

1. You must have your student card or another form of identification with you.

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" written on your desk)
- 4) date of birth

Students should also number each page of each booklet, counting the total number of pages written and writing the corresponding page number of the total number of pages written (e.g. 1/8, 2/8, 3/88/8.).

3. In case of illness, please inform (if possible half an hour before the test) by e-mail the educational advisers LIST-LUX-SEC-EDUCATIONAL-ADVISOR-ALL@eursc.eu and the assistant to the deputy director LUX-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu. In case of last minute absence, please contact the educational advisers' office by phone on **43 20 82 274**. A medical certificate must be handed in to one of the school secretariats on the same day or the following day 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)**. 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 until the last 10 minutes). 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. 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 the decisions of the Board of Governors a non-CAS graphing calculator with the specification given in the appendix of this document is allowed for Mathematics and Physics examinations, which are met by the NumWorks (model actually recommended by the Mathematics teachers at our school). To ensure that the calculator is only used properly and fairly for the purpose of the exam, you will be requested to use the calculator in test mode. For Biology, Economics, Geography and Chemistry a non-graphing and non-programmable scientific calculator is allowed.

Pupils must bring their own calculator, fully charged. Pupils cannot share calculators.

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.

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 or the Director of the School 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.

Good luck!

ARTICLE 9

PROCEDURE IN THE EVENT OF CHEATING OR ATTEMPTED CHEATING DURING EXAMINATIONS

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, 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.

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.

APPENDIX: CALCULATOR

EN

Required functionalities:

- Trigonometric functions
- Exponential & logarithm
- Numerical equation(s) solving
- 1-Var & 2-Var Statistics
- Factorials & combinations
- Binomial distribution
- Normal distribution
- Functions : Table of values
- Numeric integration
- Numerical differentiation
- Graphing

Forbidden functionality:

- Computer Algebra System

FR

Fonctionnalités requises:

- Fonctions trigonométriques
- Exponentielle et logarithme
- Résolution d'équation(s) numérique(s)
- Statistiques à 1 et 2 variables
- Factorielles et combinaisons
- Distributions binomiales
- Distributions normales
- Fonctions: Tableau de valeurs
- Intégration numérique
- Différenciation numérique
- Graphiques

Fonctionnalité interdite :

- Calcul formel

DE

Erforderliche Funktionalitäten:

- Trigonometrische Funktionen
- Exponential und Logarithmus
- Lösen numerischer Gleichung(en)
- 1-Var & 2-Var Statistik
- Fakultäten und Kombinationen
- Binomialverteilung
- Normalverteilung
- Funktionen: Tabelle der Werte
- Numerische Integration
- Numerische Differenzierung
- Grafiken

Verboten Funktion:

- Formale Berechnungen