

Statutes of the Foundation of Promotion of Education on Saba

Technical Center
St. Johns
Saba
Netherlands Antilles

Today the 22nd of November nineteen hundred and seventy six appeared before me, George Reuben Sleswijk, functioning Notary on the Island of Saba, in the presence of the witnesses to be mentioned hereafter:

1. Mrs. Beatrice Joyce Smith, born 6 - 2 - 1946, parents representative.
2. Mrs. Edwina Linzey, born 19 - 2 - 1936, parents representative.
3. Mr. Thomas Frank Hassell, born 12 - 12 - 1930, teachers representative.
4. Mr. Walter Frederic Martinus Johnson, born 24 - 5 - 1932, teachers representative.
5. Mr. Thomas Rupert Hassell, born 1 - 6 - 1921, representative Executive Council Saba.
6. Mr. Thomas Eric Johnson, born 20 - 9 - 1936, representative Executive Council Saba.
7. Miss Aldegonda Anna Maria Lichtveld, born 19 - 1 - 1911, representative Executive Council Saba.

All residing on Saba. The appearers declared from their resources to have deposited a total sum of fls. 100,-- (One hundred Antillian Guilders) and with that capital to establish a Foundation named, "FOUNDATION FOR THE PROMOTION OF EDUCATION ON SABA", which foundation will be governed by the following statutes.

NAME AND SEAT, BOOKYEAR

Article 1

1. The Foundation is named: "Foundation For the Promotion of Education on Saba", further in these statutes to be mentioned as the foundation.
2. The foundation is situated on Saba and has been established indefinitely.
3. The bookyear of the Foundation is the same as the calendar year.
4. The first bookyear ends on the thirty first of December 1976.

PURPOSE

Article 2

1. The purpose of the Foundation, regardless of religious affiliation, is to promote education on Saba in the broadest sense of the word, such in accordance with and taking into consideration the wishes of the parents, also in the area of religious instruction and with regard to the existing legal regulations.
2. Working together with Foundations of similar nature in the Netherlands and the other islands of the Netherlands Antilles. 3.2

MEANS

Article 3

The foundation will try to reach its goal by establishing and maintaining of one or more schools for education on Saba and eventually night courses by exploiting and having available school buildings of the existing educational institutions, as well as through all other means.

FINANCES

Article 4

1. The Finances of the Foundation consists of:
 - a. the foundation capital
 - b. subsidies
 - c. legally obtained contributions and donations
 - d. school and course fees
 - f. all other legally obtained assets
2. Yearly at the latest March 31st a budget will be submitted to the Executive Council of the Island of Saba concerning the costs, resulting from carrying out the goals of the Foundation, for which in accordance with the legal regulations a subsidy will be granted.
3. Monthly one twelfth of the amount approved by the Executive Council will be turned over the the Foundation.
4. The Foundation has the right to claim compensation of the costs of conducting the Administration, under which is also understood the salary of a person to be appointed as Administrator.

MANAGEMENT

Article 5

1. The Foundation is managed by a Board of Management, consisting of at least seven and at the most of nine members, of which at least five should residing on Saba. The other members should be residing in the Netherlands Antilles.
2. The Board of Management is organized for the first time as mentioned hereafter.
3. The Board of Management consists of two representatives of the parents, two representatives of the teachers, and three representatives on behalf of the Executive Council of Saba.
4. The Board of Management determines a schedule of resignation of the members in such a way that each year two members who are representatives of a certain group submit their resignations, and can be reelected immediately.
5.
 - a. The Board of Management calls a meeting with the parents or the teachers when it is necessary to fill vacancies on the Board.
 - b. The two members who are delegated on behalf of the parents or the teachers are those who have obtained the most votes on their names.
6. At the resignation of the representatives of the Executive Council, the aforementioned Board, makes necessary provisions to fill the vacancy.

7.

The Board of Management in a meeting, in which at least half plus one of the members are present, elects from its midst a Chairman, a Secretary, and a Treasurer, which functionaries resign as such after two years and can make themselves available for reelection. The Chairman, Secretary and Treasurer should be residing on Saba. Due to absence or hindrance of the Chairman his functions will be carried out by the Secretary. Due to absence or hindrance of the Secretary and or the Treasurer these functions will be carried out by members of the Board from its midst. In the event the person who fills the function of the Chairman, Secretary or Treasurer resigns as such or ceases to be a member of the Board of Management, in the first following meeting of the Council of Management a Chairman, casu quo, Secretary or Treasurer is elected. These newly elected officials will complete the term of office of the former officials, after which they can be reelected for a new period of two years.

8. The Chairman, the Secretary and the Treasurer constitute the daily management.
9. Membership to the Board of Management terminates with resignation, bankruptcy, honorable discharge, death, and sudden departure from the Netherlands Antilles.
10. The Members of the Board of Management do not receive a salary as such, with exception of the compensation for any travel and boarding expenses made on behalf of the Foundation.

Article 6

1. The Secretary is charged with the correspondence and further administration of the Foundation and with keeping minutes of the meetings.
2. The Treasurer is responsible for the management of the funds of the Foundation and in general is obligated to conduct a management, which is in consistency with the legal regulations attached to subsidies which have been granted.

Article 7

1. The Foundation is authorized to hire teachers and a director, to determine salaries and to discharge them in accordance with the rules and regulations for teachers employed in the Public School system.
2. Upon hiring personnel and further personnel policy no distinction can be made because of personal lifes views of members of personnel concerned.
3. The Foundation is obligated to take in service, all those working in education on Saba with maintenance of the legal status of this personnel, at the time of establishment of the Foundation.
4. Decisions with regard to appointment and discharge of teachers should be taken with absolute majority of votes.

Article 8

All students regardless of lifes views of parents, can be admitted for education. The Board of Management can appoint advisors which appointment is valid for one year. The advisors can be appointed yearly

Article 9 MEETINGS

1. The Secretary, on behalf of Management, calls the meetings on time by sending out the agenda. The members of the Management are entitled to propose additions or changes on the agenda, after which the Chairman decides.
2. The meetings are conducted under the leadership of the Chairman, the Secretary keeps the minutes, which are required by the Board of Management.
3. The Board of Management meets at least once quarterly. In addition meetings are held as often the Chairman deems it neccessary or in the event two or more members of the Council of Management make their wishes to this effect known to the Secretary. In case the subjects to be discussed require this, the Secretary should call the meeting within two weeks. If this does not happen then the members themselves are entitled to call such a meeting.
4. Other than in the cases which are determined by these statutes, the Management makes its decisions with an absolute majority of votes.
5. Concerning issues, on which the members of the Board have been sufficiently informed in advance either by word or by mouth or in writing, the members will not be present at the meeting, can submit their votes through a signed statement to the Secretary, who is obligated to make this publicly known at the voting in the meeting. In such a case the statement will be counted with the votes concerning the issues involved as they had been cast by a member present.
6. Issues concerning persons are voted in writing. At the request of one or more members issues can be voted on in writing. Abstentions and invalid notes are considered not to have been cast.
7. In case if the ballots clash in a vote, not concerning an appointment, then the proposal is considered to have been rejected, unless the Board of Management has decided otherwise in advance.
8. If when voting about persons, in connection with an appointment, the necessary majority is not obtained, then a second ballot takes place between the two persons obtain the most votes than all of them take part in the second ballot. In the event of a clash of votes or not getting in that case the majority of the votes, then the one obtaining the most votes is considered to have been chosen. If the most votes has been obtained by more than one person, the lots shall be drawn to determine which one has been appointed.

TREASURERS ACCOUNTS

Article 10

1. The bookyear of the Foundation is the same as the calender year. The first bookyear runs from the day of establishment up until the last day of the current calender year.
2. In a meeting with the Board of Management to be held within three months after the determination of the preceding year, a report is made by the Secretary over the activities of the preceding year. This report must be submitted in writing to the members at least fourteen days before the meeting. The Treasurer gives account in this meeting of the management of the funds. Also this report is sent to the members at least fourteen days in advance, accompanied by a detailed statement of the assets and liabilities as of the end of December. The approval of the financial yearly accounts is evidence for the defense of the policies conducted by him in so far as this is evident from the yearly accounts.
3. The Board of Management appoints an accountant who controls the report of the Treasurer and makes a written report to the Board of Management,
4. Copies of the report mentioned in section two are also sent to the Executive Council of Saba.

REPRESENTATION

Article 11

1. The daily management represents the Foundation in and out Courts.
2. In the absence or otherwise engagement of a member of the daily management the remaining members represent the Foundation.
3. In the event of the absence or otherwise engagement of the entire daily management, in a meeting of the other members two of them are appointed in this case to provide the necessary representation.

BY LAWS

Article 12

The Board of Management can determine by laws to further work out these statutes. The by laws may not contain provisions which are in conflict with these statutes.

LIQUIDATION AND SETTLEMENT

Article 13

A decision to change these statutes and to liquidate the Foundation can only be taken by the Board of Management with two/third majority vote of the members who are in function. A decision as mentioned in the first section does not go into effect until after approval by the Executive Council. The liquidation of the Foundation is carried out by the Board of Management. The Board of Management, taking into consideration the legal regulations, determines what will be done with the remaining possessions of the Foundation after having paid all debts.

Regulations
for
teachers

Admittance

P.B. 1985 nr:155

Section 2

1. Admittance of students is the competency of the School Board.
2. The School Board will set up an admittance committee.
This committee will consist of the director, or a representative appointed by him and at least two teachers of the school.
3. The School Board may decide upon appointing teachers and others from outside the school as members of this committee.
4. Supervision of the admittance falls under the responsibility of the Inspector of Secondary Education.
5. Each year the School Board will determine which of the following competencies will be granted to the admittance committee:
 - a. the committee has only an advisory task. The School Board makes all decisions on the admittance after considering the committee's advice.
 - b. the committee decides in the first instance. There is a possibility to appeal this decision to the School Board.
 - c. The School Board delegates its authority (pertaining to the admittance) to the committee. The committee has the final say.
6. Each year before October 1st, the School Board informs the Director of the Department of Education of the procedure to be used that schoolyear.
7. The School Board sets organizational rules for the admittance committee.

Section 3

1. To be admitted a student must have successfully completed Grade 6 and must pass the Entrance test.
2. Students cannot be admitted on a trial base.
3. In extraordinary cases the School Board in collaboration with the Inspector can deviate from the rules mentioned under subsections 1 and 2.

Section 4

1. The decision on the admittance of a student is based in the first instance on the report of the Principal of the school for Primary Education (P.B. 1979, no:28).
2. In addition, the decision may also be based on other criteria.
3. The above mentioned criteria may be selected from the following:
 - a. a test of English and Mathematics;
 - b. a psychological test;
 - c. any other test which is approved by the School Board in consultation with the Inspector.

Section 5

1. The psychological test, as indicated in section 4, subsection 3 will be

conducted by a psychologist who has knowledge and experience in the field of psychodiagnostics.

2. The test results will be reported to the admittance committee.
3. No psychological test may be administered without prior permission of parents, guardians or foster parents.
4. Parents, guardians and foster parents may request to be informed of the results of the psychological test.

Section 6

1. Within six month after the admittance the School Board submits to the Inspector a report on the admittance procedure.
2. The School Board informs the Principal of the school for Primary Education of the decision taken.

Section 7

Upon a student's request to be admitted, the Principal of the Saba Comprehensive School is obliged to request information on school career, school results, ability, interest, physical condition and health record of the applicant from the school last attended.

Section 8

1. A student coming from a similar type of school will be admitted in the same form last attended.
In all other cases it is the competency of the Principal of the school to place the student in the proper form after a test has been administered.
2. A student requesting admittance to a higher form is obliged to sit an examination, the results of which will determine if this is possible.

Admission Committee

The admission committee is established by the School Board of the Saba Comprehensive School. The School Board of the SCS decides on admission procedures.

The committee is authorized to decide on the admission of students of the Primary School to the SCS and for the placement in Form 1, B.V.O. (or Form 1 and B.V.O.) or Albo.

Before any decision is made, the committee has to take in consideration:

- the test results of the 6th graders (which test(s) is the decision of the School Board of the SCS).
- the report of the Principal of the Primary School (as referred to in art. 20 of the 'Landsverordening Basisonderwijs')
- the report (written or oral) of the teacher of the sixth grade, included report marks of the previous years and school career expectations (interest, level and motivation).

Composition of the Committee.

(can be changed by the School Board of the SCS).

1 with the right to vote

Principal of the SCS (Chairman)
English teacher of SCS
Math teacher of SCS
Member of the School Board of the SCS
Member of the School Board of the SHS

2 no right to vote

Principal of the SHS
Sixth grade teacher of the SHS
Representative of the Department of Education on Saba
Inspectress of Secondary Education (Supervisor)
Inspector of Primary Education (Supervisor)

If the votes are equally divided, the Principal of the SCS has to take a decision.

Home room teacher

1. to contact students and parents about the progress, behavior and effort
2. to organize activities with the class
3. to organize parents' meetings
4. to meet with colleagues
5. to guide students (in co operation with counselor)

Coordinator Work Experience Program

1. Selecting suitable addresses for W.E.P.
2. Collecting tasks from (other) subject teachers.
3. Preparing students for W.E.P. by using the special booklet (see appendix).
4. Contacting employers and discuss W.E.P.
Information on employer's part of the evaluation report.
5. Daily contact with the students and employer during W.E.P.
6. Making written evaluation of each student's W.E.P.

At this moment

- Mrs. E. Mommers is the coordinator for the Ladvo.
- Mr. G. Hassell is the coordinator for the Jts.

Coordinator

In 1985 the Island Council of Saba decreed that English would become the medium of instruction within the educational system on Saba and Dutch would become a strong second language.

In 1986 mother tongue education was implemented. The then Minister of Education felt that a guidance officer should be appointed, who would be residing on the island and who would be monitoring the implementation process on behalf of the Ministry.

In 1988 this vacancy was filled.

The project meanwhile has reached its final year of implementation at secondary level and the function of the Coordinator has become more extensive than was originally intended.

The Coordinator is charged with supervising the implementation of mother tongue education and facilitating all aspects of said implementation for all subject areas. He is the liaison officer between the school and the Department of Education.

The Caribbean Examination Council channels all its contacts with the school via the Coordinator who also acts as Local Registrar.

The Coordinator advises the Executive Council when it comes to important matters pertaining to education on the island.

