

**German International Abitur**  
**Regulations to achieve the Allgemeine Hochschulreife (general higher**  
**education entrance qualification) at**  
**German schools abroad**

- Resolution of the Standing Conference of the Ministers of Education and Cultural  
Affairs of 11 June 2015 –

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## **I. General provisions**

### **Section 1 Structure, type and holding of the examination**

- (1) The German International Abitur examination is the German leaving examination at the end of the twelve years of schooling at German schools abroad. The educational standards for the version in force of the Allgemeine Hochschulreife (general higher education entrance qualification) of the Standing Conference of the Ministers of Education and Cultural Affairs and the version in force of the "Uniform Examination Standards in the Abitur Examination" (EPA) apply for the subjects for which there are no "educational standards for the Allgemeine Hochschulreife of the Standing Conference of the Ministers of Education and Cultural Affairs".

The German International Abitur examination may cover 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) The gymnasiale Oberstufe (upper level of the Gymnasium) has been 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. This is split into a one-year introductory phase and a two-year qualification phase. In the qualification phase, the lessons are organised relative to the half of the academic year.
- (3) Binational qualifications are based on international agreements.
- (4) On joint application by the school maintaining body and the head teacher, the school can, on the first occasion, be authorised by resolution of the Standing Conference of the Ministers of Education and Cultural Affairs to hold the examination to achieve the Allgemeine Hochschulreife.
- (5) The German International Abitur examination can contain not only examination elements in German but also up to 50 percent examination elements in the foreign/local language. The international character of the schooling is reinforced by bilingual and/or foreign/local language subjects, which may not account for more than 50 percent of the lessons.
- (6) Performance is assessed in accordance with the provisions in Section 3 of these regulations.

## **Section 2**

### **Structure of the examination**

- (1) The German International Abitur examination shall comprise three written (first to third examination subject) and two further examinations (fourth and fifth 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 is held in the fourth examination subject.

An examination with a special character is held in the fifth examination subject that contains presentation elements or special forms of communication. A special learning performance can be credited as an examination performance in the fifth examination subject.

The performance of the examination in the fourth and fifth examination subject and the organisation of the special learning performance is regulated by the "Guidelines for the Regulations for the German International Abitur Examination at German Schools Abroad".

## **Section 3**

### **Performance assessment**

- (1) The following grades apply for the results achieved in the gymnasiale Oberstufe 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 can 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 in the qualification phase:

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	09/08/07	points depending on the trend of grades
Grade 4 corresponds to	06/05/04	points depending on the trend of grades
Grade 5 corresponds to	03/02/01	points depending on the trend of grades
Grade 6 corresponds to	0	points

#### **Section 4**

### **Qualification subjects and compulsory attendance**

- (1) Specialised classes are taught at different levels in accordance with the educational standards for the Allgemeine Hochschulreife or the "Uniform Examination Standards in the Abitur Examination" (EPA). Teaching at a basic requirements level represents the learning level of the gymnasiale Oberstufe in terms of a propaedeutic education. Teaching at a higher requirements level represents the learning level of the gymnasiale Oberstufe in terms of a propaedeutic education in selected areas.

Each pupil studies at least ten subjects, hereinafter referred to as qualification subjects.

Each qualification subject must be taught for at least two hours. Attention must hereby be paid to Section 5 (1) and the contingent number of hours at German schools abroad (version in force of the resolution of the Joint Committee of the Federation and the Länder on School Affairs Abroad of 21 March 2007). The subjects German, mathematics and a foreign/local language to an advanced level as the three subjects with a higher level of educational requirement must be taught for at least four hours.

Qualification subjects become compulsory subjects at the start of the introductory phase at the latest.

- (2) At least 140 weekly teaching hours during the half-year (35 weekly teaching hours in each half-year) must be attended during the qualification phase.

The following must be attended during the four half-years of the qualification phase:

- in the language-literature-artistic subject area a total of at least 40 weekly teaching hours during the half-year
- in the social sciences subject area a total of at least 16 weekly teaching hours during the half-year
- in the mathematics-science-technical subject area a total of at least 24 weekly teaching hours during the half-year
- in the subject sport at least 8 weekly teaching hours during the half-year

- (3) In this context, and as a basis for the half-year results to be credited to the overall qualification in accordance with Section 7, the following subjects must be attended as compulsory subjects in the four half-years of the qualification phase:

- German

- Mathematics
  - History
  - Four subjects from the subject areas foreign languages (including the local language) and sciences (biology, chemistry, physics), with at least one science and one advanced foreign language including the local language
  - An artistic subject (art, music)
  - Religious instruction or ethics or philosophy, that are assigned to the social sciences subject area
  - Sport
- (4) Subjects that are qualification subjects can be taught in German, bilingually or in a foreign/local language. Attention must hereby be paid to Section 1 (5). The language of instruction in science subjects is German or English or bilingual German/English. The following applies by way of derogation: if the local language is not English a maximum of one science can be offered in the local language or bilingual German/local language. A science can only be an examination subject if the language of instruction is German or English or bilingual German/English.
- (5) Pupils who have not received continuous instruction in the second foreign language up to the start of the gymnasiale Oberstufe have to attend continuous instruction in a second foreign language in the gymnasiale Oberstufe with a volume of 12 year teaching hours at a basic requirements level.
- (6) If religious instruction or ethics or philosophy are not taught at the school in an exceptional case, a further subject must be continuously attended that is taught in at least the same volume so as to achieve the minimum number of hours in accordance with the contingent number of hours and/or the necessary number of subjects for the qualification.
- (7) Any pupil who is permanently exempted from physical education for six months or longer on the grounds of a doctor's certificate must attend a subject that is taught in at least the same volume so as to achieve the minimum number of hours in accordance with the contingent number of hours and/or the necessary number of half-year results for the qualification.
- (8) The number of qualification subjects increases or can be higher than ten if the school's teaching regulations or a binational agreement on schools include further subjects – as either compulsory or elective subjects – namely: The establishment of further qualification subjects requires the approval of the Joint Committee of the Federation and the Länder on School Affairs Abroad.

