**

- 6.6.4.1 The oral examinations will be conducted by two examiners: the candidate's teacher and an external examiner. During the examination the external examiner will have equal status with the subject teacher.
- 6.6.4.2 The Chairman of the Examining Board and the Director of the School concerned may attend the oral examinations. The Chairman of the Examining Board may, in specially justified cases and with the candidate's consent, authorise another person to be present during oral examinations.
- 6.6.4.3 Preparation for the oral examinations will be supervised, if possible, by teachers whose subject is not being examined.
- 6.6.4.4 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.
- 6.6.4.5 Each candidate will draw by lot an envelope containing a number. The envelopes will carry no distinctive signs of any kind. The candidate will then receive the question corresponding to the number. The envelope will be put back amongst the others before the next candidate arrives.
- 6.6.4.6 Candidates may reject the first question they pick. In that case, they will lose 20% of the marks awarded for the second question chosen, which must be different from the question rejected. The examiners will record the refusal on the mark sheet. The corresponding reduced mark will be calculated by the School.
- 6.6.4.7 During the examinations candidates may use the document(s) supplied and any notes made during the preparation period.
- 6.6.4.8 At the beginning of the examination the candidate must be given the opportunity to set out his/her own ideas on the question asked, which involves more than simply reading out the notes made during the preparation period. If the candidate is incapable of taking the initiative himself/herself, the examiners should help him/her by asking questions. The examination should gradually take the form of a dialogue between the candidate and the two examiners.

#### **6.6.5 Marking of the oral examination**

- 6.6.5.1 The examination should give the candidate the opportunity to demonstrate the knowledge acquired in the examination subject and his/her ability to use the methods employed in the subject. The assessment criteria are set out in the special provisions for each subject.
- 6.6.5.2 For candidates for whom the oral examination is conducted in a language other than L1, the criteria for assessment (except for examinations in modern languages) are the subject-related content of a candidate's performance and the marking should not be influenced by possible deficiencies in the candidate's linguistic competence, unless communication with the examiners is impaired by such deficiencies.
- 6.6.5.3 Both examiners individually will mark each examination on a scale of 0 to 10. Half-marks are allowed. This mark-awarding procedure includes a discussion of the candidate's performance. It is recommended that in the first examinations in a subject the final mark should only be determined after three candidates have been examined. The final mark will be the arithmetical average of the marks awarded.



This average may include onedecimal places (see Annex IV). Rounding off will be upwards.

## ARTICLE 7

### COMMUNICATION OF THE RESULTS

- 7.1 The Director of the School shall convene a meeting, which he/she will chair, in order to announce the detailed results by subject of all the candidates.

The following shall be invited to this meeting:

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

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

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

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

Candidates who obtain a final mark of 60% or more will be deemed to have passed the examination in accordance with Article 5(4) of the Regulations for the Baccalaureate.

- 7.3 The results of the candidates who have taken the Baccalaureate examination will be displayed at a time and a place arranged in advance by the School, so that candidates may consult them before the proclamation.

## **ARTICLE 8**

### **ABSENCES**

#### **8.1 Absences without a valid reason**

##### **8.1.1 Part examinations**

A candidate who is absent without a valid reason for one or more part examinations in year 7 will not be allowed to take the Bacculaureate examinations.

##### **8.1.2 Written or oral examinations**

Candidates who are absent from a written or oral examination without a valid reason will be automatically excluded from the Bacculaureate examination.

#### **8.2 Absences for a valid reason**

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

##### **8.2.2 Part examinations and semester marks**

If candidates are absent from part examinations they must sit a new examination. The dates for such substitute examinations will be decided by the Director.

###### **8.2.2.1 Short part examinations**

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

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

8.2.2.1.3 Candidates who miss both sets of part examinations are not eligible to enter for the Bacculaureate final examinations.

