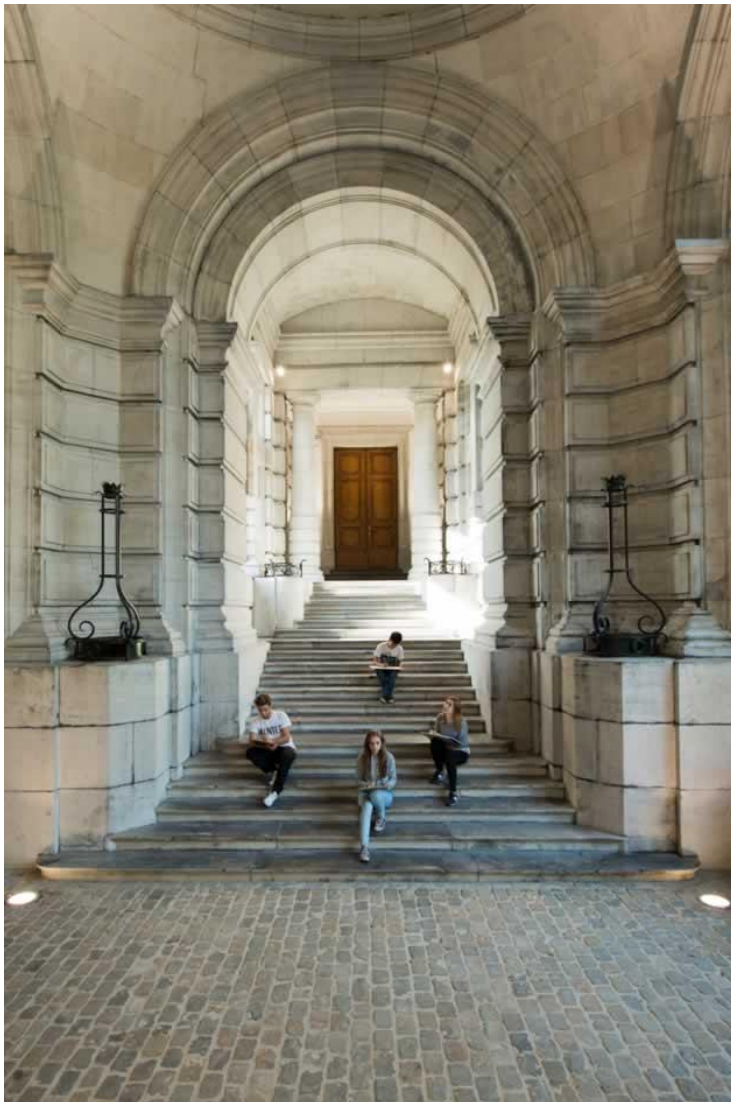




# THE EUROPEAN BACCALAUREATE HANDBOOK

INFORMATION AND ADVICE FOR PUPILS ENTERING THE  
EUROPEAN BACCALAUREATE CYCLE



“

Educated side by side, untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures, it will be borne in upon them as they mature that they belong together. Without ceasing to look to their own lands with love and pride, they will become in mind Europeans, schooled and ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe.

”

Marcel Decombis, Head of European School  
Luxembourg between 1953 and 1960

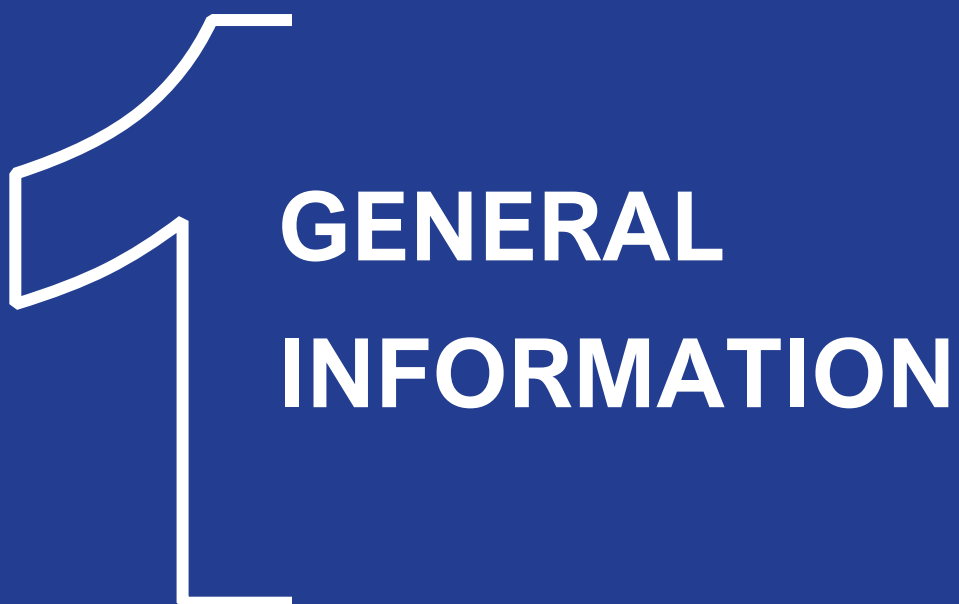
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Official Website: [www.eursc.eu](http://www.eursc.eu)

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# **GENERAL INFORMATION**

## Introduction and disclaimer

This handbook is designed to help you during the European Baccalaureate cycle, i.e., s6 and s7. It offers some tips and guidelines, but in no way replaces the European Baccalaureate regulations contained in the following two documents:

1. [\*Regulations for the European Baccalaureate\*](#)
2. [\*Arrangements for Implementing the Regulations for the European Baccalaureate\*](#)

Make sure to carefully read the latest version of these documents available on the website of the Office of the Secretary-General of the European Schools <http://www.eursc.eu>.

This handbook is not part of the legal basis of the European Schools.

Some information given in this handbook may not be relevant to all Accredited European Schools due to specific local arrangements.



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## Legal notice




Please, note that when you turn 18, it is your own responsibility to sign and submit all relevant documents and forms you receive.

If you are under 18, this must be done by your legal representative(s).

# Glossary

The European Schools' system is a multicultural and multilingual learning environment; it is therefore essential to agree on the terminology and definitions used for certain concepts in the specific educational environment that is the European Schools' system. The definitions provided in the following may differ from those used in the European Member States. Please take note that the list of terminology is not exhaustive and may be further expanded if necessary.

Term	Definition
<b>Arrangements for Implementing the European Baccalaureate Regulations</b> also: AIREB	The document <a href="#">Arrangements for Implementing the Regulations for the European Baccalaureate</a> contains the implementation of the regulations prescribed for the Pre-Baccalaureate and European Baccalaureate, and is updated annually.
<b>Candidate</b>	A pupil taking an examination in s7.
<b>European Baccalaureate</b> also: BACC, EB	In the European Schools' system, secondary education is validated by the European Baccalaureate examinations held at the end of s7.
<b>Examination paper</b>	The examination paper provides the questions to be answered during the examination.
<b>Examination script</b> also: examination script paper	Answers to the questions provided on the examination paper must be given on the examination scripts and will be scanned after the end of the examination for correction purposes.
<b>Pupil</b>	Any person enrolled in a learning capacity at an institution providing general education at any level from early childhood education and care to upper secondary education, considered by the national authorities as eligible to participate in the programme in their respective territories.
<b>Pre-Baccalaureate</b> also: Pre-Bacc	In the European Schools' system, the Pre-Baccalaureate examinations are preceding the European Baccalaureate examinations and consist of long and short examinations.
<b>Rough paper</b> also: draft paper, drafting paper	Rough paper handed out along with the examination script paper and the examination script allowing pupils to first outline their responses to the examination questions before writing them on the examination script paper. Rough paper must remain in the examination room and is <b>under no circumstances</b> considered for correction.
<b>Sub-marking</b>	In the context of the <b>Pre-Baccalaureate</b> , sub-marking refers to the point given per exercise by the corrector.  In the context of the <b>European Baccalaureate</b> , sub-marking refers to the mark awarded by each corrector on a candidate's examination script.



