

PLEASE NOTE: As in the event of any dispute or diversity of interpretation, the German version of these regulations shall prevail. This English translation is for convenience only.

**Regulations of the German International *Abitur* Examination at German Schools
Abroad**

**- Resolution of the Standing Conference of the Ministers of Education and Cultural
Affairs of 17 June 2005 –**

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I. General provisions

Section 1

Type of examination, holding of examination

- (1) The German International *Abitur* is the leaving examination at the end of the 12 years of schooling at German schools abroad. The *gymnasiale Oberstufe* (upper level of the *Gymnasium*) was established in accordance with the version in force of the Agreements for the Organisation of the *gymnasiale Oberstufe* at Upper Secondary Level of the Standing Conference of the Ministers of Education and Cultural Affairs of 7 July 1972 in conjunction with the guidelines established by the Joint Committee of the Federation and the *Länder* on School Affairs Abroad (BLASchA). The German International *Abitur* examination covers subjects and examination components relating to foreign languages and, in the event of a binational qualification, subjects and examination components of the partner country.
- (2) Binational qualifications are based on international agreements.
- (3) On application by the school maintaining body, the school can, on first occasion, be authorised by resolution of the Standing Conference of the Ministers of Education and Cultural Affairs to hold the examination. In German schools abroad, the German International *Abitur* examination will then replace the *Abitur* and *Reife- und Hochschulreifeprüfung* (higher education entrance examinations).
- (4) In addition to examination components in German, the German International *Abitur* also includes examination components in the foreign/local language. The international character of the examination is also ensured by means of bilingual and/or foreign-language subjects. Bilingual subjects are assigned in equal measure to the subjects taught in German and in the foreign/local language.
- (5) Performance is assessed in accordance with the provisions of Section 3 of these regulations.

Section 2

Structure of the examination

- (1) The German International *Abitur* examination comprises three written and two oral examination subjects. In the case of binational qualifications, further regulations of the partner country shall be taken into account as required.
- (2) An oral examination can take place in the form of a group examination. This is regulated in detail in the Guidelines.

Section 3 **Grades and points system**

- (1) The following grades apply with regard to the results attained at upper level, including the *Abitur* examination:

Very good	(1)	- If the performance meets the requirements to a high degree
Good	(2)	- If the performance meets the requirements in full
Satisfactory	(3)	- If the performance generally meets the requirements
Adequate	(4)	- If the performance has shortcomings but, on the whole, still meets the requirements
Poor	(5)	- If the performance does not meet the requirements but indicates that the necessary basic knowledge is present and that the shortcomings could be rectified in the foreseeable future
Very poor	(6)	- If the performance does not meet the requirements and even basic knowledge is so fragmentary that the shortcomings cannot be rectified in the foreseeable future

- (2) The following key translates the grades into a point system:

Grade 1 corresponds to 15/14/13	points depending on the trend of grades
Grade 2 corresponds to 12/11/10	points depending on the trend of grades
Grade 3 corresponds to 9/8/7	points depending on the trend of grades
Grade 4 corresponds to 6/5/4	points depending on the trend of grades
Grade 5 corresponds to 3/2/1	points depending on the trend of grades
Grade 6 corresponds to 0 points	

Section 4 **Overall qualification to achieve the *Allgemeine Hochschulreife***

- (1) The overall qualification, which forms the basis for awarding the *Allgemeine Hochschulreife* (general higher education entrance qualification), is determined on the basis of the results obtained in the three areas of the qualification phase. These are:
- the partial qualification of the grades achieved in the three written examination subjects in the first three half-years: area A (Section 7 (2));
 - the partial qualification of the grades achieved in the further qualification subjects: area B (Section 7 (3));
 - the partial qualification of the examination: area C (Section 7 (4)).

- (2) A maximum of 900 points can be attained for the overall qualification, 270 of these points in area A, 330 points in area B and 300 points in area C.
- (3) The *Allgemeine Hochschulreife* is awarded if at least 300 points have been achieved, namely 90 points in area A, 110 points in area B and 100 points in area C. It is not possible to transfer points between the three areas.
- (4) In the case of binational qualifications, the Standing Conference of the Ministers of Education and Cultural Affairs can, on the recommendation of the BLASchA, recognise proof of academic performance falling within the area of responsibility of the partner country.

Section 5

Qualification subjects and compulsory attendance

- (1) For the candidate, the overall qualification generally comprises at least 10 subjects:
 - a) From the three main subject areas – languages, literature and the arts (I), social sciences (II), mathematics, natural sciences and technology (III):
 - German
 - Mathematics
 - Four subjects from the subject areas foreign languages (including the local language) and sciences (biology, chemistry, physics), with at least one subject from each subject area
 - History
 - An artistic subject (art, music)
 - b) Religious instruction or ethics/philosophy
 - c) Sport
The compulsory subject sport is not assigned to any area but must be attended throughout the qualification phase.
- (2) The qualification subjects also include bilingual subjects, as well as the subjects taught in the foreign/local language. This is regulated in detail in the Guidelines.
- (3) Within the four half-years of the qualification phase, a total of at least 28 weekly teaching hours must be attended in languages, literature and the arts, at least 16 weekly teaching hours in social sciences and at least 24 weekly teaching hours in mathematics, natural sciences and technology, as well as at least eight weekly teaching hours in sport.
- (4) The qualification subjects are compulsory for the candidate in the four half-years of the qualification phase.
- (5) If religious instruction/ethics/philosophy cannot be taught at the school, the overall qualification comprises at least nine subjects.