###### **8.2.2.2 Long part examinations**

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

###### **8.2.2.3 A marks**

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

8.2.2.3.2 If this absence means that a student cannot be awarded A marks for class work in the second semester either, it will not be possible for him/her to take the Bacculaureate examinations in that year.

8.2.2.4 Exemptions from regular attendance at physical education classes.

- 8.2.2.4.1 If candidates are exempted from regular attendance at physical education classes 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 classes in both semesters, this subject will be disregarded in calculating the preliminary mark.
- 8.2.2.5 The Vice-Chairman of the Examining Board will be informed of the cases referred to in 8.2.2.1.1., 8.2.2.1.2., 8.2.2.3.1. and 8.2.2.3.2.
- 8.2.3 Written and oral examinations.
  - 8.2.3.1 The Board of Inspectors may in special duly justified cases give candidates who have been unable to sit one or more written examinations the opportunity to take a substitute examination or substitute examinations during the same session or, if necessary, in September. The substitute examinations will start at the times laid down in Article 6.5.5.
  - 8.2.3.2 If candidates are absent from one or more oral examinations for a valid reason, the Chairman of the Examining Board or the Vice-Chairman in office or the Director may give them the opportunity to take a substitute examination or substitute examinations during the same session or, if necessary, in September

## **ARTICLE 9**

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

#### **9.1 Part examinations**

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

#### **9.2 Baccalaureate examinations**

In the event of cheating or attempted cheating in Baccalaureate examinations, the Chairman of the Examining Board or the Vice-Chairman representing him/her or the Director of the School's Examination Centre is authorised to take measures which could entail exclusion from the examination.

#### **9.3 Candidates will be made aware of these provisions before the examinations.**

## ARTICLE 10

### BACCALAUREATE CERTIFICATE AND ADDITIONAL CERTIFICATES

#### 10.1 Baccalaureate Certificate

10.1.1 The Baccalaureate Certificate which is awarded to a candidate who has passed the examination will specify the subjects studied in years 6 and 7 and the ones in which he/she has been examined.

10.1.2 The Baccalaureate Certificate 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.

#### 10.2 Additional certificate

10.2.1 The Secretary-General of the European Schools will attach to the Baccalaureate Certificate a further certificate, indicating the mark obtained in each subject.

10.2.2 This certificate will be issued to any student who so requests, irrespective of whether he/she has passed the examination, in the European Union language of his/her choice.

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

#### 10.3 Subjects not included in the Baccalaureate

As regards subjects not included in the examinations for the Baccalaureate, the School will, at the Baccalaureate-holder's request, attach to the Baccalaureate Certificate an official attestation specifying the additional subjects that have been studied up to the end of years 5, 6 and 7 and the marks obtained.

(...)

## ARTICLE 12

### COMPLAINTS AND APPEALS

- 12.1 Complaints and appeals concerning the European Baccalaureate examination must be made through the Director of the School attended by the candidate to the Chairman of the Examining Board, by any candidate who claims that a procedural irregularity was prejudicial to him/her. The claim should be made not later than seven calendar days after the candidate has been informed of the examination result. 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.  
If the candidate is under 18, the complaint or appeal must be lodged by his/her legal representative.
- 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.
- 12.3 The complaint or appeal must be made in writing and must state the reasons therefor.
- 12.4 On a proposal from the Secretary-General of the European Schools, the Chairman of the Examining Board will decide whether the candidate is to be offered a re-examination or whether the complaint or appeal is to be dismissed.  
The decision thus adopted will be communicated to the candidate 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 will apply to all candidates whose examinations suffer from the same procedural irregularity.