# **2 BEFORE THE EB EXAMINATION SESSION**

# 1. Key Dates to Remember

	s5	s6	s7
15 September		Last chance to modify your s6 options	
Before s6 Class councils		Submission of request for changes between s6 and s7	
15 October	Deadline for requests for special arrangements for the European Baccalaureate		<ul style="list-style-type: none"> <li>• Registration deadline for the European Baccalaureate</li> <li>• Deadline for the European Baccalaureate examination choices</li> <li>• Submission of birth certificate, copy of ID or passport</li> <li>• Deadline for registration of additional examination</li> </ul>
31 March			Deadline for payment of registration fee



## 2. Special Arrangements

Regarding the procedure for special arrangements in s6 and s7, please see the document [\*Provision of Educational Support in the European Schools – Procedural document\*](#) available on the website of the Office of the Secretary-General and Annex VII of the [\*AIREB\*](#).

Requests for special arrangements for the European Baccalaureate must be made [\*\*by 15 October in s5\*\*](#), i.e., in the year preceding the entry into the Baccalaureate cycle, with duly justified reasons contained in a recent medical/psychological or multidisciplinary report, clearly stating your needs.

It can happen that any child may need support at some time during their schooling. Different forms and levels of support are provided, designed to ensure appropriate help for pupils experiencing difficulties and having special educational needs at any point in their school career, to allow them to develop and progress according to their potential and to be successfully integrated.



### 3. Choices for the EB cycle (s6 to s7)

#### Careers advice

The European Schools organise **careers guidance sessions** during s5. These sessions are aimed at helping you make the right subject choices for s6 and s7 that will allow you to continue later in the post-secondary studies you wish to follow.

In some schools, **tests to measure professional and academic aptitudes** are organised in s5. Take those tests seriously, as they may give you some new information.

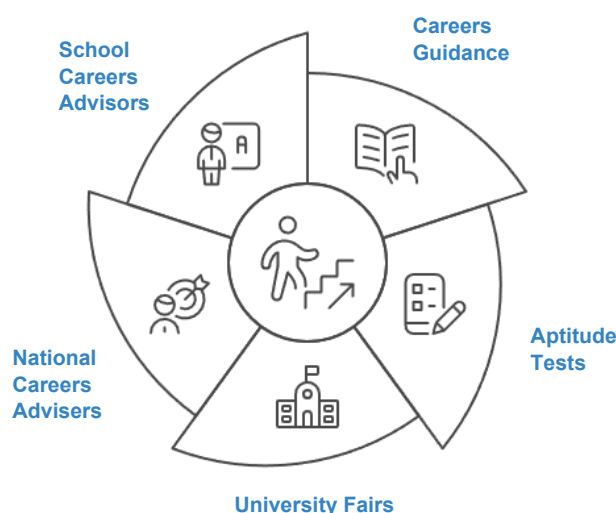
Some schools organise **University fairs** where higher education institutions set up information stands and give presentations about their education offers and application systems. It is strongly advised that you attend those events at your school, or similar ones organised outside your school for the general public.

Some countries send **national careers advisers** to the European Schools to provide relevant information about their higher education offers. Other countries also offer the possibility of **contacting**

**national career advisers** through electronic means (e.g. email, video conference).

It is strongly recommended that you participate in these initiatives. In any case, contact your **school's careers advisers** and teachers for guidance.

The [careers guidance syllabi](#) are available on the website of the Office of the Secretary-General.



#### Some aspects to consider

1. The University programme you would like to embark on or the professional field in which you would like to work and therefore the subjects required or recommended for this field, and at which level.
2. Your level of competence when you sign up for a subject. Consider the level you attained, and the marks obtained in the subject in previous years and check the level you are expected to attain at the end of s7. Consult the syllabus of the subject and the attainment descriptors.



Please be aware that: You cannot take a subject in s6 if your results show that you have not been following it satisfactorily in s4 and s5 (cf. [Digest of the Decisions of the Board of Governors of the European Schools, 43rd edition](#) Art. D.3.4 Point e).

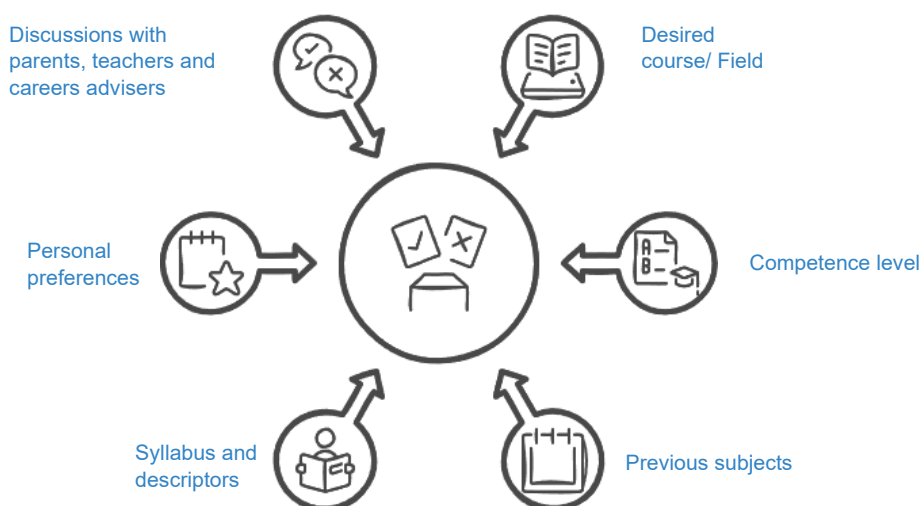
If you chose a subject which you have not studied in s4 or s5, you will be assessed before the start of s6 to make sure you have the right aptitudes to allow you to progress successfully.

## A Guide for European Baccalaureate Candidates

### BEFORE THE EUROPEAN BACCALAUREATE EXAMINATION SESSION

3. If you are unsure for the moment which subjects you want to take, it is advisable to choose subjects you like and are good at. Choose subjects that will give you a strong general education and the best chances to be awarded the European Baccalaureate with the best final mark.
4. Take your time to reflect on this and discuss your choices with your parents, teachers and your school's careers advisers.

#### Factors Influencing Subject Selection



## Your Schedule

The **minimum number of periods is 31**, out of which at least 29 must be from compulsory subjects and the options in columns 3 and 4 (see *Subjects and Choice Structure*).

The **maximum number of periods is 35**. If, after choosing at least two options for their timetable, candidates have reached 31 periods, they are not obliged to take any complementary courses.

## Exceeding the maximum 35 periods

While schools should continue to organise 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.

Note that if you choose only two 4-period options, these will have to be taken as the two written examinations along with L1 (or L1 Advanced), L2 (or L2 Advanced) and Mathematics. Choosing more than two 4-period options will therefore give you more flexibility to choose your European Baccalaureate examinations later.

## Language subjects

No language can be studied at more than one level, but you can take the advanced course of the same level (e.g.: you cannot have L2 English and L3 English, but you can have L2 English and L2 Advanced English).

When entering s6, it is also possible to change your L2 (English, French or German) to any other European Union language taught at the European Schools, provided that a minimum number of pupils at the same school request it. The host country languages of the European and Accredited Schools are often chosen and organised as a new L2 for s6 and s7.

A change of L2 is only allowed if you can prove that you have the required language

competences. When you change your L2, you must still continue studying History, Geography and Economics in your former L2 (English, French or German) during the s6-s7 cycle.

You can also change the level of a language studied when entering s6 (for example: L3  $\rightleftharpoons$  L4). If you are changing from a lower to a higher level, you must also prove that you have the required language competences that will allow you to follow the subject successfully.

Language changes need to be approved by the Director of the school on the recommendation of the Class Council (see [\*Language Policy of the European Schools\*](#)).

## Basic language proficiency level in the different cycles

The levels expressed above relate to the Common European Framework of Reference for Languages (CEFR). They represent the minimum levels attained per cycle.