Principal

STAFF MATTERS

1. projection and planning
2. timetable for teachers
3. schedule for the care taker
4. retrain and refresher courses
5. discussions with the Board on functioning of teachers
6. to advice about hiring teachers
7. to advice about task hours
8. to advice about discharge of qualifications
9. to advice about leave

EDUCATIONAL

1. connection between primary and secondary education
2. introduction of B.V.O (Buitengewoon Voortgezet Onderwijs)
3. chairman of the Admission Committee
4. to call and to chair teachers' meetings
5. consultation with the Coordinator
6. consultation with the School Board
7. consultation with the Executive Council
8. consultation with parents and students in cooperation with the counselor
9. consultation with the assistant principal
10. consultation about School Based Assessments (SBA)
11. consultation about exam programs of Ladvo and Jts

MONITORING OF QUALITY

1. evaluation of final tests and results
2. evaluation of School Based Assessments
3. evaluation of exams
- 4.. inspection of plan books

ORGANIZATION

1. daily management
2. changes in the time table
3. control on absentees
4. take care of students who are send out of lessons.
5. year planning
6. monitoring students who are too late
7. timetable of Sba's
8. coordination of Job training
9. maintenance of the buildings (in co operation with maintenance worker)
10. cleaning of the buildings (in co operation with the care taker)
11. representation
12. orders of materials
13. guidance of projects:
 - contacts with the Kabna
 - contacts with Public Works

- contacts with the Commissioner
- contacts with Depos
- contacts with Interne Deskundige (Intern Expert)
- contacts with Projectbureau
- contacts with Plan D2
- contacts with delivery enterprises

FINANCE

1. financial policy
2. financial management (general)
3. 'small cash'
4. financial management of the Printery
5. responsibility to School Board and Government
6. estimate of income and expenditure
7. survey of exploitation
8. intern balance
9. paying the bills
10. collect the bills
11. school fee
12. money for the uniforms
13. financial management of the projects

ADMINISTRATION

1. daily correspondence
2. monthly survey to Inspection, Government and School Board
3. survey of teachers and students (per quarter)
4. administration of students (together with the counselor)
5. forms of timetable R1 - R7
6. statement of students' data
7. statement of teachers' data
8. administration of absentees
9. administration of latecomers
10. daily changes in the schedule (to the Board)
11. daily administration of sickness and late coming of teachers (to the Board)
12. archives
13. reports
14. Sba's
15. registration of exam candidates
16. diplomas and list of results
17. insurance

Assistant Principal

1. to compose the schoolplan
2. contact with the Principal
3. replacing the Principal during absence

Counselor

1. students' administration
2. keeping records of students' progress
3. to chair the teachers' meetings about students
4. consultation with the parents/guardians
5. consultation with the Social Worker
6. to guide students with problems
7. to advice students - subjects chosen
 - further studies
 - scholarships
8. to provide information to students of the Elementary School
9. to provide information about students who leave the SCS
9. to guide teachers with problems
10. to keep in contact with other schools

FINAL CONCLUSIONS

Article 14

In all other cases in which these statutes or the by laws do not provide the Board of Management decides.

Composition of Board of Management at establishment

As members of the Board of Management for the first time are appointed.

1. Miss Aldegonda Anna Maria Lichtveld, Chair lady
2. Mr. Thomas Frank Hassell, Secretary
3. Mr. Thomas Eric Johnson, Treasurer
4. Mrs. Edwina Linzey, member
5. Mrs. Beatrice Joyce Smith, member
6. Mr. Thomas Rupert Hassell, member
7. Mr. Walter Frederic Martinus Johnson, member

WHEREOF DEED

in detail has been drawn up and executed at Saba, on the date as mentioned in the beginning of this deed in the presence of:

Miss Carmen Resmonda Medera and Jasmin Rose Petra Peterson, both residing on Saba as witnesses.

Immediately after having read this deed it was signed by the appearers and the Notary.

Registered at Curaçao, under number 101276002 on December 10th 1976.

References None. Annexes none. signed The Inspector of Taxes.

Free translation of original

statutes in Dutch,

by: Will Johnson

The Level, Saba N.A.

Decree of August 4 1993

Executive Council of Saba,

1. **General**

This regulation is applicable to teachers who:

- a. are recruited to be employed on one of the schools of Saba;
- b. fit in the legal formation of the school.

All expensive claims will be honoured on base of evidence.

2. **Employment on Saba**

He or she, who will be employed on Saba is entitled to:

the flight ticket in the economy class (+ airport tax) to Saba for:

- * himself or herself
- * common law partner
- * every child under age that will reside with the employee on Saba.

3. **End of employment**

At the end of the contract period the employee is entitled to:

the flight ticket in the economy class (+ airport tax) to the destination from which he came, when he arrived on Saba, for:

- * the persons, mentioned under 2
- * every child of the employee and / or of his common law partner that has been born during the contract period and that resided with his parent(s) on Saba.

4. **Widow / widower**

In case the employee deceases during the contract period, his common law partner and all the children, that resided with him at the time the employee was established on Saba, will receive a flight ticket as mentioned under 3, at the return home within a period of 6 months after the decease.

5. **Conclusion**

- a. These regulations can be quoted as " tewerkstellingsregeling onderwijzend personeel Saba 1993 ";
- b. These regulations will be operable as from September 1st 1993.
- c. From that same date the regulations " uitzendingsvoorwaarden 1992 voor onderwijzend personeel, dat wordt tewerkgesteld op Saba" (B. C. besluit d.d. 18 juni 1992, nr. 82), expire.

BESTUUR VAN HET EILANDGEBIED SABA

Besluit van 4 augustus 1993

Nr: 128

HET BESTUURSCOLLEGE VAN HET EILANDGEBIED SABA;

overwegende:

dat het noodzakelijk is nieuwe secundaire (financiële) voorwaarden vast te stellen voor onderwijzend personeel, dat tewerkgesteld wordt op Saba;

BESLUIT:

1 **Algemeen**

Deze regeling is van toepassing op onderwijzend personeel dat:

- a. wordt aangetrokken om te worden tewerkgesteld op een van de scholen op het eilandgebied Saba;
- b. in dat kader wordt tewerkgesteld binnen de wettelijk formatieve sterkte van de school.

Van het gestelde onder b. kan door het bestuurscollege worden afgeweken wanneer - naar de mening van het bestuurscollege - onderwijskundige redenen daartoe nopen.

Elke declaratie wordt gehonoreerd op basis van over te leggen bewijsstukken.

2 **Tewerkstelling op Saba**

Hij of zij die wordt tewerkgesteld op Saba maakt aanspraak op: de vliegtuigpassage in de economy - klasse (+ airporttax) naar Saba voor:

- * zichzelf
- * de vaste levenspartner
- * elk minderjarig kind dat zich met de tewerkgestelde vestigt op Saba

3 **Beeindiging tewerkstelling**

Bij beeindiging van de uitzending (normaliter einde contractperiode) maakt de op Saba tewerkgestelde aanspraak op:

de vliegtuigpassage in de economy - klasse (+ airporttax) naar de bestemming van welke hij bij zijn komst naar Saba vertrok, voor:

- * de personen, bedoeld onder 2
- * elk kind van de tewerkgestelde en / of zijn vaste levenspartner, dat tijdens de contractperiode is geboren en zich daarna bij zijn ouder(s) vestigde op Saba.

Deed of Assignment

Article 1

The teacher performs his duties in conformity with the basis and objective of the Foundation, as outlined in its statutes.

He complies hereby with rules as laid down in relation to the course and the good order in school and moreover with relevant instructions provided through or on behalf of the school.

Article 2

The function of a teacher comprises:

- a Teaching; this is giving lessons and the execution of the activities resulting directly from this exercise, including also activities related to examinations.
- b The execution of general activities which result from the instruction at school, in so far as to nature and association can be reasonable understood within the normal duty of a teacher.

This covers in any case:

- a Attending school meetings.
- b Taking over classes or other work such as supervising, e.g. in the absence of teachers due to sickness or otherwise, but not more than three (3) hours a week.
- c Maintaining contact with other teachers in behalf of necessary cohesion in education.
- d Maintaining contact with parents.
- e Taking part in and assisting at activities organized on behalf of the school, such as school parties.
- f Taking part in retraining courses.
- g Other activities on behalf of the good course of matters at school.

Article 3

The regulations concerning the material legal status of the staff working for public education, are similiary applicable. By these regulations are understood:

- The regulations pertaining to the salary and the related allowances, discounts, deductions, pension contributions, benefits and compensations.

The regulations pertaining to leaves, vacations and dispensations of service. The Board provides the teacher with a specification of this and sees to it that he disposes of the salary or an advance on it on the last day of each month at the latest.

The Board has the right to deduct amounts which have been too much, or wrongly paid to the teacher on account of his tenure from the next salary payment, with the understanding that such a deduction from a salary payment will not be more than ten (10) percent of it.

Article 4

Division of lessons.

In the event that a teacher is certified for more than one subject, the Board will take his wishes into account with regard to the subjects he will teach, in so far as compliance with those wishes is consistent with the interest of the school and do not pose any technical problems for the time-table. This will be naturally done taking in consideration what was agreed upon in writing by the appointment.

Article 5

Being unqualified and overtime.

The Board may assign overtime, not exceeding three (3) hours to the teacher for a period of one (1) year.

Permission is required from the Inspector charged with supervision of the school for lessons which are to be given by an unqualified teacher.

Article 6

Side activities.

The teacher will notify the Board in writing about accepting a position at other teaching institutions as well every change in his amount of lessons at that institution. This, and other side activities, which have mixing of interests as a consequence or which influence the performance of his function negatively are not permitted. In case there is any doubt with regard to this, the Board will decide after consultation with the teacher involved.

It is not allowed to give any paid extra lessons to students of the school.

Article 7

Suspension as a personal measure.

The Board can suspend a teacher:

- a When a penal prosecution because of misdemeanor has been filed against him for which provisional custody is permitted.
- b When he has been notified of the intention to punish him with unconditional dismissal by the way of disciplinary punishment.
- c In other cases when required in the interest of the school, for three (3) months at the most.

- d In urgent cases by denying him admission to the school for one (1) week at most, if the Board judges this necessary in the interest of the school. The Board can reverse this suspension at any time if it thinks there are grounds for doing so.

Article 8

Suspension according to the law.

The teacher is suspended rightfully:

- a When he has been deprived of his liberty by legal measure.
- b When his teacher certificate, in accordance with article 40 of Federal Decree Primary Education, has been canceled because of a not yet irrevocable sentence or resolution.

Article 9

Admission to school in case of suspension.

The teacher is refused admittance during the suspension, unless the Board has granted him dispensation in writing.

Article 10

Failure of duty

The Board can give disciplinary punishment to the teacher guilty of failure of duty. Failure of duty comprises the breach of some regulation and the nonfulfillment of a set obligation, as well as doing or failing to do something that a teacher ought to do or omit in the proper execution of his function.

Article 11

Disciplinary punishment.

The disciplinary punishments are:

- a A written reprimand.
- b A fine.
- c Suspension for definite time, whether with partial or complete deduction of the salary or not,
- d Dismissal.

On the infliction of a punishment it can be decided that it will not be carried into effect, if for a specified time the teacher will not make himself guilty of a similar failure of duty for which the punishment takes place, neither of any serious failure of duty and that he will keep himself to exceptional conditions, if any, set at the infliction of the punishment.

The punishment will not be carried into effect as long as it has not become irrevocable, unless there is a motive to order immediate execution when inflicting the punishment.

Article 12

Expiry time for infliction of punishment.

The right to inflict a disciplinary punishment lapses, if more than six months have passed after neglect of duty has become known and no other failure of duty has taken place ever since.

Article 13

The teacher can appeal to the Committee of Appeal against a decision taken by the Board to suspend him, to inflict a disciplinary punishment, or to dismiss him other than at his own request, before he has reached the pensionable age, or before the period for which he has been appointed, has lapsed. The appeal must be filed in writing, within thirty days after above mentioned decision was notified to the teacher in writing.

The name and the address of the President of the Committee of Appeal are mentioned in the annex to this Deed of Assignment.

Article 14

Intermediate termination.

The teacher can terminate his service prematurely. He will heed a term of notice of two month, unless the termination is urgent. The termination will take place around the first of the month. The written request for dismissal should have reached the Board before commencement of the term of notice.

Article 15

Termination of temporary tenure.

A temporary employment ends with the lapse of the agreed period. When the Board, or the teacher does not want to continue the temporary employment, the opposing party will be notified in writing at least three months before the expiry date.

Article 16

Dismissal.

The teacher can be dismissed on the grounds of:

- a Attaining the pension age and also completing the employment years required for pension.
- b Closing down the school or dissolution of the position or such a change in the educational institution that his work will become superfluous.
- c A permanent declaration of disability from the Committee of Physicians, as expressed in Article 2 of the Pension Ordinance Civil Servant 1938.
- d Not observing the regulations in this Deed of Assignment.
- e Urgent motives as expressed in Article 1615 of the Civil Code in the Netherlands Antilles.

The Board will heed a term of notice of at least one month.

The teacher should have received the notice of dismissal in writing before the commencement of this term.

The termination will take place at the first of the month.

Article 17

Terms of paying of expenses and statutory regulations.

When and so far as a regulation in this deed proves to be incompatible with the conditions for the upkeep of the school from public funds or with other regulations, this deed will be considered changed accordingly as from the day on which the changed regulations come into effect.

The Board will inform the teacher of this immediately.

Deed of Assignment

as referred to in Article 49 of the Federal Degree
on Secondary Education (P.B. 1979 - no: 28)

The Board of the Foundation for Promotion of Education on Saba declares by means of this deed to have agreed with the person whose name appears below, to appoint him/her as a teacher:

Name:

Date of birth:

Place of birth:

The appointee is in the possession of the following certificates:

and will be able to teach all subjects for which he/she is qualified.
The appointment occurs in temporary service.

Commencing on: August 1

Ending on: July 31

Minimal guaranteed number of teaching hours:
with the possibility of extension.

The appointee declares to have received a deed of assignment, similar to this copy, as well all other conditions which go along with this deed of assignment; and to have accepted this appointment on the conditions mentioned therein. The renewal of this contract is based on the contract of

Saba,

The appointee,

The Board of the Foundation for
Promotion of Education on Saba.

T. E. Johnson.

c.c. Inspectorate Secondary Education.
Executive Council of Saba.

responsibilities of teachers

Teachers are responsible for teaching according to the programs laid down in curriculums and syllabuses, and expected to submit lesson plans, examinations, etc., on time. The timetable will be based on the needs and interests of the students; therefore, teachers may not change the timetable without first discussing it with the Principal.

For subjects or streams for which no syllabus is in place, the teacher concerned drafts a temporary program. Programs that have been carried out have to be recorded to:

- be used in the following scholastic year.
- be of help to a possible successor.
- lead eventually to the development of a definite curriculum.

If a teacher is regularly confronted with classroom management problems, the teacher should ask for advice from the Principal, Coordinator, or Inspector. The Principal, Coordinator and Inspector can also observe the teacher during a lesson, with the purpose of creating a better working atmosphere, or to get information about the course of events during the lesson.

Education trips should be part of a teacher's planning. A teacher informs the students only when he/she has received the approval of the trip from the Principal, School Board, and Inspector. Teachers should not forget to fill in the required form.

Remedial teaching hours should be given in the time scheduled for these hours. After the lesson, an R.T. form should be filled in and put in the appropriate drawer in the teachers' room. If there are no forms, it means that there has been no R.T. lesson. Students should be informed that they have an R.T. lesson at least one day ahead, so that they can inform their parents.

If a teacher feels that he/she is not able to fulfill a task, he/she should apply for help. If there is no improvement, the teacher can ask to be relieved of it, or he/she can be relieved of it by the School Board.

leave of absence in extraordinary circumstances

P.B. 1969 no:44 no:26

The civil servant is entitled to leave of absence in extraordinary circumstances by the competent authority when he requests this either verbally or in writing, unless this is in conflict with his job.

- a on the day of his betrothal.
- b in case of his wedding 4 work days.
- c in case of wedding of his relatives and his in-laws in the 1st, 2nd and 3rd degree, on the day of the wedding.
- d in case of birth of child of his legal wife, 2 workdays.
- e on the day of the First Holy Communion, Confirmation of himself, his wife, children and stepchildren.
- f on the day of commemoration of the 25th, 30th, 35th and 40th anniversary of working for the Government.
- g on the day of commemoration of his 25th and 40th wedding anniversary.
- h on the day of commemoration of the 25th, 40th, 50th and 60th wedding anniversary of his parents, stepparents, parents - in - law and grandparents.
- i in case of severe illness of his wife, parents, stepparents, parents - in - law, children and stepchildren up to 15 days special permission.
- j in case of death of his legal wife, parents, stepparents, parents - in - law, children and stepchildren - 2 workdays.
- k in case of death of his grandparents, house mates, relatives and in-law to the 3rd degree - 1 workday.
- l on the day before and the days of examination to acquire a legal certificate.
- m in the case of a married person or one having his own household, on the occasion of moving, on the same island - 2 days; to another island - 2 days before and 2 days after.
- n on the occasion of the moving of a single person, who does not have his own household, to another island 1 day before departure.

binnen zes maanden na het overlijden dezelfde toelagen en vergoedingen die zouden zijn toegekend indien de uitgezondene in leven zou zijn gebleven en zijn/haar dienstverband volledig zou hebben uitgediend. Ingeval er in deze situatie geen kinderen zijn, ontvangt de weduwe dan wel de weduwnaar de toelage, als bedoeld onder 3a, tot de helft van het bedrag dat aan wijlen haar/zijn echtgenoot/echtgeote zou zijn uitgekeerd.

