



Instructions for the request of Special Arrangements for the European BAC cycle

Dear parents,

The Joint Teaching Committee of 9th and 10th October 2014, has approved the documents that are now part of a file, necessary when requesting extra measures for your child, for the examinations in years 6 and 7 of the European Baccalaureate. For further information, please refer to the document “**Policy on the Provision of Educational Support in the European Schools**” (2012-05-D-14-EN-10) found on the site of the school www.euroschool.lu.

This request only concerns special arrangements for S6 and S7 exams and baccalaureates and does not concern support courses or assistance, nor adaptations in class which are discussed during the SAG meeting.

The complete file is composed of the following 4 documents, that must be written or filled-in, and returned to the school for not later than **15th October of S5 year..**

1. An application letter that you write in which you ask the Board of Inspectors to award your child the requested measures. The document “Annex – Codes” (page 5) of the template attached to this letter will help you complete the application letter, as you will need to transcribe the measures corresponding to your child out of those listed there.
2. Authorization to release confidential information, attached to these instructions: please complete, date and sign it.
3. Request for Special Arrangements in S6 and S7. Please fill-in pages 2, 3 and 4 and sign. Page 5 will be filled in by the school. On page 6, don't forget to fill in the relevant boxes and sign.
4. A justifying medical / psychological / psycho-educational and / or multidisciplinary report, which must fulfill the following criteria:
 - Be legible, on headed paper, signed and dated
 - State the title, name and professional credentials of the expert(s) who has/have undertaken the evaluation and diagnosis of the pupil
 - Through medical/psychological/psycho-educational or multidisciplinary report, state specifically the nature of the pupil's medical and/or psychological needs and the tests or techniques used to arrive at the diagnosis.
 - Report for learning disorders needs to describe the pupil's strengths and difficulties (cognitive assessment where relevant), their impact on learning (educational evidence), and the tests or techniques used to arrive at the diagnosis.
 - Report for medical/psychological issues needs to specify the pupil's medical/psychological needs and their impact on learning (educational evidence).

→ The medical/psychological/psycho-educational and/or multidisciplinary report must include the raw scores for tests with quantitative results and qualitative results for tests where only this exist, and the conclusion on how they relate to the average results. The tests should be standardised at international or national level

→ All reports need a summary or conclusion stating the accommodations required and, where appropriate, recommendations for teaching/learning for the school's consideration.

→ A Medical/psychological/psycho-educational and/or multidisciplinary report must be regularly updated and not be more than four years old or when the pupil changes cycle. In case of permanent and unchanging disability (and when the SAG agrees), no retesting other than regular updates will be required. For a request for special arrangements in the European Baccalaureate, the completely updated medical/psychological/psycho-educational and/or multidisciplinary report will be required. Documentation should not be more than two years old, i.e. should **not be dated earlier than October in S3 and not later than October in S5.**

→ In order to avoid possible conflict of interests, the expert assessing pupils will be neither an employee of the European School nor a relative of the pupil

→ If not written in one of the working languages, be accompanied by a translation into French, English, or German.

All four documents in hard copy **must be returned to the school by October 15th , of S5 year.**

Decisions will be made by the Board of Inspectors and communicated to the schools.

We inform you that, according to the document 2015-05-D-12-en-35, no complaint or appeal about a decision taken on the granting or refusal of special arrangements may be lodged, without prejudice to Article 12.1, laying down arrangements for complaints about and appeals against the Baccalaureate examination.

Solely in exceptional unforeseeable situations and duly attested (serious illness, accident, newly enrolled pupils, etc.), a teacher or the pupil's legal representatives may submit the request for Special Arrangements after the deadline indicated above. The request must be accompanied by full documentation setting out the grounds on which it is based. (2012-05-D-en-14)

If you have any questions, please contact our Pupil support coordinator, Mrs Frédérique Duchesne at frederique.duchesne@eursc.eu

Best regards,



Caroll LEMARIÉ
Deputy Director

Copy: Mr Wedel, Mrs Duchesne, Mr Alcazar