	Nursery	Primary	s3	s5	s7
L2-	0	A2	B1	B2	C1
L3-	0	0	A1+	A2+	B1+
L4-	0	0	0	A1	A2+
L5-	0	0	0	0	A1
ONL	A1.1 Oral	A1.2	A2	B1	B2

## Subjects and Choice Structure

COMPULSORY SUBJECTS				OPTIONS				COMPLEMENTARY SUBJECTS <sup>5</sup>	
Column 1		Column 2		Column 3		Column 4		Column 5	
Language 1	4p.	Science, Technology and Society <sup>1</sup>	2p.	Ancient Greek	4p.	L1 Advanced	3p.	Biology Lab <sup>6</sup>	2p.
Language 2	3p.	Geography <sup>2</sup>	2p.	Latin	4p.	L2 Advanced	3p.	Chemistry Lab <sup>6</sup>	2p.
Maths 3 or Maths 5	3p. 5p.	History <sup>2</sup>	2p.	Biology	4p.	Maths Advanced <sup>4</sup>	3p.	Physics Lab <sup>6</sup>	2p.
Religion or Ethics	1p.	Philosophy <sup>2</sup>	2p.	Chemistry	4p.			ICT	2p.
Physical Education	2p.			Physics	4p.			Sociology	2p.
				Geography	4p.			Art <sup>7</sup>	2p.
				History	4p.			Music <sup>7</sup>	2p.
				Economics	4p.			Language 5	2p.
				Philosophy	4p.			...	2p.
				ONL <sup>3</sup>	4p.				
				Language 3	4p.				
				Language 4 <sup>3</sup>	4p.				
				Art	4p.				
				Music	4p.				
		<sup>1</sup> Science and Technology and Society is compulsory unless Physics or Chemistry or Biology is chosen in column 3.  <sup>2</sup> All courses in column 2 must be taken if not chosen in column 3.		<sup>3</sup> If ONL is chosen, L4 <b>cannot</b> be chosen.		<sup>4</sup> Advanced Maths can only be chosen together with Maths 5 periods in column 1.		<sup>5</sup> The catalogue of complementary courses varies from one School to another.  <sup>6</sup> Laboratory subjects should only be taken if the corresponding 4-period subject has been chosen.  <sup>7</sup> Art 2p. and Music 2p. not allowed if taken in column 3.	

## Choice procedure

In most schools, an **initial survey** is carried out to find out which subjects will clash in the timetable, in order to prepare a **definitive choice form**. Some clashing of subjects in the timetable is inevitable since all subjects must be arranged in a schedule of approximately 40 periods per week. Therefore, not every combination of options will be possible.

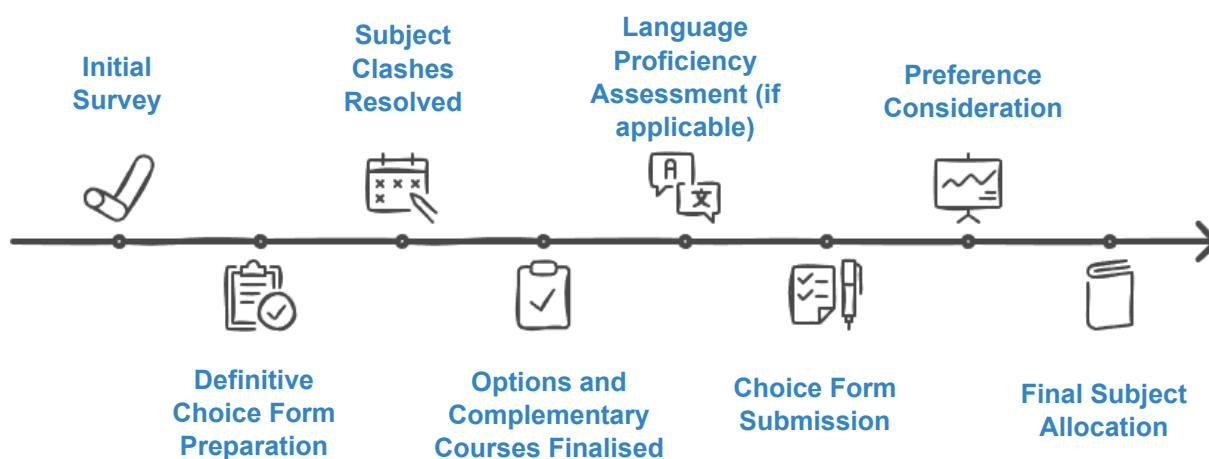
Schools produce the definitive choice form by allowing combinations of subjects that have been most frequently requested in the initial survey and which point clearly towards specific education/career paths.

In the definitive choice forms, options and complementary courses that have not reached the minimum number of pupils in the initial survey may disappear. (See “Creation of options and complementary subjects”)

If an option has been created in several languages, you may not choose a different language from the one that would

correspond to you. For example, your School offers Philosophy 4 periods in Spanish and in English in the definitive choice form because in the first survey the minimum number of pupils was reached. If you are in the Spanish section, you must take Philosophy in Spanish. You are therefore not allowed to take Philosophy in English. However, if an option has not been created in the language that would correspond to you, you may take it in a different language provided you are competent in it. Following the same example, if you are in the French section, you may follow Philosophy 4 periods either in English or Spanish, normally in the language in which your proficiency is higher. In order to determine that, **your language proficiency may be assessed**.

It is very important that you hand in your choice forms in time so that your preferences can be taken into account and to avoid any delays in the choice procedure.





## Options and complementary subjects

For a school to create an **option** in s6 the minimum number of **pupils required is 5**. To create a **complementary subject** in s6 the minimum number of **pupils required is 7**. Once the option or complementary subject has been created with the minimum number of pupils, you will not be allowed to change or drop it at the beginning of s6. However, changes can be made at the end of s6 when entering s7 (See below “Subject Changes in s7”).

If an option falls below the minimum number of pupils in s7 as a result of changes, it cannot be closed but a reduction in the number of teaching periods or a grouping may be applied. See Article XIX of the document [Digest of Decisions of the Board of Governors of the European Schools](#) “Group/ class/options creation/division and grouping rules” containing the rules and the possible derogations or exceptions and document [The European School Curriculum: Structure and Organisation of Studies and Courses in the European Schools](#).

## Science, Technology and Society (STS)

As of the 2024/25 school year, pupils entering the European Baccalaureate cycle can enroll in the new 2-period subject **Science, Technology and Society (STS)**. This subject is designed for pupils who are not enrolled in any 4-period science option in s6-s7, but also those already enrolled in Biology, Chemistry or Physics, are encouraged to choose this new option.

The new subject is intended for those pupils most likely neither intending to embark on science studies programmes nor to seek for careers in STEM fields (science, technology, engineering or mathematics). For further information on the content of the 2-period subject, please consult the document [Science, Technology and Society Syllabus – s6-s7](#) on the website of the Office of the Secretary-General.

## Subject Changes in s7

Starting a new subject in s7 is **strictly forbidden**. Changes of language level between s6 and s7 are not allowed.

However, when entering s7 you can drop an option, or a complementary subject provided you retain the **minimum number of periods required: 31 periods** (out of which at least 29 between compulsory courses and options).

Article 4.2.1.2 of the [AIREB](#) states:

“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 or 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.”

Changes of level in subjects must be approved by the Director of the school on a recommendation of the class council.

## Your European Baccalaureate Examinations

Choosing your European Baccalaureate examinations is also very important. **You will sit five written examinations and three oral examinations.** The examinations will cover the s7 syllabus, but will also assess the competences (knowledge, skills and attitudes) acquired in previous years, especially those from year s6.

Some higher education institutions make admission offers based on the subjects you have taken as European Baccalaureate examinations, and in some cases also on the marks obtained. Therefore, you should enquire about the requirements for the higher studies you wish to follow prior to making your choices.

Therefore, it is strongly recommended to start this process in s6. Contact your School's careers advisers and teachers for guidance.

Please, note that once you made your European Baccalaureate examination choices, they cannot be changed.

At the end of s7, the European Baccalaureate certifies the completion of studies in the European Schools and Accredited European schools.