6. Afbreken dienstverband

1. Ingeval de uitgezondene het dienstverband binnen de contractperiode beëindigt, zal hij op grond van de bepaalde onder 2 genoten toelagen en vergoedingen moeten restitueren, terwijl hij alsdan niet in aanmerking komt voor de toelagen en vergoedingen als bedoeld onder 3.
2. Ingeval het schoolbestuur het dienstverband binnen de contractperiode beëindigt, maakt de uitgezondene aanspraak op de toelagen en vergoedingen als bedoeld onder 3, op de wijze als omschreven onder 4.

Het bestuurscollege van het eilandgebied Saba,

de secretaris,

de gezaghebber,

H. van der Laan

S.A.E. Sorton

afschrift gezonden op 19 juni 1992 aan:

- * de algemene rekenkamer
- * de landsaccountantsdienst
- * de afdeling financiën Saba
- * het bestuur van de Sacred Heart School
- * het bestuur van de Saba Comprehensive School

- d. zonodig een bagagetoelage, een vergoeding voor zgn. overvracht ingeval van overtocht per vliegtuig:
 - * voor een volwassen passagier (i.c. 12 jaar en ouder) tot ten hoogste 10 kg.
 - * voor een kind (dus beneden de 12 jaar) tot en hoogste 5 kg.
- e. vergoeding van noodzakelijke hotel- of pensionkosten voor hem en zijn gezin (zie onder 2a) tot 75% van die kosten, gedurende een periode van maximaal 15 dagen vanaf de aankomst op Saba. Het maximum van de (gezins-)vergoeding per dag (inclusief eventuele bedieningskosten zal nimmer meer bedragen dan het bruto-inkomen van de uitgezondene.
- f. een vaste eenmalige vergoeding ter dekking van andere kosten, zoals bijvoorbeeld de kopsten van inenting, het transport van de oorspronkelijke woonplaats naar de luchthaven van vertrek etc. ten bedrage van:
 - * f.250,- per volwassene
 - * f.100,- per minderjarig kind

3. Beëindiging uitzending

Bij beëindiging van de uitzending (einde contractperiode) maakt de uitgezondene aanspraak op:

- a. een herinrichtingstoelage:
 - * gehuwd, bij een dienstverband van minimaal 3 jaren f. 2.000,-
 - * ongehuwd, idem f. 1.000,-
- b. vliegtuigpassage: overeenkomstig het bepaalde onder 2b
- c. vergoeding voor het overbrengen van huisraad: bij een dienstverband van minimaal 3 jaren: overeenkomstig het bepaalde onder 2c
- d. een vergoeding van noodzakelijke hotel- of pensionkosten: overeenkomstig het bepaalde onder 2d, met dien verstande dat de vergoedingsperiode voor het vertrek van Saba maximaal 4 dagen en het vergoedingspercentage 50 bedragen.

4. Dienstverband / dienstitjd korter dan drie jaren:

De toelagen en vergoedingen als bedoeld onder 2a en 2c en 3a en 3c worden toegekend bij een dienstverband van drie jaren. Bij een dienstverband minder dan drie jaren worden die toelagen en vergoedingen naar rato verminderd.

5. Weduwe / weduwnaar

Ingeval de uitgezondene tijdens zijn uitzendperiode overlijdt, ontvangt zijn weduwe dan wel weduwnaar met kinderen voor wie de uitgezondene, ware hij nog in leven, kindertoelage zou hebben genoten, bij repatriëring

BESTUUR VAN HET EILANDGEBIED SABA

Besluit van 18 juni 1992

Nr.: 82

HET BESTUURSCOLLEGE VAN HET EILANDGEBIED SABA;

overwegende:

dat het noodzakelijk is nieuwe secundaire (financiële) voorwaarden vast te stellen voor onderwijzend personeel, dat naar Saba wordt uitgezonden;

besluit:

vast te stellen de volgende **UITZENDINGSVORWAARDEN 1992 VOOR ONDERWIJZEND PERSONEEL, DAT WORDT TEWERKGESTELD OP SABA.**

1. Algemeen

Deze regeling is van toepassing op onderwijzend personeel dat

- a. wordt aangetrokken om te worden tewerkgesteld op een van de scholen op het eilandgebied Saba;
- b. wordt tewerkgesteld binnen de wettelijke formatieve sterkte van de school.

Van de gestelde onder b kan door het bestuurscollege worden afgeweken wanneer - naar de mening van het bestuurscollege - onderwijskundige redenen daartoe nopen.

Elke declaratie wordt gehonoreerd op basis van over te leggen bewijsstukken.

2. Uitzending (detachering) naar Saba

Hij of zij die wordt uitgezonden naar Saba maakt aanspraak op:

a. eenmalige uitrustingskosten:

- | | |
|--|------------|
| * gehuwd | f. 2.000,- |
| * ongehuwd | f. 1.000,- |
| * voor elk minderjarig kind dat zich met de ouder(s) op Saba vestigt | f. 250,- |

- b. de vliegtuigpassage in de economy-class (+ airporttax) naar Saba voor de onder a bedoelde personen

- c. een vergoeding voor het overbrengen van huisraad tot een maximum van 3 m³; de vergoeding bestaat uit de kosten van verpakking, vervoer naar de haven, eventuele havengelden, verzekerings-kosten en de vrachtkosten

- e. When repatriating to Holland or elsewhere, the expenses incurred just before leaving Saba by lodging in a hotel or guest house up to maximally four days are defrayed up to 50%. In addition, the unavoidable hotel or guest house expenses incurred by the repatriating civil servant after arriving in Holland are defrayed up to maximally fourteen days and to maximally 50%.
3. In case of a contract of less than three years the compensations mentioned under sub 1. and 2. under the letters a, c, and d will be decreased proportionately.
4. The widow of a deceased deployed civil servant with children, for whom children allowance would have been received had he been still alive, will receive the same allowance on repatriation within six month after het husband's death if the deployed civil servant had been alive and had terminated his complete tenure of service. In the event there are no children as expressed she will receive a compensation in the resettlement costs up to half the amount, that her deceased husband would have received.
5. The things mentioned in the articles sub 1. and 2. above are also applicable to the Antillian, born in the Netherlands Antilles, who has taken up residence in the Netherlands and who immediately before moving here has his own household and who was willing to move to the Antilles to accept a position in government under certain conditions to f fill a vacancy which otherwise would have been filled by a non-Antillian.
6. The civil servant repatriating to Holland, who can lay claim to free airfare and who has a tenure of service of at least 5 years is entitled to the same compensations c.q. allowances allocated as mentioned aforesaid sub 2. under a, c, d, and e. whereas the free airfare is granted in accordance with the things stated in sub 2. under b,

Copies to be sent to:

The Lt. Governor of the Windward Islands
The General Auditing Office
SKOSaba
Foundation for Promotion of Education on Saba
The party concerned,

On behalf of the Executive Council
The Secretary / Chairman

Translated by J.F. Wilson, Sworn Translator, Saba Aug. 22 1989.

The Government of the Island Territory of the Windward Islands, Section Saba.

Resolution of June 26st 1981. No: 85

The Executive Council of the island Territory of the Windward Islands, Section Saba.

Considering that it is deemed necessary to regulate conditions pertaining to Deployment and Repatriation.

Having read: The Island Regulation.

HAS DECREED

1. Expenses of deployment/secondment from Holland.
 - a. The following settlement expenses are paid out
 - married, without children f. 3750
 - allowance for each child f. 250
 - single f. 2000
 - b. In principle airfares in the economy class to Saba are paid. The possibility of traveling by boat will be maintained with the understanding that:
 1. When calculating the costs to be defrayed by government only the maximum amount which holds good for air travel in the economy class will be taken in account.
 2. In case of travel overseas, salary commences on the day of the arrival on the island of Saba.
 - c. The married civil servant is compensated when taking along furniture to a maximum of 15 m³. This compensation covers packing, delivery for shipment and harbor dues in Holland, insurance and freight costs. In the aforementioned maximum is not included 1/2 m³ of freight, due to every passenger paying full fare by boat.

If the civil servant is not transporting any furniture or does not make any use of the maximally permitted freight, a premium is allocated, respectively equitable to half of the maximum compensation or half of the difference between the maximum compensation and the expenses that were actually incurred. When regulating the the premium as meant in the a foregoing a tariff of Nfls 475 per m³ is assumed when shipping furniture from Holland to Saba. The single civil servant may be granted an allowance, when regulating the shipment of furniture from Holland to Saba, the transportation and the insurance premium valued to maximally Nfls 30.000 will be taken in account.

- d. The complete costs of transporting a car from Holland to

Saba in the 1000 to 1250 kg class range are paid by government. The ensuing shipping and insurance premiums are also paid for. If so desired, the Minister Plenipotentiary can forward an advance to defray the costs under sub c and d.

- e. When traveling by air an extra luggage allowance is given. (overweight allowance). This allowance relates to maximally 10 kg per adult passenger (e.i. 12 years and older), for children under the age of 12, maximally 5 kg.
When submitting a statement of expenses for this allowance pieces of evidence must be presented in order to prove how much overweight was paid.
- f. The civil servant will be refunded for 75% of his hotel or guest house expenses for himself and his family over a period of maximally 15 days after his arrival on Saba, submitting evidence of same. The maximum of compensation per day, including service, may not amount to more than the gross income per day of the civil servant.
- g. A fixed compensation of f 250 per adult and f 100 per child is allocated to cover any other cost, such as e.g. the costs of vaccination, travel from place of domicile in Holland to the quay or the airport of departure.

2. Expenses on Repatriation to Holland, after having completed the contract (deployment c.q. secondment).

- a. The re-settlement allowance is regulated as follows:

married:	contract of 3 years or more, but less than 5 years	
	2 months salary max.	f.3750,-
	contract of 5 years or more	
	3 months salary max.	f.6000,-
single:		
	2 months salary max.	f.2000,-
- b. Traveling: in conformity with 1 under b.
- c. Compensation for transporting furniture: in conformity with 1. under c. with the understanding that the calculation of a possible premium to be granted, because of not using or not fully making use of the maximally allowed freight a tariff is applied of Nfls. 310 per m³, whereas when regulating the transport and insurance premium of the furniture to be shipped a value of maximally f.20.000 will be taken into consideration.
- d. Shipping of a car: In conformity with 1. under b.

a. New personel

New teachers should be hired under the decree " tewerkstellingsvoorwaarden onderwijzend personeel Saba 1993 ", laid down by our council at August 4 1993, decision no:128).

b. Prolongation of contracts

In case of prolongation of the contract the same conditions, under which the teacher was hired, will be effective. The once-only allowances, like in any case the costs for equipment, will not be paid once more.

c. Renewal of contracts

In case of renewal of the contract the regulations as mentioned in "tewerkstellingsregeling onderwijzend personeel Saba 1993" will be effective.

Toepassing uitzendregelingen onderwijzend personeel.

Aan:
het bestuur van SKOSABA
att. Mr. Eugenius Johnson
Windwardside
Saba

Saba, 10 mei 1994

Geacht bestuur,

Wij hebben begrepen dat onze brief van 18 februari 1994 tot enkele onduidelijkheden heeft geleid. Die onduidelijkheden willen wij weg nemen met deze brief.

- a. **Nieuw personeel**
Nieuwe onderwijskrachten behoren te worden aangenomen onder vigeur van de " tewerkstellingsregeling onderwijzend personeel Saba 1993" (vastgesteld door ons college op 4 augustus 1993, besluit nr. 128);

- b. **Verlenging contracten**
Ingeval van verlenging van contracten blijven de voorwaarden van kracht onder welke de onderwijskracht indertijd in dienst is genomen; eenmalige vergoedingen - zoals in ieder geval eenmalige uitrustingskosten - worden in geval van zo'n verlenging niet opnieuw betaald.

c. **Vernieuwing contracten**

Wij kunnen ons bezwaarlijk een omstandigheid indenken waarbij een contract in plaats van verlengd vernieuwd wordt. Zoudt U om welke reden dan ook toch kiezen voor een vernieuwing (of een vorm daarvan) dan kunt U alleen de nieuwste uitzendvoorwaarden aanbieden, op dit moment dus die van 1993.

Desgewenst zijn wij natuurlijk altijd bereid nadere uitleg te geven.

Hoogachtend,

het bestuurscollege van het eilandgebied Saba,

de eilandsecretaris

de wnd. gezaghebber,

H. van der Laan

J.F. Wilson

c.c.: * BC - leden
* directie Sacred Heart School
* bestuur Saba Comprehensive School
* directie Saba Comprehensive School

Students' information
1997 - 1998

Holidays 1996 - 1997 (liable to changes)

Summer Holidays	Aug 1	-	Aug 8
Mid-term Holidays	Oct 13	-	Oct 17
Saba Day	Dec 5		
Christmas Holidays	Dec 22	-	Jan 2
Mid-term Holidays	Feb 25	-	Feb 27
Easter Holidays	April 10	-	Apr 17
Mid-term Holidays	April 30	-	May 1
Ascension Day	May 21	-	May 22
Summer Holidays	June 29	-	July 31

Reports, Sba's and examinations.

Three times a year the student will receive a report about the results of a certain term. That will be in November, March and June.

The report grades are given in percentages.

For CXC 4: School Based Assessments (Sba's) already start for History, Geography and Integrated Science. A Sba is the teachers' evaluation of the candidate's course work, projects, practicals etc. The Sba's are part of the examination.

BVO Maintenance 4: At the end of the school year there will be final examinations (starting in May). The exams will come from the Department of Education.

Staff:

Mrs. M. Angad - Gaur	Spanish, Computer
Mr J. Johnson	Mathematics
Mrs.C. Whitehall	History, Geography, Social Studies
Mr. F. Langhorne	English
Mrs. M. Aker	Dutch
Mr. H. Bontenbal	Metal, Electro and Maintenance
Mr. G. Hassell	Wood, Maintenance ; subjects

School fee

Form 1 / BVO 1	Naf 200,--
Form 2 / BVO 2	Naf 300,--
Form 3	Naf 400,--
Form 4 / 5	Naf 500,--
BVO Tourism	Naf 300,--
BVO Maintenance	Naf 300,--
BVO P	Naf 250,--

What each student needs.

- pen
- pencil
- eraser
- ruler (metric)
- protractor
- compasses
- scratch-pad
- 2 ring binders (Art and Mathematics)
- school agenda (students will get one from school, the agenda is compulsory).
- glue stick

Every student needs also:

- dictionary Dutch (Prisma)
- dictionary English (Webster)
- F3 students - dictionary Spanish (the Collins Spanish Pocket Dictionary)
- F2, F3, F4, F4 students - non programmable scientific calculator
- F4 , F5 ringbinder for Integrated Science
- For the sport classes:
 - sneakers (no black soles)
 - shorts
 - T-shirt
 - towel.
- For the schooluniform please contact the Saba Artisan Foundation.