- (6) The number of qualification subjects increases or can be higher if the school's teaching regulations include further subjects – as either compulsory or elective subjects – namely:
 - another subject in the subject areas foreign languages/sciences;
 - another subject from the social sciences subject area (geography, social studies/politics, economics);
 - information technology.
- (7) A subject that is taught for less than two hours a week cannot be a qualification subject.
- (8) The number of hours and the language in which the respective subject is taught require the approval of the BLASchA.

Section 6

Examination subjects

- (1) The examination subjects must cover the three main subject areas.
- (2) The Uniform Examination Standards in the *Abitur* Examination (*Einheitliche Prüfungsanforderungen in der Abiturprüfung - EPA*) apply with regard to the examination subjects. Foreign-language examination elements can account for up to 50 percent. Exceptions to this require the approval of the chairman representing the *Länder* of the BLASchA (Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs). As part of a binational qualification, individual examination components can be subject to the control of the respective partner country.
- (3) Each candidate shall take at least one written and one oral examination in the German language. A maximum of two examination subjects can be subject to the control of the respective partner country.
 - a) German is a compulsory written examination subject.
 - b) The candidate shall specify the second and third written examination subjects when enrolling for the examination; these must be two of the following subjects or subject areas:
 - mathematics;
 - a foreign language or the local language that has been taught with at least four weekly teaching hours in at least six consecutive academic years before the *Abitur* examination and in the final two academic years. A foreign/local language that has been taught for longer than six years can be taught for three weekly teaching hours in the last two academic years;
 - a social science subject (geography, social studies/politics, history, economics), started at lower secondary level (or, in the case of economics, no later than the antepenultimate academic year) that has been taught with at least three weekly teaching hours in at least three consecutive academic years and in the last two academic years before the *Abitur* examination;

- a science subject (physics, chemistry, biology) started at lower secondary level that has been taught with at least three weekly teaching hours in at least three consecutive academic years and in the last two academic years before the *Abitur* examination.
 - c) When enrolling for the examination, the candidate shall specify the fourth examination subject from his/her qualification subjects that are not included in his/her written examination subjects.
 - d) The candidate shall select the fifth examination subject from the qualification subjects that are not included in his/her other examination subjects.
- (4) Specifying one of the subjects religious instruction/ethics/philosophy, information technology, art or music as the fourth or fifth examination subject requires that the BLASchA has granted the school permission to hold examinations in the respective subject.
- (5) In addition to the foreign/local language, only one non-language subject taught in the foreign/local language can be an examination subject in addition to a subject that is taught bilingually.
- (6) For pupils starting at a new school after changing schools, the teaching regulations of the new school generally apply.
If, as a result of the previous schooling, special regulations are required that deviate from the teaching regulations of the school, the approval of the chairman representing the *Länder* of the BLASchA (Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs) is required. In such cases, the requirements set out in these regulations for overall qualification and the *Abitur* examination must be fundamentally fulfilled.
A substantiated application must be made before final acceptance of the pupil.
- (7) If an extracurricular compulsory subject that has been approved on the basis of a special regulation is not included in the *Abitur* examination subjects of the candidate, the candidate must score more than zero points in this subject in every half-year of the upper level and the result obtained in at least the final half-year must be credited for the qualification.

Section 7

Proof of qualification

- (1) Overall, the following number of half-year results in the following subjects have to be credited for qualification in areas A, B and C:

Subjects	Half-year results
- German:	four
- Mathematics:	four
- Foreign languages and sciences: in both subjects together	min. fourteen

- at least four in each of these subject areas
- Social sciences: min. four
at least two in history
 - Artistic subject: min. three
 - Sport max. three
 -

(2) Area A:

- a) In this area, the points that are scored in the three written examination subjects in the three first half-years of the qualification phase are credited to the qualification with a double weighting.

Thus, the maximum number of points that can be scored in this area is as follows:
 $9 \times 15 \times 2 = 270$.

At least 90 points must be scored.

- b) Candidates must score more than 0 points in all of the nine half-years.
- c) In at least six of the nine half-years, no less than five points in the single weighting must be scored.

(The last half-year of the qualification phase in the examination subjects is credited in area C).

(3) Area B:

- a) In this area, 22 half-year results are credited to the qualification with a single weighting from the instruction given during the four half-years of the qualification phase in the qualification subjects that are not included in the written examination subjects of the candidate. .

Thus, the maximum number of points that can be scored in this area is as follows:
 $22 \times 15 \times 1 = 330$.

At least 110 points must be scored.

- b) The grades achieved in the fourth and the fifth oral examination subjects in the first three half-years of the qualification phase are included in the 22 half-years to be credited.

Candidates must score more than 0 points in all of the three half-years.

(The last half-year of the qualification phase in the examination subjects is credited to area C).

- c) In at least 16 of the 22 half-years, no less than five points in the single weighting must be scored.
- d) Of the 22 half-year results that count towards the qualification, up to four half-year results can be in one subject.
- e) A half-year in which zero points have been scored cannot be credited.

