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Office of the Secretary general

European Baccalaureate Unit

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EUROPEAN BACCALAUREATE UNIT - NEWSLETTER

BOARD OF GOVERNORS

Meeting on 4-5-6 April 2017 - Berlin

Schola Europaea
Office of the Secretary General
European BaccaLaureate Unit

**The European
BaccaLaureate
NEWSLETTER #1:
MARCH 2017**



Contents

The European Bacculaureate Unit Newsletter	3
1.- New Staff in the European Bacculaureate Unit	4
2.- The On-line Correction Platform	4
3.- Special Measures for the European Bacculaureate Session 2017	6
4.- Blended Model.....	7
5.-Training and Support	7



The European Bacculaureate Unit Newsletter

The **European Bacculaureate Unit Newsletter** is aimed at keeping the European Schools community well informed about all relevant matters, projects and developments concerning the European Bacculaureate.

Should you like to receive further information about the topics dealt with or others, you may always reach us at:

ES-BACCALAUREATE@eursc.eu

We hope you enjoy the reading!

Best regards,

Manuel Bordoy
Head of the European Bacculaureate Unit



1.- New Staff in the European BaccaLaureate Unit



At the beginning of 2017, the European BaccaLaureate Unit has welcomed two new staff members.

New Assistant at the European BaccaLaureate Unit

Ivan Albestain (ivan.albestain-gonzalez@eursc.eu) comes from Bilbao (Spain) and he is a computer engineer with plenty of experience in IT solutions for administration.

Project Support Officer

Pascal Mathis (pascal.mathis@eursc.eu) comes from Strasbourg (France). He is the Project Support Officer for the implementation of the on-line correction system. He was a teacher and researcher in computer science at the University of Strasbourg in the field of computer graphics and artificial intelligence.

2.- The On-line Correction Platform

2.1.- Neoptec

Neoptec will be providing tools and services for on-line correction of the European BaccaLaureate scripts as a result of the award of the public tender launched last year. See here: <https://www.eursc.eu/en/Office/public-procurement>

Neoptec is a company specialized in the digitization of paper examinations scripts through production scanners and software for their on-line correction. They have **plenty of international experience** in this field. The company's headquarters are in Montpellier (France)



2.2.- Production Scanners

All schools have equipped themselves with **the most suitable production scanners** in terms of compatibility with the Neoptec software, their speed and reliability, and the numbers of scripts to scan per day.



Many schools have purchased a back-up scanner and there will also be a back-up scanner at the European Bacculaureate Unit.

2.3.- Viatique

Viatique by Neoptec is the on-line correction platform that the European and Accredited Schools will start using from the next 2017 European Bacculaureate session. It has the **highest security measures** and complies with European data protection standards. It has very user-friendly, multilingual and intuitive interfaces. This application will **facilitate the work of the correctors and help increase the transparency and quality of the European Bacculaureate assessment.**

