

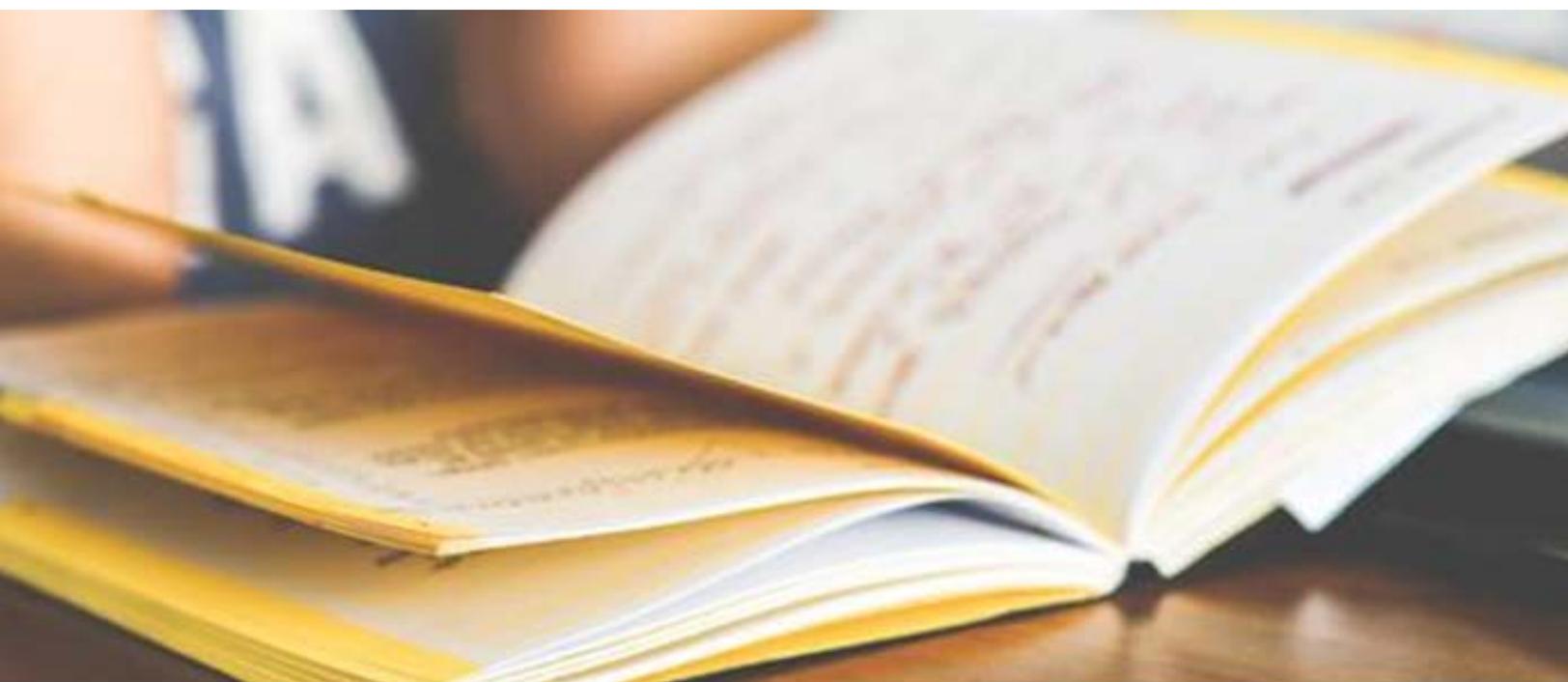
**Schola Europaea**  
**Office of the Secretary-General**  
European Bacculaureate Unit

**The European  
Bacculaureate  
NEWSLETTER: #2**  
**MARCH 2017**



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## The European Baccalaureate Unit Newsletter

In this second number of the **European Baccalaureate Unit Newsletter** we are dealing with some issues of importance for the European Baccalaureate candidates.

**The introduction of the on-line correction platform does not change the current examination procedures for the candidates.** The written examinations stay pen and paper and use the same format as in previous years.

In the following lines we are aiming at offering some information in order to clarify any possible doubt.

In any case, the European Baccalaureate Unit will be glad to answer any queries or worries through our help-line:  
[ES-BACCALAUREATE@eursc.eu](mailto:ES-BACCALAUREATE@eursc.eu)

We hope you enjoy the reading!

Best regards,

Manuel Bordoy  
Head of the European Baccalaureate Unit



## 1.- The Examination Paper



The examination paper format stays the same. A folded A3 size sheet, which gives 4 pages per sheet.

Each A3 sheet has a header on the first page where the pupils need to fill in their personal details: Surname, name, BAC ID and date of birth.

There are still the 3 traditional models: with lines (the most common one), with squares (mostly used for Sciences and Mathematics) and graph (millimeter) paper when the questions require its use.

**Candidates need to fill in their personal details on the header in the first page of each A3 sheet and number all pages in the little box on the footer.**

## 2.- Stickers

So as to facilitate the filling in of the personal details, candidates will have a label or card stuck on their tables with their personal details in the same order that needs to be followed when filling in the headers on the examination paper.

This way, candidates simply need to copy the information. The label will contain the following:

- Surname / Nom / Nachname
- Name / Prénom / Vorname
- BAC ID
- Date of birth / Né(e) le / Geburtsdatum

For example:

<b>SMITH</b>
<b>JOHN</b>
<b>1402001</b>
<b>25/11/1999</b>

## 3.- Filling of your Personal Details

Your personal details need to be filled using **CAPITAL** letters of the Roman alphabet.