- f) The following applies with regard to a new second foreign language in accordance with the Guidelines 5.1.3.:

Candidates must score more than zero points in all of the half-years of the qualification phase. In this foreign language, at least one of the last two half-years of the qualification phase must be credited to the overall qualification.

(4) Area C:

- a) In this area, the results in the last half-year of the qualification phase in each of the five examination subjects are credited to the qualification with a single weighting and the result of the *Abitur* examination is credited to the qualification with a triple weighting. At least 100 points must be scored.

Thus, the maximum number of points that can be scored in this area is as follows:
 $(5 \times 15 \times 1) + (5 \times 15 \times 3) = 300$.

- b) Candidates must score more than zero points all of the five examination subjects in the last half-year.
- c) If a subject examined under German supervision in a written examination is also examined orally, the examination result is determined from the written and the oral component in accordance with the table in Appendix 3.
- d) In two examination subjects, the total points (fourth half-year result and examination subject) must be at least 20 points in each subject.

Section 8

Procedure in the event of cheating and other irregularities

- (1) a) In the written examination, anyone who is guilty of cheating, attempting to cheat or assisting someone else to cheat will be excluded from further participation in the *Abitur* examination.

The *Abitur* examination is then graded as “failed”.

- b) If a case of cheating is not recognised until after the examination certificate has been issued, the *Abitur* examination can be graded as “failed” and the examination certificate declared invalid.
- c) Anyone who is guilty of repeated cheating, attempting to cheat or assisting someone else to cheat will be permanently excluded from the *Abitur* examination and will have to leave the *gymnasiale Oberstufe*.
- d) The head teacher shall inform the pupils of these regulations before the start of the written examination.
- e) If a case of cheating or another irregularity has been established, the head of examinations shall take the necessary measures.

- f) If, in exceptional circumstances, the facts of the individual case are such as to merit a milder judgement, the head teacher in consultation with the subject teacher and the teachers who are part of the examination board shall allow the candidate to sit new questions.

The application of this provision requires the approval of the representative of the Standing Conference of the Ministers of Education and Cultural Affairs.

- (2) In the event of cheating, an attempt to cheat or assisting someone else to cheat during the oral examination, the provisions set out in subsection (1) shall apply accordingly.
- (3) If, in an individual examination, the candidate refuses to take the examination or otherwise withdraws from the assessment of performance, the comment “cannot be determined” shall be recorded instead of a grade. This comment corresponds to a score of zero points. The procedure is the same if the candidate misses an individual examination for reasons for which he/she is responsible.
- (4) If a candidate refuses to take or misses more than one individual examination for reasons for which he/she is responsible, the *Abitur* examination shall be graded as “failed”.

II. Examination boards and general rules and regulations

Section 9 Examination board

- (1) In an *Abitur* examination, the following are members of the examination board:
- a) the representative of the Standing Conference of the Ministers of Education and Cultural Affairs as head of examinations;
 - b) in the case of binational qualifications, the partner country’s representative responsible for the examinations as necessary;
 - c) the German head teacher or, in justified cases, his/her deputy;
 - d) the class teacher and the upper level coordinator;
 - e) the diplomatic or consular representative of the Federal Republic of Germany responsible for the area where the school is located;
 - f) a board member of the school association.

If a board member from the school is unable to attend, the head teacher shall appoint a representative.

Members of the examination board may not be related to a candidate, or the candidate may not live in the same household as a member of the examination board.

- (2) The head of examinations is appointed by the President of the Standing Conference of the Ministers of Education and Cultural Affairs in consultation with the Federal Foreign Office. He/she is a member of the Joint Committee of the Federation and the *Länder* on School Affairs Abroad and must be qualified to teach the *gymnasiale Oberstufe*.
- (3) The head of examinations is responsible for ensuring that the *Abitur* Examination is

conducted according to the rules. Taking account of the different conditions specific to the foreign school, he/she is responsible for guaranteeing the comparability and suitability of the standards for performance assessment.

- (4) Until he/she arrives at the school, the head of examinations is represented on the examination board by the head teacher.
- (5) After returning the written examination papers with his/her comments and decisions to the school, the head of examinations in consultation with the chairman representing the *Länder* of the Joint Committee of the Federation and the *Länder* on School Affairs Abroad, can assign control of the further examination to the head teacher. Continuity of supervision by the Standing Conference of the Ministers of Education and Cultural Affairs must be guaranteed.

Section 10

Subject-specific examination boards

- (1) The head of examinations is the chairperson of the subject-specific examination boards. If examinations have to run in parallel, he/she can delegate the chair.
- (2) A subject-specific examination board comprises the following:
 - the chairperson
 - the subject-specific examiner
 - the secretary
 - if possible, a subject-specific observer
- (3) The subject-specific examiner is generally the subject teacher who taught the candidate in the final academic year.
- (4) The head teacher appoints the secretary and the subject-specific observer from the teaching body of his/her school.
- (5) The head of examinations is entitled to appoint subject teachers from another German school abroad to act as secretary or subject-specific observer.

Section 11

Participants in and guests at oral examinations

- (1)
 - a) Apart from the members of the examination board and the subject-specific examination boards, the other teachers at the school who are on secondment from the Federal Republic of Germany shall also take part in the oral examinations.
 - b) In the case of binational qualifications, the representative appointed by the partner country shall also take part.
 - c) Teachers at the school who are not on secondment from the Federal Republic of Germany and who are not members of the examination board or of a subject-specific examination board can take part in oral examinations.

