

Regulations Governing the Matura Examination

Unofficial integrated wording

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Article 1.

These Regulations set out the structure and competencies of Matura examination bodies, the content of the Matura examination syllabus and its subject examination syllabi (hereinafter called catalogues), procedures for implementation of the Matura examination and grading procedures.

I. MATURA EXAMINATION BODIES AND THE NATIONAL EXAMINATIONS CENTRE

Article 2.

The Matura examination is managed by the following Matura examination bodies:

- National Matura Commission
- National Subject Commissions
- School Matura Commissions
- School Subject Commissions.

National Matura Commission

Article 3.

The National Matura Commission has a Chairman and eleven members. The Chairman and members are nominated by the Minister of Education and Sport from among members of the National Academy of Sciences and Arts (1 member), university teachers (2 members), officers and senior officials of the Ministry of Education and Sport (1 member), employees of the National Education Institute (1 member), employees of the National Examinations Centre (1 member), members of the National Council for General Education of the Republic of Slovenia (1 member), secondary school teachers (2 members), members of the National Subject Commissions (1 member) and external assessment experts (1 member).

A Deputy Chairman is nominated by the Minister of Education from among members of the National Matura Commission.

The Chairman, Deputy Chairman and members of the National Matura Commission are nominated for the period of four years and can be re-nominated for another term of office.

The National Matura Commission can invite representatives of the National Subject Commissions and other experts to discuss and resolve professional questions and problems.

The National Matura Commission organises its work in accordance with regulations for the conduct of meetings.

Article 4.

The National Matura Commission conducts the preparation and supervises the execution of the Matura examinations. The Commission:

- prepares a draft Matura examination catalogue and conducts the preparation of subject catalogues;
- determines the Matura examination timetable and examination order ;
- determines rules and procedures for protection of data and materials designated as confidential;
- co-ordinates the work of the National Subject Commissions;
- approves the annual Matura examination report which is to be submitted to the Ministry of Education and Sport, to the National Committee for Education and to universities, not later than on December 1st of the current year
- carries out other activities for the Matura examination.

2. National Subject Commissions

Article 5.

For each subject in which Matura examination is taken (hereinafter Matura examination subjects) the Minister of Education and Sport nominates a National Subject Commission.

Each National Subject Commission has a Chairman and at least three members.

The Chairman, Deputy Chairman and members of a National Subject Commission can be secondary school teachers, university teachers or associates and advisers on education from the Board of Education who have won recognition in a certain subject area. Only a university teacher can be nominated as a Chairman. The Chief Examiner is the Deputy Chairman.

Each Commission chooses a Secretary out of its members.

The Chairman and members of a National Subject Commission are nominated for the period of four years and later can be re-nominated.

Article 6.

Each National Subject Commission discusses professional issues and prepares materials. It:

- prepares a draft subject catalogue;
- prepares principles for the preparation of examination questions, question papers and marking schemes;
- prepares a test items base for written and oral examinations;
- prepares questions, question papers and topics for each examination term;
- proposes revisions of subject catalogues, textbooks and curriculum;

- takes part in training of teachers and other education specialists for the needs of the Matura;
- after the autumn examination term analyses Matura examination data on Matura results prepared by the National Examinations Centre and prepares a report for the National Matura Commission;

3. School Matura Commission

Article 7.

Each School Matura Commission has a Chairman, a Secretary, members from that school (school members) and up to three external members.

The Chairman of the School Matura Commission is the Headmaster of the school.

The school members and the Secretary are nominated by the Headmaster. The school members of the commission must be teachers of Matura examination subjects.

The Deputy Chairman is nominated by the Headmaster from among the members of the Commission.

External members are nominated by the National Matura Commission from among experts proposed by rectors and deans of universities and faculties and the Director of the National Education Institute of the Republic of Slovenia, not later than on March 15th each year.

The Deputy Chairman, Secretary, school and external members are nominated for a period of one year and can be re-nominated. The School Matura Commission must be nominated not later than on April 1st each year.

Article 8.

The School Matura Commission conducts the Matura examination. It:

- manages the Matura examination in a secondary school;
- gives directives to and co-ordinates activities of the School Subject Commissions;
- announces the results of the Matura examination;
- decides on complaints about violations of examination order;
- prepares a final report on the Matura examination not later than 15 days after the end of examination term, following the methodology prescribed by the National Matura Commission;
- carries out other activities in compliance with the present Regulations and with guidelines of the National Matura Commission.

4. School Subject Commissions

Article 9.

Each School Subject Commission has a Chairman and at least two members.

The members of the School Subject Commission are nominated by the Headmaster of the school from among the teachers who teach Matura examination subjects. At least one member must be a teacher who teaches a Matura examination subject in the last year of schooling (interrogator).

The Chairman and members are nominated for a period of one year and can be re-nominated. The School Matura Commission must be nominated not later than on April 1st of each year.