## Additional Written Examinations

In exceptional circumstances, you may register in s7 for the European Baccalaureate in **one additional option subject for an additional written examination**, regardless of whether you have attended lessons in the subject in question at the school (see Art. 13 of [AIREB](#)).

Additional European Baccalaureate examinations are authorized by the Secretary-General of the European Schools only if documentation provided clearly demonstrates that an examination in the subject is (either obligatory or optional) in the admission to the higher education studies on which the pupil wishes to embark. Please, consider that a careful choice of your subjects for s6 and s7 may spare you from requesting an additional examination, which is only allowed under exceptional circumstances.

The result of this additional written examination will not be included in the calculation of the final mark that appears on your Certificate of European Baccalaureate Marks, but will be shown on an Additional Examination Certificate signed by the Secretary-General of the European Schools.

Note that there is a non-refundable fee for the additional written examination (see Annex Vb of the [AIREB](#)).



Additional examinations do not concern the language competence required to be admitted to an institution of further education. For certification of language competences, you should address official centres of language competence certification. For further information, please see the “Basic language proficiency level in the different cycles”.




**A Guide for European Baccalaureate Candidates**  
BEFORE THE EUROPEAN BACCALAUREATE EXAMINATION SESSION

## Summary

Options	Are additional <u>written</u> exams generally possible? (yes/no)	Option-specific prerequisites: pupils must...	For the School to forward the application for one additional written examination to the EB Unit, pupils must...
Biology Chemistry Geography History Philosophy Physics	yes	-	<ul style="list-style-type: none"> <li>Provide <b>all documents</b> within the <b>deadline indicated by the School</b> and to the responsible staff member of their School</li> </ul>
Art Music	Yes, <b>but only if</b> prerequisites are met	<ul style="list-style-type: none"> <li>have followed the subject in s6-s7</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>provide evidence of the prescribed work done during s6-s7</li> </ul>	<ul style="list-style-type: none"> <li>Submit the <b>Annex VI form</b> attached to the AIREB</li> <li>Submit any <b>supporting documentation</b> (e.g., university entry requirements)</li> </ul>
Language Subjects	no	n.a.	n.a.

## Example

	WRITTEN		ORAL	
 <p>Name : Marie Age : 17 y.o. Class: S7 School: Uccle (Belgium) Future study: Medicine</p>	Language 1	1		
	Language 2	2		
	Mathematics 5	3	Language 1	1
	Biology	4	Language 2	2
	Physics	5	Philosophy	3
	Chemistry (Art. 13)	(6)		

## 4. Your Final Mark

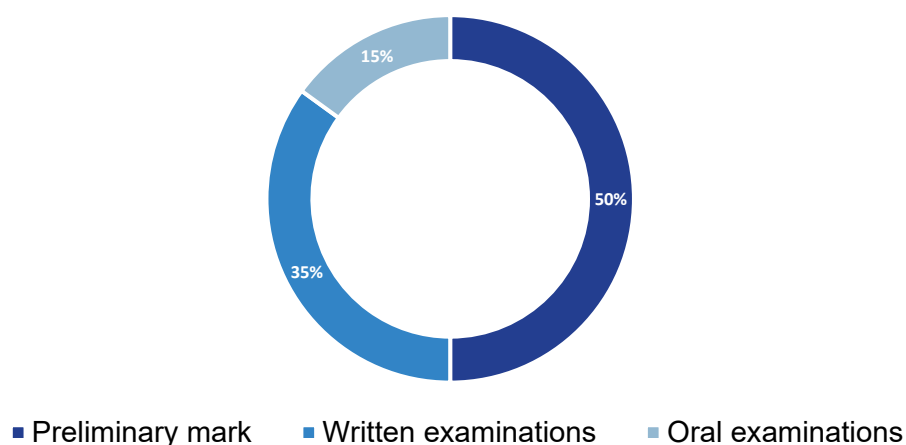
### Subjects and Examinations

The number of periods of a subject does not have an influence on its weight. The value of the different subjects depends only on whether you take them as oral or written examinations.

Note that the value of the five written examinations (7% per examination, so 35% in total) is higher than the three oral examinations (5% per examination, so 15% in total).

Remember that the pass mark in the European Baccalaureate is 50/100.

Visual representation of the weighting of the different assessments in the European Baccalaureate



### Preliminary mark

The preliminary mark is given on your final school day before the European Baccalaureate examinations. It is the average mark of all your subjects (except Ethics/Religion) and derives from your class marks (A1- and A2-marks) and the marks achieved in your **short and long Pre-Baccalaureate examinations** (B1- and B2-marks).

Please, note that the long Pre-Baccalaureate examinations usually take place in January, two weeks after the winter holidays. The overall preliminary mark's weight is 40% for the A-mark and 60% for the B-mark. The preliminary mark accounts for 50% of the final mark of the European Baccalaureate, so it is very important to make a constant effort throughout the year.

A good preliminary mark will allow you to start your European Baccalaureate examinations with less stress, so aim at the highest preliminary mark possible.

European Baccalaureate diploma holders enjoy the same rights and benefits as other holders of secondary school-leaving certificates in their countries, including the same right as nationals with equivalent qualifications to seek admission to any university or institution of tertiary education in the European Union (see [Equivalences between the European Baccalaureate and the upper secondary leaving certificate of national schools and admission of European Baccalaureate-holders to Universities in the member countries](#)).

## Registration Procedure

You must register for the European Baccalaureate **before 15 October** of your final school year (s7) by filling out the choice form attached in Annex I of the [AIREB](#).



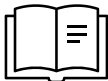



You must supply either the original or a certified copy of an official document with your personal particulars (birth certificate, certified photocopy of a national ID or passport, etc.) so that the name shown on the European Baccalaureate diploma matches exactly those official documents.

The registration fee (if the case, depending on the national legislation) must be paid **at the latest by 31 March** of the final school year (see Annex Va of the [AIREB](#)). The registration fee will be converted into the currencies of those countries not using the Euro. This fee is non-refundable.







## 5. Tips and Tricks for an Effective Preparation

The European School of Bergen has given its [Ten tips for effective study](#).

<p><b>Find a good place to study</b></p> 	<p>You will need to find a space that is free from distractions such as television, loud music and noisy siblings. This space should have good lighting and, to avoid feeling tired, should have a good flow of fresh air. The surface of your desk should be clean and organised. Get out only the material you require for the specific task you are about to start. Even if you don't feel like studying, go through the motions. The very act of writing often helps your thinking processes, and your interest level will soon increase.</p>
<p><b>Get organised</b></p> 	<p>Make a study schedule including all essential activities for the week. Times for activities such as meals, sleep, part-time work, sport, music lessons and family commitments often cannot be changed. The time remaining is up for negotiation. Block time for homework and study should be between 30-45 minutes. Take a short break of 10-15 minutes after or between sessions. Using a study schedule will help you become more organised and visualise how much study time and free time you have each week. Some students use this: <a href="http://getrevising.co.uk/">http://getrevising.co.uk/</a>.</p>
<p><b>Understand your homework and assignment tasks</b></p> 	<p>Separate study from homework and assignment tasks. Keep all your assignments-in-progress in a separate folder, so that they are all in one place. Before commencing homework or assignments carefully read through the instructions or task sheet so that you can prepare yourself for the task. Identify what you are being asked to do. Determine which resources, books and equipment you will need for each task. Identify what you need to learn to avoid confusion and wasting time. If you are unsure of the task, write questions in your homework assessment organiser that you can ask the teacher the following day. It is advisable to start your most challenging tasks and subjects when you are rested and feeling refreshed, as your concentration levels will be higher.</p>
<p><b>Manage your time and progress</b></p> 	<p>Assignments which need to be completed over a set period of time, need to be divided into smaller, more manageable tasks. It is advisable to schedule the completion of each task within the allocated set time for completion, therefore avoiding doing the assignment all at once and ensuring enough time for other study and personal activities prior to the date for submission. Keep track of your progress as you complete each task and seek teacher feedback as you progress, if appropriate.</p>
<p><b>Do one thing at a time</b></p> 	<p>Focus on one homework or assignment task at a time. Using a set session of 30-45 minutes for one specific subject, task or assignment is a more effective use of time. It prevents you jumping from task to task and encourages you to focus on the subject matter. It also provides you with a time limit in which you should aim to complete rather than working aimlessly and failing to complete all homework or study commitments.</p>
<p><b>Use a to-do list</b></p> 	<p>Each day, or even the night before, compile a list of things to do. Before beginning homework or study, prioritise your list – highlight or number the most important or immediate tasks. Cross off completed tasks and carry over to your new to do list, for the next day or week, any unfinished tasks. This will help you to prioritise and meet deadlines.</p>