- (2)
 - a) The board members of the school association are entitled to take part in the oral examinations as guests.
 - b) The head of examinations shall decide whether other guests may participate in oral examinations.
 - c) The head of examinations shall decide whether up to two pupils from the last but one academic year may participate in an oral examination. The agreement of the candidate is required for their participation.
 - d) It is not permitted for guests and pupils to be present when the grades are being considered.
- (3) Anyone participating in oral examinations must not be related to the candidate, or the candidate must not live in the same household as a member of the examination board.
- (4) Special regulations apply with regard to the fifth examination subject (cf. Guidelines).

Section 12 Duty of secrecy

The members of the examination board and of the subject-specific examination boards, as well as the other participants and guests present at oral examinations, are obliged to maintain secrecy with regard to all examination procedures.

Section 13 Notification of the examination regulations

Before the start of the *gymnasiale Oberstufe*, the school shall inform pupils and their parents or legal guardians about the examination regulations.

At the start of the final school year at the latest, pupils shall again be informed about the provisions of the examination regulations.

III. Preparing the German International *Abitur* examination

Section 14 Registering the examination

After the start of the school year, the school shall register the final-year examination with the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs through the official channels via the consular representative. The registration should include the following:

- information regarding the first and last day of teaching and the holidays in the current academic year, as well as the number of days when there are no lessons in the second half of the academic year;
- a proposal for the dates of the written examination (cf. Section 23) and the oral examination

(cf. Section 28);

- information about the expected number of candidates;
- notification that no member of the examination board or of a subject-specific examination board is related to a candidate and that no candidate is living in the same household as a member of the examination board;
- an application for the appointment of a head of examinations.

The head of examinations shall set the dates for the examinations.

Section 15 **Enrolling for the examination**

- (1) In the first half-year of the final school year, pupils shall enrol for the *Abitur* examination on the date specified by the school by submitting a completed form in accordance with Appendix 4.
- (2) A handwritten curriculum vitae listing the educational pathway must be submitted with the enrolment form. Both must be forwarded immediately to the head of examinations.

IV. Admission to the German International *Abitur* examination

Section 16 **Admission to the written examination**

- (1) After completion of the first half-year of the final school year, the pupil's partial qualification in area A is determined (Appendix 5). At minimum, the deputy head teacher, the class teacher and the upper level coordinator shall attend this meeting, which is chaired by the head teacher.
- (2) Anyone meeting the conditions specified in Section 7 (2) shall be admitted to the written examination. Otherwise, admission cannot be granted (see Section 18).
- (3) Anyone no longer able to meet the conditions for partial qualification in area B (Section 7 (3)), even taking into account optimum results in the second half-year of the final school year, shall not be admitted to the examination (see Section 18).
- (4) In the case of binational qualifications, the Standing Conference of the Ministers of Education and Cultural Affairs can establish different regulations for admission on the recommendation of the BLASchA.
- (5) This meeting must be documented in writing.
- (6) The pupils shall be notified of the results of the meeting.

If a pupil is not admitted, the head teacher shall notify the parents or legal guardians immediately in writing as necessary.

Section 17
Admission to the oral examination
(admission meeting)

- (1) After completing lessons in the final school year, the partial qualification of the pupils in area B (Section 7 (3)) shall be determined before the oral examination at a meeting composed in accordance with Section 16 (1) (Appendix 5).
- (2) If the conditions listed in Section 7 (3) have been fulfilled and if more than zero points have been scored in all of the five examination subjects in the last half-year of the final school year, the pupil shall be admitted to the oral examination. Otherwise, admission cannot be granted.
- (3) In the case of binational qualifications, the Standing Conference of the Ministers of Education and Cultural Affairs can establish different regulations for admission to the oral examination on the recommendation of the BLASchA.
- (4) This meeting must be documented in writing.
- (5) The pupils shall be notified of the results of the meeting.
- (6) If a pupil is not admitted, the head teacher shall notify the parents or legal guardians immediately as necessary. This must be recorded in the files.

Section 18
Procedure in the event of non-admission, withdrawal or failure to complete the examination and renewed enrolment for the examination

- (1) Anyone not admitted to the written examination or who withdraws from the examination before the start of the written examination can repeat the second half-year of the penultimate school year and the first half-year of the final school year.
- (2) Anyone not admitted to the oral examination or who fails to complete the examination after the meeting in accordance with Section 17 shall repeat the two half-years of the final school year.
- (3) In the case of non-admission or withdrawal from the examination, the candidate has failed the *Abitur* examination.
- (4) When reviewing whether the requirements for renewed admission have been fulfilled, only the results achieved by the candidate during the repeated half-years can be taken into account.
- (5) Anyone not admitted to the written examination after three and a half years in the *gymnasiale Oberstufe* must leave the *gymnasiale Oberstufe* because he/she can no longer meet the requirements for taking the *Abitur* examination within the maximum period of four years. The chairman representing the *Länder* of the Joint Committee of the Federation and the

Länder on School Affairs Abroad shall determine exceptions in specially justified cases.

