



EXAM RULES AND REGULATIONS FOR THE ASSESSMENT OF PERSONS WITH INTERNATIONAL PROTECTION

Ljubljana, 5 October 2018

Based on Article 17 of the Statute of the National Examinations Centre, the Director of the National Examinations Centre issued these

EXAM RULES AND REGULATIONS FOR THE ASSESSMENT OF PERSONS WITH INTERNATIONAL PROTECTION

I GENERAL PROVISIONS

Article 1 (National Examinations Centre)

In carrying out the assessment for persons with international protection and in accordance with the Decree on the methods and conditions for ensuring the rights of persons with international protection (The Official Gazette of the Republic of Slovenia, No 72/2017) (hereinafter referred to as the Decree), the National Examinations Centre (hereinafter referred to as the Centre) offers the following administrative and technical support tasks:

- determine sittings, time and conditions for carrying out the assessment, and keep a register of the assessment;
- organise and carry out the assessment;
- appoint Subject Committees and offer them the required technical and administrative support;
- develop and maintain information system;
- help prepare Examination Guides, which are the basis for the development of exams in individual subjects;
- build up a collection of test question items and tasks;
- be in charge of preparation of examination materials;
- acquire data and perform analyses on the results of the assessment;
- formulate research proposals;
- issue certificates for the individual exams;
- decide on complaints against violations of the examination procedures;
- determine the price of the exam;
- observe rules on exam confidentiality;
- perform other tasks in accordance with these Exam rules.

Article 2 (Sittings and calendar)

The calendar of the assessment is published by the Centre on its website each year in June for the following school year. There are two sittings per year, in February and June.

Candidates take the exams in both subjects in one sitting.

Candidates take one exam per day.

Article 3 (Applications)

Candidates apply for the assessment at the Centre by submitting the application form (Appendix 7), which forms part of the Decree.

Based on the submitted application form, the Centre establishes whether the candidate has the status of a person with international protection and verifies whether or not the application form was submitted on time.

If candidates satisfy the conditions, they are informed in writing at the latest two weeks before the assessment on the time and the place of the assessment.

If candidates do not meet the conditions to undertake the assessment, the application is refused.

If candidates pass only one exam, they can take the exam from the other subject in the following sitting. If candidates do not pass the exam from the other subject also then, this means that they failed both exams.

Article 4 (Withdrawing the application)

Candidates can withdraw the application for either the assessment or the exam they failed no later than three days before the day of the exam, in writing.

If candidates withdraw the application too late or fail to attend either the assessment or just one exam, this means that they failed one or both exams.

Article 5 (Payment)

Candidates are entitled to take both exams (i.e., the assessment) free of charge twice, each time with the possibility of resitting the exam that they may have failed.

The costs of any further retaking will be covered by candidates. The price list is published on the websites of the Government Office for the Support and Integration of Migrants and of the Centre.

II EXAMINATION RULES

WRITTEN EXAM

Article 6 (Time allowed)

During a given sitting, all candidates in the Republic of Slovenia take written exams on the same day at the same time. The beginning of the exam is the time when candidates start doing the Question Papers. The time and the place for the written exam are determined by the Centre.

The duration of the exam is determined by the Examination Guide and is written on the front page of each Question Paper.

Article 7 (Seating arrangement)

Before the beginning of written exams, the Centre divides candidates into groups in examination rooms.

During the written exams in individual subjects, candidates in one examination room are supervised by two persons (hereinafter referred to as the invigilator) appointed by the Centre.

The seating arrangement is pre-determined.

Article 8 (Invigilator)

The invigilator receives a list containing the names of all candidates in a group. The invigilator enters into the list of names – which at the same time serves as an examination record – the time of the beginning and the end of the individual exam as well as events such as candidates leaving the examination room, warnings issued to candidates, etc.

The invigilator brings to the examination room security bags containing Question Papers, marking sheets and draft sheets, as well as candidates' barcodes, packaging for examination materials, scissors, some spare pens, and the keys to the examination room.

If for some justifiable reason it is not possible to start the written exam at the required time, the invigilator can decide to postpone the beginning of the exam, but for no more than 30 minutes. The invigilator makes sure that during this time candidates do not leave the examination room.

The invigilator records this event in the examination record of the written exam and notifies the Director of the Centre.

Article 9 (Examination room)

Each candidate must have their own desk, each with adequate spacing between chairs. All chairs must face the same direction. No more than 30 candidates are allowed in the same examination room.

Areas where candidates are allowed to stay during the exam will be carefully examined before the exam.

Article 10 (Registration)

Candidates gather in the examination room for the written exam at least 20 minutes before the beginning of the exam. Candidates can be up to 30 minutes late for the beginning of the written exam; however, they are not entitled to extend the exam time. Candidates are not allowed to be late for any further parts of the exam. During the listening component of the exam, no one is allowed to enter the examination room.