In case the nomination of a School Subject Commission in a certain school should not be possible in conformity with the previous Article, the work of the Commission can be done by the School Matura Commission.

Article 10.

The School Subject Commission conducts the Matura examination in a given subject. It:

- carries out the oral examination;
- discusses professional issues which fall within that subject area, and submits proposals to the National Subject Commission;
- carries out other duties in accordance with these Regulations and with guidelines of the School Matura Commission.

5. National Examinations Centre

Article 11.

The National Examinations Centre carries out the following professional, technical and other kinds of activities:

- develops and maintains Matura examination information system;
- nominates external examiners and make agreements with them defining rights and obligations for marking examination materials;
- keeps the register of external examiners;
- nominates Chief Examiners;
- maintains the collection of examination questions, test items and themes;
- prepares and publishes examination materials;
- prepares data and analyses about the Matura examination results;
- prepares expert development proposals;
- manages financial operations for the National Matura Commission and National Subject Commissions;
- offers technical and professional support to the National Matura Commission and National Subject Commissions;
- performs other tasks in accordance with these Regulations.

II. MATURA EXAMINATION CATALOGUE AND SUBJECT CATALOGUES

Article 12.

At the Matura examination, knowledge is assessed according to the Matura examination catalogue and subject catalogues, which are adopted by the National Council for Education of the Republic of Slovenia and which are published at the beginning of the school year for the third year classes at the latest.

National Subject Commissions must get the approval of the National Education Institute of the Republic of Slovenia confirming that the draft catalogues are compatible with the subject curriculum as well as an expert opinion of at least two reviewers - one from a university and the other from a secondary school. In addition, a confirmation from the Office for Education is required that personnel and material conditions needed for implementation of the Matura examination can be met.

Article 13.

The Matura examination catalogue determines:

- aims of the Matura examination;
- the number of Matura subjects;
- compulsory and optional subjects of the Matura examination;
- methods of assessment;
- levels of assessment for individual Matura subjects;
- extent of external assessment;

Article 14.

Subject catalogues determine:

- short-term and long-term objectives which must be attained for individual subjects;
- knowledge to be assessed at a certain level (basic or higher);
- contents and activities of the Matura examination subjects which are assessed in the last year of schooling;
- devices and reference material which can be used during the Matura examination;
- duration of written and oral examination;
- the proportion of points derived from the written and oral examination, and the proportion of points contributed by activities listed in the third paragraph of this Article, in calculating the final point score for each individual Matura subject;
- examples of examination questions and examples of marking.

A subject catalogue can require project or experimental work as part of a candidate's obligation in preparing for the Matura examination.

III. MATURA EXAMINATION PROCEDURES

Article 15.

The Matura examination is conducted in secondary schools which provide four-year or equivalent programmes leading to state approved education qualification, and which prepare pupils for the Matura examination.

A secondary school can prepare pupils for those Matura subjects which are being taught in that school as a part of the school programme.

A secondary school must announce a list of all Matura examination subjects for which the preparation is provided. This list will be announced at the time when applications from first-year pupils are invited.

According to the accepted norms and standards a secondary school may also prepare pupils for Matura examination subjects which have not been announced in accordance with the previous paragraph, if pupils show interest for such preparation courses.

Article 15a.

The Matura examination can be taken by candidates who have successfully completed the final year of any kind of four-year study or school programme of secondary education or the Matura course according to regulations in force.

Candidates who have not completed their education as stipulated in the previous paragraph, can take a qualifying test in a secondary school, to prove that they master the most important skills and knowledge provided by a four-year secondary schooling. After having passed qualifying tests a candidate can take the Matura examination.

The contents, scope and level of knowledge of the Matura examination as well as the scope of external assessment are determined by The National Council for Education of the Republic of Slovenia after preliminary co-ordination with universities. The National Committee for Education sets the principles for the contents and scope of the qualifying test stipulated in the previous paragraph.

A candidate who has completed the last year of any kind of four-year study or school programme of secondary education according to the Law on Career-Oriented Education (Official Gazette of the SRS, No. 11/80, 6/83, 25/89 and 35/89) and successfully passed the Matura examination in compliance with these Regulations, has also passed the school-based Final Examination.

Article 15.b

Examination in individual Matura examination subjects can be taken by a candidate, who has already passed the Matura examination or has got a diploma/degree awarded abroad and officially recognised as a Matura Examination Diploma, if any of these subjects are prerequisite for admission to higher education study of university type or if these subjects are considered at the selection of candidates on enrolment on a certain study course.

Article 16.

The Matura examination consists of compulsory and optional subjects.

Compulsory subjects are compulsory for all candidates who take the Matura examination (hereinafter called candidates). Optional subjects are chosen by candidates.

Candidates are allowed to choose one more subject in addition to the number of subjects defined in the Matura examination catalogue.

Candidates can take not more than two subjects at a higher level.

Article 16a.