Section 19 Presentation of examination documents

- (1) Immediately after the meeting in accordance with Section 16, the school shall submit the following documents to the head of examinations:
 - a) a list of candidates in alphabetical order in accordance with the specimen included in Appendix 7;
 - b) notification of how many pupils in the final school year have not enrolled in the examination and how many pupils were not admitted to the written examination;
 - c) an overview of the written and oral examination subjects, including information about the number of candidates in each subject, as well as the respective language of instruction and notification of which subjects are the responsibility of the partner country (Appendix 6);
 - d) a report on the class as a whole;
 - e) in the case of special regulations, a photocopy of the approval document (cf. Section 6 (6));
 - f) the written record of the meeting in accordance with Section 16.

The head of examinations is entitled to request further documents

- (2) On arrival, the head of examinations is to be given the following documents:
 - a) the written record of the meeting in accordance with Section 17;
 - b) the examination papers (current status, see Appendix 5);
 - c) the overview of examinations (Appendix 8).

V. Holding the German International *Abitur* examination

A. Written examination

Section 20 Requirements in the written examination

- (1) The questions should give candidates the opportunity to demonstrate their knowledge of the respective subject and methods, their ability to think independently and their power of judgement.

The questions may not be so closely related to a question that has already been worked on and resolved or that has been prepared in the classroom in such a way that no

independent work is required.

- (2) The questions must refer to the lessons given during the qualification phase and take suitable account of the subject areas covered in both school years.
- (3) The formulation of the questions must be such that the candidates are able to demonstrate their abilities and knowledge in all three requirement areas:
 - In requirement area I, the candidate must summarise knowledge and facts from a specific field in the context of what has been learned, as well as to describe and use learned and practised work techniques in a recurring context.
 - In requirement area II, the candidate must explain, work on and present known facts in his/her own words and independently apply and transfer what has been learned to comparable new situations and facts.
 - In requirement area III, the candidate must plan and process complex facts with the aim of developing independent solutions, reasoning, consequences, conclusions, interpretations and valuations.

With regard to the subject-related presentation of the requirement areas, reference is made to the Uniform Examination Standards in the *Abitur* Examination.

- (4) The requirement areas cannot always be clearly separated. Partial questions do not necessarily have to be assigned to one specific requirement area. However, the required performance should be assigned predominantly to one requirement area.

The question set should take account of the basic principle that the required examination performance should be increasingly independent. The degree of independence of the required examination performance depends on the teaching prerequisites.

- (5) When setting the questions, the primary focus should be on requirement area II. In addition, requirement areas I and III should to be taken into account, with requirement area I taking precedence over requirement area III.
- (6) If examination subjects are the responsibility of the partner country, the provisions of the respective country for the written final examination apply.

Section 21

Questions for the written examination

- (1) The written examination questions can be compiled locally, some can be compiled locally and some centrally, or they can all be compiled centrally. The requirements are set out by the Joint Committee of the Federation and the *Länder* on School Affairs Abroad.
- (2) For the questions in the written examination, the subject-specific information contained in the version in force of the Guidelines for the German International *Abitur*

Examination at German Schools Abroad (*Richtlinien für die Deutsche Internationale Abiturprüfung an deutschen Auslandsschulen*) applies.

Section 22
Presentation and selection of proposed questions
for the written examination

- (1) If the questions are not set centrally, the final-year subject teachers shall submit the proposed questions for approval.
- (2) Explanatory comments for use of the candidates in answering the questions should be added to all proposed questions. Furthermore, aids to be made available to candidates should be specified.
- (3) Information about pupils' expected performance (expectations) and the assessment criteria should be submitted with each proposed question; reference should be made to the three requirement areas, in particular with regard to the performance assessments "good" and "adequate".
The requirement areas should be specified in detail in the expectations.
- (4) The following must also be added to the proposed questions:
 - a) the declaration by the subject teacher that confidentiality is guaranteed;
 - b) an overview of the lesson content of the qualification phase, including information about the texts read in German and in the foreign languages;
 - c) the topics of the written tests set thus far in the examination subjects in the qualification phase;
 - d) the sources of the texts/materials on which the proposed questions are based, including exact references, as well as the number of words in the foreign-language texts, vocabulary aids, modifications to and abridgements of texts as appropriate (cf. Guidelines);
 - e) if necessary, an application for an extension of the work time in accordance with Section 24 (3);
- (5) The head teacher shall verify that the proposed questions comply with the provisions contained in these regulations (cf. Sections 20 - 22), add a written comment confirming his/her approval and promptly send them, in a sealed envelope, to the head of examinations. For each examination subject, an unsealed envelope that has been labelled accordingly must be included with the proposals.
- (6) The head of examinations shall verify that the proposed questions are suitable, approve the suitable proposals, select the specific questions to be used and send them back to the head teacher in a sealed envelope for each examination subject.

The head of examinations can modify the proposed questions, request new questions or can him/herself set other questions.

- (7) The envelope containing the questions may only be opened by the head teacher on the day of the respective written examination.

If the head of examinations changes a proposal, this shall be noted on the envelope. In this case, the head teacher shall open the envelope on the day before the relevant written examination.

If, in a science subject, an experiment-based question was selected, the envelope (labelled with the letter E by the head of examinations) shall be opened on the day before the examination in the presence of the head teacher if an application to do so was submitted by the school and approved by the head of examinations.

- (8) It is the duty of the teachers who set the questions and of the head teacher to ensure that the candidates are only allowed to see the questions for the written examination at the start of the respective examination. Any clues given about the questions submitted will jeopardise the recognition of the examination.
- (9) Proposals that have not been selected but that have been approved shall remain in the safekeeping of the head teacher.
- (10) If a candidate was unable to take or complete an examination for reasons that are beyond his/her control, the head teacher shall set a new examination date.

