



Ref: 2015-07-D-15-en-1

EUROPEAN BACCALAUREATE 2016. WRITTEN EXAMINATION PROPOSALS GUIDELINES.

The written examination proposals and their translations will be elaborated jointly by all the teachers teaching the same subject in s7 in a school. Other teachers may be also invited to participate, for example those teaching the same subject in s6.

Each School is bound to secrecy with regard to its own examination proposals. Schools may not inform each other of the questions they have submitted. Proposals must remain confidential until the end of the following two European Baccalaureate sessions.

The school management will establish the necessary arrangements to assure that this task is performed properly and the deadlines are met.

A.- Quality assurance

The document Quality Assurance of the European Baccalaureate Written examination papers. (Applicable from the 201_ European Baccalaureate session) gives specific information about the structure and contents of the different European Baccalaureate examinations.

B.- Checklist

A checklist is provided both as a reminder of different aspects of the European Baccalaureate regulations and as a reflection tool to help the elaboration process (2015-07-D-14-en-1).

C.- Formal aspects

1.- Word-processor.

Proposals will be elaborated with MS-Word. Please, use the templates provided by the European Baccalaureate Unit or follow the same style as in the paper of the previous session.

2.- Font.

Proposals will be submitted in Arial 12. Scientific formulas may be written using Times New Roman 12.

3.- Graphical elements.

Please, make sure that pictures, diagrams, charts, graphs, etc., included in the proposal are easy to use and reproduce.

4.- Header.

Every page will have a header with the following information:

- The question number;
- Number of the page corresponding to the question;
- The subject;
- The name of the school submitting the proposal;
- The original language in which the proposal was written;
- The part(s) of the syllabus which is relevant to the question.

Example:

Subject		School		Original Language	
Part(s) of the syllabus assessed					
Question number		Page number for this question			

5.- Numbering of questions and sub-questions.

First level: Numbers: 1, 2, 3, 4....

Second level: Lower case letters: a), b), c), d)...

Third level: Lower case Roman numbers: i, ii, iii, iv...

Example: 3 b) ii

6.- Page break

At the end of every question, there must be a page break.

7.- Source texts.

In proposals that include source texts, the lines will be numbered in 5.

8.- References.

Source texts, images, etc. will be properly referenced, indicating author, year of publication, work, publisher and/or URL address if the source is web-based.

9.- Translations.

The requested translations will be made by the teachers in the School concerned. Translations will be found in the same document after the proposal in the original language.

Each page of the translations will have a header with the same information as the original proposal and will indicate the language to which it has been translated.

Example:

Subject		School		Translation	
Part(s) of the syllabus assessed					
Question number		Page number for this question			

10.- Marks.

A value will be proposed for each question and sub-question.

11.- Solutions and suggested answers.

A document with the solutions and/or suggested answers will be produced. This document will be elaborated in the original language of the proposal. If the original language is other than EN, FR, or DE, it will also be translated to one of the languages just mentioned.

12.- Naming of the files.

The document with the written proposals will be named as follows:

School-Subject-Language (E.g.: BXL I-History-EN.doc)

The document with the solutions and/or suggested answers will be named as follows:

School-Subject-Language-SOLUTIONS (E.g.: BXL I-History-EN-SOLUTIONS.doc)

The document with the checklist will be named as follows:

School-Subject-Language-CHECKLIST (E.g.: BXL I-History-EN- CHECKLIST.doc)

13.- Transmission of files.

Proposals, solutions/suggested answers and checklist will be uploaded to the Learning Gateway

<https://portal.eursc.org/sites/WG/BqProposals/default.aspx>

14.- Deadline.

The 15th of November.