The school in which a candidate is enrolled, or in which the candidate has finished the last year of schooling, shall ensure that the candidate can take the Matura examination. A candidate may also enter for the examination in separate Matura subjects from the optional part of the Matura examination in another school of his/her choice, if the candidate's school does not prepare pupils for such examination(s), provided that the School Matura Commission of the selected school agrees to accept the candidate.

Candidates who have completed secondary school as part-time students, candidates who have finished their last year of schooling one year or more years before sitting the Matura examination, and candidates who have to take a qualifying test before the Matura examination, may take the Matura examination in a school of their choice. If the selected school does not offer preparation for optional subjects in which a candidate wishes to pass the Matura examination, these subjects can be taken in another school.

Article 17.

Candidates take the Matura examination in one examination term.

Notwithstanding the provisions of the previous paragraph of this Article, a candidate who has completed secondary school as a part-time student, a candidate who completed the last year of schooling four or more years before sitting the Matura examination, and a candidate with special needs is allowed to take the Matura examination in two parts in two successive examination terms.

The National Matura Commission sets the rules for the Matura examination taken by candidates with special needs and nominates specialists, who can communicate with such candidates according to the nature of their disabilities, as external members of School Subject Commissions.

Article 18.

Examinations in individual Matura subjects can be written and oral, written and examination performance or only written if the Subject Examination Catalogue sets such rules.

Examination Terms

Article 19.

The Matura examination is held in spring and autumn examination terms, as a rule in June and in September.

Article 20.

Dates for written examinations and sessions for oral examinations in each examination term are determined by the National Matura Commission with the approval of the Minister of Education and Sport. They are published not later than 60 days before the beginning of the Matura examination in spring and autumn examination terms.

Examinations can be also held on Saturdays.

The National Matura Commission can also determine a date for a part of an examination in a given subject to take place before the spring or autumn term.

Upon the proposal put forward by a school the National Matura Commission may allow the especially talented candidates to take a Matura examination in music before regular time.

2. Matura examination application

Article 21.

Candidates who wish to take the Matura examination in the current school year shall make a pre-entry for the Matura examination between 1st and 15th December. Candidates shall apply for the Matura examination not later than 60 days before the beginning of the spring term, and not later than 30 days before the beginning of the autumn examination term, in the school where they wish to take the Matura examination.

Notwithstanding the stipulations of the previous paragraph, late applications can also be accepted up to 10 days before the beginning of the examination term, provided justifiable reasons are given. The decision about justifiable reasons shall be taken by the School Matura Commission within three days after the receipt of documentary evidence, following the guidelines set up by the National Matura Commission.

In the application, apart from personal data, candidates shall indicate subjects in which they wish to take the Matura examination and levels they choose for individual subjects. The evidence of compliance with requirements defined for the Matura examination must be presented at least two days before the beginning of the examination term.

A candidate who is going to take a Matura examination in music shall fill in an amendment to the Matura application form for the subject music.

A candidate who fails to present the evidence of compliance with requirements defined for the Matura examination has no right to take the examination.

Apart from school certificates and other relevant documents, a statement of an authorised body confirming that a certificate or another relevant document is going to be issued, will be also considered as valid documentary evidence.

Candidates who wish to take the Matura examination in accordance with stipulations of Article 16.a of these Regulations, in addition to the data required under the previous paragraph, must list in their application those Matura examination subjects which they wish to take in another school.

Candidates who wish to take the Matura examination in accordance with stipulations of the second paragraph of Article 17 of these Regulations, in addition to the data required under the second and third paragraph of this Article, must indicate which Matura examination subjects they are going to take in the first and in the second examination term.

Candidates may withdraw their application for the Matura examination, in writing, at least two days before the beginning of the examination term.

If candidates, after the announcement of limited enrolment at higher education institutions, wish to change their application with regard to the choice of optional Matura examination subjects or the level of competency, they should send a modified application (written on a special form) to the same school to which the original application was submitted, not later than 30 days before the beginning of the examination term.

Candidates who wish to take the Matura examinations in individual subjects according to stipulations of Article 15.b of these Regulations, shall send their applications to the National Examinations Centre not later than on May 25th or at least 10 days before the beginning of the autumn Matura examination term.

Article 21.a

The list of candidates who have applied for the Matura examination shall be published by the School Matura Commission within 8 days after the expiration of the application term.

The School Matura Commission decides about the application of candidates, who wish to take the Matura examination according to stipulations of the second sentence of the first paragraph and of the second paragraph of Article 16.a of these Regulations, and notifies the candidates accordingly, in writing, not later than within 8 days after the expiration of the application term.

In case the Matura examination timetable provides for more alternative dates for examinations in individual subjects, the School Matura Commission shall notify the candidates about the dates of written examinations at least 2 days before the examination term.

3. Examination order

Article 22.

Written examinations in a particular subject are taken on the same day at the same time by all candidates.

The National Matura Commission prepares proposals for question papers.