Vocational stream - BVO Maintenance

BVO Maintenance

Students' program contents:

- Carpentry (joinery - framing, roof, windows, door and floors)
- Principles of electricity (house wiring)
- Plumbing (drain and water pipes)
- Painting (furniture and house painting)
- Car technics (lights, brakes, battery, doors and fenders)
- Metalwork (welding and lathe work)
- Technical Drawing (joints, windows, doors, roofs and plans)
- Theory of trade. (joints, construction, plumbing, safety)
- Theory of Material and Tools (wood, nails, screws, bolts, glues, hand tools machines)

- Theory subjects: English, Dutch, Spanish, Mathematics, Physics, Physical Education, Social Studies and Computer Science.

BVO Maintenance offers the students a kind of overall technical education, so that they can find a good job on the island.

BVO - P - stream

The students of the BVO - P stream will receive an adapted form of instruction, which for a larger part is focused on vocational instruction. Where possible however, they will attend the same classes as BVO 1 and 2.

During the theory classes they will get an individual program. Most lessons however will be practical, or parts of the BVO - program

Fieldwork also belongs to the BVO - program. It is useful to confront the students with job - possibilities. Later on they get a job - training as well as a preparation for specific jobs they are interested in. The length of the BVO - period depends on the motivation and capacities of the students. We will prepare as well as we can, the students for the job market.

Lesson hours

1st	07.15 - 08.00
2nd	08.00 - 08.45
3rd	08.45 - 09.30
break	09.30 - 09.45
4th	09.45 - 10.30
5th	10.30 - 11.15
break	11.15 - 11.30
6th	11.30 - 12.15
7th	12.15 - 13.00
8th	13.10 - 13.55
9th	14.00 - 14.45
10th	14.45 - 15.30

More about the various streams

Form 1 and Form 2 (Academic) have a general program.

We have Form 1 (Academic) and Form 2 (Academic) for those students that will continue their studies in the CXC-streams and we have a Form 1 (BVO) and Form 2 (BVO) for those students that will continue their studies in BVO Maintenance.

After Form 2 (Academic) education can be continued in the following streams:

Form 3 - BVO Tourism

Form 3 - BVO Maintenance

Form 3 - General (preparation for CXC).

After Form 3 the BVO Tourism and BVO Maintenance students continue their studies in the examination year Form 4. At the end of Form 4 there will be central exams (Landsexamen BVO)

After Form 3 - General the students will follow the CXC syllabuses in Form 4 and 5.

CXC - examinations will be held at the end of Form 5.

C.X.C. - Caribbean Examination Council

In Form 4 and 5. (preparations for CXC already starts in Form 3).

The CXC is a subject examination system, it is not a school system. CXC produces a syllabus for each subject, the 'guides' for the teachers. All schools of the (former) British islands in the Caribbean participate in the CXC examinations and so does St. Maarten Academy.

CXC examinations lead to a CXC certificate. On a certificate the several passed subjects, the proficiency (basic or general level) and the grades are mentioned.

There are three compulsory subjects: English, Dutch and Mathematics. Also compulsory for each student are Physical Education, Art and Computer Studies. Students may choose four more examination subjects from: Bookkeeping (or Principles of Accounts), Principles of Business, Office Procedures, Spanish, Integrated Science, Social Studies, History and Geography.

When a student passes five subjects, he will also receive a school diploma.

Government and also the private sector accept CXC certifications for employment. General proficiencies (and a high grade) are sufficient to enter a college.

Do you want more information about CXC? Pass by to pick up a brochure.

School Rules for Students

- 1 You should have a proper school bag to carry your books in, and all books should be properly covered. An English dictionary is a necessity.
- 2 You should come to school dressed properly in your school uniform: white polo shirt (with the school name) and blue long pants.
- 3 Whenever you are found to be improperly dressed you will be sent to the Principal.
- 4 You have to bring your gym clothes when you have sports lessons. The Physical Education Teacher will inform you about proper gym clothes.
- 5 Boys: No long hair, hair braids, hair beads, or earrings.
Girls: No nose rings, excessive make-up or excessive jewelry.
- 6 You are not allowed to wear caps or sunglasses in the classroom.
- 7 Walk mans, radios, or headphones are not allowed on the school premises.
- 8 You are not allowed to bring any kind of weapon to school, if you do the proper authorities will be informed.
- 9 Alcohol and tobacco products are forbidden on the school grounds.
- 10 Chewing gum is not allowed, neither in the classroom, nor in the school yard.
- 11 If you are late you have to report to the Principal to get a note for your teacher as to why you are late.
When you are late several times, you will have to stay after school for punishment.
- 12 When you are sent out of class because of unacceptable behavior, you have to report to the Principal with a note from the teacher, who sent you out. Punishment will be given. In case of repetition, your parents/ guardians will be informed. If this does not lead to improvement of your behavior, more serious measures will be taken.
- 13 During breaks, you may buy sodas, juices, and snacks; however, you are not allowed to eat or drink in the classroom.
- 14 When you are in the classroom, you must place your bag on the floor.

- 15 During the breaks, you have to stay in the school yard. When it rains, you may go into one of the classrooms.
When a teacher is present you can stay in the classroom.
- 16 At the end of the lesson, you must stay in the classroom and remain seated until the teacher dismisses you.
- 17 When the bell rings at the beginning of school and at breaks, you have to go to the classroom at once.
- 18 You are not allowed to sit on any tables. Your chair has to remain on all four legs for your own safety, and for protection of the furniture: do not lean back in your chair.
- 19 If your teacher is ill, one of the other teachers will substitute, or the schedule will be changed. Unless told otherwise, you will go to class as scheduled.
- 20 Vulgar language and obscenities will not be allowed in any way, shape, or form, neither in school, nor in the school bus.
- 21 You will be expected to show respect to your teachers and the Principal. Disobedience will not be tolerated.
- 22 You will treat your fellow students with respect.
- 23 Everyone is obligated to help keep his classroom and school yard clean.
- 24 Any damage done to school materials or property will be paid for.
- 25 Students are not allowed to cut classes or leave school without permission.
- 26 A note from your parent/guardian should be given to the Principal when you come back to school after an illness, or any other absence.

How to organize a field trip

The teacher

- a. Inform yourself about the trip.
(e.g. : if you want to visit a museum, first visit the museum yourself; have a talk with the people who are working there, see what they can do for you.)
- b. Make a field trip proposal.
Each field trip proposal has to be accompanied by a plan and submitted at least two weeks in advance. The plan should outline date of trip, purpose of trip, activity to be undertaken, number of students etc.
(minutes of November 1993)

The principal

Has to approve of the field trip (also the costs).

Has to fill out a form (at least 12 days in advance) with all the information mentioned under b.

The School Board has to sign this form for approval.

Has to ask permission from the Department of Education (at least 10 days in advance).

Has to take care of transportation, insurance, costs etc.

March 7th 1994

rules for teachers and principal

1.0 Classroom

- 1.1 Before leaving the classroom, make sure the blackboard has been cleaned.
- 1.2 Before the students leave the classroom, have them straighten their desks and chairs.
- 1.3 Do not allow students to leave before the classroom is tidy.
- 1.4 If you have any wishes with regards to cleaning, please inform the Principal.

2.0 Classbook

- 2.1 Classbooks have to be filled in each day, and at the end of the day. it will remain in the teachers' room.
- 2.2 Information to be recorded in the classbooks:
the subject matter that has been covered, the names of the students who were late or absent.
- 2.3 Teachers may write remarks in the classbook, not the students. However, be careful how those remarks are phrased.

3.0 Tests

- 3.1 Only two tests are allowed per day.
- 3.2 The students should be informed of a test at least one week in advance.
- 3.3 No tests will be given on the first day after vacation or holiday.
- 3.4 Tests have to be given at frequent intervals, and not only at the end of a term.
- 3.5 A report card grade has to be an average of at least three tests.
- 3.6 Students may question their marks, and have to receive an explanation from the teacher.
- 3.7 When a student finishes a test, he/she has to remain in the classroom till the bell rings.
- 3.8 Save students' tests till after the parents' meeting. Parents want to know how their children worked during the term.

4.0 Punctuality and absenteeism for Teachers

- 4.1 It is the responsibility of the teacher to go to the classroom when the bell rings.
- 4.2 Each teacher should be in school 15 minutes before school begins.
- 4.3 Teachers are expected to be at school during all hours that they are paid for.
- 4.4 Teachers cannot approach School Board members during school hours. Private matters will be dealt with during free time.
- 4.5 If you are late, see the Principal before proceeding to the classroom.

- 4.6 The teacher should call no later than 7.00 am if he/she cannot attend school that day.
- 4.7 Whenever the teacher is absent without legal cause, it will be deducted from the salary.
- 4.8 If illness occurs during school hours, the teacher should report to the Principal.
- 4.9 After one day's absence, the teacher will provide a doctor's letter.
- 4.10 Teachers absent without notice are considered to be absent without legal cause. If this happens more than once, it can be ground for dismissal.
- 4.11 Teachers are not allowed to be absent before the vacation starts. Plan your strips ahead of time. If you have to leave early on the last day of school, send your request to the School Board.
- 4.12 Teachers can obtain dispensation to be absent, providing there is a legal cause for it. (Ordinance A 1969 No: 44)

5.0 Punctuality for students

- 5.1 Students should not be late in class: note their names down in the classbook.
- 5.2 Students are not allowed to cut classes, or leave school without prior permission.

6.0 Safety

- 6.1 The teacher should not leave the classroom during a teaching hour. If an emergency arises. and you have to leave, ask the teacher next door to keep an eye on your class, or send for the Principal.
- 6.2 If a student has to be kept in during recess, the teacher has to stay in the classroom.
- 6.3 Students are not allowed to be in an unoccupied room without supervision.
- 6.4 Do not allow students to lean backwards with their chairs. Make sure the chairs are always on four legs.

7.0 Schoolbooks and other materials

- 7.1 The teacher should see to it that schoolbooks and other materials (notebooks) are well taken care of by students.
- 7.2 All books should have a note on the inside cover stating the name of the student and the state the book was in when handed to the student.

8.0 Behavior in and out of the classroom

- 8.1 Neither students nor teachers are allowed to sit on the desks, tables, snack counter, and railings.
- 8.2 Students should show respect to their teachers and peers.

- 8.3 Obscene language by students will not be tolerated.
- 8.4 Do not make negative statements about your colleagues to the students.
- 8.5 Students who are outside the classroom should be sent in, whether they are your students or not.
- 8.6 The students will remain seated until the bell rings.
- 8.7 Insubordination by students will not be tolerated.

9.0 Field trips and other activities

- 9.1 When planning a field trip, choose a date and time which will not disrupt other classes.
- 9.2 Field trips cannot take place without prior permission of the School Board, Principal, and Inspector.
- 9.3 Any changes of the timetable has to be requested to the Inspector at least 8 days in advance.
- 9.4 The teacher may make a tentative plan, which is sent to the Inspector. After approval, appointments are made with a definite date and time for the field trip.
- 9.5 Permission to visit another institution of learning has to be requested in writing to the Principal, who will take up the matter with the School Board.

10 Meetings and School Activities

- 10.1 Barring extenuating circumstances, all teachers have to attend teachers' meetings, school activities, parents' meetings, report card, and examination meetings.
- 10.2 Turns are taken in keeping minutes of teachers' meetings. The minutes will be submitted for approval in the next meeting.
- 10.3 Minutes are confidential, and information should not be shared with third parties. The School Board will receive a copy of the minutes, with signatures of the chairman and secretary.
- 10.4 Papers (minutes, classbooks etc.) containing notes and remarks about students are confidential.

11 Other matters

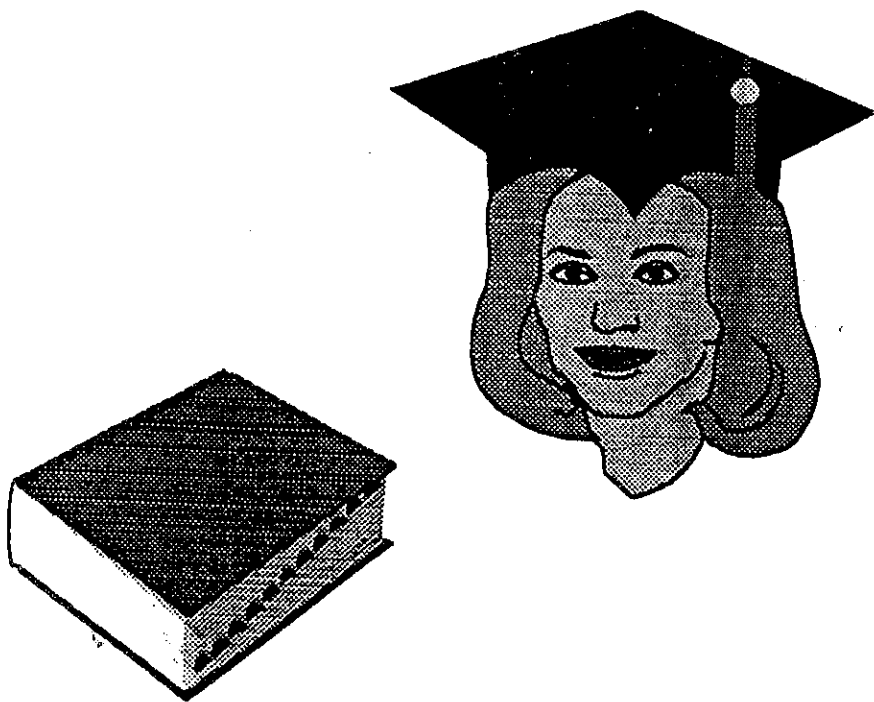
- 11.1 No smoking, eating, or drinking are allowed in the classrooms, with the exception of water.
- 11.2 No radio or other music is allowed during class, unless it is part of the lesson.
- 11.3 Teachers are not allowed to have side-jobs without the permission of the School Board.
- 11.4 If permission is granted, the teacher must take care not to let his/her side-job interfere with his/her teaching job.
- 11.5 Teachers are not permitted to accept payment for tutoring their own students.
- 11.6 If a teacher does not agree with matters concerning school affairs, he/she can write a letter to the School Board.

- 11.7 Teachers are expected to be loyal towards each other and the Principal in order to create a healthy school atmosphere.
- 11.8 Teachers are expected to engage in social contact with other members of the staff, and show mutual respect.
- 11.9 Teachers are role models, and should set a good example by dressing in an appropriate manner.
- 11.10 The homeroom teacher is responsible for seeing that students are dressed properly in their uniforms (see "School Rules for Students").
- 11.11 Corporal punishment is not permitted.

Signature

Saba,

SCHOLARSHIP INFORMATION GUIDE



DEPARTMENT OF EDUCATION
SECTION W.I.

INTRODUCTION

As many do not have a clear picture of scholarships and as most of the information concerning scholarships is given in the Dutch language, the Department of Education, section Windward Islands felt that much good could be done by publishing an outline in the English language. This will be the second such publication by the Department and we hope it will fill a void.

As mentioned elsewhere in this booklet it is impossible to put each and everything in writing. However, the most important factors that parents and students, applying for a scholarship, will have to reckon with, are dealt with.

The Department of Education is always willing to assist you, to give you more information and to answer any questions pertaining to the application for scholarships.

I sincerely hope that this revised booklet will find its way to the parents of students, the students in possession of studyfinancing and those intending to request studyfinancing on all three Windward Islands.

Head of the Department of Education
Section Windward Islands,

S.R. Hodge

1. Over the years that the Department of Education has been handling scholarships it has been proven that students are not fully aware of quite a lot of general information. For this reason and primarily as a courtesy to the public, the Department has decided to put some general aspects into this booklet.

STUDY-ADVISER:

Presently at the Department of Education on Camille Richardson street Mrs. Irene Gaari-Arrindell, has been charged with advising students. You can obtain from her all pertinent information regarding studypossibilities and the requirements.