Each pupil can elect a maximum of two additional qualification subjects from the following fields:

- Foreign languages
  - Sciences and information technology
  - Geography, social studies / politics, economics
- (9) The number of hours in the Upper Secondary Level and the qualification subjects including their curricular support and the language of instruction require the approval

of the Joint Committee of the Federation and the Länder on School Affairs Abroad.

The Standing Conference of the Ministers of Education and Cultural Affairs can recognise subject-related regulations based on international agreements that fall within the area of responsibility of the partner country.

- (10) 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 new school, the approval of the chairman representing the Joint Committee of the Federation and the Länder on School Affairs Abroad must be obtained by the head teacher through the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs. 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.

## **Section 5** **Examination subjects**

- (1) The five examination subjects must include at least one subject from each subject area in accordance with Section 4 (2). The three subjects taught at a higher level of educational requirement, German, mathematics and the advanced foreign/local language, shall be examined at a higher level. The subjects in the written Abitur examination must be selected from at least two subject areas.

A subject can only be an examination subject if it has been taught in the introductory phase and continuously in the qualification phase.

It can only be a written examination subject if it has been taught continuously in at least the last four academic years. In the introductory phase the subject must have been taught for at least two hours, in the qualification phase for at least three hours, in the case of German, mathematics and a foreign/local language taught at a higher requirements level for at least four hours.

- a) The first written examination subject is German.
- b) When enrolling for the examination (in accordance with Section 13), the candidate shall specify the second and the third written examination subject.  
The second written examination subject is mathematics or an advanced foreign/local language taught at a higher requirements level.  
The candidate shall select the third written examination subject from the qualification subjects
  - Mathematics or an advanced foreign or local language (provided the subject is not already the second examination subject)

- A social science subject from the history, geography, social studies / politics, economics group of subjects
  - A science subject (physics, chemistry, biology).
- 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.
- (2) Each candidate shall take at least one of the written examinations in the first to third examination subject and at least one oral examination in the fourth and fifth examination subject in the German language.
- (3) Foreign-language examination elements can account for a total of up to 50 percent. Examinations in subjects taught in a foreign/local language as well as examinations in the foreign/local language are as a whole foreign-language examination elements. Examinations in bilingually taught subjects are regarded as being fifty percent foreign-language examination elements.
- In addition to a foreign/local language, only one non-language subject taught in a foreign/local language can be an examination subject in addition to a subject that is taught bilingually.
- (4) A maximum of two of the five examination subjects can be subject to the control of the respective partner country.
- (5) Specifying a new foreign language that begins in the introductory phase, 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.

## **Section 6**

### **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 four half-years of the qualification phase and the results achieved in the Abitur examination; it consists of
- The partial qualification Q in the area of the grades in the qualification phase in accordance with Section 7 Subsection 1,
  - The partial qualification A in the Abitur area with the results achieved in the Abitur examination in accordance with Section 7 Subsection 2,



- (2) A maximum of 900 points can be attained in the overall qualification, 600 points in the partial qualification Q in the area of the grades in the qualification phase and 300 points in the partial qualification A in the Abitur examination.
- (3) 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 for the qualification according to an agreed conversion key.

### **Section 7** **Proof of qualification**

- (1) Point score **E I** as the result of the partial qualification Q in the area of the grades in the qualification phase:
  - (a) A total of 36 half-year results are to be credited to the partial qualification Q, namely the named number of half-year results in the following compulsory subjects:

<b>Compulsory subjects</b>	<b>Half-year results</b>
German	four
Mathematics	four
One foreign/local language	four
Sciences	at least four
Social sciences	at least four
- of which in history	at least two
Artistic subject	at least three
Sport	max. three

Four half-year results must be credited to each of the five examination subjects.

- (b) Candidates who attend a new foreign language that begins in the introductory phase in accordance with Section 4 (3) may not complete any academic half-year in the qualification phase with 0 points. In this foreign language, the results of at least two half-years of the qualification phase must be credited to the overall qualification.
- (c) A total of at least fourteen half-year results must be credited from the area of foreign languages (including the local language and foreign language in accordance with Section 7 (b)) and sciences. If results are achieved in a subject they are to be credited from at least two half-years. If an extracurricular compulsory subject that has been approved on the basis of an individual case 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 qualification phase and the result obtained in at least the final half-year must be credited for the qualification.

(d) The partial qualification Q is fulfilled if

- The result in none of the 36 half-years to be credited in accordance with (a) has been rated as "Very poor",
- The results in at least 29 of the 36 half-years to be credited in accordance with (a) has been rated as at least "Adequate" (5 points), and
- The total points of the results in the 36 half-years to be credited in accordance with (a) is at least 180.

In all other cases, the requirements for the partial qualification Q in the area of the grades in the qualification phase are not fulfilled.

(e) The point score **E I** - the results of the partial qualification Q in the area of the grades in the qualification phase - is calculated from the sum total of all credited half-year results that is initially divided by the number of credited half-year results and then multiplied by forty.

$$\begin{aligned} \mathbf{E I} &= \frac{P \text{ (total points of all credited half-year results)}}{36 \text{ (number of all credited half-year results)}} \times 40 \\ &= \text{(average value of credited half-year results)} \times 40 \end{aligned}$$

Point scores are rounded to a whole number; the score is rounded up as of n.5.

(2) Point score **E II** as the result of the partial qualification A in the Abitur area:

(a) The partial qualification A in the Abitur area is fulfilled if

- In at least three examination subjects, including at least one subject from the German, mathematics, an advanced foreign/local language taught at a higher level, group of subjects, the Grade 5 "Adequate" (5 points) is achieved as the final result in the Abitur examination or, in the case of an additional oral examination in a subject examined in a written examination, at least 20 points have been achieved in quadruple weighting (in accordance with Appendix 1)

and

- The total points of the final results of the Abitur examination in the five examination subjects amount to at least 25.

In all other cases, the requirements for the partial qualification A in the Abitur are not fulfilled.

If a subject examined under German supervision in a written examination is also examined orally, the two examination elements shall be assessed at the ratio 2 : 1 and the final result calculated in accordance with the formula shown in Appendix 1.