Every school year the Chairman of the National Subject Commission determines at least three sets of question papers; the Chairman can be assisted only by the Deputy Chairman of the National Subject Commission or by one member of the Commission of his own choice.

The sets of question papers, which are classified documents designated as "top secret", are handed over by the Chairman of the National Subject Commission to the Director of the National Examinations Centre for storage and protection.

From among the sets mentioned in the previous paragraph the National Matura Commission decides by lot about one set of question papers for each examination term. The mode of drawing lots shall be determined by The National Matura Commission based on proposal of the National Examinations Centre and with the approval of the Minister of Education.

The sets of question papers, which are classified documents designated as "top secret", should be handled according to the rules of protection of the Matura examination confidentiality.

Article 23.

Written papers must be labelled only with a candidate code.

The National Matura Commission gives guidelines for the assignment of candidate codes, and issues instructions for School Matura Commissions how to deal with the codes.

Candidate codes are considered as classified information.

Article 24.

Written examinations in individual subjects are limited in duration between at least 120 minutes and not more than 240 minutes.

The examination performance lasts 60 minutes at the utmost. A candidate is entitled to the preparation time of at least fifteen minutes.

Article 25.

At least five days before the beginning of written examinations a School Matura Commission shall divide the candidates into groups, determine classrooms for examinations, and assign teachers invigilators. All the data referring to structure of the groups, examination classrooms and to invigilators are confidential until they are made public in accordance with instructions given by the National Matura Commission.

Written examinations in individual subjects are conducted under the control of two teachers invigilators, who must not be teachers of the Matura examination subject which is being invigilated.

The schedule of examination performances of the candidates shall be set down by the National Examinations Centre in co-operation with the School Matura Commission and shall be announced at least three days prior to the examination performance.

Before the beginning of a written examination, a teacher invigilator acquaints candidates with the rules of Matura examination order, with procedures for the use of codes and with measures and consequences which can be taken against violators.

The National Matura Commission can decide that some teachers invigilators can inspect the Matura examination in schools where they are not involved in the education and teaching process.

Article 26.

The timetable for candidates who take oral examinations is determined by the School Matura Commission, and it is announced at least three days before the beginning of oral examinations.

Candidates can have only two oral examinations on the same day.

Article 27.

Examination questions or assignments for oral examinations are prepared by National Subject Commissions on the basis of the subject catalogues.

Article 28.

Oral examinations last up to 20 minutes.

A candidate has a right to 15 minutes of preparation for the oral examination.

Article 29.

Oral examinations are taken before the School Subject Commission.
At oral examinations questions or assignments are given to a candidate by the examiner.
The School Subject Commission must not be acquainted with the grade obtained by the candidate in the written part of the examination.

Article 30.

Members of Matura examination bodies, teachers invigilators and other persons who break provisions of these Regulations, rules of examination order, rules concerning examination confidentiality and other instructions and guidelines set out according to these Regulations shall be disciplinary and legally liable and liable for damage.

Anybody who has got to know or has reasons to believe that a violation occurred, may submit a proposal to an authorised body that disciplinary or penalty procedures should be instituted.

Article 30.a

If a candidate breaks the rules of examination order, an authorised body shall take the following disciplinary actions;

- a candidate receives a warning, if a candidate disregards or disobeys the rules of examination order,
- a candidate is suspended from the examination till the end of the examination session in question, if a candidate continues to disregard the examination order or repeats the breach in spite of the warning,
- a candidate is disqualified from taking the examination in question or its further parts, if a candidate is caught using forbidden devices, reference materials or methods.

A proposal to initiate disciplinary actions shall be submitted to a teacher invigilator or to the School Matura Commission by members of the Matura bodies, a person in charge of the Matura supervision or by other candidates, eyewitnesses of the misconduct or by any person by whom a candidate is caught in an act of breach mentioned under the previous paragraph.

The disciplinary action stipulated under the first point of the first paragraph of this Article shall be announced by a teacher invigilator or by the School Matura Commission in such a manner, that a candidate is warned and made aware of possible consequences and all details of the same are written down in the minutes recording the course of examination.

In case a candidate, after the announced warning, repeats a breach or continues to disobey the examination order or commits a violation stipulated under the third point of the first paragraph of this Article, a teacher invigilator or the Chairman of the School Subject Commission shall immediately report the matter to the Chairman of the School Matura Commission, who shall in turn, without any delay, establish the facts and by a decision of at least three members of the School Matura Commission define and take the actions immediately.

If the teacher invigilator or the Chairman of the School Subject Commission do not act according to provisions of the previous paragraph, the persons mentioned in the second paragraph of this Article shall immediately notify the Chairman of the School Matura Commission.

If a School Matura Commission takes one of the actions stipulated under the second and third point of the first paragraph of this Article, it shall order the candidate to leave the room where the examination is going on, so that the candidate would not disturb the course of the examination.

A candidate against whom the disciplinary actions stipulated under the second point of the first paragraph of this Article are taken by an authorised body is not given the achieved point score derived from that part of the examination in which he disobeyed the rules.