The work of the adviser at the Department of Education entails a.o. the following:

- I. She gives information as far as concerns the career and professional possibilities. She sees to it that the students are informed get all the important aspects of their future study career and profession.
- II. The above is achieved through a.o. informative evenings and individual consultations with students and/or parents who need special help or information. After the individual consult the student if necessary can be forwarded to an expert.
- III. She works together with experts such as youth-counsellors, psychologist, members of the staff of professional Advice Centres, and teachers.
- IV. She gives information on scholarships, study-allowances, the exemption of military services and other items that are related to one's future study career and profession. For more detailed information she can refer one to the instances in possession of more detailed information.
- V. She coordinates and organizes together with the psychologist at the Department of Education the Personal Interest Test, by which it can be determined if a student has chosen the correct field of study, or which field of study should be chosen by the student.

Important to know:

Since 1961 the Federal Government approved a Federal Ordinance regulating the distribution of scholarships. The Federal Government has set aside a number of scholarships for Saba and St. Eustatius for every academic year. These new scholarships are given on a quota basis from which depending on the need a deviation is possible.

It is impossible to put in every article in this booklet, but we will tabulate some of the most important items, rules and regulations.

Further information can be had at the Department of Education.

- A. The ordinance recognizes to be Antillian: those of the Dutch nationality who:
1. are born in the Netherlands Antilles, with the understanding that at the same time of birth, the parents temporarily left the N.A. for no longer than a year.
 2. are born outside of the Netherlands Antilles, however whose father or mother was born in the N.A.
 3. are born outside of the N.A., however whose father or mother had been living in the N.A. for ten years or more as stipulated in the Civil Code of the N.A.
- B. When applying for a scholarship, if the prospective student is:
1. a minor; the parents must be living in the N.A. in the sense of the Civil Code of the N.A. As of 1989 the Government has decided that studyfinancing will only be granted to students originating from Saba or St. Eustatius and whose father and/or mother is living in one of these islands.
 2. a grown-up; he or she must be no older than 25 years old at the time when receiving the scholarship.
- C. All applicants must be medically tested. Students taking up studies that demand a psychological test will be tested accordingly. If the test is negative or if proved by the Tax-office that the income of the parents of a minor or the income of a grown-up is sufficient to cover the costs of the study, the application for for a scholarship is not further processed.

- D. The scholarship-commission examines the application further and advices upon the granting or not granting of the scholarship.
- E. The Minister of Education can discontinue the scholarship of the student anytime the results of the study are insufficient due to negligence or fault of the student. In the event study-financing is discontinued due to negligence or fault of the student the parents of the minor or the grown-up student is responsible for all amounts paid out by government for the study, including a 12% charge over the total amount of expenditure.
- F. The student has a moral obligation to return to the Antilles after completion of his or her studies, providing there is work in the field of study of the student. And to repay all and any funds given in the form of a loan.

HOW TO APPLY

Each year around October/November the Director of the Department of Education by means of advertisements in the media informs the public in general of the possibility of being able to apply for studyfinancing

One should then pick up a form at the Department of Education, Section Windward Islands, situated on the E. Camille Richardsonstreet #13, on the 3rd floor of the building of the East Caribbean Cellúlar Phone Company, Philipsburg, St. Maarten.

In Saba these forms can be had at the offices of;

- A. The Lieutenant Governor;
- B. The coordinator for the Department of Education Saba, Mr. Franklin Wilson;
- C. Member of the Scholarship Committee, representing Saba Miss Anastacia Simmons;

In St. Eustatius these forms can be had at the offices of;

- A. The Lieutenant Governor;
- B. The representative of the Department of Education and Scholarship committee member; Mr. Ellis Woodley

After completely filling-in the form it should be brought back to the Department of Education along with:

- a. a copy of the birth-certificate;
- b. a declaration form from the Census Office proving that the parents of the child are living in the N.A./i.e. Saba or St. Eustatius.
- c. a copy of the diplomas that the child received at the last exam he or she partook in, as well as the schoolreports of the last schoolyear;
- d. a declaration from the census office proving that the applicant possesses the Dutch nationality;
- e. a declaration from the tax-office stating the income of the parents of the year prior to that in which the child is applying for a scholarship;
- f. two recent passport pictures, with the name of the applicant written on the back.

FORM OF STUDYFINANCING:

One can obtain studyfinancing to study in: Holland, USA, the Caribbean, St. Thomas, Jamaica, Trinidad or the Neth. Ant. itself.

It must be understood that the Saban students coming from the Saba Comprehensive School must have 5 General CXC exam subjects with a grade I or II to qualify for the obtaining of a scholarship.

The following diplomas qualify one for obtaining a scholarship;

1. MAVO IV (for the appropriate schools on Curaçao and in the Netherlands)
2. MAVO IV + GED (for studies at USM, UVI, UWI or colleges in the USA)
3. HAVO (for studies at MAO, UNA, USM, UVI, Holland or colleges in the USA)
4. VWO (for studies in any of the institututins mentioned above)
5. The Government is presently exploring the possibilities of granting studyfinancing to students from Saba and St. Eustatius who have completed a LADVO/BVO

These students can continue their studies a.o.

- A. Juliana School- Curaçao
- B. Nilda Pinto School- Curaçao
- C. IFE
- D. To determine appropriate schools in the Netherlands, contact should be taken up with the adviser at the Department of Education, Mrs. Irene Gaari.

SCHOLARSHIPS TO USA:

Presently studyfinancing to study in the U.S.A. is given to a maximum of US\$ 15.500,-.

Admittance to the school and inscription is a responsibility of the student.

Scholarships to the U.S.A will only be granted for studies not available in the Neth. Ant. or in Holland

Persons wanting to do teaching must realize that such must be done at USM(two years) and then transfer to UVI to complete the BA.

The passage is paid by the Federal government.

2. FUNDS

Annually the student is allotted a certain amount of monies. The students who are studying in the Leewards should note that they should collect their monies upon arrival in Aruba or Curaçao.

The monies for those going to Holland will be deposited monthly on the student's account by the "Stichting Studiecommissie Nederlandse Antillen",

Luxemburglaan 14

Postbus 7200, 2701 AE Zoetermeer

Tel; 079-428377

fax; 079-418034

The students leaving to take-up studies in St. Thomas or the USA should note that they are to collect their funds before leaving or have someone do so for them (power of attorney) if they are out of the island at the time of payment.

Of course it is new to a lot of students to have the responsibility of budgeting themselves, but it's something students will have to learn to cope with. many do not realize that monies are only given once for clothing and that is when one commences with the study or rather, at the time one first receives the studyfinancing.

These monies are only given to those going to the USA, Holland or the Virgin Islands.

It is important that students bear in mind that monies or payment orders are not collected at the Department of Education. As soon as students get on the island they should contact the Federal Finance Department so that their payment orders can be made in time. If the student is not going to be on the island he/she should instruct the person(s) empowered to receive their funds, to go to the Federal Finance Department to regulate payments being made on time.

TICKETS

All students receiving a scholarship are entitled to a ticket to their place of study. After completion of their studies they are entitled to a ticket back home.

No additional funds are granted for transport of acquired material goods such as books, cars, household items when returning to the island upon completion of the study.

A regulation has been made, however, that students studying in St. Maarten, Aruba and Curaçao and St. Thomas receive a roundtrip ticket twice per academic year: For the Christmas holiday and for the summer holiday.

No cash can be had by students for tickets not used!

SCORES

It is of utmost importance that the Department receives the scores of the students regularly and in time.

The students are responsible for seeing that the Department receive these grades.

If the grades are not entered, the studyfinancing will and can not be extended.

Students in Curaçao and St. Maarten are asked to bring their scores to the Department after each term. The students studying in St. Thomas or U.S.A. are obliged to go to their registrars and sign a statement waiving their privacy act; i.e. requesting the registrar to forward a copy of the transcript to the Department of Education after each semester.

It is noteworthy to mention that students should, after each semester, see to it that the registrar mails out the transcript.

Students should bear in mind that without scores of the academic-term no evaluation can be made as to whether the scholarship should be extended.

COLLECT CALLS

No collect calls will be accepted by the Department from students. In cases of emergency the student is advised to pay the minimum charges for connection to the Department. Whereafter the Department will return the call, if such is deemed necessary.

Problems with regards to performance (low grades etc) should be conveyed as soon as possible (in writing) to the Department. Not being able to follow certain courses because of inavailability of the course or illness of the student, should be discussed

immediately with the Department. Decisions will be taken regarding remaining in the country of study while ill.

CHANGING FIELD OF STUDY

When a scholarship is granted it is given for a particular field of study. This field has to be maintained by the student until the Minister of Education has given permission for one to change their field of study.

Many students, especially in the USA, tend to want to change their field of study without the permission of the Minister of Education.

Students changing their field of study without the permission of the Minister of Education will be bringing their scholarships in jeopardy.

Students also very often change the places or colleges of study without the Minister's approval. This will lead to students losing their scholarship.

No student is to leave his/her place or college of study before the Minister of Education has given the approval to such. With regards to the changing of field of study, it should be borne in mind that a motivation letter outlining why the change is necessary, must come from the student's adviser and accompany the student's request for the change.

In the case of the USA, the student should also send along a catalogue of the College containing a program-outline.

Recently a decision has been made stating that changes of major can only be made after 18 months of studying.

PARENTAL CONTRIBUTION(OUDELIJKE BIJDRAGE)

The Government believes that it is the right of every citizen to be able to apply for and obtain study-financing.

This studyfinancing is a contribution towards the total cost of the study. Therefore part of the financing of the student has to be carried by the parents. If the parents income is above a certain level the Government requires a parental contribution from the parents.

This amount is not deducted from the scholarship monies the child will receive.

The government has set a law, which contains the percentage and amount of the parental contribution (on a sliding scale)

When applying for a scholarship, the child will therefore have to bring in a tax statement of the

parents' income of the previous year. Based on the annual income the parental contribution can be nil or the amount indicated in the publication sheet of Government. This amount is determined by a sliding-scale method.

Every month the parents will receive a bill stating the amount to be paid at the "Receivers Office". It must be noted that in addition to this the study-financing policy now is based on a partial scholarship and a partial loan.

The division is shown when outlining the amounts students receive.

LIST OF COLLEGES

Formerly students could have chosen to go to any College in the USA. However, there have been many problems in evaluating the credentials and diplomas of these students after completion of their studies. The Department of Education now concentrates the students in certain areas.

So far only the areas of New York and Florida have been evaluated. Students when applying must therefore choose one of the Colleges in these areas.

Only in exceptional cases will one be able to deviate from this list.

PSYCHOLOGICAL TEST/INTEREST TEST:

Psychological tests are only performed when the field of study specifically exacts such. These tests can also be carried out when the scholarship commission is in doubt.

An Interest test gives an indication as to possible field or fields of study. The Department will in the near future be able to administer this test. Students desirous of taking this test, should contact the Department of Education on Camille Richardson str. 13

ACCREDITATION

The American Educational system works on an evaluation basis. There are 7 accreditation bodies and each has standards they set for a College to live up to in order to be recognized and accredited. When a college meets these standards, they receive the accreditation of that region. Each college is also subjected to program accreditation, this means that if a particular field of study (e.g. Sociology) meets the standards to be recognized, the Colleges or Universities receive accreditation for that field of

study.

OBLIGATIONS

The main obligation one has, is to complete his/her studies. A moral obligation is there to return to the Netherlands Antilles to work. The obligation is there however to repay the loan.

If one does not complete his/her studies because of his/her fault, then one must repay all that has been spent on the studies, increased by 12%.

EMPLOYMENT

The Department of Education within the law is not responsible to look for jobs for students after they have completed their studies.

The Department cooperates as much as possible, but students should and must seek their own employment. It is advisable that students as of the start of their studies commence seeking places of employment where they would like to be employed when have completed their studies.

Students usually enhance this opportunity by training during the summer at the places where they hope to be employed.

STICHTING STUDIE COMMISSIE NEDERLANDSE ANTILLEN(SSNA)

This is a instance in Holland funded by the Federal Government to guide and take care of children (Antilleans) studying on a Federal Grant in the Netherlands. The address has been already given in this booklet. Every student will get a guardian assigned to him/her. This person handles all problems of the study and makes periodical reports to the SSNA, who in turn informs the Federal Government. It is important that students realize that they are to adhere to all instructions given by SSNA.

AGENCY IN USA

Up to now there has been no person or agency appointed by Government to deal with problems that students might encounter and to ensure a smooth adoption in the American Educational system. Both the Federal and Insular Governments are now contemplating setting up an agency or have someone placed in the USA as a guidance officer. In due time parents and students will be advised as to the

developments with regards to this matter.

SUMMER COURSES

The American Educational system offers opportunities to students to catch up on courses, do over courses or advance in credits during the summer. The Federal Government has decided that students wanting to attend summerschool must pay that from the \$ 15.500,- they annually receive.

I-20 FORMS AND VARIOUS AMERICAN TESTS

When a student has been admitted to a US College he/she receives an I-20 form. This document states the students has been accepted, the name of the College, the annual study costs and when one is expected to start.

This then is a definite proof for the Department of Education that the student has been admitted to the College. Only then are all final vital administrative papers processed by the Department.

The student must then fill in the back of the I-20 form, sign it and further it along with;

- a. passport
- b. photographs
- c. visa form
- d. statement letter from the Department of Education to the Embassy in Barbados to obtain the necessary visa(for a student).

Some Colleges in the USA exact that certain tests be taken before accepting a student. Some of these are:

- a. SAT i.e. scholastic aptitude test which examines the child academic ability in four areas
- b. ACT i.e. American College test which examines the same as the SAT.
- c. TOEFL i.e. test of English as a Foreign Language which examines a foreign student's English knowledge, proficiency and ability.

Then one can also sit the G.E.D.(General Educational Development) exam.

This is a test that indicates that one has reached an educational level equivalent to a Highschool graduate. Students can prepare for this test.

The age set for being able to sit the exam is 18 years. These tests can be sat at the Department but one must realize that they are only given a few times per year and there are deadline application days and certain expenses. One can obtain more infor-

mation from the offices of the Department of Education.

"ONDERHANDSE AKTE" (CONTRACT)

When a scholarship has been granted to a student and they accept it a contract is signed by parents, the students and the director of Education, the latter on behalf of the Federal Government. This contract binds the parents and students to agree with the stipulations of the "Landsstudietoelagenregeling P.B. 1961 nr. 78". The parents when signing the contract must buy fls. 5,00 of government stamps and adhere this beneath their signatures.

COMPLETION STUDIES

Over the years students, especially those in Holland complete their studies and "disappear" not letting anyone hear from them. This is absolutely contrary to the regulations. Students disappearing and not showing-up after completion of the studies will be dealt with in accordance with the law.

This rule will be applied indiscriminately.

The Department will try to the best of her ability to assist students in finding employment after they have completed their studies.

LIST OF SOME RECOGNIZED COLLEGES AND UNIVERSITIES
IN THE U.S.A.

