

Information on special arrangements for the BAC cycle (years of S6 and S7)

Ref.: Provision of Educational Support in the European Schools – Procedural document. 2012-05-D-15-en-13 (available on eursc.eu).

Special arrangements are aimed at offering pupils with learning difficulties the fairest possible conditions during written and oral examinations. Special arrangements are not intended to compensate for a lack of knowledge or ability but allow the pupil to fulfil his or her potential in the fairest conditions possible.

Up to and including S5, special arrangements for tests and examinations are authorised by the school on the basis of a specialist's report which parents should send to the secondary school Educational Support Department. For the Bac cycle (S6 and S7), it is the Central Office of the European Schools that authorises the implementation of special arrangements in examinations.

Towards the end of the school year, the Secondary Educational Support Department contacts the parents of pupils who are in S4 to inform them about the procedure for obtaining special arrangements for the BAC cycle (years S6 and S7).

Parents must submit an official request to the Central Office of the European Schools which will decide whether or not to validate the request via the school. **This request must be made when students are in S5.**

Special arrangements are only authorized when they are clearly related to the pupil's diagnosed needs by means of a medical/psychological/psychoeducational and/or multidisciplinary report justifying these special arrangements.

Application procedure and timeframe

- The deadline for receipt by the Central Office of complete applications is set for 30th October.
- Parents must therefore send their request to the Educational Support Department in early October.
- The latter verifies the request and forwards it to the Central Office.
- Once the decisions are communicated to the school by the Central Office (generally in December), these will be applicable for the entire BAC cycle (S6 and S7).

No complaint or appeal concerning a decision taken by the Central Office of the European Schools concerning the granting or refusal of special arrangements may be filed (without prejudice to article 12 of the Arrangements for Implementing the Regulations for the European Baccalaureate 2015-05-D-12-en-18, regarding complaints and appeals concerning the European Baccalaureate examinations).

Solely in exceptional situations which are unforeseeable and duly attested (serious illness, accident, newly enrolled pupils, etc.) will the school consider granting special arrangements when a request is submitted after the deadline indicated above.

Content of the application file

Parents must submit:

1. An application form (see **Appendix 1** in [EN](#), [FR](#), [DE](#)).

2. A limited authorisation form for the disclosure of confidential information (see **Appendix 2** in [EN](#), [FR](#), [DE](#)).
3. All requests for special arrangements for the European Baccalaureate cycle must be accompanied by a supporting medical / psychological / psycho-educational and / or multidisciplinary report. This report must clearly refer to and support the specific special arrangements requested in the application. The criteria to be met by the reports are specified in **Appendix 3** (in [FR](#), [EN](#), [DE](#)).
4. **All completed documents must be sent in PDF format.**

The completed application and any question regarding this matter should be sent to Ms. [Fatima AHMED-VERITER](#).

Contacts:

[Stefania RIGHETTI](#) *Educational Support Coordinator – Secondary*

[Fatima AHMED-VERITER](#), *Assistant for Special Arrangements*