A candidate against whom the School Matura Commission takes the actions stipulated under the third point of the first paragraph of this Article shall not be awarded a subject grade.

Article 30.b

A candidate has the right to make a complaint about the decision of a School Matura Commission within 24 hours after the receipt of a written decision defining disciplinary actions taken against the candidate. A complaint must be submitted to the National Matura Commission.

The National Matura Commission must decide about the complaint within 30 days after the complaint was submitted. The decision of the National Matura Commission is final.

If the decision of a School Matura Commission is annulled by the National Matura Commission, the candidate is awarded a grade defined according to the rules established by the National Matura Commission.

Article 31.

Candidates who have not in due time withdrawn their application for the Matura examination or have not taken an entire examination shall be given no grade and may take the Matura examination as a whole or in the ungraded subjects in the following examination terms.

Candidates who have not taken a part of the examination or have not written a particular examination paper of the written part of the Matura examination shall be marked with zero points for that particular part of the examination or that particular examination paper. Their grades shall be determined on the basis of examination papers they have written and other parts of that particular examination they have taken.

Candidates who for justifiable reasons have not taken the oral part of the examination may be allowed by the decision of the School Matura Commission, taken in three days after the receipt of the documentary evidence, to take the oral examination still in the same examination term.

Candidates who for justifiable reasons had not taken an oral or written part of the examination or an examination performance or had not written a particular examination paper and then passed the examination in the subsequent examination term shall be given

grades which shall be considered as if they had been achieved in the examination term in which the candidate could not participate.

Candidates must present documentary evidence in support of their justifiable reasons to the School Matura Commission within three days after the circumstances took place. The School Matura Commission shall prepare a draft decision within three days after the receipt of the documentary evidence and together with the evidence submit it to the National Matura Commission. The National Matura Commission shall decide about cogency of reasons not later than within seven days after the receipt of the draft decision. The decision of the National Matura Commission shall be final.

Article 32.

Minutes shall be taken during each examination. These minutes shall record all warnings, cases where candidates are forbidden to take part in the Matura examination or are removed from the examination classroom, including the reasons for such decisions.

Article 33.

Detailed rules of the examination order are laid down by the National Matura Commission and published not later than 60 days before the spring examination term.

4. Assessment of knowledge

Article 34.

The Matura subjects are graded on a five-point scale: unsatisfactory (1), satisfactory (2), good (3), very good (4), excellent (5).

Unsatisfactory (1) is a failing grade; all other grades are positive (passing) grades.

Article 35.

Achievement in the written and oral examination, examination performance and achievement in contents and activities in a Matura subject which is being graded during the last year of schooling, are evaluated by marking system based on point scores and set up by the subject examination catalogue and defined in detail by the National Subject Commission for each examination term separately.

If a candidate has not fulfilled obligations stipulated under the second paragraph of Article 14 of these Regulations, in calculation of the grade only marks achieved both in written and oral part or only in written part of the examination are taken into account. If a candidate for justifiable reasons passes only a part of examination in one examination session, the achieved marks shall be considered or taken into account when the candidate repeats the examination.

The National Matura Commission, based on proposals of the National Subject Commission, determines criteria for transforming marks into grades. These criteria must be the same for the spring and autumn examination terms.

Subject to stipulations of the previous paragraph the grades achieved by candidates in the essay and examination performance in the spring term shall be granted to them in the autumn term of the same year.

Article 36.

Written papers are marked by external examiners, who are nominated by the National Examinations Centre on the basis of public advertisement.

External examiners for Matura subjects can be:

- university professors, assistants or lecturers with appropriate professional education and at least two years of pedagogical experience;
- secondary school teachers with appropriate professional education who have been teaching that subject at least for two years;
- retired university professors and experts and retired secondary school teachers who comply with the conditions set forth in the first or second point of this paragraph.

The examination performance shall be taken before the examination commission consisting of three external examiners; none of them can be the candidate's mentor. The examination commission is named by the National Examinations Centre at the suggestion of the National Subject Commission for Music.

External examiners for the examination performance shall be appointed by the National Subject Commission for Music in co-operation with the National Examinations Centre.

External examiners for the subject music can be:

- university professors or collaborators with appropriate professional education who teach at the Academy of Music or another corresponding high school institution and have at least two years of pedagogical experience;
- teachers with appropriate professional education who teach at schools which carry out the following syllabi: music, art gymnasium - music or dance course of study, and have at least two years of pedagogical experience;
- teachers with appropriate professional education who teach the main subject of the candidate in a Music school and have at least two years of pedagogical experience, provided there is no possibility to nominate a teacher - external examiner as defined in the first and second point above.

Article 36a.