### 3.1.- Names and Surnames

1. Compound names and surnames

Always leave a blank box between names or surnames

E.g.: JEAN PIERRE



- Compound names or surnames that are too long to fit in the boxes  
Leave a blank box between names or surnames and stop writing at the last letter that fits in the boxes.  
E.g.: PEREIRA DA COSTA FERNANDES FERR
- Names with special characters such as hyphens (-) or apostrophes (')  
Use a box for the special characters.  
E.g.: O'BRIEN
- Special letters in different languages (Ñ, Ž, Ç, É, Ł, Ø, etc.)  
No problem. Just make sure that all fits inside the box.

### 3.2.- BAC ID

It contains only numbers. Always **7 numbers**. The BAC ID is provided to the candidates by each school and it will be found on the stickers on the tables of the examination rooms.

### 3.3.- Date of Birth

It follows this structure: **DAY / MONTH / YEAR** — Only numbers are possible.

Mod. EURSC-DACTYLO ©NEOPTEC	
Surname / Nom Nachname :	<input type="text"/>
Name / Prénom Vorname :	<input type="text"/>
BAC ID :	<input type="text"/>
Date of birth / Né(e) le Geburtsdatum :	<input type="text"/> / <input type="text"/> / <input type="text"/>
Subject / Matière / Fach : .....	
Language / Langue / Sprache : ..... Exam date / Date de l'examen / Prüfungsdatum : .....	

### 4.- Numbering the Pages

It is very important to number the pages correctly. The number of the pages must be written in the boxes located in the footer of each page by the candidates.

..... / .....
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Candidates need to number each page and state the total number of pages. For instance, if a student has completed 5 examination pages, i.e., a complete A3 sheet and



the first page of a second A3, then the numbering should go: on the first A3 sheet (1/5, 2/5, 3/5, 4/5) and on the second A3 sheet on the first page (5/5).

We recommend that the candidates number the pages as they write their scripts and introduce the total number of pages in each box at the end.

## 5.- Science Examinations

In scientific subjects, candidates need to start each new question on a new page. (Not on a new A3 sheet) Except for Biology, where they must start each question on a new A3 sheet. Please, note that these instructions are also clearly indicated on the cover page of each examination paper.



## 6.- L3 Examinations

The L3 examinations are very easy to handle. They come in a pre-set printed group of A3 sheets with all the pages already numbered for the candidates.

## 7.- Handing in the Scripts

It is very important that candidates double-check that their personal details have been properly filled in each header and that all pages are properly numbered before handing in their scripts.

A3 sheets must be handed in one inside the other in the right order from the first that the candidates used to the last one, meaning that the A3 in the exterior is the first one the candidates used.

We would like to insist that this a very important step in order to assure a problem-free scanning of the scripts. Candidates should take great care in complying with these instructions to the letter. It should take them no more than a couple of minutes.

## 8.- Writing Instructions

<p><b>Instructions</b> <b>Anleitung:</b></p>	<p>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.</p> <p>Utiliser uniquement des lettres majuscules et des chiffres dans la zone ID. Utiliser uniquement un stylo ou un stylo-bille bleu ou noir. Numéroté chaque page / nombre total de pages. Remettre les feuilles dans l'ordre. Pas d'agrafes. Ne pas rendre le papier brouillon.</p> <p>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 Heftklammern. Kein Konzeptpapier abgeben.</p>	
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Figure 1 - Instructions will appear on the first page of each A3 sheet

Writing instructions can be found under the headers of the examination paper. Candidates should be familiar with them. Please, also note the following:



1. Only blue or black ballpoint pens or rollerball pens for text. No gel or felt pens or ink that could go through and show on the other side of the paper
2. Exceptionally colour ballpoint pens or rollerball pens can be used for charts or diagrams. **No gel or felt pens or ink that could go through and show on the other side of the paper**
3. Pencil may only be used on the graph (millimeter) paper when indicated in the cover page of the examination (Use only HB, B, 2B pencils in the graphite scale)
4. Do not use highlighters or markers
5. Do not write outside of the margins
6. Do not use correction fluid (Tipp-Ex or similar) as this could damage the scripts when going through the scanners
7. Do not write with erasable pens
8. Do not use rubbers to erase
9. To correct mistakes, simply neatly cross them out with the help of a ruler

## 9.- Invigilators



Invigilators must remind the candidates of the importance of filling in properly all personal details in the headers, numbering the pages correctly and arranging them in the right order when handing in the scripts.

They are kindly requested to check the candidate's scripts when they are handed in. To this end, it is recommended to increase the number of invigilators in the last 10 minutes of every examination.

## 10.- Scanning of the Scripts

Before the scanning of the scripts, the scanning operators should re-check that all scripts have the headers correctly filled in, the pages are correctly numbered and arranged in the right order



## 11.- Training the Candidates

We recommend the examination centres to conduct a short practical hands-on session for the candidates regarding all the issues dealt with in this newsletter. This could be done during one class period with the class teacher or any other teacher, an education advisor or the BAC responsible staff member.



## 12.- Security Measures

The scanning module of Viatique (our on-line correction platform) has highly sophisticated automatic error detection measures. It is practically impossible to attribute incorrectly a script to a candidate or to have an uncomplete scanning of a script.

The production scanners purchased by the schools are the very best to assure a safe quality scanning.

Correctors have also the possibility of reporting through the platform any issues they might observe regarding the fidelity and quality of the scanning. The scanning operator concerned and the European Baccalaureate Unit are immediately notified and scripts can be rescanned.

Moreover, we have also signed a very complete Service Level Agreement with Neoptec that foresees 24 hours a day, 7 days a week support service to the European Baccalaureate Unit during the scanning and correction periods with a response time of 4 business hours for remediation of priority issues that are reported to us.

All in all, we have spared no efforts or resources to assure the success of this project.



**Thank you very much for your co-operation!**