The questions that were approved but not selected shall be used in this examination. If necessary, the required number of questions must be prepared again and approved by the head teacher.

- (11) Questions that have been approved but not used can be updated and resubmitted. The resubmission shall be notified to the head of examinations.

Section 23

Date of written examination

The head of examinations shall determine the date of the written examination in consultation with the head teacher.

Section 24

Procedure for written examination

- (1) No later than the last day of school before the first written examination, the head teacher shall inform the candidates of the consequences of cheating (Section 8).
- (2) The candidates shall answer the questions under continuous invigilation by teachers. A candidate seating plan shall be made.

(3) The time allowed for written questions under German responsibility is as follows:

a) In German	4 hours
b) In foreign languages/local language	4 hours
c) In mathematics	4 hours
d) In social sciences	3 hours
e) In sciences	3 hours

On application, the time for bilingual subjects and for subjects taught in the foreign/local language can be extended by a maximum of 60 minutes.

In science subjects, the head of examinations can extend the available time by up to 60 minutes upon receipt of a valid application if this is necessary for the pupils to conduct experiments.

(4) The work time starts as soon as the questions have been presented or as soon as the teacher has finished conducting an experiment. In subjects where candidates have a choice of questions, the work time commences 20 minutes after presentation of the questions. The work time must be continuous without interruption.

(5) Only paper bearing the stamp of the school may be used for answers and drafts.

(6) If aids that are not listed in the proposals prove necessary, the subject teacher must later make a note of them on the coversheet of the proposal and in the written record (cf. Subsection (9)).

(7) The candidates are not obliged to make a draft.

(8) Candidates who have completed their answer shall hand it in and leave the examination room. The school takes measures to ensure that they do not help other candidates with the examination.

As soon as the work time has expired, the answers, including all documents, must be handed in.

(9) A written record is to be kept of the written examination.

The written record shall document when the work time started and when the individual papers were handed in, how long the individual teachers were invigilating and when individual candidates left the examination room. Additional aids must be documented (cf. Subsection (6)). Each teacher shall confirm that the examination took place according to the regulations during the invigilation period. In the event of any special occurrences, a comment must be added about the circumstances of this occurrence and the measures taken.

Section 25

Marking, evaluating and assessing written work

- (1) Marking the written papers is aimed at evaluating the solutions, study results or arguments put forward by the candidates, as well as the extent to which the solution resolves the question in hand or is impaired by errors of fact or logic. The strengths and weakness of the paper must be identified on a subject-specific basis and commented upon. Serious and frequent infringements of linguistic accuracy or poor presentation can lead to the deduction of 1 to 2 points. Specific criteria for linguistic accuracy apply to the subject of German and to foreign languages.
- (2) In the case of pupils who are non-native German speakers, special conditions with regard to the assessment of linguistic accuracy shall be taken into account.
- (3) The subject teacher shall compile a report about the merits and deficiencies of the paper and evaluate the paper with a grade and a point score (single weighting). The report must make the assessment of the paper transparent and explain the reasons for the assessment.
- (4) An overall report shall be compiled for all written papers in a subject. In particular, it shall contain information about the actual results compared with the expected results and reasons for any significant deviations between the overview of grades and the preliminary grades.
- (5) If, in exceptional cases, there is a deviation from the evaluation criteria submitted (cf. Section 22 (3)), reasons for this shall be given when the papers are submitted to the head of examinations.
- (6) The head teacher shall instruct a subject teacher to mark the examination papers a second time. After looking through the paper, the second examiner either agrees with the assessment or adds his/her own assessment in accordance with Subsection (3); reasons must be given for deviating from the first assessment. The marking by the second examiner must be identifiable (cf. Guidelines).
- (7) The head of examinations, who determines the final grade of the papers (cf. Section 32 (2)), is authorised to change proposed grades. If there is any doubt that individual or all papers have been completed independently, the head of examinations can declare any such papers invalid and set new questions. The measures taken shall be documented.
- (8) In the case of written examination subjects that are the responsibility of the partner country, the marking and assessment provisions of that country apply.
- (9) For the evaluation and assessment of the individual written papers, the subject-specific information and provisions of the versions in force of the Guidelines for the Regulations for the German International *Abitur* Examination at German Schools Abroad or the Uniform Examination Standards in the *Abitur* Examination apply.

Section 26
Handover of examination papers

The written papers under German responsibility, including the questions (with expectations) and the overall report about the examination papers in the individual subjects, shall be handed over to the head of examinations without delay. The written record about the written examination shall be included.

B. Oral examination

Section 27
Subjects of oral examination

- (1) The subjects of the oral examination are:
- a) the fourth subject selected in accordance with Section 6 (3);
 - b) the fifth subject selected in accordance with Section 6 (3);
 - c) if appropriate, the three subjects of the written examination (cf. Section 6 (3) a) and b));
 - d) if appropriate, subjects that, in accordance with Section 6 (3), have been approved as subjects for the oral examination as part of a special agreement with the host country.
- (2) There is no exemption from an oral examination.

Section 28
Date of oral examination

The head of examinations shall determine the date of the oral examination in consultation with the head teacher.