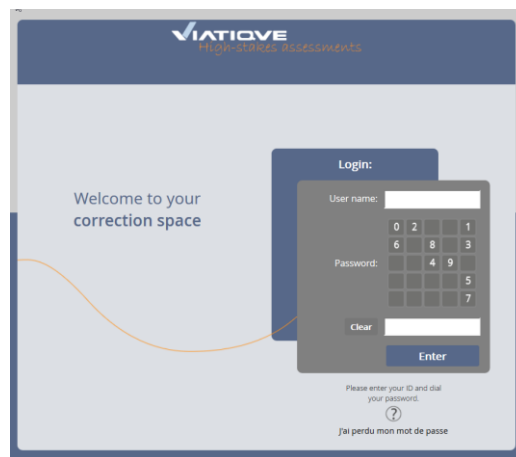


Figure 1- Login screen to the on-line correction platform

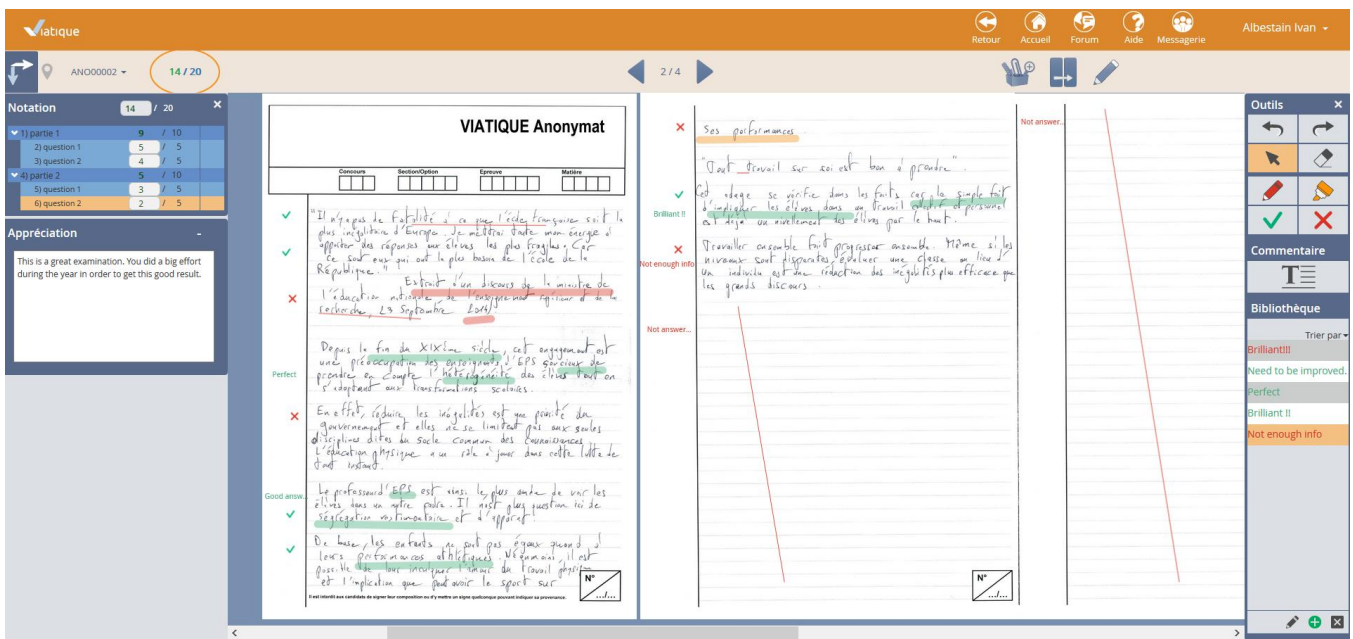


Figure 2 - Correction screen for the teachers and the external correctors

2.4.- Main On-line Correction Features

Viatique has been **customized to comply with the European Baccalaureate regulations**. It allows double correction of the examination scripts, prevents communication between the pairs of correctors, checks marks agreement between the first and the second corrector, checks that final comments on the performance of the candidates have been filled in by both correctors, etc. It also adds up new important elements such as the anonymization of the scripts and different possibilities for the allocation of scripts to the second correctors.

2.5.- Module for Pedagogical Supervision

The inspectors play the role of pedagogical supervisors in the correction of European Baccalaureate scripts through a specifically dedicated module. They can access data and statistics in real time as the corrections are taking place. The inspectors can also issue additional correction instructions and put in place standardization or moderation actions through the platform, if they consider it convenient.

2.6.- External Correctors

External correctors already expressed their interest in participating in the on-line correction project. Last year we launched a survey which showed that 20% of our external correctors had already had experience with on-line correction tools. 85% of our correctors confirmed that they were willing to participate in the project. We are very happy to keep their valuable expertise for the 2017 European Baccalaureate session. A turn-over of around 15% of the external correctors is the normal figure every year.

3.- Special Measures for the European Baccalaureate Session 2017

Following a request of INTERPARENTS, and **in order to assure zero risk**, both the traditional correction system and the on-line correction system will overlap in the European Baccalaureate session 2017.

Once scanned, the paper examination scripts will be accessible to the teachers for consultation in the schools, if necessary.

Just like every year, once the correction period in the schools ends, the paper examination scripts will be shipped by courier to the correction centres, so that they can be accessed by the external correctors, only if necessary.

However, all corrections must be performed using the on-line tools.



4.- Blended Model

We have opted for a blended model. This means that the external correctors will still attend the correction centres. For the European Baccalaureate session 2017, the external correctors will be present in the correction centres during the same number of days as in previous years. **Neoptec experts and the European Baccalaureate Unit will also be present in the correction centres to support the external correctors and the inspectors during the correction period.**

5.-Training and Support

5.1.- Inspectors

The inspectors had an introductory training to the correction module and the pedagogical supervision module on the last 6th of February

5.2.- Scanning Operators and IT technicians

The setting-up of the scanners and the training for scanning operators and IT technicians at the schools has already started. All four Brussels schools have already had their training. The **simplicity and robustness of the system** was very reassuring for everybody involved. The rest of the schools will follow in the next weeks.

During the scanning period, the schools will have all the necessary support from Neoptec and the European Baccalaureate Unit so that everything runs smoothly and on time.

5.3.- Deputy Directors Secondary

The deputy directors of the secondary schools will have a training session on the use of the on-line correction tools on the next 14th of March.