## A Guide for European Baccalaureate Candidates

### BEFORE THE EUROPEAN BACCALAUREATE EXAMINATION SESSION

<p><b>Revision and summary notes</b></p> 	<p>Revising what you have done in class should be part of your study timetable. Reading over your notes and checking your understanding of new topics learned in class is an important part of study. Set aside a period for revision of each subject for each week. This will help your understanding of the subject and avoid cramming for tests. Create a set of summary notes for each subject or topic:</p> <ol style="list-style-type: none"><li><b>Divide</b> each subject into topics;</li><li><b>Use</b> headings and sub-headings to identify main sections;</li><li><b>Enter</b> information from class notes under headings to create 'summary notes';</li><li><b>Use</b> a highlighter or red pen to identify key terms, concepts or formula</li><li><b>Identify</b> key questions or issues and provide answers for them;</li><li><b>Revise</b> regularly and <b>add</b> to your summary notes;</li><li><b>Create</b> a new set of summary notes, from your existing summary notes, for examination revision at the end of each term or semester.</li></ol>
<p><b>Follow your study schedule</b></p> 	<p>As much as possible, try to stick to your study schedule. Avoid interruptions, including phone calls, favourite television programmes and visitors. You should also avoid social media. If you want to watch a television programme or spend time with friends, include it in your schedule and plan around it. Let your family and friends know what your schedule involves. Follow your schedule, motivate yourself, achieve your set goals, and then reward yourself.</p>
<p><b>Be flexible</b></p> 	<p>If a specific task is taking longer than expected, re-arrange your study schedule. Change to another subject or task and re-schedule the times you have allocated to each subject rather than wasting time. The change and sense of achievement will often bolster your confidence to tackle the difficult task later.</p>
<p><b>Reward yourself</b></p> 	<p>After each study session of 30- 45 minutes, takes a 10-15 minute break – have a snack, take a walk, and have a good stretch. This will help to keep you alert and focused. Your body can become lethargic if it is subjected to long periods of inactivity. Eat plenty of healthy foods and drink plenty water at regular times. Although eating sweet or junk food gives you a sudden boost, it is not a lasting energy source. If you have completed your set tasks and stuck to your study schedule, reward yourself – catch up with friends, go outside, play sport, go and watch a movie or see a concert. If you have not achieved your set goals re-evaluate your study schedule.</p>



**DURING THE  
EB  
EXAMINATION  
SESSION**

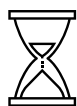
# 1. Guidelines for Written Examinations

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## Starting time of written examinations

European Baccalaureate written examinations usually take place during the first two weeks of June. They start at the same time in all European Schools, i.e., at 09:00 and 14:00 Central European Time (Berlin, Madrid, Paris, Rome Time). This means that examinations in Heraklion, Helsinki and Tallinn start at 10:00 and 15:00 local time. You 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. However, any extra time granted as a special arrangement for candidates with special needs does not count. This means that if you are a candidate with special needs who has two examinations on the same day, the second one will start at the official time (i.e., 14:00 CET) regardless of the extra time allocated for the first examination



## Arriving late to an examination

If you arrive late to a written examination, you may not be admitted. If you are late for a justified reason, the Chairperson or Vice-Chairperson of the Examining Board, or, in their absence, the Director will take a decision about whether you can be admitted to the examination or not.



## Authorised things to be taken to the examination room

Please, refer to the table of general items allowed and not allowed in examinations in Annex 3.

NB: Before entering the examination hall, check your pockets to make sure you have not left your mobile phone in them, as the possession of a mobile phone in an examination hall is not allowed and will be considered as cheating (see Art. 6.4.6.4 and 9 of the [AIREB](#)).

For subject-specific examinations please, refer to:

1. Annex VIII "PERMITTED MATERIAL" of the [AIREB](#).
2. "Unbiased examination mode" for examinations that require the calculator. Candidates must confirm they have read and understood this document.



## Questions, scripts and rough paper

You are only allowed to write on the paper provided by the school for your work, i.e., the paper for the script and the paper for rough work. Once you have finished, you need to hand in your script, exam paper and rough paper.

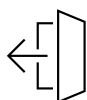
**Rough paper will not be marked and must be left in the examination room.**

Once having handed in her/his script and left the examination room, the candidate cannot return to it while the examination is still being held. (see Art. 6.4.8.1 of the [AIREB](#))



## During the examination

- Plan your time for each question before you start writing and take into account the number of marks awarded for each question.
- Write your name, surname and candidate number at the top of each page.
- Follow the instructions on the cover page of the examination. Youtube: [European Baccalaureate Examinations \(important instructions\)](#).
- Indicate the question number at the beginning of your answers.
- Neatly cross out any mistakes with a ruler.
- Leave some lines between different questions. This will provide you with some space if you would like to add something to your answer later on.
- If you find a question difficult to understand, continue to the next question and come back to it later.
- Focus and concentrate. Avoid looking around and being distracted.
- Answer the questions you feel most confident about first. There is no obligation to answer the questions in order.
- When answering a question, avoid wandering off the question and getting into other topics which do not concern the question itself.
- Do not rush into writing immediately. You may use the rough paper to note all important bullet points to cover the topic thoroughly.
- Revise your work at least once before handing it in. Use all the time that has been allocated to the examination to make sure you have not forgotten to answer any questions.
- Number each page (e.g.: 1/5, 2/5, 3/5, etc.)



### Leaving an examination room before the end of the examination

You can leave an hour after the examination has started up until the last 10 minutes if you have finished early. For example, if an examination starts at 09:00 and finishes at 12:00, you can leave between 10:00 and 11:50. However, it is strongly recommended to use all the time for detailed revision before handing in the paper.

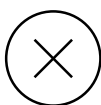


### Going to the toilet during the examination

It is strongly recommended to go to the toilet before the examination starts rather than during it, so that you can use the maximum amount of time, maintain your concentration and avoid distracting others.

**Please, note that: You will not be allowed to go to the toilet during the first 30 minutes of an examination or during the last 10 minutes.**

If you have a special medical condition, you must provide a medical certificate to the school management so that exceptions can be made for you. If you are allowed to go to the toilet, you will be escorted by an invigilator. This will be noted down.



### Missing an examination

If you miss an examination, a substitution examination may be arranged only if there are duly justified reasons and if supporting documents are provided. Please, consider that there is no guarantee that substitution examinations can be organised during the June session. In some cases, these will be organised in September, which could delay or hinder your admission to higher education institutions.



## 2. Tips and Tricks for Your Written Exam Papers


Examination scripts are automatically identified during the scanning process; it is therefore essential that all information in the header is correct and complete. Otherwise, the persons responsible for the scanning of examination scripts at your school might have to identify the scripts not recognised manually.

Therefore, please make sure to

- only use capital letters;
- write as clearly as possible;
- fill in all information requested.



