

Pursuant to Article 17 of the Matura Examination Regulations (Official Gazette of the Republic of Slovenia 50/93, 52/94, 20/95, 77/95, 1/96, 26/96, 5/97, 84/97, and 32/98), the following

Rules on *Matura* Examinations for Candidates with Special Needs

Unofficial integrated wording; Official Gazette of the Republic of Slovenia, No. 33/98 and 16/99

Source: National Examinations Centre

have been adopted by the National *Matura* Commission at its second extraordinary meeting on 6 March 1998 and amended at its 27th meeting on 5 March 1999.

Article 1 (The Rules)

The Rules on *Matura* Examinations for Candidates with Special Needs (hereinafter: the Rules) provide for special *matura* examination arrangements for candidates that are blind or partially sighted, deaf or hard-of-hearing, physically disabled, speech impaired or have a prolonged illness or learning disabilities (hereinafter: candidates with special needs), allowing them to demonstrate the level of their attainment, whereby it is necessary to ensure that special arrangements do not give them an unfair advantage over other candidates.

Article 2 (Application and Statement of Disability)

Candidates with special needs shall submit the application form for special arrangements of Article 6 of these Rules to the school *matura* commission by the deadline stipulated by the *matura* examination calendar.

Candidates of paragraph 1 of this Article shall include a statement of disability or an opinion of the appropriate specialised institution on the degree of their disability or ability, respectively, with the application form.

The school *matura* commission shall forward the application forms for special examination arrangements with statements of disability to the National Examination Centre by the deadline stipulated by the *matura* examination calendar.

Article 3 (Approval of Special Arrangements)

In compliance with Article 17 of the Rules and on the basis of application forms and statements of disability, the National *Matura* Commission shall appoint external examiners specialised in communication with candidates with a particular disability by 30 January of the current school year at the latest.

The National Examination Centre, the school *matura* commission and external examiners shall jointly prepare the programme and determine the way of administering individual *matura* examinations with special arrangements.

The National *Matura* Commission shall approve the programme and the way of administering *matura* examinations with special arrangements for individual candidates after the end of the *matura* application procedure.

Article 4

Prior to entering the *matura* examination, candidates with special needs applying for special arrangements shall gain experience in taking such an examination during classroom instruction or at a *pre-matura* examination.

Article 5 (Examination Sessions)

Pursuant to the Rules, candidates with special needs may take the *matura* examination in two parts during two consecutive examination sessions.

Article 6 (Range of Special Matura Examination Arrangements)

Candidates with special needs shall sit the *matura* examination in compliance with the provisions of legal acts, rules and instructions on *matura* examinations.

Candidates with special needs are eligible for the following special *matura* examination arrangements: time allowance, alternative presentation of examination papers, use of an assistant, use of computers, modified oral examination, modified aural examination components, special arrangements for conducting exercises and preparing seminar papers, and adjusted marking.

Article 7 (Duration of Matura Examinations with Special Arrangements)

Candidates with special needs may be granted an additional allowance of up to 50% of the total examination time for the written or oral component of the *matura* examination with special arrangements.

Time allowance of up to 50% of the total time for breaks and preparation for the examination may be granted by the school *matura* commission if found necessary because of a given situation.

In case of time allowance, examinations shall be taken in a special room in the presence of at least one additional invigilator besides the external examiner. During the examination, the invigilator shall make sure that the candidate has no contact with other candidates that have already passed their examination .

Article 8 (Alternative Presentation of Examination Papers)

Examination papers may be presented to candidates with special needs in an alternative format, for example as oral questions, papers in braille, enlarged papers, and papers with modified contents if the translation of questions is not possible.

If modified oral questions are required, the number of the set of oral questions shall be determined by lot in advance by 15 May at the latest.

Article 9 (Use of an Assistant)

Candidates with special needs that are physically unable to take an examination themselves may be permitted to use a reader or an amanuensis (hereinafter: assistant).

The assistant must not be the candidate's teacher or relative.

In case of such an arrangement, additional instructions shall be handed to the candidate and his/her assistant.

Article 10 (Use of Computers)

Candidates with special needs may use computers.

Candidates with special needs must not be given access to other software tools. A single copy of the candidate's work shall be saved on a floppy disc and printed out; the hard-disc file shall be deleted.

Article 11 (Oral Examinations)

Candidates with severe speech impairment may be exempt from oral examinations.

In orally-administered assessment, deaf and hard-of-hearing candidates should be enabled to lip-read - observe the communicator and receive signed communication, respectively.

Article 12 (Aural Examinations)

Deaf and hard-of-hearing candidates may be exempt from the aural component of the examination.

In the aural component, deaf and hard-of-hearing candidates should be enabled to lip-read - observe the communicator and receive signed communication, respectively.

Article 13 (Exercises and Seminar Papers)

Exercises and seminar papers shall be adapted to candidates' abilities so that they can demonstrate their attainment.

Article 14 (Marking)

An adjusted marking scheme shall be used in case of candidates with special needs. Mistakes resulting from a candidate's disability shall not be considered in marking; they shall be assessed in compliance with the decision on adjusting the marks.

External examiners specialised in communication with candidates with a particular disability shall participate in marking if so set forth by the approval of the special *matura* examination arrangements adopted by the National *Matura* Commission.

Article 15 (Injuries)

If a candidate is injured after the deadline for the *matura* examination application stipulated in Article 5 and consequently requires special arrangements, he/she must notify the school *matura* commission of the condition. The school *matura* commission shall submit a proposal for special arrangements together with appropriate evidence of the injury to the National *Matura* Commission for approval.

Article 16 (Entry into Force)

These Rules shall enter into force on the day after their publication in the Official Gazette of the Republic of Slovenia.

President
Dr. Jožko Budin