FLORIDA:

Eckerd College, St. Petersburg, Fla 33733
Florida Institute of Technology, Melbourne, Fla 32901
Florida State University, Tallahassee, Fla 32306
University of Florida, Gainesville, Fla. 32611
University of Miami, Coral Gables, Fla. 33124
Rollins College, Winter Park, Fla. 32789
University of South Florida, Tampa, Fla 33620

NEW YORK:

Adolphi University, Garden City, NY 11530
Alfred University, Alfred, NY 14802
Bard College, Annandale-on-Hudson, NY 12504
Barnard College, Columbia University, New York, NY 10027
CUNNY-Brooklyn College, Brooklyn NY. 11210
CUNNY-City College, New York, NY 10031
CUNY-Hunter College, New York, NY 10021
DUNNY-Queens College, Flushing, NY 11367
Colgate University, Hamilton, NY 13346
Columbia College, Columbia University, New York, NY 10027
The Cooper Union, New York, NY 10003
Cornell University, Ithaca, NY 14853
Fordham University, Bronx, NY 13323
Hartwick College, Oncepnta, NY 13820

Hofstra University, Hempstead, NY 11550
Hobart and William Smith Colleges, Geneve, NY 14456
Houghton College, Houghton, NY 14744
Ithaca College, Ithaca, NY 14850
Long Island University-Southampton, Southampton, NY 11968
Manhattan College, Riverdale, NY 10471
New York University, New York, NY 1003
Pratt, Institute, Brooklyn, N.T. 11205
Rensselaar Polytechnic Institute, Tray, NY 12181
Rochester Institute of Technology - Rochester, NY 14623
University of Rochester, Rochester, NY 14627
St. Lawrence University, Canton, NY 13617
Sarah Lawrence College, Bronxville, NY 10708
Skimore College, Saratoga Springs, NY 12866
SUNY-Albany, Albany, NY 12222
SUNY-Binghamton, Binghamton, NY 13091
SUNY-Buffalo, NY 14222
SUNY-Prurchase, Prurchase, NY 10577
SUNY-Stone Brook, Stony Brook, NY 11794
Syracuse University, Syracuse, NY 13210
Union College, Schenectady, NY 12308
Vassar College, Poughkeepsie, NY 12601
Wells College, Aurora, NY 13026
Yeshiva University, New York, NY 10033

DEPARTMENT OF EDUCATION
SECTION WINDWARD ISLANDS

SCHOLARSHIP SECTION
MAY 31ST, 1983

Promotion
and
Examinations

Promotion Requirements

Form 1 -----> 2

Form 1 (Academic)

Group 1

Subjects: English
Dutch
Spanish
Geography
History
Mathematics
Integrated Science

Group 2

Subjects: Art
Social Studies
Computer Studies
Physical Education
Vocational Subjects: Domestic Skills (Foodproduction)
or
Technical Skills

A student will be promoted to Form 2 if he has no more than 3 grades below 55 in group 1 and group 2.

A student will be promoted if he has no more than 2 grades below 55 in either one of the groups.

A student will be promoted if he has no more than one grade below 50.

A student will be promoted if he has no grade below 30.

A student will be discussed if he has 3 grades between 52 and 56 in group 1.

A student will be discussed if he has 2 grades below 50; but not below 30 and the other grades are sufficient.

A student will be promoted if he has a sufficient list but one grade below 30.

Form 1 -> 2

Group 1

Subjects: English
Dutch
Spanish
Geography
History
Mathematics
Integrated Science

Group 2

Subjects: Art
Social Studies
Physical Education
Vocational Subjects: Domestic Skills (Foodproduction)
or
Technical Skills

A student will be promoted to Form 2 if he has no more than 3 grades below 55 in group 1 and group 2.

A student will be promoted if he has no more than 2 grades below 55 in either one of the groups.

A student will be promoted if he has no more than one grade below 50.

A student will be promoted if he has no grade below 30.

A student will be discussed if he has 3 grades between 52 and 56 in group 1.

A student will be discussed if he has 2 grades below 50, but not below 30 and the other grades are sufficient.

A student will be promoted if he has a sufficient list but one grade below 30.

Form 8 → 6

Form 8 (Academic)

Group 1

Subjects: English
Dutch
Spanish
Geography
History
Mathematics
Integrated Science
Commerce

Group 2

Subjects: Art
Social Studies
Computer Studies
Physical Education

A student will be promoted to Form 2 if he has no more than 3 grades below 55 in group 1 and group 2.

A student will be promoted if he has no more than 2 grades below 55 in either one of the groups.

A student will be promoted if he has no more than one grade below 50.

A student will be promoted if he has no grade below 30.

A student will be discussed if he has 3 grades between 52 and 56 in group 1.

A student will be discussed if he has 2 grades below 50, but not below 30 and the other grades are sufficient.

A student will be promoted if he has a sufficient list but one grade below 30.

Form 4 ----->5

Form 4 (Academic)

Group 1

Subjects: English
 Dutch
 Spanish*
 Geography*
 History*
 Mathematics
 Integrated Science*
 Principles of Business*
 Office Procedures*
 Principles of Accounts*

Group 2

Subjects: Art
 Social Studies
 Computer Studies
 Physical Education

Compulsory Subjects are: English, Dutch and Mathematics.
The student chooses 3 other subjects (*= electives).

A student will be promoted to Form 5 if he has no more than 2 grades below 55 in group 1 and group 2.

A student will be promoted if he has no more than 2 grades below 55 in either one of the groups.

A student will be promoted if he has no more than one grade below 50.

A student will be promoted if he has no grade below 30.

Form 1 -----> 2

Form 1 (BVO)

Group 1

Subjects: English
Dutch
Geography
History
Mathematics
Integrated Science
Domestic Skills
Technical Skills

Group 2

Subjects: Art
Social Studies
Computer Studies
Physical Education
Vocational Subjects: Domestic Skills (Foodproduction)

A student will be promoted to Form 2 if he has no more than -3 points (Group 1 + Group 2).

A student will not be promoted if he has more than two grades below 51 in group 1.

Group 1

+1 point more than 75
0 point between 56 - 74
-1 point between 50 - 55
-2 point between 45 - 49
-3 point below 45

Group 2

+1/2 point more than 75
0 point between 56 - 74
-1/2 point below 55

In case of -3 points the student will be discussed in the teachers' meeting.

Form 2 ----->3

Form 2 (BVO)

Group 1

Subjects: English
Dutch
Spanish
Geography
History
Mathematics
Integrated Science
Domestics
Technics

Group 2

Subjects: Art
Social Studies
Computer Studies
Physical Education
Vocational Subjects: Foodproduction

A student will be promoted to Form 2 if he has no more than -3 points (Group 1 + Group 2).

A student will not be promoted if he has more than two grades below 51 in group 1.

Group 1

+1 point more than 75
0 point between 56 - 74
-1 point between 50 - 55
-2 point between 45 - 49
-3 point below 45

Group 2

+1/2 point more than 75
0 point between 56 - 74
-1/2 point below 55

In case of -3 points the student will be discussed in the teachers' meeting.

Form 3 ---->4

Form 3 (Tourism)

Group 1

Subjects: English
Dutch
Spanish
Textiles
Artisan Techniques
Salesmanship
Foodproduction + Service
Tourism

Group 2

Subjects: Commerce
Social Studies
Computer Studies
Physical Education
History of Culture
Local Techniques

A student will be promoted to Form 4 if he has no more than -2 points
(Group 1 + group 2)

A student will not be promoted if he has more than two grades below 51 in
group 1.

Group 1

+1 point more than 75
0 point between 56 - 74
-1 point between 50 - 55
-2 point between 45 - 49
-3 point below 45

Group 2

+1/2 point more than 75
0 point between 56 - 74
-1/2 point below 55

In case of -3 points the student will be discussed in the teachers' meeting.

Form 3 ----->4

Form 3 (Maintenance)

Group 1

Subjects: English
Dutch
Spanish
Mathematics
Carpentry
Maintenance
Technical Drawing
Metalwork
Foodproduction + Service* (elective)

Group 2

Subjects: Social Studies
Computer Studies
Physical Education
Theory of Trade
Theory of Material and Tools

A student will be promoted to Form 4 if he has no more than -2 points
(Group 1 + group 2)

A student will not be promoted if he has more than two grades below 51 in
group 1.

Group 1

+1 point more than 75
0 point between 56 - 74
-1 point between 50 - 55
-2 point between 45 - 49
-3 point below 45

Group 2

+1/2 point more than 75
0 point between 56 - 74
-1/2 point below 55

In case of -3 points the student will be discussed in the teachers' meeting.

Saba Comprehensive School Promotion Rules Summary

1. Promotion Meeting

Every year there will be a meeting of all teachers who give lessons to the students under consideration.

The Principal of the school will be the Chairman of the meeting.

2. Selection of students for discussions.

The Chairman of the meeting, and/or the Homeroom teacher shall alone determine which students shall be reviewed for promotion.

3. Voting.

Voting on individual students can only take place after the child's performance has been discussed at the promotion meeting.

Every member of the meeting has the right to vote, and their votes shall be counted equally. However, all teachers of the Group 1 subjects must vote on each child; other teachers may elect to vote at their own discretion.

When voting, teachers are to consider the total performance of the child in the comprehensive school program, not merely the student's performance in their individual subject. The decision shall be predicated upon what is believed to be in the best long term interest of the child.

In the event of a tie vote, the Chairman of the meeting shall determine the outcome.

In the event that one or more theory teachers are not present, those present can decide to postpone the vote until a later time.

4. Results.

The results of a voting, or the decisions of the meeting may not be reversed by any one individual.

5. Criteria for promotion.

A student may not repeat a grade two times, except when there is a medical or social indication to the contrary.

A student may not be repeated in both Form 1 and also Form 2, unless there is a medical or social indication to the contrary.

6. Discretion.

That which is not specified in these rules, shall be determined in the sole discretion of the Principal and his/her assistants.

7. Responsibility.

The ultimate responsibility belongs to the Principal.

The decision of the teachers' meeting is a collective decision.

8. Point Scores.

Report points for the 2nd and 3rd Term must be made as follows:

2 x (the present term) + (the last report).

NOTE: No report points may be given without at least three test grades having been used to compute that report point.

Report meeting

1. The intention of a report meeting is first of all to inform the home room teachers about their students. The home room teachers have to discuss the report card with the parents or guardians. The other teachers give information about students to the home room teachers.
2. The marks for behavior and effort are filled in by the home room teacher. The meeting only discusses these marks when - in her opinion - there is a real deviation (at least 2 points).
3. For behavior and effort only positive integer points are filled in.
4. The home room teacher fills in the report cards before the parents' meeting.
5. All students and parents are invited to collect the report card by the home room teacher. All other teachers are present at the parents' meeting.
6. Teachers don't give marks to the students before the parents' meeting.

Discussed in teachers' meeting - 10 - 11 - 1992

Form 4 and 5

Subject packages are available to Form 4 and 5 and are entirely dependent on ability and choice of the student.

In the third term of Form 3 students are required to select their course for the final two academic years. At this time the students begin to specialize in the subject areas that they excel in and that which they find necessary for their future plans for work and study.

The students choose subjects after discussions with their teachers and parents.

The subjects are offered at the Basic and General Proficiency levels in preparation for CXC (Caribbean Examination Council). Examinations will be held at the end of Form 5.

Students who desire to go to The University will need at least five CXC - subjects at the General Level.

Compulsory Subjects

English
Dutch
Mathematics
Computer Science
Art
Social Studies
Physical Education

Elective Subjects

Spanish
Integrated science
Geography
History
Principles of Business
Principles of Accounts
Office Procedures

Students have to choose three subjects.

Grading System (in percentages)

95 - 100	A+
86 - 94	A
76 - 85	B+
66 - 75	B
56 - 65	C+
46 - 55	C
36 - 45	D+
26 - 35	D

Final Exams at the end of Form 5 are taken with the following Examinations Boards:

CXC Caribbean Examination Council
IGCSE International General Certificate of Secondary Education

Passing grades with this Examination Boards are the grades 1,2 and 3 at CXC General and Basic Levels.
Grades A, B and C at IGCSE Exams.

Most colleges matriculation requirements for entry are five(5) subjects at General Level with grades 1 and 2 (A or B) with alternative possibilities of four (4) General subjects with grades 1 and 2 (A or B) and with one (1) with grade 3 General or an additional two subjects at Basic Level.
(We do not use grade point average scores).

Saba Comprehensive School

St. John's - Saba

SBA and EXAM program

BVO - Tourism

BVO - Maintenance

Article 8

The final examination consists of:

- a a School Based Assessment Test
- b a written examination and/or
- c an oral examination and/ or
- d a practical examination.

Article 9

The School Based Assessment Test is set up by the Principal and the examiners.

School Based Assessment Test

Article 11

- 1 The School Based Assessment Test comprises all of the examination material.
- 2 The School Based Assessment Test comprises all of the subjects in which a candidate is examined.
- 3 The School Based Assessment test of a subject takes place during the last schoolyear by administering two or more tests, with the understanding that the last test is administered within a period of six weeks before the start of the written examinations.
The tests of a subject, collectively cover the material of which the School Based Assessment Test is comprised.

N.B. Projects:

- a A School Based Assessment Test can consist partly of a project.
- b The subject of the project is determined in consultation with the teacher - examiner.
- c Knowledge of the material used in the project is tested through an oral examination.
- d During this examination, besides the material used in the project, other material may also be tested.

Article 12

- 1 The examiner expresses his final evaluation about the knowledge, understanding and skill of a candidate by means of a grade for the School based Assessment Test.
- 2 For this he uses a grade between one (1) and ten (10) along with the grades in between in decimals. On this scale of grades, the meaning of the grades between one(1) and (10) is as follows:

1= Very bad	6= Sufficient
2= Bad	7= More than sufficient
3= Very insufficient	8= Good
4= Insufficient	9= Very good
5= Almost sufficient	10= Excellent
- 3 The grade for the School based Assessment Test is the average of the evaluations, which were given to the candidate for the School Based Assessment Tests.
- 4 If a candidate has been examined in one subject by two or more teachers, these teachers will decide the grade for the School based Assessment Tests among themselves.
If they cannot come to an agreement, the grade will be decided by the numerical average of their evaluations.
- 5 If an average grade is one with two or more decimals, this figure will be rounded to the first decimal, with the understanding that this decimal will be increased by one(1) if the second decimal before the rounding is a five(5) or higher.
- 6 If the average of the evaluations for a School Based Assessment test is also the final grade and the average meant in this paragraph is not a whole figure, this will be rounded to the nearest whole figure with the understanding that halves will be rounded up to whole figures.

Article 13

Before the start of the written - oral - or practical examination, the candidate is apprised of his grades for the School Based Assessment Test in writing.

Article 15

- 1 A candidate who withdraws from the School Based Assessment Test or who is found guilty of any other irregularity, after having had the opportunity to defend himself, can be denied further participation in the School Based Assessment Test or the School Based Assessment test already done, can be declared invalid, by the Principal after discussion with the examiner.
- 2 Denying further participation in the School Based Assessment Tests and an invalid declaration of the School Based Assessment Test means denying participation in the written - oral - and practical examinations.
- 3 A decision to deny further participation in the School Based Assessment test and a declaration of invalidity of the School based Assessment Test will be made known to the parents or legal representative responsible for the candidate, by the Principal within three(3) days, in writing.

Article 16

- 1 The School based Assessment Test is carried out in accordance with a written fixed Resolution.
- 2 The Principal provides the Inspector and each candidate with a copy of the Resolution of the School Based Assessment test, at least two weeks before the start of the School Based Assessment Test, but not later than October 1st of the year in which the School based Assessment Test is to start.
- 3 This Resolution mentions, in consideration with what was decided in the articles 3, 8, 9 and 11 through 15, in any case:
 - a for each final examination subject, the material which will relate to the School based Assessment Test.
 - b for each final examination subject, the manner in which the School Based Assessment test will take place (written, orally, or practically or a combination of these).
 - c for each final examination subject, the period or periods in which or the time at which the School Based Assessment Test will take place.
 - d what was decided in the articles 9 through 11.

- e the measures, among which those mentioned in article 15, which can be taken with regard to a candidate who withdraws from the School based Assessment tests or is found guilty of any irregularities during the School Based Assessment Test and by whom these measures will be taken.