If you want to learn more on how to fill out the header of your examination scripts, have a look at our video. Scan the QR code or click here: [Filling out the header of your examination scripts.](#)

Mod. EURSC (NEO)REC	
Surname / Nom Nachname:	DOE
Name / Prénom Vorname:	JANE
BAC ID:	1234567
Date of birth / Né(e) le Geburtsdatum:	01/04/2003
Subject / Matière / Fach:	LI
Language / Langue / Sprache:	EN
Exam date / Date de l'examen / Prüfungsdatum:	03/06/2020
<b>Instructions</b> Anleitung: Use only capital letters and numbers in the ID box. Use only blue or black pen. Number each page / total pages. Turn in the sheets in order. No staples. Do not turn in rough paper. Utiliser uniquement des lettres majuscules et des chiffres dans la zone ID. Utiliser uniquement un stylo ou un stylo-bille bleu ou noir. Numéroté(e) chaque page / nombre total de pages. Remettre les feuilles dans l'ordre. Pas d'agrafes. Ne pas rendre le papier brouillon. Verwenden Sie nur Großbuchstaben und Zahlen im ID-Feld. Verwenden Sie nur einen blauen oder schwarzen Kugelschreiber. Geben Sie die Anzahl der Seiten / Gesamtseiten an. Geben Sie die Blätter in richtiger Reihenfolge ab. Keine Heftklammer. Kein Konzeptpapier abgeben.	
	

### Pagination

A correct pagination is essential for identifying the correct order of pages ensuring that all your answers are correctly read, and therefore assessed. Should you answer the questions in a different order, make sure to clearly indicate the order of questions applying.

### Your answers

As the corrections of all European Baccalaureate subjects with the exception of Music and Art are performed anonymously, i.e., without the correctors knowing who is behind the examination script they are correcting, bear in mind that signing your examination script is forbidden. Should your exam include an exercise, such as writing a letter, that foresees a signature, you must use a pseudonym instead.

### Rough paper

In addition to your examination script paper, you will receive some rough paper if you wish to first draft your answers before writing them down on the examination script paper, which might help improve the structure and reflect on your response. However, rough paper is not part of your examination script, and is therefore not corrected. Furthermore, the rough paper must remain in the examination room.

### 3. Guidelines for Oral Examinations



#### Oral mock examinations

You should practice for your oral examinations throughout the school year. Please see Article 6.5.3.1 in the “Arrangements for Implementing the Regulations for the European Baccalaureate”.

They will take place after the written examinations, but unlike the written examinations, the oral examinations do not have a common schedule across the European Schools. Each School produces its own schedule depending on the availability of the external examiners. It is very important that you check the days and times carefully when you are listed for the oral examinations.



#### Punctuality

Please, see the point “Getting to school” in the chapter “Helpful notes and tips to prepare for your examinations”. You should provide the School (education adviser, European Baccalaureate responsible, secondary school secretary) with your mobile phone number, should they need to contact you urgently. Please, be punctual. You will pick out / make a blind selection of your question roughly 25 minutes before the examination starts. You should aim to get to School 1 hour before your oral examination is due to start. There is normally a waiting room where you may stay before you are called to pick the question.



#### Notes

After taking your question, you will be escorted to the preparation room where you will have 20 minutes to prepare your answers.

During the preparation time you may produce some notes. You may consider structuring your presentation by using mind maps, diagrams, bullet points, drawings and/or a list of key words and main ideas. The purpose is not to write an essay because you should not read from your paper.



#### Authorised things to be taken to the examination room

Only your notes from the preparation room and the paper with the question may be taken in. The technological tool may be allowed for the oral examinations, in the examination room, for the same subject for which it is authorized in the written examinations, including Advanced Mathematics.



#### Duration of oral examinations

The oral examination will last **20 minutes** (20 minutes for the pupil plus 5 minutes for the examiners to discuss the final mark). During this time you will be able to present the topic contained in the question. Both examiners will also ask you further questions related to the topic. Normally, this is done in order to help you elaborate your answer or to remind you of aspects that you may have forgotten to mention.

## Summary

Waiting Room	Wait here. 1 hour before examination is due to start.
Examination Room	Collect your question. 25 minutes before your examination is due to start.
Preparation Room	Prepare your answers. 20 minutes before your examination.
Examination Room	Present your answers

## Persons present during the examination



There will be two examiners: your teacher and the external examiner. However, the Chairperson, the Vice-Chairperson of the Examining Board or the (Deputy) Director of your school may also attend the oral examinations. The Chairperson of the Examining Board may in certain circumstances authorise other people to be present during an oral examination with your consent. If you are asked, and you do not feel comfortable about this, you do not have to agree.

## Marking of the oral examination



Please, see the subjects' syllabuses for marking criteria for all subjects. Make sure you are familiar with the criteria for each subject which you are examined in.

## Protocol



Address the examiners politely: greet them when you pick out your question and when you enter the examination room. Thank them at the end of the examination and say goodbye.

Respect your School's dress code, if there is one. In any case, wear appropriate clothes and shoes.

## During your oral examination

- Consider the time allocated and try to stick to it. Consider the time you are going to give to each aspect of your presentation relative to its importance concerning the topic.
- Use a formal register of language.
- Speak clearly and at a suitable volume.
- Do not speak too quickly. Adjust your pace.
- You may make small pauses in order to allow the examiners to understand the points you are making and to allow you to think about what you are going to say next.
- Structure your presentation. Start with a general introduction and then list the different points or aspects you are going to deal with.
- Make clear when you are moving onto your next point.
- Be clear and precise.
- Rephrase your sentence if you find that a concept needs further clarification.
- Use examples.
- Elaborate on different aspects of the question rather than answering with just a one-word answer like *Yes* or *No*.
- Welcome interruptions from the examiners. Show interest and listen carefully to any questions that they ask. Answer them immediately.
- Try to be calm, confident and relaxed. Smile. Keep a good posture and maintain eye contact with both your teacher and the external examiner.
- If you are taking a language oral examination, check the pronunciation of unusual or difficult words beforehand.
- Finish with a conclusion.

## Helpful Notes and Tips to Prepare for your Examinations

**These tips apply for both written and oral examinations.**



### During your revision sessions

Understand what you are studying and clarify the objectives. Prioritize examinations and identify which will require more revision time. Spot problem areas during your revision session and get clarification from your teachers before the examinations.



### Plan ahead and be organised

You should organise your studying and revision well in advance of the examinations. Do not leave revision to the last minute as this will cause stress and anxiety. See Annex 2 where the European School of Bergen's top ten study tips have been adapted.



### Schedule

Remember to check your examinations' schedule. Write it in your diary or set a reminder on your phone. (Note that phones are not allowed in the examination room.) Please, note that if you are sitting a national examination (i.e., not the European Baccalaureate), you may be required to take it during the school year and that it may be scheduled during the European Baccalaureate examination period. You will need to inform your school as soon as possible that you are sitting this examination and afterwards provide evidence that you actually took it.



#### Contact numbers

Make sure that you have the school's phone number (as well as that of the secondary secretary or the European Baccalaureate responsible staff) in case of a problem before the examination.

**Attention, mobile phones are not allowed in the examination room.**



#### Stay healthy

It is always important to stay healthy, especially during revision and examination periods. Doing sports will help you manage possible stress. Avoid substances that can affect your studying patterns and concentration and, consequently, your performance and examination results. See some selected articles in the Bibliography section at the end of this handbook from the NHS, American National Institute on Drug Abuse, Infor-drogue and Le Journal de la Science. In most European schools, drug prevention seminars or information sessions are organised to make pupils aware of the many dangers derived from the use of those substances. It is important that you take these activities seriously. Should you have any problem, query or worry regarding your health, you may consider contacting your educational advisers or any member of your school's counselling team.



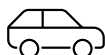
#### The night before

- Check the school's website and the local news.
- Do some exercise. It will help you manage your stress.
- Revise your notes. If you are preparing for an oral examination, practice in front of a mirror or practice with someone else.
- Charge your calculator.
- Do not overeat.
- Do not go out.
- Avoid unhealthy substances.
- Call a classmate to check the date, time and location of the examination.
- Remember to set an alarm.
- Have a good night's sleep. Avoid staying up late. Around eight hours of sleep is recommended



#### What should I wear?

Respect your school's dress code if there is one. Otherwise, dress comfortably and appropriately and refer to the table in Annex 3 of this handbook regarding footwear.



#### Getting to school

Plan how you will get to school. Always consult the news the evening before to check if there are any unexpected events such as a transport strike or a border control which could impede normal access to your school. Allow plenty of time to get to school, taking into consideration the possibility of unexpected problems such as traffic jams or flat tyres. You should be at the examination room at least 20 minutes before the written examination starts. Set up alternative ways of getting to and from school in case of problems. For example, have some extra money and the number of a taxi company, or have someone on-call to give you a lift.