From among external examiners the National Examinations Centre, with approval of the Chairman of the National Subject Commission, shall nominate the Chief Examiner for a Matura Examination Subject for the current year. The Chief Examiner:

- is responsible for the final preparation and revision of examination materials and marking schemes;
- coordinates the work of external examiners and moderates criteria during marking;
- organises the grading meeting (transforming marks into grades);
- prepares a report on the Matura examination.

Article 37.

Written papers are marked by an external examiner.

From among the marked written papers the National Examinations Centre selects at random 25 per cent of scripts which are then marked by a another external examiner.

If marks awarded for a written paper by both external examiners for one or more scripts differ by more than one-fifth of the available marks, the second examiner shall mark the remaining scripts.

Notwithstanding the provisions of the second paragraph of this Article the National Matura Commission may decide that the second external examiner should mark all the scripts or parts of the scripts if they are written in the form of an essay.

Scripts where marks awarded by two examiners differ by more than one-fifth of the available points, shall be marked by a third examiner. Marks awarded by the third examiner are final.

The procedure for determination of final marks for a written paper is set by the National Matura Commission, based on proposals submitted to the Commission by the National Examinations Centre.

Article 38.

Marks for oral examinations in individual subjects are awarded by School Subject Commissions.

Article 39.

A candidate's overall grade for the Matura examination is expressed in a total point score derived from the sum of subject grades. For subjects taken at the higher level, extra points are added:

- to grades satisfactory (2) and good (3) one point is added;
- to grade very good (4) two points are added;
- to grade excellent (5) three points are added.

To determine the overall grade for the Matura examination the following number of points is added to grades in mother tongue: to grades excellent (5), very good (4) and good (3) - three, two or one point are added respectively, in a mode determined by the National Committee for Education of the Republic of Slovenia.

If a candidate passes the Matura examination with three optional subjects, only two best grades in optional Matura subjects are taken into account in calculation of the overall grade.

A passing grade in the third optional subject cannot replace a fail grade in the first or second optional subject.

Article 40.

Candidates pass the Matura examination if they obtain passing grades in all Matura subjects.

A candidate who achieves in one of the compulsory subjects of the Matura examination at least 80 per cent of marks required for a pass shall be given a passing grade

in that subject provided the candidate has been given passing grades in all the other subjects taken for the Matura examination and at least two of those grades were at least good (3).

A candidate who achieves in one of the optional Matura subjects at least 80 per cent of marks required for the pass shall be given a passing grade in that subject, provided the candidate has passing grades in all other subjects taken for the Matura, and has been awarded a good (3) grade in at least one of them.

A candidate who achieves in one of Matura subjects taken at the higher level at least 80 per cent of marks required for a pass, shall be given a passing grade in that subject, provided the candidate has passing grades in all other subjects taken for the Matura, and has been awarded a very good (4) grade in at least one of them.

Article 41.

A candidate who passed the Matura examination and wants to improve a grade in one or more Matura subjects has the right to take the Matura examination one more time in the same school which issued the candidate's Matura examination diploma.

For the overall Matura grade the better mark is taken into account.

Article 42.

Candidates who have been awarded at least three passing grades have the right to repeat twice the examinations in negatively graded subjects in the three subsequent examination terms. Candidates shall take the examinations in the same school where they have already taken the Matura examination, unless that school is no longer conducting the Matura examination, in which case a candidate can choose another school.

A candidate who pursuant to stipulations of the second paragraph of Article 17 takes the Matura examination in two parts, is allowed to take the second part of the Matura examinations and to repeat some examinations during the same examination term.

A candidate mentioned under Article 15.b of these Regulations, who has successfully passed examinations in individual Matura subjects is awarded a certificate indicating the results obtained.

Article 42.a

Candidates who successfully pass the Matura examination are awarded the Matura examination diploma.

Candidates who have achieved exceptionally good final results are awarded by the Minister of Education and Sport a Matura examination diploma with distinction.

Exceptionally good final results mentioned under the previous paragraph are specified by the National Matura Commission.

Article 43

In case the National Matura Commission after the examination and on the basis of documentary evidence makes a conclusion that during the examination a candidate was using some forbidden devices, reference materials or methods, it can annul the grade awarded in that Matura subject.

In case it is established that a candidate disobeyed the rules as under the first paragraph of this Article, and it is established after the candidate has been awarded the Matura examination diploma, the National Matura Commission shall annul the Matura examination diploma and notify the university authorities thereof.

Anybody who should notice or get to know that during the examination a candidate was using forbidden devices, reference materials or methods must immediately and not later than in 24 hours notify the School Matura Commission or directly the National Matura Commission. The School Matura Commission shall protect the evidence, if any, and in 24 hours it must notify the National Matura Commission about the case.

Based on reasonable suspicion that a candidate disobeyed the rules as under the first paragraph of this Article, the National Matura Commission shall hold back the awarding of the Matura examination diploma until the decision becomes final and it shall notify the candidate thereof within 24 hours,

The National Matura Commission must take a decision about the candidate's responsibility within 30 days after it was notified of the case. The decision of the National Matura Commission is final.

