

1. S7 students with exams in the Salle des Fêtes will access through the usual secondary gate and immediately turn right towards the Salle des Fêtes.  
S7 students with exams in the G gym hall will access directly from the boardwalk into the gym building (a Securitas guard will be present to check badges).
2. Exam questions are distributed face down and are turned over at the given signal. Please fill in CAPITAL on each A3 sheet:
  - 1) your surname
  - 2) your name
  - 3) BAC ID (see the "BAC ID" card that will be distributed to you)
  - 4) date of birth
3. In case of illness, please call the school half an hour before the exam at **43 20 82 223** and give the secretary your name, your language section, the subject AND the name of the teacher. A medical certificate must be brought to the school on the same day or the day after, at the latest.
4. You may only use the paper supplied by the school. You may not take paper from the examination away from the room. Exam answers must be written in black or blue ink. Students must present readable scripts.
5. Books, notes, mobile phones, watches, unauthorised calculators and all other forms of electronic devices are not allowed in the examination area (It is advised to put everything in the lockers even wallets and mobile phones). Bags, coats and mobile phones (switched off) that are not in your locker must be left in the cloakroom **before entering the examination hall**. The school declines all responsibility in case of loss or theft. You may not go to your bags or coats during an examination without the express permission and presence of an invigilator. No items are allowed on the floor by your desk. If you ignore these rules you risk having your examination declared void and not receiving your Baccalaureate (see article 9).
6. During an examination, no communication with other candidates is permitted, you are not allowed to borrow items from other candidates or in any way disturb other candidates. All questions must be directed at the invigilators.
7. You may not leave the examination, nor hand in your exam answer paper during the first hour (60 minutes) of an examination.  
After the first hour you may hand in your answer paper, as soon as you finish, to the invigilator at the invigilators' desk. You must then **leave the building immediately (through level -1 if you are in the salle des fêtes)**. During the last 10 minutes you must remain at your desk and an invigilator will come and collect your answer paper. You must stop writing once an examination has been declared finished by the invigilators.
8. You may go to the toilet at any time after having been registered on the ad hoc register (allowed 1 hour after the start of the examination). Only one person is allowed in the toilets at a time so you might have to queue. Talking in the toilet queue is strictly forbidden. You may not take anything into the toilets.
9. The only drink permitted in the examination is water in a plastic bottle. Cans and glass bottles are not allowed. If a student needs to consume food during the exam, this must be placed on his/her desk and pupils may momentarily remove their mask to eat and replace it immediately. Students should not disturb other candidates by opening packets. Only small snacks (like candy or muesli bars, dry fruits and similar) are allowed; invigilators might take some food items away if they are not considered as appropriate.
10. According to the syllabus and decisions of the Board of Governors only the use of ***TI-Nspire CX CAS calculator equipped with version 4.5.2.8 or higher TI-Nspire software or a TI-Nspire CX II-T CAS calculator, equipped with version 5.1.3.73 or higher TI-Nspire software*** are permitted during Mathematics, Biology, Chemistry, Geography, Physics and Economics examinations. This calculator has a special examination mode which allows users to block any stored data without erasing it from the machine. Pupils are responsible to arrive for the examination with the battery of the calculators fully charged, or with spare batteries.  
Pupils must come to the examination with calculators in "Normal" mode (light off), without the cover and switched off. At the start of the exam a procedure will be ordered (already made clear by your teachers) to turn calculators in "Press-to-test" mode.
  - A control of all calculators will be carried out at the beginning of the examination.
  - Candidates cannot share calculators. Only one calculator is authorised for each candidate.
  - Students with other calculators will be considered to have broken rule 4 above.
11. If you arrive late you may not be permitted to sit the examination. It is for the Chairman or Vice Chairman of the Baccalaureate examination board to decide if the reason for your late arrival is valid. Only they can decide whether you will be allowed to sit the exam and whether you will be allowed extra time.
12. In case of a complaint, article 12 explains the procedure to follow.

## ARTICLE 9

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

#### 9.1 Pre-Baccalaureate examinations

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

#### 9.2 European Baccalaureate examinations

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

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

## ARTICLE 12

### COMPLAINTS AND APPEALS

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

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

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

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

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

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

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

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