(b) The point score **E II** of the qualification in the Abitur area - the result of the partial

qualification A in the Abitur area (Section 36 (2)) - is the sum total of four times the final results of the Abitur examination in the five examination subjects. In the event of an additional oral examination in a subject examined by a written examination, the final result is included in the calculation for this examination subject as a quadruple weighting in accordance with Appendix 1.

(3) Result of the overall qualification

The point score **E** for the result of the overall qualification is calculated as the sum total of the point score **E I** of the results for the partial qualification Q in the area of the grade in the qualification phase determined in accordance with Subsection 1, Letter d) and the point score **E II** for the result of the partial qualification A in the Abitur area determined in accordance with Subsection 2, Letter b).

One requirement for the award of the Allgemeine Hochschulreife is that at least 300 points have been achieved in the overall qualification **E**, namely at least 200 points as the result **E I** in the partial qualification Q and at least 100 points as the result **E II** in the partial qualification A.

It is not possible to transfer points between the two partial qualifications.

The average grade **N** for the Abitur examination is determined from the point score **E** for the overall qualification in accordance with Appendix 2.

## **II. Examination boards and general rules and regulations**

### **Section 8 Examination Board**

- (1) In an Abitur examination, the following are members of the examination board;
- the representative of the Standing Conference of the Ministers of Education and Cultural Affairs as head of examinations
  - in the case of binational qualifications, the partner country's representative responsible for the examinations as necessary
  - the German head teacher / head of the German department or in justified cases the representative
  - the upper level coordinator and the class teacher
  - the diplomatic or consular representative of the Federal Republic of Germany responsible for the area where the school is located
  - 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.

No member of the examination board may be related to a candidate or live in the same household as a candidate.

- (2) The President of the Standing Conference of the Ministers of Education and Cultural Affairs appoints a representative of the Standing Conference of the Ministers of Education and Cultural Affairs as a head of examinations in consultation with the Federal Foreign Office. The head of examinations is a member of the Joint Committee of the Federation and the Länder on School Affairs Abroad and must have a teacher training qualification for the Gymnasium. The President of the Standing Conference of the Ministers of Education and Cultural Affairs can assign tasks of the head of examinations to the head teacher in accordance with the resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of 12 May 2011.
- (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) The head of examinations is represented on the examination board by the head teacher during their absence from the area where the school is located.

### **Section 9 Subject-specific examination boards**

- (1) The head of examinations is the chairperson of the subject-specific examination boards.

If examinations are held 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

The subject-specific examiner and secretary have a teacher training qualification for a Gymnasium in the corresponding examination subject or they have been approved to teach or examine the subject by the representative of the Standing Conference of the Ministers of Education and Cultural Affairs.

No member of the subject-specific examination board may be related to a candidate or live in the same household as a candidate.

- (3) The head of examinations appoints the subject-specific examiner and secretary at the proposal of the head teacher. The subject-specific examiner is generally the subject teacher who taught the candidate in the final academic year. The subject-specific examiner and secretary can also be subject teachers from a different German school abroad.

## **Section 10** **Duty of secrecy**

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

### **III. Preparing the German International Abitur examination**

#### **Section 11 Notification of the examination regulations**

The pupils and their parents or legal guardians shall be informed of the examination regulations by the head teacher at the start of the antepenultimate academic year at the latest.

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

#### **Section 12 Registering the examination**

- (1) The head teacher shall register the examination at the start of the first half-year of the final academic year, on 15 September at the latest (examination date T1 for a calendar year) and 15 March (examination date T2 for a calendar year) with the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs through the official channels via the consular representative. The date of receipt by the Secretariat shall apply. The registration for the examination in accordance with Appendix 3 contains:
  - an application for the appointment of a head of examinations
  - information about the expected number of candidates, including a list of new pupils who have joined the school since the start of the introductory phase
  - a proposal for the dates of the written examination (see Section 20) and the oral examination (see Section 25)
  - 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
  - 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
- (2) The head of examinations shall set the dates for the examinations at the head teacher's proposal.

#### **Section 13 Enrolling for the examination**

- (1) Every pupil shall enrol for the examination with the head teacher at the start of the first half-year of the final academic year and shall hereby specify their written and oral examination subjects in accordance with Section 5. The form in accordance with Appendix 4 shall be used to enrol for the Abitur examination.
- (2) A curriculum vitae listing the educational pathway must be submitted with the enrolment form.
- (3) The documents from (1) and (2) together with any approval documents in the case of special regulations in accordance with Section 5 (6) are to be forwarded to the head of examinations after a review by the head teacher by 15 October (T 1) and 15 April (T 2) at the latest.

#### IV. Admission to the German International Abitur examination

##### Section 14 Admission to the written examination

- (1) After completion of the first half-year of the final school year, a decision is taken on the candidates' admission to the written examination in an admission meeting. The deputy head teacher, the upper level coordinator, the class teacher and all teachers who teach in the year taking examinations shall attend the admission meeting, which is held under the chairmanship of the head teacher.

A written record shall be kept of the results of this meeting; this shall be signed by the head teacher and by the secretary.

- (2) A requirement for admission to the examination is that the pupil
- a) has been taught in each of the five examination subjects in at least one half-year of the introductory phase and continuously in the four half-years of the qualification phase and that the grade in none of the four half-years of the qualification phase in these subjects is "Very poor"
  - b) can satisfy the partial qualification Q in accordance with Section 7 (1), taking account of the best possible results in the second half-year of the last class level
  - c) can prove a second foreign language to the required extent  
and
  - d) has not exceeded the permissible length of stay in accordance with Section 16 (1).
- (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 written examination by way of derogation to Section 14 (2).
- (4) The pupils shall be notified of the results of the admission meeting on the written examination.

If a pupil is not admitted, the head teacher will also notify the parents or legal guardians named in the pupil's file immediately in writing of the grounds for the non-admission in accordance with the provisions of the home state. This must be recorded in the files.

