

EXAMINATION RULES FOR S5-S6-S7

1. a) All coats, bags, textbooks, writing paper, mobile phones, watches, smart watches and technological devices may not be taken into the examination room unless specified in "Material allowed at examinations". Possessing such previously mentioned material will be considered as (attempted) cheating.
Students are expected to leave any materials that are not allowed in their lockers.
 - b) Bring your writing materials into the examination room in a transparent plastic bag (the school will not provide this bag).
 - c) Correction fluid or erasable pens are not allowed. To correct mistakes, students must neatly cross out with the help of a ruler.
2. When having examinations in the Primary Gym, wait in the entrance Hall with the stairs until you have been instructed to go to the Primary Gym in silence. Students are expected to be present in the entrance hall **at the latest 10 minutes** before the start of the examination (or earlier when requested for the calculator check).

Once the students have entered the examination room, they must be **silent** and are **not allowed to write** anything until after the exam has started.

In the Primary Gym, students **sit in their assigned seat** (cf. seating plan).

Only 1 bottle with a screw top and a **small snack** are allowed. Wrapping should not make any noise.

3. If a student is **late**, the (Assistant) Deputy Director and educational adviser must be **informed by the student's parents/guardians at child.absent@esbergen.org before the start of the examination**, mentioning the reason for the lateness.
Students who arrive late for a written examination may not be admitted.
If there is a valid reason for their late arrival, the (Assistant) Deputy Director can grant compensation for the time lost.
Specific regulations for lateness during (pre-)Baccalaureate examinations can be found in article 6.4.6.1 of the Baccalaureate Arrangements, available on the school website's internal portal.

4. **Only absences due to illness and duly documented can be considered justified.**
Parents/guardians must inform the school before the examination starts and produce a medical certificate, a medical note or a proof of medical appointment related to the illness.

In case of a **justified absence**, students will have to catch up on the missed examination at a later moment and will be informed by the school.

In case of an **unjustified absence**, students will not have the possibility to catch up on the missed examination, and a 0 (zero) mark will be awarded for the examination in question.

5. Students must bring their **calculator** (cf. "Material aids allowed at examinations"), working and fully charged.

The school will provide a **spare calculator** only if there is a (technical) problem with their calculator during their examination.

When entering the exam room, calculators must be in **normal mode**, not in exam mode. Students are expected to be able to put their calculator in **exam mode** independently, without any external help, when requested by a supervisor in the examination room. This will be requested before the start of the examination.

6. All answers must be written in **pen, using either black or blue ink**. Other colours are only permitted for maps, diagrams or graphs.
Students must use the paper provided by the school, and they must fill **all headings** of the examination papers and **number the pages** consecutively. Filling in the headings and numbering the pages must be done **within the examination time**.
7. **Students may not leave their places** in the examination room during the examination. Students who need extra writing paper or wish to hand in their paper should raise their hand to draw the attention of the supervising teacher.

A student who wishes to go to **the toilet** must get permission from a supervisor. **No students may go to the toilet during the first 60 minutes and the last 10 minutes** of the examination. Normally, a student is allowed only 1 toilet break.

At the **end of the examination**, students must hand over all papers (except the draft paper) to a supervisor. Students who have finished their examination earlier than the end time of the examination will put up their hand to call the attention of the supervisor who will collect the papers. No students may leave their place to hand in the examination papers. **No students may leave their seat during the last 10 minutes of the examination or the first 60 minutes.**

No adding is allowed once students have handed in their answer paper.

Students **may not take any provided papers out of the examination room.**

If students leave the examination room, they are **not allowed back in afterwards.**

8. - In the event of **cheating or attempted cheating during an examination**, the mark 0 (zero) will be awarded for the examination in question.
- In the **event of cheating or attempted cheating during a Pre-Baccalaureate examinations**, the Director will award the mark 0 (zero) 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.
- 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.

S5 MATERIAL AIDS ALLOWED AT EXAMINATIONS

SUBJECT	MATERIAL AIDS
Language 1	None
Language 2	Monolingual dictionary <i>(provided by the school)</i>
Language 3	Monolingual dictionary <i>(provided by the school)</i>
Mathematics 4/6p (part with calculator)	Numworks calculator <i>(to be brought by the students)</i>
Mathematics 4/6p (part without calculator)	None
History	None
Geography	Numworks calculator <i>(to be brought by the students)</i>
Chemistry	Numworks calculator <i>(to be brought by the students)</i>
Physics	Numworks calculator <i>(to be brought by the students)</i>
Biology	Numworks calculator <i>(to be brought by the students)</i>
Latin	Bilingual Dictionary and <i>Conspectus Grammaticalis</i> <i>(provided by the school)</i>

Note: Regarding the calculator, details and specificities of the tool allowed for a given session will be communicated separately if they differ from those mentioned above.

S6-7 MATERIAL AIDS ALLOWED AT EXAMINATIONS

SUBJECT	MATERIAL AIDS
Language 1, 2, 3, 4	None
Language 2 advanced	None
Philosophy	None
History	None
Geography	Numworks calculator <i>(to be brought by the students)</i>
Mathematics 3/5p. (part with calculator)	Numworks calculator <i>(to be brought by the students)</i> Formulas booklet <i>(provided by the school)</i>
Mathematics 3/5p. (part without calculator)	No calculator Formulas booklet <i>(provided by the school)</i>
Mathematics advanced	Numworks calculator <i>(to be brought by the students)</i> Formulas booklet <i>(provided by the school)</i>
Physics	Numworks calculator <i>(to be brought by the students)</i> Formulas Booklet <i>(provided by the school)</i>
Chemistry	Numworks calculator <i>(to be brought by the students)</i>
Biology	BI2+BI4: Numworks calculator <i>(to be brought by the students)</i> Only for BI4: booklet <i>(provided by the school)</i>
Art	All materials and equipment normally available in the art room. The use of the Internet is only permitted during the preparation period. Only USB sticks provided by the School are allowed.
Economics	Numworks calculator <i>(to be brought by the students)</i>

Note: Regarding the calculator, details and specificities of the tool allowed for a given session will be communicated separately if they differ from those mentioned above.