

### Instructions for the request of Special Arrangements for the European BAC cycle

Dear parents,

The Jointed Teaching Committee of 9<sup>th</sup> and 10<sup>th</sup> October 2014, has approved the documents that are now part of a file, necessary when requesting extra measures for your child, for the examinations in years 6 and 7 of the European Baccalaureate. For further information, please refer to the document “**Policy on the Provision of Educational Support in the European Schools**” (2012-05-D-14-EN-9) found on the site of the school [www.euroschool.lu](http://www.euroschool.lu)

The file required is composed of the following 4 documents, that have to be written or filled-in, and returned to the school for not later than **15<sup>th</sup> October 2020**.

→ An application letter in which you ask the Board of Inspectors to award your child the requested measures. The document “Annex – Codes” (page 5) of the template attached to this letter will help you complete the application letter, as you will need to transcribe the measures corresponding to your child out of those listed there.

→ Authorization to release confidential information (to be completed and signed).

→ Request for Special Arrangements in s6 and s7. Please fill-in pages 2 and 3. Page 4 is to be filled-in by the school, except for the part where you need to sign.

→ A justifying medical / psychological / psycho-educational and / or multidisciplinary report, which must fulfill the following criteria:

→ *Be up to date. It must not be more than two years old, i.e., 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 paper with letter head, signed and dated.*

→ *If not written in one of the working languages, be accompanied by an official translation into French, English or German.*

→ *State the title, name and professional credentials of the expert(s) who has/have undertaken the evaluation and diagnosis of the pupil.*

→ *Provide a clear diagnosis according to DSM-V or ICD-10 (10th revision of the International Statistical Classification of Diseases and Related Health Problems, a medical classification list by the World Health Organization (WHO)).*

→ *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 standardized 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.*

Please find attached a five page document to be completed as referred above, and which must **be returned to the school as part of the completed file by October 15<sup>th</sup> 2020.**

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

We inform you that, according to the document 2016-03-LD-16-en-MB/cc, 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.

If you have any questions, please contact our Pupil support coordinator, Mrs. Frédérique Duchesne at [frederique.duchesne@eursc.eu](mailto:frederique.duchesne@eursc.eu)

Best regards,

A handwritten signature in blue ink, appearing to read 'M. Alberici', is positioned above the typed name.

**Marco ALBERICI**  
**Deputy Director**

Copy: Mr Wedel, Mrs Putseys, Mrs Duchesne, Mr Alcazar