## ARTICLE 13

### ADDITIONAL WRITTEN PAPER

- 13.1 In particular cases, European School students in the final school year may register for the European BaccaLaureate in an additional option subject, whether or not they have attended a course in the subject in question in the School.
- 13.2 Admittance to this additional BaccaLaureate examination may be authorised only if documentation is provided to show that an examination in the subject is part of the conditions for admission to the higher education course on which the student wishes to embark.
- 13.3 As far as reasonably possible, applications to register for an additional written paper must be submitted by 15 October, the deadline for registration for the BaccaLaureate. In duly justified special cases, applications may be accepted up to 31 October.
- 13.3.1 The registration fee for the single subject is fixed at €25.00, to be added to the registration fee for the BaccaLaureate.
- 13.3.2 The School will submit applications to register for an additional written paper 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 take this type of examination, completing the ad hoc document and attaching the supporting documentation provided by the student.
- 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 marked twice, in the same conditions as normal BaccaLaureate examination scripts.
- 13.5 The result in this additional examination will not be included for purposes of calculating the general mark appearing on the candidate's BaccaLaureate certificate, but will be shown on an official attestation signed by the Director of the School's Examination Centre.
- 13.5.1 The model attestation will be drawn up by the Office of the Secretary-General and sent to the Schools by the latter. The candidate will receive the attestation at the same time as the European BaccaLaureate certificate.

(...)

## ANNEX I

**EUROPEAN SCHOOL:** .....

**Surname and first name:** .....

**Language section:** .....

### CHOICE OF EXAMINATIONS IN THE 20... BACCALAUREATE

Written: 5 examinations
-------------------------

1	L1/Adv. L1 (compulsory)	.....
2	L2/Adv. L2 (compulsory)	.....
3	Mathematics 3 p.or 5 p.	.....
4	Option 4 p.	.....
5	Option 4 p.	.....

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

3. An oral examination may not be taken in any of the subjects taken as one of written examinations 3, 4, 5.

4. It is not permissible to be examined at two different levels in any one subject



Oral: 3 examinations

1	L1 or Adv. L1 (compulsory)	.....
2	L2 or Adv. L2 (compulsory) or History 2 p. or 4 p. (if not chosen as written examination) or Geography 2 p. or 4 p. (if not chosen as written examination)	.....
3	Advanced mathematics (compulsory) or Biology 2 p. or 4 p.* or Philosophy 2 p. or 4 p.* or Chemistry* or Physics * or Language 3 * or Language 4/ONL*  * only if the 4-p. option has not been chosen for the written examination	.....

Restrictions:

1. Examination 1: Language 1 or Advanced Language 1  
Candidates who have followed the advanced course will be compulsorily examined on that course and not on the basic course.
2. Examination 2: Language 2 or Advanced Language 2 or Geography or History  
Candidates who have followed the Advanced Language 2 course and who wish to choose L2 for their second oral examination will be required to take an examination on that course, and not on the basic course.  
  
The other candidates will take an examination in either Language 2 or history (2 or 4 periods) or geography (2 or 4 periods). It is possible for candidates to take the history or geography oral examination only provided that they have not chosen to take the subject in question as a written examination.
3. Examination 3  
Candidates who have followed the advanced course in mathematics will be compulsorily be examined on that course.  
Candidates who have not followed the advanced course in mathematics will be required to take an examinations 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.

## ANNEX II

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

In years 6-7, the rules are as follows:

- L1 is the language of the student's section and the teaching takes as its starting point a standard consistent with 10 years of continuous and progressive mother tongue teaching<sup>9</sup>. It is compulsory up to the Baccalaureate according to the choice made by the student on entry to the School.
  
- L2 is normally DE, EN or FR but may be any official language of the European Union countries (+ Irish) not yet being studied as L1 and the teaching takes as its starting point a standard consistent with 10 years of continuous and progressive teaching of the language.
  
- L3 is an option and the teaching takes as its starting point a standard consistent with 4 years of continuous and progressive teaching of the language.
  
- L4 is an option and the teaching takes as its starting point a standard consistent with 2 years of continuous and progressive teaching of the language.

---

<sup>9</sup> For students in a School with no section corresponding to their mother tongue, special regulations are applicable - see *Document 1998-D-64*