### What if i am ill on the day of the examination?

Please, check Article 8 “Absences” in the [AIREB](#) and contact the school as soon as possible to help you follow the established procedures.

## 4. Dos and Don'ts: Permitted and Prohibited Items

	ITEMS PERMITTED		ITEMS NOT PERMITTED
	General stationery (ruler, pens, eraser, transparent pencil case) <ul style="list-style-type: none"> <li>Neatly cross out any mistakes with a ruler</li> <li>Pencil only when indicated on the exam.</li> </ul>		Correcting fluids, correcting pens, erasable pens.
			Your own paper, books, and revision notes
	Please, note that there will be clocks in the examination room		Flip-flops and high heels: please do not wear this kind of footwear which is noisy and will disturb others.
			Coats, hats, scarves, bags, gloves: please, leave these items outside of the examination room.
	Bottles of water or juice. If you do bring food into the examination room, please open it before the examination starts.		Mobile phones and smartphones: The possession of a phone in an examination will be considered as cheating.
	Prescribed medication		Watches, smartwatches and/or headphones, smart glasses and any other electronical devices
			Cans of drink and packets of crisps

## 5. Cheating

Cheating is a form of dishonesty, which can also have very negative consequences. Here is a non-exhaustive list of examples of cheating:

- a. Buying [and/or](#) selling of essays, assignments [and/or](#) tests/examination questions.
- b. Handing in the same piece of work in more than one course [and/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. The use of artificial intelligence for the preparation [and/or](#) writing of an assignment without declaring its use.
- e. The use of artificial intelligence during the examination.
- f. Allowing your essay, assignment [and/or](#) examination to be copied by someone else.
- g. Copying someone else's work in class [and/or](#) during an examination.
- h. Bringing in the examination room materials that could be used for cheating.
- i. Plagiarism.

**Remember that cheating is a serious lack of respect to yourself, your classmates and your teacher and a disservice to others.**

In the event of cheating or attempted cheating during the European Baccalaureate examinations, the Chairperson of the Examining Board or the Vice-Chairperson representing the first or the Director of the School's Examination Centre will decide on the measures to be adopted. Depending on the nature and the extent of the cheating or attempted cheating, either the **mark 0 (zero)** is awarded for the examination in question or the candidate is excluded from the European Baccalaureate examination session (see Art. 9 of the [AIREB](#)).



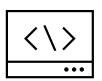


## 6. Plagiarism

### Avoiding Plagiarism

#### Writing Bibliography and References chapters

In a “Bibliography and References” chapter, list the publications you consulted in alphabetical order by the author’s surname. Normally your language teachers will teach you how to refer to a book, a scientific journal, a web page and other media. There are different standards. Some standards are more common than others and they may depend on the language you use. The following standard is quite widespread:

<b>For books</b> 	Surname, initial(s) of the author, Year of publication in between brackets, Title of the book in italics or underlined, Publisher, Place of publication (optional) preceded by a semicolon	Example: Lenneberg, E. (1967) <i>Biological Foundations of Language</i> . Wesley Press: New York.
<b>For articles</b> 	Surname, initial(s) of the author, Year of publication in between brackets, Title of the article in between inverted comas, Title of the journal in italics or underlined, Volume number, issue number, Start and end pages in between brackets.	Example: Leardi, R. (2001) “Genetic algorithms in chemometrics and chemistry: a review”. <i>Journal of Chemometrics</i> 15 (559-569)
<b>For web pages</b> 	Surname, initial(s) of the author, Year or full date of publication or last update, Title of the article in italics, Name of the web page, Date it was viewed, <URL>	Example: Taylor, D. (2010). How to integrate quotations in writing essays. YouTube. Viewed 12/01/15. < <a href="https://www.youtube.com/watch?v=M0F1rOnFUY">https://www.youtube.com/watch?v=M0F1rOnFUY</a> >

#### Quoting and paraphrasing

Plagiarism relates to the work you submit during the year, especially in the form of short papers or longer essays, which counts towards you’re a mark. Before writing your essays, it is very important to select sources with relevant information. Nowadays, the Internet can offer you a great deal of information on which you can base your assignments, but you need to use that information properly and reference it. **Plagiarism** is when you use somebody else’s ideas without acknowledging the source. At the end of your essays and papers you should always include a chapter called “Bibliography and References” where you list all the sources you have consulted (e.g., books, magazines, web pages).

**Plagiarism** is also taking somebody else’s words as your own without mentioning where they come from. Copy-pasting somebody’s words to make them appear as yours is cheating. When you borrow somebody’s words to support your arguments you must place them in between quotation marks and acknowledge the authorship. Remember that plagiarism is a serious act of academic dishonesty, and it is considered an offense against intellectual property rights.





# **AFTER THE EB EXAMINATION SESSION**

## 1. Correction of your Written Exam Papers

Since 2017, corrections of the European Baccalaureate examinations have been centrally organised on an online correction platform. That means, before your examination scripts can be corrected, they must be scanned first. During this process the scripts are identified by the online correction system and except for Art and Music anonymised. That means the header of your examination scripts is masked. (see Art. 6.4.9.1 of the [\*AIREB\*](#)). As the header is the only reference to you on your examination script, it is essential for you to make sure the headers of your scripts are filled out properly (see “Tips and Tricks for your Written Examination Scripts”).

Your European Baccalaureate examination scripts are always corrected by **two correctors**, an internal and external corrector. The first, internal corrector is usually your teacher (see Art. 5.6 of the [\*AIREB\*](#)). In cases where your teacher has a conflict of interest preventing him/her from correcting your examination script, e.g. as

your teacher is your legal representative another corrector will take his/her place instead (see Art. 5.8 and Art. 6.4.9.2 of the [\*AIREB\*](#)).

The corrections of your examination scripts are executed following the **assessment criteria** and **marking instructions** elaborated by the responsible Inspector. Inspectors can contact both, internal and external correctors to ensure the correct application of the marking instructions. During the correction process each corrector produces one **sub-mark** and **commentary** per script (see Art. 6.4.9.4 of the [\*AIREB\*](#)). The **sub-marks** produced by each corrector is based on a scale of 0 to 10. The **final mark** of your examination script will be the average of the marks given by both correctors. If the sub-marks given by the two correctors have a **difference greater than 2 points**, a **third corrector** will be involved. In this case, the mark awarded by the third corrector will be the final mark. (see Art. 6.4.9.3 of the [\*AIREB\*](#))

## 2. Receiving your European Baccalaureate Results

### Receiving Your EB Results

After your oral examinations have finished and before the European Baccalaureate Proclamation, you will either be sent your European Baccalaureate marks (overall and subject-specific marks) by email, or you will collect them from your school and sign a form confirming receipt of your results.

### Keeping Your EB Diploma and Certificates safe

On the day of the European Baccalaureate proclamation, you will be given your European Baccalaureate diploma and certificate(s). Please, look after these documents very carefully, especially after the diploma. Keep it in a safe place as this is **the only one original document** that you will receive. In the case of a dinner party/ball being organised after the proclamation, make sure that you leave your documents in a safe place to avoid damage or loss.

### 3. Viewing of Your Written Examination Scripts

#### Requesting the viewing of your scripts

According to **Art. 6.3.10** (Pre-Baccalaureate) and **Art. 6.4.10** (European Baccalaureate) of the *AIREB*, candidates can request to view and receive a copy of their -examinations. Copies of the Pre-Bacc examination scripts are usually requested for formative reasons, while Bacc examination scripts usually are for procedural reasons.

Your request of viewing the documents must be submitted in written to the Director

of your school, and no later than **4 calendar days** after the date indicated on your semester report (Pre-Baccalaureate) **or** after you were informed about your examination results (European Baccalaureate), and in accordance with Art. 7.3 of the *AIREB* (see “Receiving your European Baccalaureate Results”).

Please bear in mind that belated requests for the viewing of scripts are considered inadmissible.