5.4.- Teachers and External Correctors

During the months of February and March we have started launching the on-line training for the **year s7** teachers in the European Schools and Accredited European Schools **who are concerned with the correction of the 2017 European Baccalaureate written examinations**, as well as for the external correctors.

The on-line training includes short video tutorials in French with subtitles in FR, DE and EN, brief manuals (four pages) in FR, DE and EN and a self-training module where correctors may practice all the correction features with test scripts. The interface of the self-training module is also available in FR, DE and EN.



In less than one hour self-training most correctors feel confident and are able to use all correction features effectively.

The European Bacculaureate Unit will support the training of the teachers through our **help-line** ES-BACCALAUREATE@eursc.eu Do not hesitate to write to us, should you have any queries or worries.

During the correction period in the schools, the European Bacculaureate Unit will also offer on-site support, if necessary.

We will appreciate a lot your kind cooperation and enthusiasm so that this project keeps rolling out in a smooth and successful way.

Thank you very much in advance!



Schola Europaea
Office of the Secretary-General
European Bacculaureate Unit

**The European
Bacculaureate
NEWSLETTER: #2**
MARCH 2017



Contents

The European Baccalaureate Unit Newsletter	3
1.- The Examination Paper	4
2.- Stickers	4
3.- Filling of your Personal Details	4
4.- Numbering the Pages.....	5
5.- Science Examinations.....	6
6.- L3 Examinations	6
7.- Handing in the Scripts.....	6
8.- Writing Instructions.....	6
9.- Invigilators	7
10.- Scanning of the Scripts.....	7
11.- Training the Candidates	7
12.- Security Measures	8



The European Bacculaureate Unit Newsletter

In this second number of the **European Bacculaureate Unit Newsletter** we are dealing with some issues of importance for the European Bacculaureate candidates.

The introduction of the on-line correction platform does not change the current examination procedures for the candidates. The written examinations stay pen and paper and use the same format as in previous years.

In the following lines we are aiming at offering some information in order to clarify any possible doubt.

In any case, the European Bacculaureate Unit will be glad to answer any queries or worries through our help-line:

ES-BACCALAUREATE@eursc.eu

We hope you enjoy the reading!

Best regards,

Manuel Bordoy
Head of the European Bacculaureate Unit



1.- The Examination Paper



The examination paper format stays the same. A folded A3 size sheet, which gives 4 pages per sheet.

Each A3 sheet has a header on the first page where the pupils need to fill in their personal details: Surname, name, BAC ID and date of birth.

There are still the 3 traditional models: with lines (the most common one), with squares (mostly used for Sciences and Mathematics) and graph (millimeter) paper when the questions require its use.

Candidates need to fill in their personal details on the header in the first page of each A3 sheet and number all pages in the little box on the footer.

2.- Stickers

So as to facilitate the filling in of the personal details, candidates will have a label or card stuck on their tables with their personal details in the same order that needs to be followed when filling in the headers on the examination paper.

This way, candidates simply need to copy the information. The label will contain the following:

- Surname / Nom / Nachname
- Name / Prénom / Vorname
- BAC ID
- Date of birth / Né(e) le / Geburtsdatum

For example:

SMITH
JOHN
1402001
25/11/1999

3.- Filling of your Personal Details

Your personal details need to be filled using **CAPITAL** letters of the Roman alphabet.

3.1.- Names and Surnames

1. Compound names and surnames

Always leave a blank box between names or surnames

E.g.: JEAN PIERRE



2. Compound names or surnames that are too long to fit in the boxes
Leave a blank box between names or surnames and stop writing at the last letter that fits in the boxes.
E.g.: PEREIRA DA COSTA FERNANDES FERR
3. Names with special characters such as hyphens (-) or apostrophes (')
Use a box for the special characters.
E.g.: O'BRIEN
4. Special letters in different languages (Ñ, Ž, Ç, É, Ł, Ø, etc.)
No problem. Just make sure that all fits inside the box.

3.2.- BAC ID

It contains only numbers. Always **7 numbers**. The BAC ID is provided to the candidates by each school and it will be found on the stickers on the tables of the examination rooms.

3.3.- Date of Birth

It follows this structure: **DAY / MONTH / YEAR** — Only numbers are possible.

Mod. EURSC-DACTYLO ©NEOPTEC	
Surname / Nom Nachname :	<input type="text"/>
Name / Prénom Vorname :	<input type="text"/>
BAC ID :	<input type="text"/>
Date of birth / Né(e) le Geburtsdatum :	<input type="text"/> / <input type="text"/> / <input type="text"/>
Subject / Matière / Fach :	
Language / Langue / Sprache : Exam date / Date de l'examen / Prüfungsdatum :	

4.- Numbering the Pages

It is very important to number the pages correctly. The number of the pages must be written in the boxes located in the footer of each page by the candidates.