4 Illness

In case of illness a candidate must deliver, as soon as possible, but within a week after his return to school, a statement from the doctor in which is clearly stated that the candidate could not possibly have participated in the School Based Assessment test for medical reasons on that particular day.

Doctor's statement turned in after this period, will not be accepted, A candidate who does not turn in mentioned statement, will be considered to have been absent without authorization. For unauthorized absence the School Based Assessment Test missed, a one (1) will be given. This grade cannot be changed.

5 Absence for reasons other than illness.

- a The Directorate will decide if the reason(s) given by the candidate are legitimate or not.

- b The Directorate will decide in case of legitimate absence, after consultation with the teacher/examiner and the candidate concerned, when and in which way, a School Based Assessment Test missed, can be made up.

- c In case of unauthorized absence a one (1) will be given.

6 Irregularities and measures

- a When a candidate appears late at a School Based Assessment Test or an examination without a valid reason (to be judged by the Directorate) he must complete the test in the time still remaining. Extra time will not be allowed.

- b In fraudulent cases (copying, using materials not permitted, turning in someone else's work), the candidate will get a one.

- c If the School Based Assessment Test or part of the examination consists of a workups or a project and if this is not turned in on the predetermined date, without a valid reason, a none (1) will be given for this School Based Assessment Test or part of the examination.

7 Reason for exclusion from examination

- a A candidate who has scored an insufficient grade for the Work Experience Program (W.E.P.) is further excluded from the examination.
- b A candidate who does not stick to the rules in connection with the number of books to be read for the subjects English, Dutch and Spanish will be excluded from the examination.
- c A candidate caught committing fraud during the examination (copying, using material not permitted pertaining to the subject material) will be excluded from the examination.
- d A candidate who has not complied with the rules of the School Based Assessment test will be excluded from the examination by the Chairperson of the examination committee after the candidate has been heard.
- e A candidate who, during the last examination schoolyear, has missed more than 30% of the lessons, without permission and without legitimate reasons, will be excluded from the examination.
- f During the final examinations the candidate is not allowed to leave the exam room without permission.

N.B. After a decision has been made to exclude a candidate from the examination, the Chairperson of the examination committee informs the Inspector and the parents of the candidate concerned.

- g In which cases, to whom and within what period of time, a candidate or parents, guardians or representatives can appeal, if that candidate has been denied further participation in the School Based Assessment Test or if his School Based Assessment Test has been declared invalid.

N.B. In cases of fraud or other irregularities the candidate should appeal within five (5) days after completion to the Inspector.

Article 17

- 1 The examiner fills in the grades determined by him for the School based Assessment Test on the list of grades, of which the model is determined by the Head of Department, signs this list and turns it in to the Principal, at least a week before the start of the practical, written or oral examination.

- 2 The Principal is responsible for ensuring that the grades for the School Based Assessment Test are copied on a collective list of grades, the model of which is determined by the head of Department.

The Principal, the Secretary of the final examinations and the examiners, each in so far it concerns her candidates make certain that the grades were copied correctly and signs the collective list of grades.

- 3 The Principal sends a copy of the collective list of grades, filled in and signed in accordance with the previous paragraph, to the Inspector, at least three days before the start of the practical, oral and written examinations.

Exams

Article 31

- 1 If a candidate with valid reason, to be judged by the Chairman person of the examination committee, is prevented from being present for the written portion of the final examination or the practical portion of one or more subjects, he will be given the opportunity to complete the examination in the period during which the re-examinations take place.
- 2 If a candidate with a valid reason, to be judged by the chair person of the examination committee, is prevented from being present for one of more subjects in oral portion of the final examination, he will still be given the opportunity to be examined in that subject or those subjects, if possible before the meeting meant in article 49 begins and in any case, within the period in which the re-examinations take place.

Article 32

- 1 If a candidate has been found guilty of any irregularity with regard to the final examination and this is discovered before or during the final examination, the Chairman of the examination committee will deny him further participation in the final examination.
- 2 If the candidate has acted, in any way, in conflict with the regulations and this irregularity is discovered before or during the final examination, the Chairman of the examination committee can deny him participation or further participation in the final examination.
- 3 If the discovery of an irregularity happens after the final examination has finished, the Chairperson of the examination committee can decide that the candidate who has committed the fraud, will not be given a certificate or a list of grades.

- 4 Before implementing any of the previous paragraphs, the candidate will be given the opportunity to be heard by the Chairperson of the examination committee.
- 5 The Chairperson of the examination committee immediately makes up a report of the decision taken, in accordance with this article and of the facts on which the decision is based. He sends a copy of this report to the Inspector at once.
- 6 If the Chairperson of the examination committee applies the previous paragraphs, he will draw the attention of the candidate to that which is specified in the next paragraph.
- 7 The candidate can request that the Inspector reviews a decision of the Chairperson of the examination committee. Such a request is turned in writing to the Inspector within three days after the candidate has been notified of the decision. The Inspector makes an inquiry, decides on the request and determines, if necessary, in which way the candidate can still be given the opportunity to do the examination in the subject(s) he missed.

Article 33

In special cases the Chairperson of the examination committee, with the consent of the Inspector can administer a new final examination in a subject or part of a subject. This examination is taken before the meeting meant in article 49.

Examinations Second Period

Re-examination

- A
- 1 The candidate who still can pass the examination, has the right to request a re-examination in, at the most, one of the subjects mentioned in article 3, with the exception of the practical subjects.
- 2 The candidate, to this end, sends a written request to the Principal, before a date and time determined by the Principal.
- 3 If a candidate has not requested re-examination on time, the preliminary result becomes final.
- 4 The re-examination of a written examination is done in the same manner as a regular written examination.
The highest grade scored between the re-examination and the written

examination previously taken, will apply as final grade for the written examination.

- 5 The candidate, who sits for re-examination in a subject, has passed the examination if his final grade after the re-examination still meets the conditions set in article 46, 47 and 49.
- 6 The candidate who does not meet the conditions set, has failed his examination.

B

Candidates who were prevented from participating in one or more sessions, and having valid reasons, can complete their examinations in the period of re-examination.

Article 50

The examination committee determines, in accordance with the articles 41 through 49, which candidates who passed their examination, which have failed and which have been admitted to sit for re-examination, during a meeting.

Article 51

- 1 As soon as possible, after the meeting meant in article 50, the results will be made known to the candidates along with the final grades.
- 2 The successful candidates are presented their certificates, of which the model is determined by the Minister of Education.
- 3 Each candidate receives a list, in accordance with a model, determined by the Head of the Department, at the conclusion of the final examinations. On this list and on the certificate, the subjects in which the candidate has been examined are mentioned, as well as the grades scored for those subjects and the results of the examination. Duplicates of the certificates are not presented.

Articles 54

In cases not covered by this resolution and for which an immediate decision is necessary, the Chairperson of the examination committee will decide. His decision is made known to the members of the examination committee and to the Inspector as quickly as possible.

Saba Comprehensive School

St. John's - Saba

Examenreglement

BVO Maintenance
BVO Tourism

1996 - 1997

(zodanig gewijzigd dat het alleen voor de Saba Comprehensive School van toepassing is)

Begripsbepalingen

Artikel 1

Minister	de Minister van Onderwijs, Cultuur, Jeugd- en Sportzaken;
School	een uit de openbare kas bekostigde dag- of dag-avond-school voor beroepsvoorbereidend onderwijs, tenzij anders blijkt;
Bijzonder school	een door een natuurlijke persoon of door een privaatrechtelijke rechtspersoon in stand gehouden school;
Inspecteur	de inspecteur van het onderwijs, belast met het toezicht op de school;
Bevoegd gezag	voor wat betreft een bijzondere school: het schoolbestuur;
Direkteur	de directeur van de school of diens waarnemer;
Direkteur van het departement	de directeur van het Departement van Onderwijs;
Variant	een studieniveau in de bovenbouw;
Afdeling	een studierichting binnen een variant;
Klas	een aantal leerlingen, dat binnen een bepaald leerjaar gelijktijdig overwegend hetzelfde onderwijs volgt;
Groep	een aantal leerlingen, afkomstig uit een of meer klassen, dat in een of meer vakken gelijktijdig onderwijs volgt;
Diploma	een diploma als bedoeld in artikel 32, vierde lid, eerste volzin, onderdeel d, van de Landsverordening voortgezet onderwijs;
Kandidaat	een leerling als bedoeld in artikel 31;
Examinator	een leraar van wie de leerling onderwijs heeft ontvangen in het schooljaar waarin de leerling eindexamen aflegt en die het eindexamen in een of meer vakken afneemt, of diens door de directeur aangewezen plaatsvervanger;
Gecommitteerde	een gecommitteerde als bedoeld in artikel 32, derde lid, van de Landsverordening voortgezet onderwijs;
Surveillant	een door de directeur aangewezen persoon die toezicht houdt tijdens het examen;

Inrichting van het onderwijs

Titel I Algemeen

Artikel 8

- 1 Het beroepsvoorbereidend onderwijs heeft een duur van vier jaren en bestaat uit een onderbouw en een bovenbouw.
- 2 De onderbouw bevat omvat het eerste en tweede leerjaar.
- 3 De bovenbouw is de beroepsvoorbereidende periode van twee leerjaren, volgende op de bovenbouw.

Titel 2 Onderbouw
Artikel 16

- 1 In de onderbouw volgen de leerlingen tenminste onderwijs in:
 - a drie talen, waaronder Engels op de bovenwindse eilanden;
 - b lichamelijke oefening;
- 2 De leerlingen volgen in elk van de vakken het aantal aangegeven aantal lessen:

talen:

Nederlands
Engels
Spaans

exacte vakken:

Wiskunde
Rekenen
Burgerinformatica
Natuur- en scheikunde

beroepsgerichte vakken:

Techniek
Verzorging

mens- en maatschappijvakken:

Biologie
Maatschappijleer
Geschiedenis en staatsinrichting
Aardrijkskunde

expressievakken:

Tekenen en handvaardigheid
Textiele werkvormen
Lichamelijke oefening

studiebegeleiding en beroepententatie

Titel 3 Bovenbouw

Algemeen
Artikel 18

- 1 De bovenbouw heeft twee varianten:
 - a een afstudeervariant;
 - b een praktijkvariant;

Artikel 19

De volgende afdelingen maken deel uit van de bovenbouw:

- d Toerisme
- k Onderhoud

Artikel 21

- 1 Aan een afdeling wordt onderwijs gegeven in algemene en beroepsgerichte vakken.
- 2 De algemene vakken zijn onder te verdelen in talen en algemeen vormende vakken.
- 3 Tot de talen behoren Nederlands, Engels en een andere moderne taal.
- 4 Tot de algemeen vormende vakken behoren in elk geval rekenen, maatschappijleer, geschiedenis, muziek, tekenen, handvaardigheid en lichamelijke oefening.

Artikel 22

- 1 In de bovenbouw volgen de leerlingen onderwijs in tenminste:
 - a drie talen, waaronder Engels voor de leerlingen op de bovenwindse eilanden;
 - b drie algemeen vormende vakken, waaronder lichamelijke oefening;
- 2 In afwijking van het eerste lid, onderdeel a, volgen de leerlingen die onderwijs in de praktijkvariant volgen, onderwijs in tenminste twee talen, waaronder Engels voor de leerlingen op de bovenwindse eilanden.

Afstudeervariant

Artikel 23

d Afdeling Toerisme (BVO Tourism)

talen: Nederlands
Engels
Spaans

algemeen vormende vakken:

Cultuurgeschiedenis
Staatsinrichting
Tekstverwerking
Sociale wetgeving
Mens- en maatschappij
Omgangskunde
Lichamelijke oefening

beroepsgerichte vakken:

Bedrijfskunde
Toerisme
Artisane Technieken
o en
Serveren
Verkoopkunde
Textiele werkvormen
Lokale technieken

k afdeling Onderhoud (BVO Maintenance)

talen:

Nederlands
Engels
Spaans

algemeen vormende vakken:

Wiskunde
Natuurkunde
Mens en maatschappij
Omgangskunde
Lichamelijke oefening

beroepsgerichte vakken:

Vaktekenen
Vaktheorie
Materialen en gereedschappen
Arbeids- en beroepenoriëntatie

praktijk- en practicumvakken:

Timmeren
Onderhoud en reparaties
Metaalbewerken

Praktijkvariant

Artikel 27

In het derde en vierde leerjaar volgen de leerlingen van de praktijkvariant van de afdeling onderhoud de volgende lessen:

a. afdeling Bouwtechniek houtbewerken (BVO Maintenance P)

talen:

Nederlands
Engels
Spaans

algemeen vormende vakken:

Wiskunde en rekenen
Natuurkunde
Mens en maatschappij
Omgangskunde
Lichamelijke oefening

beroepsgerichte vakken:

Vaktekenen
Vaktheorie
Materialen en gereedschappen
Arbeids- en beroepenoriëntatie

praktijk- en practicumvakken:

Banktimmeren
Bouwtimmeren
Machinale houtbewerking

Stage
Artikel 28

- 1 In het derde leerjaar lopen de leerlingen ten minste een week en ten hoogste vier weken stage.
- 2 In het vierde leerjaar lopen de leerlingen ten minste twee weken en ten hoogste zes weken stage.

Artikel 29

- 1 Het doel, de inhoud, de omvang, de opbouw en de organisatie van de stage worden beschreven in een stageplan, dat deel uitmaakt van het leerplan.
- 2 Op andere buitenschoolse leeractiviteiten dan stages is het eerste lid van overeenkomstige toepassing.
- 3 En stage wordt doorlopen op een of meer stageplaatsen, ter beschikking gesteld door een of meer stagegevers.
- 4 Het bevoegd gezag sluit met de stagegevers en de leerling, en bij minderjarigheid van de leerling ook met diens ouders, voogden of verzorgers, een schriftelijke stage-overeenkomst.
- 5 Uit de stage-overeenkomst moet blijken:
 - a de leeractiviteiten in het kader van het stageplan die de leerling bij de stagegever op een of meer bepaalde stageplaatsen moet ontplooiën;
 - b de aanvangsdatum, de einddatum en de tijden van de leeractiviteiten;
 - c een regeling voor de begeleiding van de leerling bij de stagegever, waarbij in elk geval duidelijk wordt welk aandeel in de begeleiding door de stageleraar respectievelijk de stagebegeleider, aan te wijzen door of namens het bevoegd gezag onderscheidenlijk de stagegever, wordt verzorgd;
 - d de wijze waarop de stagegever bij de beoordeling van de leeractiviteiten wordt betrokken;
 - e een regeling die de inspecteur in staat stelt toezicht te houden op de leeractiviteiten;
 - f de verantwoordelijke persoon of instantie voor het sluiten van een verzekering tegen het financiële risico van ongevallen en tegen de wettelijke aansprakelijkheid voor de leerling gedurende de tijd dat hij zich bevindt bij de stagegever en voor het betalen van de premies.
- 6 Zolang geen stage-overeenkomst is gesloten, wordt geen stage gelopen.
- 7 De controle op de stage geschiedt aan de hand van een stageboek, waarin de activiteiten die de leerling heeft uitgevoerd, worden aangetekend.