In order to identify themselves, candidates must bring to the exam a personal identification document with a photograph, which they place on the edge of the desk. Should they fail to produce a document, the invigilator enters this into the examination record and identification is carried out at the latest 24 hours after the beginning of the exam. If identification is not carried out, this means that, officially, the candidate failed to attend the exam.

Article 11 (Items allowed)

The invigilator checks if candidates brought writing instruments – fountain pens or ballpoint pens as well as required tools as determined by the Examination Guides and listed on the front page of each Question Paper.

Apart from the above-mentioned items candidates can bring into the examination room only indispensable personal items, which they leave in the allocated spot.

Candidates are not allowed to bring into the examination room accessories such as watches, mobile phones and any other forms of portable electronic communications devices.

Article 12
(Preparation of candidates for the written exam)

The invigilator writes in a clearly visible spot the duration of the exam and provides candidates with basic information.

In front of candidates, the invigilator opens the sealed bags with the examination materials and distributes them. The invigilator asks candidates to check whether they received all the materials, i.e., the right Question Paper, to read the 'Instructions to candidates' and to follow them.

Candidates stick their barcodes in the space provided on the Question Paper and on the marking sheet(s).

After candidates have read the 'Instructions to candidates', the invigilator announces the beginning of the exam and candidates are allowed to start doing the test questions.

Article 13
(During the exam)

Candidates must follow the invigilator's instructions: they must do the test questions on their own and are not allowed to talk to each other and interfere with the course of the exam. Every deviation from the above constitutes a violation of examination rules.

During the exam, the invigilator provides no explanations. If candidates fail to understand any of the test questions, or believe that there is an error in a test question, they must continue doing them. If it transpires that there was indeed an error in a test question, such test question(s) will be disregarded during the assessment procedure.

A candidate who does not follow the instructions is reminded by the invigilator. If the candidate repeats the violation, the invigilator takes away the Question Paper and asks the candidate to leave the examination room. The warning and the interruption of the exam are reported in the examination record.

The invigilator enters into the examination record of the written exam all other unusual events that may occur during the course of the exam.

During the exam, only one candidate at a time is allowed to leave the examination room with the invigilator's permission. The absence should not exceed 5 minutes and it will be noted in the examination record. Any longer absences are to be approved by the invigilator, but only in extreme cases are they allowable.

Article 14
(End of the exam)

Candidates who start doing test questions should hand in the examination materials. They can do so before the time allowed for the exam, or a part of the exam, and leave the room. The invigilator enters into the examination record the time when the candidate handed in the Question Paper.

Ten minutes before the time allowed for doing the Question Paper, the invigilator warns candidates that time is running out.

When the time allowed for doing the Question Paper is up, the invigilator instructs candidates to stop writing, put aside any tools and pens and place the examination materials on the edge of the desk.

The invigilator collects the examination materials and checks if candidates handed in all the materials that had been distributed and if these are filled in according to the instructions. If minor errors are spotted, they attempt to correct them and they record this in the examination record.

The invigilator collects Question Papers and any unused materials are sealed in bags for returning examination materials from the examination room. The invigilator also collects barcodes and then lets candidates leave the examination room.

The invigilator hands the examination materials, candidates' barcodes and the examination record to the person authorised by the Centre.

Article 15 (Written exam in English)

The written exam in English consists of three Question Papers.

Question Paper 1 is followed by a 10-minute pause, intended for distributing Question Paper 2 to candidates; during this time candidates are not allowed to leave the examination room. During the listening component of the exam, no one is allowed either to enter or leave the examination room.

Question Paper 2 is dedicated to listening, and time allowed is up to 20 minutes.

On the recording are the same general 'Instructions to candidates' (in English only) as those printed in the Question Paper, the instructions guiding candidates to listening to the recorded spoken texts and doing the test questions, both texts as well as all intervals for doing the tasks. The recording finishes with a salutation indicating the recording is over. Candidates place examination materials on the edge of the desk.

Question Paper 2 is followed by a 30-minute break. During the break, candidates are allowed to leave the examination room.

No later than five minutes before the end of the break, candidates enter the examination room and the invigilator distributes Question Paper 3. Candidates are not allowed to be late for the beginning of Question Paper 3.

ORAL EXAM (ENGLISH)

Article 16 (Timetable)

Candidates take the oral exam after taking the written exam.

No later than three days before the beginning of the oral exam the Centre informs candidates about the date, time and place of the oral exam.

Article 17 (Committee for the oral exam)

The oral exam is taken in front of a two-member committee. Both members must be teachers of English.

Candidates enter the examination room when they are called in.

Article 18
(Exam sheet)

A member of the committee asks each candidate to choose an exam sheet. Exam sheets must be presented to each candidate in such a way that they are unable to see the content. Each candidate has a right to switch an exam sheet once.

Candidates have a right to a 15-minute preparation for the oral exam. In doing this, they can use a draft sheet which they must hand in to the committee after the exam is over; this draft sheet is to be destroyed.

The oral exam that starts by candidates answering questions from the exam sheet should not exceed 20 minutes. The examiner can put additional question to a candidate, used to further develop questions from the exam sheet. All used exam sheets are to be returned inside the set of exam sheets.