- (5) The head teacher shall hand over the following documents to the head of examinations immediately after the admission meeting:

- an alphabetical list of candidates, their written and oral examination subjects as



well as the respective language of instruction and the half-year results achieved in the examination subjects up to the meeting; this is regulated in detail in the Guidelines for these Regulations

- 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
- an overview of the written and oral examination subjects as well as the respective language of instruction and details of which subjects may be the responsibility of the partner country in accordance with Section 14 (3), in accordance with the specimen included in Appendix 5
- if necessary, applications by the school for the granting of measures in the sense of the compensation of disadvantages for individual pupils
- notification of which candidates can prove satisfaction of the requirements for the award of the Latinum (Latin proficiency).
- a report on the class as a whole.
- in the case of special regulations, a photocopy of the approval document (cf. Section 4 (11))
- the written record of the meeting in accordance with Section 14 (1)

The head of examinations is entitled to request further documents.

### **Section 15** **Admission to the oral examination**

- (1) After completion of the first half-year of the final school year, a decision is taken on the candidates' admission to the oral examination in an admission meeting. The deputy head teacher, the upper level coordinator, the class teacher and all teachers who teach in the year taking examinations shall attend the admission meeting, which is held under the chairmanship of the head teacher.

A written record shall be kept of the results of this meeting; this shall be signed by the head teacher and by the secretary.

As part of the admission meeting regarding the oral examination, it will be determined whether the candidate satisfies the partial qualification Q, and, if necessary, the point score **E I** for the partial qualification Q will be determined (in accordance with Section 7 (1) d)).

- (2) A requirement for admission to the oral examination is that the pupil
  - a) satisfies the partial qualification Q
  - and
  - b) can satisfy the partial qualification A, taking account of the best possible results in the oral examination.
- (3) In the case of binational qualifications, the Standing Conference of the Ministers of Education and Cultural Affairs can modify the regulations of Section 2 by a resolution.
- (4) The pupils shall be notified of the results of the admission meeting regarding the oral examination on the examination papers in accordance with Appendix 6. If a pupil is not admitted, the head teacher will notify the parents or legal guardians named in the pupil's file immediately in writing of the grounds for the non-admission. This must be recorded in the files.
- (5) The head of examinations must be given the following documents after the admission meeting:
  - the written record of the meeting in accordance with Section 15
  - the examination papers (in accordance with Appendix 6)

### **Section 16**

#### **Procedure for repeating the qualification phase and in the event of non-admission, withdrawal or failure to complete the examination and renewed enrolment for the examination**

- (1) The length of stay in the gymnasiale Oberstufe in accordance with the "Agreement for the Organisation of the gymnasiale Oberstufe at Upper Secondary Level" (the version in force of the resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of 7 July 1972) is at least two, though a maximum of four years; the qualification phase can only be repeated at the end of an academic half-year.

A pupil for whom it becomes clear during the course of the qualification phase that they can no longer achieve admission to the Abitur examination shall be set back a whole year, provided this repeat year does not mean the maximum length of stay in the gymnasiale Oberstufe will then be exceeded. In the case of a withdrawal after the first half-year of the qualification phase, no further permission is required to transfer to the qualification phase.

If an Abitur examination is not passed, the length of stay can be exceeded for the period of one year that is needed to repeat the academic year.

A stay abroad that is approved by the head teacher will not be credited to the length of stay at the pupil's expense.

Anyone who does not enrol for the examination after attending the gymnasiale Oberstufe (including the introductory phase) for three and a half years or has not satisfied the admission requirements within this period will have to leave the school. An exception is possible in justified individual cases. An exceptional approval shall be obtained by the head teacher from the chairman representing the Länder of the Joint Committee of the Federation and the Länder on School Affairs Abroad through the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs.

- (2) 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, provided the maximum length of stay is not exceeded.
- (3) Anyone not admitted to the oral examination or who withdraws from the examination after the meeting in accordance with Section 15 shall repeat the two half-years of the final school year, provided the maximum length of stay is not exceeded.
- (4) In the case of non-admission or withdrawal from the examination after the meeting in accordance with Section 14, the Abitur examination will be deemed to have been taken and not passed.
- (5) In the case of a repeat examination, only those results achieved during the repeat examination will be taken into account in the overall qualification.

## V. Holding the German International Abitur examination

### Section 17 Requirements in the written and oral examinations

- (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 closely related to a question that has already been worked on and resolved or that has been prepared in the classroom so that independent work is required to answer them.

- (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 as well as basic knowledge from earlier school years.
- (3) The formulation of the questions must be such that the candidates are able to demonstrate their knowledge, abilities and skills in all three requirement areas:
- In requirement area I, the candidate must summarise facts and knowledge in the context of what has been learned, consolidate their understanding as well as use and describe learned and practised work techniques.
  - In requirement area II, the candidate must select, arrange, process, explain and present known facts in his/her own words under predetermined aspects in a context known through practice and independently transfer and apply what has been learned to comparable new contexts and facts.
  - In requirement area III, the candidate must process complex facts with the aim of developing independent solutions, arrangement or interpretations, conclusions, generalisations, reasoning and valuations. The pupils hereby independently select appropriate work techniques and methods to deal with the question, apply these to a new problem and reflect on their own procedure.

With regard to the subject-related presentation of the requirement areas, reference is made to the Uniform Examination Standards in the Abitur Examination (EPA) and the educational standards for the Allgemeine Hochschulreife.

- (4) 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 requirement areas are graded as an orientation so that the questions can be set with balanced requirements and in this way allow different performance requirements in the individual elements of a question to be classified according to the extent to which what

has been learned is dealt with independently

- (5) The primary focus of the examination performance to be produced should be on requirement area II. In addition, the requirement areas I and III should also be taken into account.

Greater emphasis should be placed on the requirement areas I and II in examination subjects at a basic level of educational requirement, and on requirement areas II and III in examination subjects at a higher level of educational requirement (German, mathematics, an advanced foreign/local language).

- (6) Candidates can be granted a compensation of disadvantages in individual cases on application. No deviation from the general principles performance assessment is planned. This is regulated in detail in the Guidelines for these Regulations.
- (7) If examination subjects are the responsibility of the partner country, the provisions of the respective country for the written final examination apply.