In case the National Matura Commission on the basis of the documentary evidence makes a conclusion that the candidate has not disobeyed the rules as under the first paragraph of this Article, the candidate must be awarded the withheld diploma within 24 hours.

IV. PUBLICITY AND SECRECY

Article 44.

Materials which contain examination papers, test items or themes, candidate codes and marks for written examination papers and examination performance are classified information. They must be designated as "examination secret", level of confidentiality "top secret".

Members of the National Matura Commission, National Subject Commissions, School Matura Commissions, School Subject Commissions, employees of the National Examinations Centre and other physical and legal entities which come in touch with examination materials and candidate codes are bound to keep "examination secret" and deal with data and materials in compliance with guidelines on "examination secret" issued by the National Matura Commissions and published in the Official Gazette.

Members and other physical and legal entities from the previous paragraph which act in contradiction with these Regulations and with guidelines related to "examination secret" are legally liable and responsible for indemnification.

Any member who has violated the "examination secret" shall be immediately discharged by the Minister of Education and Sport or the Headmaster of the school.

Employees from the second paragraph of this Article are liable to disciplinary, penalty and indemnification proceedings in compliance with law and other legal provisions.

Article 45.

Only candidates, invigilators and Chairmen (or Deputy Chairmen) of School Matura Commissions can be present at written examinations. With the consent of the Chairman of the School Matura Commission, the Commission's secretary and external members may also be present. Apart from members of School Subject Commissions and School Matura Commissions oral examinations may be attended also by other teachers. Apart from external examiners examination performances may be also attended by tutors or accompanists in ensemble, teachers invigilators and mentors of candidates.

Members of the National Matura Commission and members of National Subject Commissions can directly supervise the Matura examination procedures.

The responsible invigilator must note all persons present in the minutes of the written examination and examination performance.

Article 46.

Candidates must be acquainted with marks and grades awarded in individual subjects and with their overall grade for the Matura examination.

V. PROTECTION OF CANDIDATES' RIGHTS

Article 47.

If during the course of Matura examination the provisions of these Regulations and rules and criteria set on the basis on these Regulations are subject to a breach, a complaint can be made to the School Matura Commission.

A candidate's complaint can be submitted within 24 hours after the examination took place.

The School Matura Commission decides about the complaint within 2 days after the receipt of the complaint and their decision shall be immediately reported to the National Matura Commission.

If it is established that breaches of procedures during the Matura examination have influenced the examination grade, the National Matura Commission shall annul the grade and determine a new one according to procedures set by the National Matura Commission itself.

If a script of a candidate is lost or destroyed after it has been submitted by the candidate, a new grade is determined in a way and according to the procedures set by the National Matura Commission.

Members of the School Matura Commission who took part in the proceedings leading to the complaint cannot take part in resolving the complaint.

Procedures set by the National Matura Commission as stipulated under the fourth and fifth paragraph of this Article shall be published in the Official Gazette.

Article 47.a

Against decisions of a School Matura Commission taken as stipulated under Article 21, Article 21a, the fifth paragraph of Article 31, and Article 47 of the present Regulations, written complaints to the National Matura Commission can be made within 3 days after the receipt of the written decision.

The National Matura Commission shall take the decision about the complaint from the previous paragraph within 30 days after the complaint was submitted. Decisions of the National Matura Commission are final.

Article 47b

A candidate has the right to make a complaint to the National Matura Commission about the examination grade within 3 days after the results were announced.

The National Matura Commission shall decide about the complaint in the shortest possible time but not later than in two months since the day when the complaint was submitted. If the complaint is substantiated, the examination grade must be corrected. The decision of the National Matura Commission is final.

Miscalculations and other obvious errors in marking of written examination papers and examination performance shall be corrected by the National Matura Commission on the initiative of the National Examinations Centre or on initiative of a candidate. In case of oral examinations errors shall be corrected by a School Matura Commission on their own initiative or on initiative of a candidate. The correction of an error must be recorded by special minutes signed by the Chairman of the National Matura Commission or by a School Matura Commission respectively.

Article 48.

Notwithstanding the term stipulated under the first paragraph of Article 47b, within three days after the announcement of the results a candidate may make application to the National Examinations Centre for a review of the examination documents (examination paper, the candidate's answer sheets and marking sheets) and a written explanation about the calculation of the examination grade. The written request must be accompanied by the evidence of payment of the review fee.

The fee to be paid for expenses of this procedure is each year separately determined by the National Examinations Centre, subject to approval by the Minister of Education and Sport and published in the Official Gazette of the Republic of Slovenia before the time appointed for applications for the Matura examinations.

The National Examinations Centre shall prepare a timetable for the review of examination documents by different candidates and notify the candidates thereof within 10 days after the term specified under the first paragraph of this Article.

Within 3 days after the review of examination documents a candidate may complain about the grade to the National Matura Commission if the candidate believes that the grading was not correct.