#### Receiving your examination scripts and supporting documentation

The requested documents will be made available no later than **3 working days** after receiving your request in written. Upon decision of the Director, the requested documents may be made available through a secure electronic form. These documents encompass:

Copies of the...	Pre-Baccalaureate	European Baccalaureate
Original examination script	✓	✓
Examination paper	✓	✓
Marking grid	✓	✓
Mark awarded per script	✓	✓
Sub-marking per exercise	✓	X
Annotations of the correctors	✓	X
Commentaries of the correctors	✓	✓

## 4. Appeals

Please, refer to Article 12 of the [AIREB](#). Appeals must be based on a procedural irregularity, i.e., you have the right to claim that a procedural irregularity was prejudicial to you. A procedural irregularity occurs in the event of non-compliance with the regulations governing the European Baccalaureate adopted by the Board of Governors and the Board of Inspectors.

Appeals concerning the European Baccalaureate examinations must be made through the Director of the School to the Chairperson of the Examining Board. The appeals must be entered by you, if you are over 18, or by your legal representative, if you are under 18. The appeals should be registered **no later than 10 calendar days after the communication of the examination results to the candidate**. Please, refer to Article 7 of the [AIREB](#).

The same applies for the long Pre-Baccalaureate examinations (taking place in January). The date of the communication of the results of the Pre-Baccalaureate examinations is the date which appears in the 1st semester report.



Appeals must be entered by you, if you are over 18, or by your legal representative, if you are under 18.



# **FURTHER INFORMATION**

## **1. University Applications: Dossier Management**

If you want your school to help with your University application(s), please note that there is a management fee to be paid to your School, which does not include other fees that Universities may claim.

Most schools will have a UCAS adviser to manage the applications to UK universities and a Parcoursup adviser to manage applications to French Universities. Other Schools may also have advisers specialised in applications to universities in other European countries. Contact the careers guidance coordinator at your School to know what the possibilities are.

If you are planning to apply to universities in the United Kingdom, you need to start the UCAS process towards the end of s6. Get in contact with the UCAS adviser at your School as soon as possible so that s/he can guide you. The deadline for all UCAS applications is **15 January** in your s7 academic year and **15 October** for all applications for medicine, dentistry, veterinary science as well as admissions to the universities of Oxford and Cambridge. You must respect these deadlines if you want your application to receive equal consideration as national applications.

If you are planning to apply for French universities, you need to follow the Parcoursup process. Get in contact with your Parcoursup adviser at your School so that s/he can guide you. If you are planning to apply for Dutch universities, please check the official website of the Dutch organisation for internationalisation in education (NUFFIC):

<https://www.nuffic.nl/en/education-systems/european-baccalaureate>.

## **2. CoSup**

The Conseil Supérieur des Elèves (CoSup) is the Pupil's Union of the European Schools. It represents the interests of the pupils on the highest level of European School management. It speaks on behalf of the pupils, represents pupil voices at meetings and stands up for pupil interests, to make sure all pupils are heard. These common interests are mainly concerned with the decisions taken by the Board of Governors and the Joint Teaching Committee which influence the School life.

CoSup is made up of 30 members and the Pupils' Committee of each school must have two members representing its ideas and positions at the CoSup meetings. CoSup representatives from each School are democratically elected. Among others, there are 2 Vice-Presidents, the President and the CoSup Secretary ensuring the smooth works in CoSup. CoSup also organises interschool events such as "Euronight" and helps to synchronise all 13 Pupil's Committees through meetings where all Presidents and Vice-Presidents report issues and share good practices among themselves. Its job is to connect pupils from across European Schools and to make sure our schools are run according to the pupils' interests.

CoSup supports and co-ordinates the Pupils Committees with their work in every possible way and acts as a link with the upper instances of the European Schools, where it can voice the opinions and ideas on behalf of all Pupils Committees.

If you have questions or concerns about the BAC, you are encouraged to contact your schools' CoSup representatives, or CoSup directly.

More information: <https://www.youtube.com/watch?v=PUeCuTbIK2M>

### **3. Alumni Europae ASBL**

#### **Vision**

We live Europe: We create values together with and for our Alumni.

#### **Mission**

We are connected through our common European education and the roots of a cultural and European identity, traditions, shared democratic values, and the languages of Europe.

We believe that there is a unique and invaluable bond between us that transcends every possible social, linguistic, and national divide.

We share our information, experiences, and connections within our organization to support each other in networking, study, internships, and professional development.

We know that Europe, this singular political and historical construct, is fragile and repeatedly challenged. We believe that our longing for peaceful coexistence makes us more cooperative and creative today to shape and support European solutions. We are committed to our vision and hope for a united Europe, rich in the diversity of our talents, which we share, and which enrich us.

#### **Alumni Europae ASBL**

Alumni Europae, founded at the end of 2011, is the association and network for former students of all European Schools in the European Community, their former teachers, parents, and former staff. We are a community that is very close to our hearts.

We would like to quote from the greeting to Alumni Europae from the President of the European Commission, Ursula von der Leyen: "Make Europe thrive."

Keep in touch with people you have shared so much with over the years, not to mention forging new friendships with other alumni from across the world. Join us and register for the Alumni Europae experience: <https://alumnieuropae.org/>.

**Alumni Europae ASBL**

**Avenue Huart Hamoir 48 – 1030 Bruelles**

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**BNP Paribas: 001-6566576-43 | BAN BE 66 001-6566576-43 | BIC GEBABEBB**



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# THE EUROPEAN BACCALAUREATE

## Key dates to remember

	s5	s6	s7
15 September		Last chance to modify your s6 options	
Before s6 Class councils		Submission of request for changes between s6 and s7	
15 October	Deadline for requests for special arrangements for the European Baccalaureate		<ul style="list-style-type: none"> <li>• Deadline for registration for the European Baccalaureate</li> <li>• Deadline for the European Baccalaureate examination choices</li> <li>• Submission of birth certificate, copy of ID or passport</li> <li>• Deadline for registration of additional examination</li> </ul>
31 March			Deadline for payment of registration fee

# TEN TIPS FOR EFFECTIVE STUDY

## 1. Find a Study Space

Choose a quiet, well-lit area with fresh air and minimal distractions.



## 2. Get Organised

Create a weekly study schedule and stick to 30-45 minute study blocks.

# 2.

## 3. Understand Your Tasks

Read the instructions carefully and gather the necessary resources before starting.



# 3.

## 4. Manage Time & Progress

Break assignments into smaller tasks and track your progress.

# 4.



## 5. Focus on One Thing

Concentrate on one task at a time for better efficiency.



# 5.

## 6. Use a To-Do List

Prioritise daily tasks and carry over unfinished ones.

# 6.



## 7. Revise Regularly

Review class notes weekly and create summary notes for key topics.

# 7.



## 8. Follow Your Schedule

Stick to your study plan and minimise distractions.

# 8.



## 9. Stay Flexible

Adjust your schedule if tasks take longer than expected.

# 9.



## 10. Reward Yourself

Take breaks, stay healthy, and reward yourself when you meet goals.

# 10.



# DOS AND DON'TS IN THE EXAMINATION ROOM

## Article 6.4.8.2 of the AIREB:

"Candidates shall adopt an appropriate behaviour so as to not disturb the other candidates sitting in the examination room."

## ITEMS PERMITTED

General stationery (ruler, pens, eraser, transparent pencil case):

- Neatly cross out any mistakes with a ruler
- Pencil only when indicated on the exam



Bottles of water or juice: if you do bring food into the examination room, please open it before the examination starts.



Prescribed medication

## ITEMS NOT PERMITTED



Flip-flops and high heels: please do not wear this kind of footwear which is noisy and will disturb others.



Correcting fluids, correcting pens, erasable pens



Coats, hats, scarves, bags, gloves: please, leave these items outside of the examination room.



Watches, smartwatches and/or headphones, smart glasses and any other electronic devices

Please note that there will be clocks in the examination room.



Mobile phones and smartphones: the possession of a phone in an examination will be considered as cheating.



Your own paper, books, and revision notes



Cans of drink and packets of crisps