..... /

Candidates need to number each page and state the total number of pages. For instance, if a student has completed 5 examination pages, i.e., a complete A3 sheet and



the first page of a second A3, then the numbering should go: on the first A3 sheet (1/5, 2/5, 3/5, 4/5) and on the second A3 sheet on the first page (5/5).

We recommend that the candidates number the pages as they write their scripts and introduce the total number of pages in each box at the end.

5.- Science Examinations

In scientific subjects, candidates need to start each new question on a new page. (Not on a new A3 sheet) Except for Biology, where they must start each question on a new A3 sheet. Please, note that these instructions are also clearly indicated on the cover page of each examination paper.



6.- L3 Examinations

The L3 examinations are very easy to handle. They come in a pre-set printed group of A3 sheets with all the pages already numbered for the candidates.

7.- Handing in the Scripts

It is very important that candidates double-check that their personal details have been properly filled in each header and that all pages are properly numbered before handing in their scripts.

A3 sheets must be handed in one inside the other in the right order from the first that the candidates used to the last one, meaning that the A3 in the exterior is the first one the candidates used.

We would like to insist that this a very important step in order to assure a problem-free scanning of the scripts. Candidates should take great care in complying with these instructions to the letter. It should take them no more than a couple of minutes.

8.- Writing Instructions


<p>Instructions Anleitung:</p>	<p>Use only capital letters and numbers in the ID box. Use only blue or black pen. Number each page / total pages. Turn in the sheets in order. No staples. Do not turn in rough paper.</p> <p>Utiliser uniquement des lettres majuscules et des chiffres dans la zone ID. Utiliser uniquement un stylo ou un stylo-bille bleu ou noir. Numéroté chaque page / nombre total de pages. Remettre les feuilles dans l'ordre. Pas d'agrafes. Ne pas rendre le papier brouillon.</p> <p>Verwenden Sie nur Großbuchstaben und Zahlen im ID-Feld. Verwenden Sie nur einen blauen oder schwarzen Kugelschreiber. Geben Sie die Anzahl der Seiten / Gesamtseiten an. Geben Sie die Blätter in richtiger Reihenfolge ab. Keine Heftklammern. Kein Konzeptpapier abgeben.</p>	
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Figure 1 - Instructions will appear on the first page of each A3 sheet

Writing instructions can be found under the headers of the examination paper. Candidates should be familiar with them. Please, also note the following:



1. Only blue or black ballpoint pens or rollerball pens for text. No gel or felt pens or ink that could go through and show on the other side of the paper
2. Exceptionally colour ballpoint pens or rollerball pens can be used for charts or diagrams. **No gel or felt pens or ink that could go through and show on the other side of the paper**
3. Pencil may only be used on the graph (millimeter) paper when indicated in the cover page of the examination (Use only HB, B, 2B pencils in the graphite scale)
4. Do not use highlighters or markers
5. Do not write outside of the margins
6. Do not use correction fluid (Tipp-Ex or similar) as this could damage the scripts when going through the scanners
7. Do not write with erasable pens
8. Do not use rubbers to erase
9. To correct mistakes, simply neatly cross them out with the help of a ruler

9.- Invigilators



Invigilators must remind the candidates of the importance of filling in properly all personal details in the headers, numbering the pages correctly and arranging them in the right order when handing in the scripts.

They are kindly requested to check the candidate's scripts when they are handed in. To this end, it is recommended to increase the number of invigilators in the last 10 minutes of every examination.

10.- Scanning of the Scripts

Before the scanning of the scripts, the scanning operators should re-check that all scripts have the headers correctly filled in, the pages are correctly numbered and arranged in the right order



11.- Training the Candidates

We recommend the examination centres to conduct a short practical hands-on session for the candidates regarding all the issues dealt with in this newsletter. This could be done during one class period with the class teacher or any other teacher, an education advisor or the BAC responsible staff member.



12.- Security Measures

The scanning module of Viatique (our on-line correction platform) has highly sophisticated automatic error detection measures. It is practically impossible to attribute incorrectly a script to a candidate or to have an uncomplete scanning of a script.

The production scanners purchased by the schools are the very best to assure a safe quality scanning.

Correctors have also the possibility of reporting through the platform any issues they might observe regarding the fidelity and quality of the scanning. The scanning operator concerned and the European Baccalaureate Unit are immediately notified and scripts can be rescanned.

Moreover, we have also signed a very complete Service Level Agreement with Neoptec that foresees 24 hours a day, 7 days a week support service to the European Baccalaureate Unit during the scanning and correction periods with a response time of 4 business hours for remediation of priority issues that are reported to us.

All in all, we have spared no efforts or resources to assure the success of this project.



Thank you very much for your co-operation!