V. a. KEEPING RECORDS AND PROTECTION OF PERSONAL DATA

Article 48.a

For the purpose of monitoring of the Matura examination and for the research and development purposes the National Examinations Centre keeps the record of candidates, external examiners and schools where Matura examinations are conducted and of the general data about the Matura examination results.

1. The register of candidates includes the following data:
 - first names and family name of a candidate, sex, date and place of birth (including municipality, town and country), permanent home address, citizen code number and qualifications already achieved,
 - overall grades obtained in the third and fourth year of secondary schooling and grades in Matura subjects in the third and fourth year in school or grades obtained at examinations qualifying for Matura,
 - point scores, grades in Matura subjects and overall grades of Matura examinations.
2. The register of external examiners includes the following data:
 - first names and family name of an external examiner, date and place of birth (including municipality, town and country), permanent home address, giro account and citizen code number,
 - details of education, pedagogical work experience and university degree.
3. The register of schools where Matura examinations are conducted includes the following data:
 - basic information on Matura examinations regarding schools, type of schools and subjects (number of candidates in the third and fourth year in secondary schools, number of applications for preparation courses for Matura examinations, number of applicants for Matura examinations, number of candidates who have taken Matura examinations).

General data about the Matura examination results which may be published by the National Matura Commission are as follows:

- data on overall grades and grades in individual Matura subjects as compared with the overall grade and grades in individual Matura subjects obtained in the third and fourth year in secondary school,
- item and tests characteristics,
- standard and normalised distribution of marks and grades awarded in individual subjects,
- correlation between marking of two examiners,
- register of candidates with distinction.

Personal data under the first and second point of the first paragraph of this Article may be kept in record only with the approval of a candidate or external examiner.

Article 48.b

Personal data in records are collected, processed, stored and forwarded for the purpose of administering and analysing of the Matura examination by the National Examinations Centre and for the needs of secondary schools and the Ministry of Education and Sport.

The register of candidates is kept permanently, according to regulations in force.

Personal data from records which may be given to higher education institutions for the purpose of enrolment to university type of study and for monitoring of their students' achievement - however, based on a written request from a higher education institution and on a previous approval of a candidate - shall include information on the overall grades in the third and fourth year of secondary schooling, on the point score achieved, on grades in individual Matura subjects and the overall grade of the Matura examination.

Personal data can be used and published for the needs of statistical and other kinds of analysis, provided that the identity of candidates or external examiners remains uncovered.

Information on secondary schools ranking by overall grades and subject grades awarded at Matura examinations is confidential.

V. b. STORING OF MATURA EXAMINATION DOCUMENTS

Article 48.c

A candidate's examination documents shall be stored as "examination secret" documents in the archive of the National Examinations Centre till December 31st of the year in which a candidate took the Matura examination.

Should a candidate make a complaint before the expiration of the term from the previous paragraph, notwithstanding the provisions of the previous paragraph the examination documents shall be stored as "examination secret" documents also after 31st December of the year in which the candidate took the Matura examination, until the final decision on the complaint becomes valid.

A candidate's examination documents kept in a school archive where a candidate took the Matura examination or examinations in individual Matura subjects, shall be stored according to regulations in force for school documentation.

Article 48.d

Question papers and answer sheets may be returned to a candidate only. A candidate who has taken the Matura examination in music is allowed to get back copies of the music for the examination programme performed and a recording of accompaniment. A candidate must put in a written request to the National Examinations Centre or send it by post not later than within 14 days after the date specified in the first paragraph of Article 48.c or within 8 days after the decision on complaint becomes valid. The request should be submitted together with an envelope (A4) with a candidate's name and address written on it.

Within 14 days after the request was submitted the National Examinations Centre shall send the candidate by post the question papers and answer sheets. If a candidate makes a complaint, copies of documents are returned.

If a marking sheet is an answer sheet at the same time, a candidate shall receive only a copy of the answers.

Article 48.e

After March 1st the National Examinations Centre shall destroy marking sheets of those candidates who have been given back their examination documents and the complete examination documentation of all the other candidates who have not requested for their documents to be returned according to the provisions of chapter V. b of these Regulations and have not made any complaint.

VI. TRANSITIONAL AND FINAL PROVISIONS

Article 49.

With these Regulations coming into force the Regulation on Matura Examination (Official Gazette RS 2/92) is no longer in force.

Article 49. a

Pursuant to stipulations under the first paragraph of Article 42 of these Regulations the examinations may be taken by all the candidates who took the Matura examination for the first time after the year 1995.

Candidates under the first paragraph may take the Matura examinations during the years 1998 and 1999.

Candidates under the first paragraph can exercise their right with respect to examinations which were part of the entire Matura examination they took for the last time; the examination terms they have already used to repeat negatively graded subjects shall be respected. accordingly.

Article 50.

These Regulations come into force on the day following their publication in the Official Gazette of the Republic of Slovenia.

dr. Slavko Gaber
Minister