Section 29
Preliminary discussion of oral examination
(preliminary meeting)

Before the start of the oral examinations in the fourth and fifth subject, a preliminary discussion shall take place between the head of examinations and the members of the subject-specific examination boards regarding the procedure and organisation of the oral examinations.

Section 30

Procedure for oral examination

- (1) The oral examinations shall be conducted as individual examinations. Special regulations apply with regard to the organisation of the fifth examination subject (see Guidelines).
- (2) The candidates shall be informed of the sequence of the examinations. The candidates are obliged to be present on the specified examination dates.
- (3) The candidates will prepare for the oral examination under the invigilation of a teacher. The head teacher regulates the invigilation.

The preparation time is generally 20 minutes.

With the agreement of the head of examinations, up to 90 minutes can be granted for preparation in science subjects and up to 180 minutes for preparation in artistic subjects.

During the preparation time, the length of which is documented, the candidate can make notes for the examination.

Special occurrences in the preparation room shall be documented.

- (4) For each candidate, a limited question that is new to the candidate shall be set. The question is presented in writing. Texts and other requirements are supplemented with instructions. This does not affect Section 31 (4).

The length of a text should be appropriate for the amount of preparation time available. The lines of the text shall be numbered.

- (5) The questions for the oral examinations shall be submitted to the head of examinations in good time before the start of the examinations. The head of examinations specifies the date of submission.

The subject-specific examiner shall add a brief explanation of the relation to the lessons taught and the expected performance to the question set.

- (6) The oral examination shall generally be conducted by the subject-specific examiner (cf. Section 10 (3)). The chairperson is entitled to ask the candidate questions and to conduct the examination him/herself.
- (7) The oral examination generally lasts 20 minutes. In the case of a group examination in the fifth examination subject, the duration of the examination shall be extended from 20 minutes by another 10 minutes for each additional candidate.
- (8) The subject-specific examination board shall discuss the individual examination results. The chairperson of the subject-specific examination board shall determine the grade and the point score.
- (9) The head of examinations shall make the necessary arrangements for a candidate who was unable to take or complete an examination.

- (10) A written record shall be kept of each individual examination that lists the examination subject and the time of the examination, as well as the name of the candidate, the examiner and the secretary. The question, the type of solution and the course of the discussion shall be recorded.
The information in the written record must be clear and comprehensible and also state and substantiate the results of the discussion.
- (11) The agreed rules and regulations apply with regard to the subjects that are the responsibility of the partner country.

Section 31 Organisation of oral examination

- (1) The oral examinations in the subjects that the candidates have specified in accordance with Section 6 (3) c) and d) as the fourth and fifth subject of the *Abitur* examination shall take place before the *Abitur* examination meeting (Section 32) under the chairmanship of the head of examinations.
- (2) Each examination shall be set up in such a way that the candidates are able to demonstrate secure and well-structured knowledge, familiarity with the working methods of the subject, understanding and judgement, independent thought, a sense of context with regard to the subject and presentation skills.

Irrespective of any methodologically required examination focus, the oral examination may not be limited to the subjects covered in a single half-year. It may not be a repeat of the content of a written examination.

The requirements with regard to the questions may not be set up in such a way as to aim for the attainment of a desired grade.

- (3) In the examination, the candidates should first attempt to answer the prepared question independently in a coherent presentation.

Reading out the notes made in the preparation room, repetition of factual content that does not relate to the question and the incoherent or fragmentary recitation of isolated pieces of knowledge are contrary to the purpose of the examination.

- (4) During the course of the examination, the discussion should clarify the wider factual context arising from the respective question. If this is not possible due to the candidate's lack of knowledge, the examiner should switch to another field.
- (5) In addition, with regard to the execution of the oral examinations and the assessment of the examinations, reference is made to the agreements of the Standing Conference of the Ministers of Education and Cultural Affairs regarding the Uniform Examination Standards in the *Abitur* Examination.
- (6) The examinations in the bilingual subjects shall be conducted in German and in the foreign/local language. This is regulated in detail in the Guidelines.

Section 32
***Abitur* examination meeting**

- (1) After the oral examinations in the fourth and fifth examination subject, the head of examinations, the members of the examination board and the subject-specific examination boards, as well as the other subject teachers of the class, shall hold the *Abitur* examination meeting.
Once again, reference is made to the duty of secrecy in accordance with Section 12.
- (2) The head of examinations shall comment on the year taking the examinations and on the written examination papers. The grades for the written examination papers shall be finalised.
- (3) For each candidate, the results of the oral examinations in the fourth and fifth examination subject shall be determined.
- (4) After consulting the meeting, the head of examinations shall determine in which subjects of the written *Abitur* examination oral examinations are to be set.
 - a) An oral examination shall be set when the result of the written examination differs by 4 or more points from the average point score achieved in the two half-years of the final year.
The head of examinations shall decide about exceptions.
 - b) Oral examinations shall additionally be set when the conditions of the examination area (Section 7 (4)) have not yet been fulfilled but when it seems likely that the candidate will pass the *Abitur* examination by taking further examinations.
 - c) In addition, after consulting with the meeting, the head of examinations can set further examinations.
- (5) An oral examination in the written examination subjects shall not be set if, on the basis of the results of the written examination and the completed parts of the overall qualification, it is no longer possible for the candidate to pass the *Abitur* examination, even after attaining the highest point score in further examinations. In this case, the candidate has failed the *Abitur* examination.
- (6) A written record shall be kept of the *Abitur* examination meeting.