#### **A. Written examination**

### **Section 18 Questions for the written examination**

- (1) The written examination questions can be compiled centrally, regionally or by the individual school. The requirements are set out by the Joint Committee of the Federation and the Länder on School Affairs Abroad.
- (2) The Guidelines for these Regulations, the version in force of the educational standards for the Allgemeine Hochschulreife of the Standing Conference of the Ministers of Education and Cultural Affairs, the version in force of the "Uniform Examination Standards in the Abitur Examination" (EPA) apply for the questions in the written examination for those subjects for which there are no "educational standards for the Allgemeine Hochschulreife of the Standing Conference of the Ministers of Education and Cultural Affairs", as well as the subject-specific information of the Joint Committee of the Federation and the Länder on School Affairs Abroad compiled on these bases apply for the questions in the written examination.
- (3) 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.
- (4) Irrespective of any methodologically required examination focus, the questions for the written examination may not be limited to the subjects covered in a single half-year.

- (5) In bilingual examination subjects, each examination question contains German and foreign/local language parts of the question in roughly equal shares. This is regulated in detail in the Guidelines for these Regulations.

**Section 19**  
**Presentation and selection of proposed questions**  
**for the written examination**

- (1) The head teacher of a region coordinates the preparation of the proposed questions. Confidentiality has to be guaranteed. This is regulated in detail in the Guidelines for these Regulations.  
The responsible head teacher shall verify that the proposed questions comply with the provisions contained in these regulations as well as the provisions in the guidelines for these regulations, add a written comment confirming his/her approval and ensures that they are sent to the head of examinations in consultation with them while maintaining secrecy.
- (2) Explanatory comments for use of the candidates in answering the questions should be added to all proposed questions. Furthermore, the aids to be made available to candidates should be specified. The same aids should be allowed for answering the same questions.
- (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 the expectations.

- (4) The following must also be added to the proposed questions:
- the declaration by the responsible head teacher that confidentiality is guaranteed
  - an overview of the lesson content of the qualification phase, including information about the texts dealt with in German and in the foreign languages
  - the topics of the written tests set thus far in the examination subjects in the qualification phase together with the grades list
  - if necessary, an application for an extension of the work time in accordance with Section 21 (3)
- (5) The head of examinations can modify the proposed questions, request new questions or can him/herself set other questions.
- (6) The head of examinations decides on the approval of the proposed questions and determines the questions to be presented to the candidates.

Further details can be found in the Guidelines for these Regulations.

- (7) It is the duty of the teachers and all head teachers 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. If there is any doubt about the confidentiality of the questions, the head of examinations must be notified immediately.

## **Section 20**

### **Date of written examination**

The head of examinations shall determine the date of the written examination at the suggestion of the head teacher of the affected school.

## **Section 21**

### **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 34) or non-participation (Section 35).

- (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

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 examination questions in which the pupils have to conduct experiments.

- (4) The work time starts as soon as the examination question has been presented or as soon as the teacher has finished conducting an experiment. In subjects in which the candidates select an examination question to deal with, the available time is extended by 15 minutes.

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) Candidates who have completed their answer shall hand in all examination documents and leave the examination room.
- (7) A written record shall be kept of the written examination in accordance with the Guidelines for these Regulations.

## **Section 22**

### **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 01 to 02 points in both German as well as foreign language and bilingual subjects in accordance with Section 3 (2). Specific criteria for linguistic accuracy apply to the subject of German and to foreign languages in accordance with the educational standards for the Allgemeine Hochschulreife.
- (2) In the case of pupils who are non-native German speakers, their linguistic competence can be taken into account with regard to the assessment of linguistic accuracy if the understanding is not impaired. Reason for a consideration must be given in the report.
- (3) The first corrector is generally the subject teacher who taught the candidate in the final academic year. The head of examinations appoints the second corrector at the proposal of the head teacher. The corrector can also be a subject teacher from a different German school abroad. Specifying a first or second corrector assumes that they have teacher training qualification for a Gymnasium in the corresponding examination subject (first to fifth) or that they have been approved to teach or examine the subject by the representative of the Standing Conference of the Ministers of Education and Cultural Affairs. The first and second corrector assess the work with a grade and a point score.

This is regulated in detail in the Guidelines for these Regulations.

- (4) An overall report about all examination papers in a subject shall be prepared by the first corrector. 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 19 (3)), reasons for this shall be given when the papers are submitted to the



head of examinations.

- (6) The head of examinations, who determines the final grade of the papers (cf. Section 30 (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.
- (7) In the case of written examination subjects that are the responsibility of the partner country, the marking and assessment provisions of that country apply.
- (8) The version in force of the educational standards for the Allgemeine Hochschulreife of the Standing Conference of the Ministers of Education and Cultural Affairs, the version in force of the "Uniform Examination Standards in the Abitur Examination" (EPA) apply for the questions in the written examination for those subjects for which there are no "educational standards for the Allgemeine Hochschulreife of the Standing Conference of the Ministers of Education and Cultural Affairs", as well as the subject-specific information of the Joint Committee of the Federation and the Länder on School Affairs Abroad compiled on these bases apply for the evaluation and assessment of the written work in detail.

### **Section 23** **Handover of examination papers**

The written questions for the subjects under German responsibility shall be sent to the head of examinations in due time together with the relevant questions incl. expectations and an overall report about all examination papers in the individual subjects. The written record about the written examination shall be included.

## **B. Oral examination**

### **Section 24** **Subjects of oral examination**

- (1) The subjects of the oral examination are:
  - a) the fourth subject selected in accordance with Section 5
  - b) the fifth subject selected in accordance with Section 5
  - c) the three subjects of the written examination in accordance with Section 5
  - d) if appropriate, subjects that, in accordance with Section 5, have been approved as subjects for the oral examination as part of a special agreement with the host coun-

try

- (2) There is no exemption from an oral examination.

### **Section 25** **Date of oral examination**

The head of examinations shall determine the date of the oral examination at the suggestion of the head teacher.