Article 19
(Assessment of the oral exam)

Both members of the committee independently assess the oral exam and enter points for individual criteria as determined and described in the Examination Guide on a marking sheet. For each candidate, two marking sheets, on which the candidate's and a committee member's barcode are stuck, are used. In the oral exam, each candidate receives the average number of absolute points of both committee members. Based on this, the achieved percentage points are calculated.

The committee is not allowed to inform a candidate about absolute or percentage points achieved in the oral exam.

The committee keeps an examination record on the course of the oral exam, in which they enter attendance, the number of the exam sheet and any unusual events.

III ASSESSMENT

Article 20

The Subject Committees mark the exams within 8 days after the last sitting.

The oral exam is marked by both members of the committee for the oral exam and Question Paper 3 in English is marked by both members of the Subject Committee. All other Question papers are assessed by one member of the Subject Committee.

An examination record is kept on each exam; it is signed by both Subject Committee members.

The exam in each subject is marked by the Subject Committee in absolute and in percentage points; the points are then converted into a descriptive mark: either 'Pass' or 'Fail'.

Candidates pass the exam if they pass the written and the oral parts of the exam in English and the written exam in Mathematics, whereby the criteria for 'Pass' in the General Matura Examination in English and in Mathematics, both at Basic Level, in the preceding calendar year are used.

IV VIOLATIONS AND MEASURES AGAINST OFFENDERS

Article 21 (Violation of rules)

Violations include violations of provisions of the Exam rules and regulations for the assessment of persons with international protection (hereinafter referred to as the Exam rules), the rules on exam confidentiality and other rules for the assessment for persons with international protection relating to carrying out the exam.

Article 22 (Offenders)

Possible violations may stem from: Subject Committee members, employees at the Centre, candidates, and invigilators and other staff appointed in the carrying out of the assessment.

In accordance with the legislation, employees of the Centre, invigilators and Subject Committee members are subject to disciplinary measures, damages and criminal liability for any violation of rules.

Article 23 (Candidate's right)

If candidates think that provisions of these Exam rules were violated during their taking of the exam, they can file a complaint within 24 hours after taking each exam and send it via registered mail to the Centre to be resolved by the Centre.

The Centre resolves each complaint within two days.

Article 24 (Violations by candidates)

The following constitute candidate violations:

- writing inappropriate signs or inappropriate content in Question Papers,
- being in a possession of a cheat sheet and/or other forbidden items,
- looking around, talking and/or otherwise communicating,
- copying or allowing another candidate to copy,
- using a cheat sheet, electronic devices and/or other forbidden items,
- disturbing the course of the exam,
- repeating violations and escalating them,
- being in the possession of materials labelled as confidential exam material, and
- impersonating (i.e., having another individual pretend to be the exam-taker).

Article 25 (Types of measures)

The following measures can be implemented in the case of violations by candidates:

- a warning,
- suspension from doing the Question Paper,
- suspension from taking a part of the exam,
- suspension from the exam, and
- annulment of the exam.

In case of suspension, the Question Paper, a part of the exam, or the exam as a whole is awarded 0 points.

In case of impersonation of identity, or being in the possession of materials labelled as confidential exam material, the exam is annulled.

Article 26
(Procedure of imposing of measures)

As a rule, measures escalate.

A warning, suspension from doing the Question Paper and suspension from taking the written exam are issued by the invigilator by noting it in the examination record. If an invigilator interrupts the exam, they instruct the candidate to leave the examination room in such a way so as not to disturb the course of the exam.

Suspension from the oral exam is decided upon by the committee by noting it in the examination record.

The annulment of the exam is decided upon by the Director of the Centre.

V NOTIFICATION OF RESULTS

Article 27
(Certificate of assessment)

Candidates who pass the assessment are issued a certificate of the assessment from Article 27 of the Decree.

The certificate of the assessment is an official document.

Article 28
(Notice on assessment)

Candidates who fail the assessment or pass just one exam are issued a notice on the assessment from Article 28 of the Decree

The notice on the assessment is an official document.

Article 29
(Register of issued documents)

The Centre keeps a register on issued documents.

If for any reasons corrections to a document are required, the candidate reports the mistake in writing and sends the letter together with the document via registered mail to the Centre. The Centre issues a new document.

If a candidate loses the document, they are to submit to the Centre a request for an extract from the register.

VI STORING EXAMINATION MATERIALS

Article 30

Examination materials of individual candidates are stored in confidentiality at the Centre for 1 month after the notification of the results. In the case of a complaint from Article 23 of these Exam rules, documentation is stored in the archives of the Centre for 5 years.

After the deadline determined in Paragraph 1 of this Article, the Centre is obliged to destroy mark schemes and all unused as well as filled-in Question Papers.

VII FINAL PROVISION

Article 31

The Exam rules and regulations for the assessment of persons with international protection (No 007-3/2018 from 13 September 2018) fully cease to remain in force on the day the rules contained in this document are issued.

Number: 007-3/2018-1

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