Section 33
Notification of candidates after the *Abitur* examination meeting

- (1) After the *Abitur* examination meeting, each candidate shall be given a completed form (Appendix 9) informing him/her of the following:

- the overall point score of the partial qualifications in area A and in area B;
- the results of the written papers;
- the point score attained in the examination subjects in the last half-year of the final year;
- the result of the oral examinations in the fourth and fifth examination subject;
- if applicable, the results of the oral examinations set in the written examination subjects.

The forms shall be handed out at a meeting of the candidates.

- (2) At the same time, the head teacher shall notify the candidates of the start of the additional oral examinations and inform them that they are obliged to find out about the date of their oral examination.

Section 34

Additional oral examinations at the request of candidates

- (1) The candidates can enrol in a maximum of two additional oral examinations in the subjects of the written *Abitur* examination that fall under German responsibility and in which no oral examination has been set in accordance with Section 32 (4).

They must be given an opportunity to seek advice in this regard.

- (2) The written notification of the intention to take additional oral examinations must be received by the school no later than 12.00 on the morning of the working day following the *Abitur* examination meeting.
- (3) Candidates cannot withdraw from examinations they themselves have elected to take.

Section 35

Oral examination in the first to third examination subject

- (1) The oral examination in the subjects of the written *Abitur* examination that fall under German responsibility shall start on the second working day after the *Abitur* examination meeting.
- (2) The examination schedule shall be announced in accordance with the date named in Section 34 (2).
- (3) If, in accordance Section 32 (4) b), oral examinations are set in the written examination subjects, only as many examinations shall be taken as are necessary to pass (cf. Section 7 (4)).

As soon as these conditions have been met, the candidate shall be informed accordingly.

If it is established that the conditions to pass the examination can no longer be met, the examination shall be terminated. In this case, the candidate has failed the *Abitur* examination.

VI. Completion of the German International *Abitur* Examination

Section 36 Determining the results of the *Abitur* examination (final meeting)

- (1) The members of the examination board shall attend the final meeting. In the case of binational qualifications, the representative of the partner country responsible for the examinations shall be invited.
- (2) As part of the final meeting, the number of points scored by the candidates in the examination area (Section 7 (4)) shall be determined (Appendix 5).
- (3) The number of points the candidates have scored in the overall qualification and the average grade shall be determined and the candidates subsequently notified (Appendix 2).
- (4) If the conditions stipulated in Section 7 have been met, the candidate has passed the *Abitur* examination. If not, the candidate has failed the *Abitur* examination.
- (5) If a candidate has failed the *Abitur* examination, the head teacher shall inform the parents or legal guardians immediately as appropriate.
- (6) A written record shall be kept of the final meeting.

Section 37 Award of the *Allgemeine Hochschulreife*

Candidates who have passed the German International *Abitur* Examination shall be awarded the *Allgemeine Hochschulreife* (entrance to general university studies).

The candidates shall receive a bilingual grade transcript of the German International *Abitur* examination on the basis of the specimen in Appendix 1.

In the case of binational qualifications, the *Abitur* grade transcript indicates the components of the partner country.

Section 38 Written record of the *Abitur* examination

The written record of the *Abitur* examination shall comprise:

- a) the written records of the meetings in accordance with Sections 16, 17, 32 and 36;

- b) the written records of the written examinations (Section 24);
- c) the written records of the oral examinations and invigilation in the preparation room (Section 30)

Section 39 **Safekeeping of examination documents**

- (1) The written papers of the candidates, the written records of the examinations and a duplicate of the grade transcript shall be added to the school files.
- (2) The school shall send the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs and the head of examinations an overview of the results of the *Abitur* examination of the individual candidates in accordance with Appendix 10.
- (3) After completion of the *Abitur* examination, the candidates and, as appropriate, also their parents or legal guardians shall on request be allowed to view their written examination papers in the presence of a teacher (but not to view other examination documents). Extracts, photocopies or duplicates may not be made.

The head teacher shall specify which teacher will supervise the viewing of the documents and the date on which this is to take place.

VII. Procedure in the event of failure

Section 40 **School leaving report**

Candidates who fail the German International *Abitur* examination and leave the school shall receive a school leaving report (*Abgangszeugnis*).

The school leaving report shall not make any reference to the failed examination.

Section 41 **Repeating the examination**

- (1) As a rule, a failed German International *Abitur* examination can be repeated once in full after a period of one year.
- (2) In justified exceptional cases, the chairman representing the *Länder* of the Joint Committee of the Federation and the *Länder* on School Affairs Abroad (BLASchA) can allow a second repeat. In this case, the maximum period of four years in the *gymnasiale Oberstufe* can be extended by one year.

- (3) Renewed admission to the written and oral examination is required. Only the results achieved by the candidate during the repeated half-years shall be taken into account. The points scored in the examination area during the first examination attempt shall not be taken into account.
- (4) An *Abitur* examination that has been passed cannot be repeated.

VIII. Final provision

Section 42 Entry into force

These regulations shall enter into force on the day that the resolution is adopted and shall apply for the first time to pupils who commence the introductory phase to the *gymnasiale Oberstufe* in the 2005/06 academic year.