### **Section 26** **Preliminary meeting for the oral examination**

Before the start of the oral examinations in the fourth and fifth subject, a preliminary meeting shall be held under the chairmanship of the head of examinations with the members of the subject-specific examination boards regarding the procedure and organisation of the oral examinations.

The dates of the examinations in the respective subjects will be determined in the preliminary meeting and then announced to the candidates.

### **Section 27** **Procedure for oral examination**

- (1) The oral examinations in the subjects that the candidates have specified in accordance with Section 5 as the fourth and fifth subject of the Abitur examination shall take place before the Abitur examination meeting (Section 30) under the chairmanship of the head of examinations.
- (2) The oral examinations shall be conducted as individual or group examinations. If a group examination is chosen, it has to be ensured that the individual performance can be identified by limiting the size of the group and through the type of questions. Special regulations apply with regard to the organisation of the fifth examination subject. This is regulated in detail in the Guidelines for these Regulations.

The oral examination generally lasts 20 minutes. In the case of a group examination, the duration of the examination shall be extended from 20 minutes by another 10 minutes for each additional candidate.

- (3) The candidates are obliged to be present on the specified examination dates. The head of examinations shall make the necessary arrangements for a candidate who was unable

to take or complete an examination.

- (4) The candidates will prepare for the oral examination under the invigilation of teachers. The head teacher regulates the invigilation.

The preparation time is generally 20 minutes. The start and end for every candidate shall be noted in the written record in accordance with the Guidelines for these Regulations.

With the approval of the head of examinations, up to 90 minutes can be granted for preparation in science subjects with experiment-based examination components and up to 180 minutes for preparation in artistic subjects with practical examination components.

The candidate can make notes for the examination during the preparation time.

Special occurrences in the preparation room shall be documented.

- (5) The oral examination shall generally be conducted by the subject-specific examiner (see Section 9 (3)). The chairperson is entitled to ask the candidate questions and to conduct the examination him/herself. The secretary is not entitled to ask questions.
- (6) The subject-specific examination board shall discuss the individual examination results.

The assessment of the oral examination with grade and point score will be determined by the chairperson of the subject-specific examination board taking account of the written record and at the proposal of the subject-specific examiner.

- (8) A written record is to be prepared about the individual examination in accordance with the Guidelines for these Regulations stating the examination subject, name of the candidate, the subject-specific examiner and the secretary as well as the start and end of the examination and any special occurrences. The written record shall record the question, the way this was dealt with and the course of the discussion.

The information in the written record must be clear and comprehensible and also state and substantiate the results of the discussion.

The written record shall be signed by the chairperson of the examination, the examiner and the secretary.

- (9) The agreed rules and regulations apply with regard to the subjects that are the responsibility of the partner country.

## **Section 28**

### **Questions for the oral examination**

- (1) A material-based question that is new for the candidate shall be posed in each examination and this shall be appropriate in terms of its contingency for the scope of an oral examination. The question is presented in writing. Texts and other templates are supplemented with instructions.

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

- (2) Each examination shall be set up in such a way that the candidate is 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 question may not be set up in such a way as to aim for an evaluation of the candidate.

- (3) 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 with reference to the requirement areas.

The head of examinations decides which questions the individual candidates shall deal with at the proposal of the head teacher. The head of examinations can modify the proposed questions, request new questions or can him/herself set other questions.

- (4) In the examination, the candidates should first answer the prepared question independently in a coherent presentation. During the course of the examination, the discussion should clarify the wider factual context. This is regulated in detail in the Guidelines for these Regulations.
- (5) The examinations in the bilingual subjects shall be conducted in German and in the foreign/local language in roughly equal shares. This is regulated in detail in the Guidelines for these Regulations.

## **Section 29**

### **Participants in and guests at oral examinations**

- (1) Only persons who are not related to a candidate and do not live in the same household as a candidate may participate in oral examinations.
- (2) All in attendance are obliged to maintain secrecy in accordance with Section 10.
- (3) The participants are
  - a) the members of the examination board in accordance with Section 8 (1)
  - b) the members of the subject-specific examination boards in accordance with Section 9 (2)
  - c) generally, the other teachers at the school who are on secondment from the Federal Republic of Germany
  - d) in the case of binational qualifications, the partner country's representative responsible for the examinations as necessary

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 also take part in oral examinations.

- (4) The head of examinations shall decide on the presence of guests at oral examinations.
- (5) With the approval of the head of examinations and the candidate, up to two pupils from the last but one academic year who are not related to the candidate and who do not live in the same household as the candidate may participate in an oral examination as guests.
- (6) Participants (see (3)) in the examinations may attend the overall examination including the discussion of the examination results without having any influence on the considerations. The guests (see (4) and (5)) shall leave the examination room before any discussions.

## **Section 30**

### **Abitur examination meeting**

- (1) Following the oral examination in the fourth and fifth examination subject, the Abitur examination meeting is held under the chairmanship of the head of examinations, which is attended by the members of the examination board and the subject-specific examination boards as well as the other class subject teachers. Reference is made to the

duty of secrecy in accordance with Section 10.

- (2) The head of examinations shall comment on the year taking the examinations and on the written questions and examination papers. The grades for the written examination papers shall be finalised.
- (3) The results of the oral examination in the fourth and fifth examination subject will be discussed for each candidate and determined by the head of examinations.
- (4) After consulting the meeting, the head of examinations shall determine in which subjects of the written Abitur examination additional oral examinations are to be set for which candidates.
  - a) Additional oral examinations shall be set when the conditions of the examination area (Section 7 (2)) have not yet been fulfilled but when it seems likely that the candidate will pass the Abitur examination by taking further examinations.
  - b) In addition, the head of examinations can set further additional examinations in the subjects of the written Abitur examination after consulting the meeting members.
- (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. This will be signed by the head of examinations and the secretary.

### **Section 31**

#### **Notification of candidates after the Abitur examination meeting**

- (1) After the Abitur examination meeting, each candidate shall be given the examination papers (in accordance with Appendix 6) informing him/her of the following:
  - a) the total point score for the partial qualification in area Q
  - b) the results of the written examination papers
  - c) the total point score for the previous partial qualifications in area A
  - d) the result of the oral examinations in the fourth and fifth examination subject
  - e) any additional oral examinations in the subjects of the written examinations

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

- (2) The head teacher shall inform the candidates that they are obliged to find out about the date of their relevant oral examination.

### **Section 32**

#### **Additional oral examination in the first to third examination subject**

- (1) The additional oral examinations 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. The head teacher shall announce the examination schedule in due time.
- (2) If, in accordance with Section 30 (4) a), oral examinations are set in the written examination subjects, these shall only be taken as are necessary to pass. (cf. Section 7 (2) and (3)).

As soon as the conditions for a pass 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.

### **Section 33**

#### **Additional oral examinations in the subjects of the written examination 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 30 (4).

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

- (2) The written notification of the intention to take additional oral examinations must be received by the head teacher no later than 12.00 of the working day following the Abitur examination meeting.

## **VI. Procedure in the event of cheating and non-participation**

### **Section 34 Cheating and other irregularities**

- (1)
  - a) If the candidate cheats, attempts to cheat or assists someone else to cheat during an examination the written examination will be evaluated with 0 points in the corresponding subject. Having unauthorised aids ready after the start of an examination will be regarded as an attempt at cheating.
  - b) In particularly serious cases the Abitur examination is to be graded as "failed".
  - c) If a case of cheating is subsequently discovered up to a year after the examination certificate has been issued, the procedure is the same as under (1) a). The examination certificate is to be seized and corrected accordingly.
  - c) Anyone who perpetrates repeated cheating, an attempt to cheat or assists someone else to cheat will be permanently excluded from the Abitur examination and will have to leave the gymnasiale Oberstufe.
  - e) If cheating or any other irregularity is determined, the head teacher shall take the necessary measures in agreement with the head of examinations. The decision lies with the head of examinations in particularly serious cases.
- (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 section 34 (1) shall apply accordingly.
- (3) If, in a written or oral examination, the candidate refuses to take the examination or otherwise withdraws from the assessment of performance or hinders the performance of the examination, no performance can be assessed. In this case the examination will be graded with 0 points.

In repeated cases, the candidate will be permanently excluded from the Abitur examination and will have to leave the gymnasiale Oberstufe.

- (4) The head teacher shall inform the pupils of these regulations separately before the start of the examination.



### **Section 35 Non-participation**

- (1) If a candidate does not participate in all or individual examinations, the head of examinations must be informed immediately of the reasons with proof. If a candidate can prove that they were not responsible for their non-participation, the head of examinations will set a subsequent examination date (resit date).

If the candidate is once again unable to attend the subsequent examination date for a reason for which he/she cannot be held responsible, he/she can sit the corresponding examination in the examination period of the following academic year. The chairman representing the Länder of the Joint Committee of the Federation and the Länder on School Affairs Abroad through the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs shall decide on exceptions at the head teacher's request.

- (2) The candidate cannot be held responsible for their non-participation if he/she was prevented from participating in the examination due to illness or for other good cause. The head of examinations shall decide on the existence of a good cause following the submission of proof and/or notification of the circumstances.

The candidate must report the good cause immediately, enclosing a doctor's certificate in the case of illness. The head of examinations can demand the presentation of an official medical certificate.

- (3) If a candidate misses an individual examination for reasons for which he/she is responsible, no performance can be assessed. In this case the examination will be graded with 0 points.
- (4) If a candidate misses more than one individual examination for reasons for which he/she is responsible, the Abitur examination shall be graded as "failed".
- (5) An impairment that is only detected subsequently can be claimed. In this case the candidate must prove that the impairment already existed at the start of the examination and that he/she was aware of this impairment. In this case, negligent ignorance will be equivalent to knowledge. Ignorance cannot be claimed in particular if the candidate has not sought immediate clarification in the event of a medical impairment.
- (6) If it is clear that the candidate cannot pass the Abitur examination on account of the examination results achieved before the subsequent examination date, the candidate and the parents or legal guardians named in the pupil's file will be informed of this by the chairperson of the examination board in accordance with the provisions of the home state. In this case there will be no subsequent examination.

## VII. Completion of the German International Abitur Examination

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

- (1) A final meeting will be held on completion of the oral examinations under the chair of the head of examinations that will be attended by the members of the examination board and the subject-specific examination boards. In the case of binational qualifications, the partner country's representative responsible for the examinations shall be invited.
- (2) The final meeting determines the final results achieved by each of the candidates in the examination subjects in the Abitur (Section 7 (2) b)) as well as the point score **E II** for the qualification in the Abitur.
- (3) The final meeting determines whether the Abitur examination has been passed. A candidate has passed the examination if he/she
  - a) satisfies the partial qualification **Q** in the area of the grades in the qualification phase
  - and
  - b) satisfies the partial qualification **A** in the Abitur area.

If not, the candidate has failed the Abitur examination.

- (4) If the candidate passes the Abitur examination, the point score **E** for the overall qualification will be determined as the sum total of the result **E I** of the partial qualification **Q** and the result **E II** of the partial qualification **A** – in accordance with Section 7 (3).

The point score **E** for the overall qualification that is achieved shall be assigned an average grade **N** for the Abitur examination in accordance with Appendix 2.

The candidates will be notified of the results of the meeting, in particular the point score **E** achieved and the average grade **N**, immediately with the examination papers in accordance with Appendix 6.

- (5) If a pupil has failed the Abitur examination, the head teacher will notify the pupil and the parents or legal guardians named in the pupil's file immediately in writing of the grounds for the failure in accordance with the provisions of the home state. This must be recorded in the files.
- (6) The final meeting determines those pupils who can prove satisfaction of the requirements for the award of the Latinum (Latin proficiency).

- (7) A written record shall be kept of the final meeting. This will be signed by the head of examinations and the secretary.

### **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) by the Standing Conference of the Ministers of Education and Cultural Affairs.

The candidates shall receive a bilingual Abitur grade transcript in accordance with Appendix 7.

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 14, 15, 26, 30 and 36;
- b) the written records of the written examinations (Section 21);
- c) the written records of the oral examinations and invigilation in the preparation room (Section 27)

### **Section 39** **Safekeeping of examination documents**

- (1) The written papers of the candidates, the written records of the oral and written examinations, the written records of the meetings and a duplicate of the grade transcript shall be added to the school files.

The following safekeeping periods apply:

Examination papers (including questions, drafts, etc.), written records:	10 years
Grade transcripts and overviews of the examination results:	30 years

- (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 8.
- (3) A candidate and his/her parents or legal guardians will be allowed to view his/her examination papers on request. This viewing may only take place after completion of the examination in the school and in the presence of the head teacher. Photos or copies may not be made. The examination papers include the written work of the candidate as well as the corrector's comments, the set questions and the written reports of oral examinations with the justified assessment. The written records of the examination meetings may also be viewed in individual cases if these contain the substantiation for the decision about examinations. The information about other candidates must be concealed if necessary.

The head teacher shall set the date for viewing. He/she can appoint a different teacher to supervise the viewing.

## **VIII. Procedure in the event of failure**

### **Section 40 School leaving report**

- (1) Candidates who fail the German International Abitur examination and leave the school shall receive a school leaving report (Abgangszeugnis) in accordance with Appendix 9a.

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

- (2) A pupil who leaves the school in the course of the qualification phase for the gymnasiale Oberstufe shall receive a school leaving certificate in accordance with Appendix 9a.

### **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 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 results achieved the first time round shall be null and void. The points scored in the Abitur area during the first examination attempt too shall not be taken into account.
- (4) An Abitur examination that has been passed cannot be repeated.

### **Section 42 Award of the school part of the "Fachhochschulreife" (advanced technical college qualification)**

- (1) A candidate who has participated in the written and oral Abitur examination, has failed the examination and left the school, will be awarded the school part of the "Fachhochschulreife" by the head of examinations under the following conditions:

- a) Seven subjects are to be credited in the qualification for the school part of the Fachhochschulreife, including the five examination subjects. Those subjects to be credited, if these have not already been taken into account as examination subjects, must include the subjects German, mathematics, an advanced foreign language in accordance with Section 4 (2), a science subject and history or another social sciences subject. The candidate shall name other subjects to be credited as necessary from the group of his/her qualification subjects.

The grade in the 15-point system that is to be taken into account in each of the credited subjects is calculated as follows:

- If the subject is an examination subject, the grade is calculated from the arithmetic mean of double the grade achieved in the examination and the grades for the third and fourth half-years in the qualification phase. The arithmetic mean is calculated as a whole number with no decimal points.
  - If the subject is not an examination subject, the grade is calculated from the arithmetic mean of the grades for the third and fourth half-years in the qualification phase. The arithmetic mean is calculated as a whole number with no decimal points.
- b) A total of 35 points must be achieved in the seven subjects; a total of at least 20 points must be achieved in German, mathematics, a foreign language and a science subject.

Furthermore, at least the grade "adequate" (05 points) must be achieved in four subjects, including at least one examination subject from the group of subjects German, mathematics and a foreign/local language taught at a higher level.

None of the seven subjects may be evaluated with 0 points.

- (2) The average grade is determined in accordance with Appendix 10. The certificate with respect to the award of the school part of the Fachhochschulreife shall be issued in accordance with Appendix 9b. It shall bear the following comment:

"[*Name of pupil*] has achieved the school part of the Fachhochschulreife in accordance with Section 42 of the 'Regulations to achieve the Allgemeine Hochschulreife (general higher education entrance qualification) at German schools abroad' (version in the force of the Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of ...).

The certificate, in connection with proof of the professional part of the Fachhochschulreife as required in accordance with the relevant regulations of a Land in the Federal Republic of Germany, entitles the holder to study at a Fachhochschule (University of Applied Sciences) in the following Länder of the Federal Republic of Germany: Baden-Württemberg, Brandenburg, Berlin, Bremen, Hamburg, Hesse, Mecklenburg-Western Pomerania, Lower Saxony, North Rhine-Westphalia, Rhineland-Palatinate, Saxony-Anhalt, Schleswig-Holstein, Saarland and Thuringia."

## **IX. Final provision**

### **Section 43 Entry into force**

- (1) These regulations shall enter into force when the resolution is adopted.

It shall apply for the first time to pupils who commence the introductory phase to the gymnasiale Oberstufe in the 2016 academic year (academic year with examination date T2 for a calendar year) or 2016 / 2017 (academic year with examination date T1 for a calendar year).

- (2) The following regulations continue to apply for pupils who commenced the introductory phase before the academic year 2016 (examination date T2 for a calendar year) or 2016 / 2017 (examination date T1 for a calendar year):

- 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)
- Regulations of the German School Leaving Examination Abroad (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of 27 January 1995 as amended on 24 March 2004)
- Examination Regulations to achieve a Certificate for the German Allgemeine Hochschulreife (general higher education entrance qualification) at German schools abroad, that leads to a secondary education diploma in accordance with the national regulations (university entrance examination) (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of 27 January 1995 as amended on 04 March 2009)

### **Section 44 Expiry**

The regulations named in Section 43 (2) shall expire on conclusion of the examinations in the academic year 2017 (examination date T2) or 2017 / 2018 (examination date T1).

## **List of Appendices to these regulations**

1. Calculation of the final result for written and oral examinations (Section 7)
2. Table to calculate the average grade (N) for the Abitur examination from the point score (E) for the overall qualification (Section 7 (3))
3. Form: Registration of the examination by the school (Section 12 (1))
4. Form: Registering the pupil for the examination (Section 13)
5. Overview of examination subjects (Section 14 (5) c))
6. Form: Examination paper (Section 15 (4), (5) b); 31 (1), 36 (4))
7. Specimen of a grade transcript for the Allgemeine Hochschulreife (Section 37)
8. Overview of the results of the German International Abitur examination for the individual candidates (Section 39 (2))<sup>9</sup>
- 9a. School leaving certificate (Section 40)
- 9b. School leaving certificate with supplement on the school part of the Fachhochschulreife (Section 42)
10. Table to determine the average grade (N) for the award of the Fachhochschulreife (school part) from the total points (P) (§ 42)