Artikel 30

- 1 De beoordeling van de stage van een leerling geschiedt door of namens het bevoegd gezag.
- 2 De beoordeling van de stage wordt uitgedrukt in voldoende of onvoldoende. Een kwalificatie als onvoldoende wordt gemotiveerd.
- 3 De beoordeling van de stage wordt schriftelijk aan de leerling medegedeeld.
- 4 Indien een stage als onvoldoende is beoordeeld;
 - a kan de desbetreffende leerling binnen een week na datum van ontvangst van de kennisgeving schriftelijk in beroep gaan bij de inspecteur.
 - b wordt, indien het een stage van een kandidaat betreft die al dan niet na herkansing aan een van de in artikel 69, tweede lid, onderdelen a tot en met d, opgenomen voorwaarden voldoet, die kandidaat in de gelegenheid gesteld ter vervanging nog een stage te doen.
- 5 De inspecteur neemt geen beslissing over het in het vierde lid, onderdeel a, bedoelde beroep dan na de leerling en het bevoegd gezag in de gelegenheid te hebben gesteld te worden gehoord.
- 6 De inspecteur neemt binnen tien dagen na ontvangst van het beroep de beslissing. Deze beslissing treedt in de plaats van de beoordeling, genoemd in het tweede lid.
- 7 De inspecteur stelt het bevoegd gezag en de leerling, en bij minderjarigheid van de leerling ook diens ouders, voogden of verzorgers, schriftelijk in kennis van zijn beslissing.
8. Indien de stage ook door de inspecteur als onvoldoende is beoordeeld, wordt desbetreffende leerling in de gelegenheid gesteld nog een stage te doen. Het vierde lid, onderdeel b, is ten aanzien van deze tweede stage van overeenkomstige toepassing.

Hoofdstuk 4 Eindexamen Titel 1 Algemeen

Artikel 31

Jaarlijks wordt aan de leerlingen van het hoogste leerjaar van de school gelegenheid gegeven het eindexamen af te leggen.

Artikel 32

- 1 Het eindexamen bestaat uit een schoolonderzoek en een examen.
- 2 Eindexamenvakken zijn alle vakken die door het bevoegd gezag aan een kandidaat worden aangeboden, en worden onderscheiden in:
 - a examenvakken, waarin zowel een schoolonderzoek als een examen wordt afgenomen;
 - b vakken waarin alleen een schoolonderzoek wordt afgenomen.
- 3 Iedere kandidaat doet eindexamen in alle eindexamenvakken, waaronder ten minste zes examenvakken.

Artikel 33

- 1 Bij ministeriële beschikking met algemene werking worden voor elke afdeling eindexamenprogramma's vastgesteld, waarin is aangegeven:
 - a een omschrijving van de eindexamenstof voor ieder examenvak;
 - b het deel van de eindexamenstof dat schriftelijk zal worden geëxamineerd;
 - c welke vakken centraal afgenomen worden;
 - d het deel van de eindexamenstof dat mondeling zal worden geëxamineerd;
 - e het deel van de eindexamenstof dat praktisch zal worden geëxamineerd;
 - f het aantal toetsen van het schriftelijke, mondelinge, of praktische examen en hun tijdsduur.
- 2 In afwijking van het eerste lid kan de Minister jaarlijks bepalen dat bij een of meer van de eindexamens in een of meer door deze aan te wijzen vakken geen centraal schriftelijk examen zal worden afgenomen dan wel het centraal schriftelijk examen wordt vervangen door een mondeling examen.

Artikel 34

- 1 Het eindexamen wordt onder verantwoordelijkheid van het bevoegd gezag afgenomen door de examencommissie.
- 2 De examencommissie bestaat uit de directeur en de examinatoren van de desbetreffende school. De directeur wijst een van de examinatoren aan als secretaris van het eindexamen.
- 3 De voorzitter van de examencommissie draagt zorg voor een goed verloop van het eindexamen.
- 4 Het examen staat onder toezicht van de geëxamineerden.
- 5 Het schoolonderzoek staat niet onder toezicht van de geëxamineerden.

Titel 2 Het schoolonderzoek

Artikel 35

- 1 Het schoolonderzoek wordt afgenomen in alle eindexamenvakken van de kandidaat.
- 2 Het schoolonderzoek strekt zich uit over de gehele eindexamenstof.

Artikel 36

- 1 Het schoolonderzoek in een vak bestaat uit twee of meer schriftelijke, mondelinge of praktische proeven dan wel een combinatie daarvan.
- 2 De laatste proef wordt ten minste zes weken vóór de aanvang van het examen afgenomen.
- 3 Van iedere beoordeling die bij het bepalen van het eindoordeel over een

kandidaat meetelt, stelt de examinator de kandidaat zo spoedig mogelijk doch uiterlijk binnen twee weken in kennis.

Artikel 37

- 1 De nadere regels met betrekking tot het schoolonderzoek worden gegeven in een door het bevoegd gezag vastgestelde schriftelijke regeling.
- 2 De regeling vermeldt ten minste:
 - a voor ieder eindexamenvak de stof waarop het schoolonderzoek betrekking zal hebben;
 - b voor ieder eindexamenvak de wijze waarop het schoolonderzoek zal plaatsvinden;
 - c voor ieder eindexamenvak het tijdvak of de tijdvakken waarin of de tijdvakken waarop het schoolonderzoek zal plaatsvinden;
 - d het bepaalde in de artikel 36, derde lid, 38 en 39;
 - e bij wie en binnen welke termijn een kandidaat, en bij minderjarigheid van de kandidaat ook diens ouders, voogden of verzorgers, in beroep kunnen komen tegen een beslissing als bedoeld in artikel 38, eerste lid.
- 3 De directeur verstrekt ten minste twee weken vóór de aanvang van het schoolonderzoek doch uiterlijk 1 oktober van het schooljaar waarin het schoolonderzoek plaatsvindt, aan de inspecteur en iedere kandidaat een exemplaar van de regeling.

Artikel 38

- 1 Indien een kandidaat zich aan het schoolonderzoek onttrekt of aan enige andere onregelmatigheid schuldig maakt, kan, ongeacht hetgeen daaromtrent nader in de regeling van het schoolonderzoek wordt bepaald, de directeur na overleg met de inspecteur:
 - a de kandidaat de deelname aan een of meer delen van het schoolonderzoek ontzeggen;
 - b een of meer toetsen van het reeds afgelegde deel van het

- 0
- c schoolonderzoek van de kandidaat ongeldig verklaren;
het cijfer 1 voor een toets van het schoolonderzoek van de kandidaat toekennen.
- 2 Een beslissing als bedoeld in het eerste lid, wordt niet genomen dan nadat de kandidaat in de gelegenheid is gesteld zich te verweren.
 - 3 Een beslissing als bedoeld in het eerste lid, onderdeel a of b, houdt ontzegging van deelname aan het examen in.
 - 4 Van een beslissing als bedoeld in het eerste lid onderdeel a of b, stelt de directeur de kandidaat, en bij minderjarigheid ook diens ouders, voogden of verzorgers van de kandidaat, en de inspecteur binnen drie dagen in kennis.

Artikel 39

- 1 De examinerator drukt zijn eindoordeel over kennis, inzicht en vaardigheden van een kandidaat in elk vak uit in een cijfer voor het schoolonderzoek.
- 2 Daartoe wordt gebruikt een van de cijfers 1 tot en met 10, met de daartussen liggende cijfers met een decimaal. In deze schaal van cijfers komt aan de gehele cijfers 1 tot en met 10 de volgende betekenis toe:

1 = zeer slecht	6 = voldoende
2 = slecht	7 = ruim voldoende
3 = zeer onvoldoende	8 = goed
4 = onvoldoende	9 = zeer goed
5 = bijna voldoende	10 = uitmuntend
- 3 Het cijfer voor het schoolonderzoek is het gewogen gemiddelde van de beoordelingen die voor de proeven van het schoolonderzoek aan de kandidaat zijn gegeven.
- 4 Voor zover een kandidaat door twee of meer leraren gezamenlijk is geëxamineerd, bepalen deze leraren in onderling overleg het cijfer voor schoolonderzoek.
- 5 Indien de leraren niet tot overeenstemming komen, wordt het cijfer bepaald op het rekenkundige gemiddelde van hun beoordeling. Indien bedoeld gemiddelde een cijfer met twee of meer decimalen is, wordt het cijfer afgerond op het eerste decimaal, met dien verstande dat deze decimaal met 1 wordt verhoogd indien de tweede decimaal zonder afronding 5 of hoger is.

Artikel 40

- 1 De examinerator vult de door hem vastgestelde cijfers voor het schoolonderzoek in op een cijferlijst, waarvan het model door de directeur van het departement wordt vastgesteld, ondertekent deze lijst en levert deze ten minste een week vóór de aanvang van het examen in bij de directeur.

- 2 De directeur draagt er zorg voor dat de cijfers voor het schoolonderzoek worden overgenomen op een verzamellijst van cijfers, waarvan het model door de directeur van het departement wordt vastgesteld.
- 3 De directeur, de secretaris van het eindexamen en elke examinerator, voor zover het diens kandidaten betreft, vergewissen zich ervan dat de cijfers juist zijn overgenomen en ondertekenen de verzamellijst van cijfers.
- 4 De directeur zendt ten minste drie dagen vóór de aanvang van het examen de ondertekende verzamellijst van cijfers aan de inspecteur. De directeur retourneert de in het eerste lid bedoelde lijst van cijfers aan de examinerator.

Artikel 41

Zo spoedig mogelijk, maar in elk geval vóór het de aanvang van het examen, wordt de kandidaat en bij minderjarigheid van de kandidaat ook diens ouders, voogden of verzorgers, schriftelijk van zijn cijfers voor het schoolonderzoek in kennis gesteld.

Artikel 42

Voor zover het schoolonderzoek in een vak op schriftelijke wijze plaatsvindt, worden de opgaven, het werk van de kandidaten, de eventuele beoordelingsnormen en de voor elk werk toegekende cijfers bewaard tot 1 april van het volgende schooljaar ter inzage van belanghebbenden.

Titel 3 Het examen

1 Algemeen

Artikel 43

Tot de examenvakken behoren:

- a twee door de kandidaat gekozen talen;
- b één door de kandidaat gekozen algemeen vormend vak van de desbetreffende afdeling;
- c voor de volgende afdelingen de drie daarbij vermelde beroepsgerichte vakken;

1 waar het betreft de afstudeervariantvariant:

- f afdeling Toerisme (BVO Tourism)
Toerisme, Verkoopkunde en Bedrijfskunde of Koken en serveren;
- m afdeling Onderhoud (BVO Maintenance)
Vaktekenen, Vaktheorie en een der praktijkvakken

2 waar het betreft de praktijkvariant:

- a afdeling Bouwtechniek Houtbewerken (BVO Maintenance P)
Vaktekenen, Vaktheorie en een van de praktijkvakken.

Artikel 44

De direkteur zendt jaarlijks vóór 1 oktober aan de inspecteur een genummerde alfabetische naamlijst van de kandidaten met vermelding van de examenvakken van iedere kandidaat.

Artikel 45

- 1 De Minister wijst voor elke school een of meer gecommiteerden aan. Indien dit door de direkteur van het departement wordt verzocht, stelt het bevoegd gezag gecommiteerden ter aanwijzing voor.
- 2 Tot de taak van de gecommiteerden behoort:
 - a het beoordelen van het praktisch examen;
 - b het verrichten van de tweede correctie van het schriftelijk examen;
 - c het mede examineren en beoordelen van de kandidaat bij het mondelinge examen;
 - d het selecteren van de aan de kandidaten voor te leggen examenopgaven, examenopdrachten en examenteksten met de daarbij behorende beoordelingsnormen van de niet centraal afgenomen vakken.
- 3 Elke gecommiteerde brengt jaarlijks vóór 1 oktober verslag uit aan de Minister over de in het voorgaande schooljaar bij de uitvoering van zijn verrichte werkzaamheden, uitgeoefende bevoegdheden en gedane bevindingen.
- 4 De gecommiteerden ontvangen uit 's Landskas een bij landsbesluit vastgestelde beloning voor de door hen verrichte werkzaamheden en een vergoeding van reis- en verblijfskosten.

Artikel 46

- 1 Het examen is een schriftelijk, mondeling of praktisch examen dan wel een combinatie daarvan.
- 2 Het examen wordt afgenomen in een eerste tijdvak, waarna de herkansing kan volgen in een tweede tijdvak.
- 3 Jaarlijks vóór 1 augustus stelt de Minister voor het daaropvolgende schooljaar het begin en het einde van het eerste en tweede tijdvak, alsmede het rooster van het schriftelijk examen, vast.
- 4 In bijzondere gevallen kan het examen worden afgenomen in een door de Minister daartoe in te stellen derde tijdvak.

Artikel 47

- 1 Indien een kandidaat zich ten aanzien van het examen aan enige onregelmatigheid heeft schuldig gemaakt of in enig opzicht in strijd met de voorschriften heeft gehandeld en dit vóór of tijdens het examen wordt ontdekt, kan de voorzitter van de examencommissie hem de verdere deelneming aan het examen ontzeggen.

- 2 Indien de onregelmatigheid eerst na afloop van het examen wordt ontdekt, kan de voorzitter van de examencommissie beslissen dat aan de kandidaat die zich hieraan schuldig heeft gemaakt, geen diploma en geen cijferlijst worden uitgereikt.
- 3 Alvorens een beslissing als bedoeld in het eerste tot en met het derde lid, te nemen wordt de kandidaat in de gelegenheid gesteld door de voorzitter van de examencommissie te worden gehoord.
- 4 De voorzitter van de examencommissie stelt de kandidaat, en bij minderjarigheid van de kandidaat ook diens, ouders, voogden of verzorgers, van zijn beslissing in kennis en wijst daarbij op het bepaalde in het zesde lid.
- 5 De voorzitter van de examencommissie maakt van de beslissing en van de feiten waarop deze steunt, onverwijld een rapport op. Hij zendt van dit rapport terstond een afschrift aan de inspecteur.
- 6 Indien door een kandidaat binnen drie dagen nadat de beslissing van de voorzitter van de examencommissie te zijner kennis is gebracht, schriftelijk aan de inspecteur is verzocht de beslissing te herzien, stelt de inspecteur een onderzoek in, beslist op het verzoek en stelt zo nodig vast op welke wijze de kandidaat alsnog in de gelegenheid zal worden gesteld het examen af te leggen in de vakken waarvan hij de zittingen niet heeft meegemaakt.

Artikel 48

De inspecteur kan toestaan dat een lichamelijke gehandicapte kandidaat het examen geheel of gedeeltelijk aflegt op een wijze die is aangepast aan de mogelijkheden die de lichamelijke gesteldheid van de kandidaat biedt. Alsdan bepaalt de inspecteur, na overleg met de voorzitter van de examencommissie, de wijze waarop het examen zal worden afgelegd.

Het schriftelijk en praktisch examen

Artikel 49

- 1 De opgaven en de beoordelingsnormen voor het schriftelijk examen zijn voor alle kandidaten gelijk.
- 2 De Minister stelt jaarlijks vóór 15 oktober commissies in ter samenstelling van de voor het het centraal schriftelijk examen te gebruiken examenopgaven, examenopdrachten en beoordelingsnormen.
- 3 Elke commissie kiest uit haar leden een voorzitter.
- 4 De leden van de commissies ontvangen uit 's Landskas een beloning voor de door hun verrichte werkzaamheden en een vergoeding van reis- en verblijfkosten overeenkomstig bij landsbesluit vastgestelde normen.
- 5 De door de commissies samengestelde concepten voor examenopgaven, examenopdrachten en beoordelingsnormen worden ter hand gesteld aan de directeur van het departement.
- 6 De Minister stelt de examenwerken van de centraal af te nemen vakken vast.

Artikel 50

- 1 Door de examinatoren worden concepten voor de examenopgaven, examenopdrachten, examenteksten en beoordelingsnormen van de niet centraal af te nemen vakken samengesteld en bij de inspecteur ingediend.
- 2 De inspecteur draagt er zorg voor dat de concepten vóór 16 december in het bezit van de gecommitteerden zijn.
- 3 De door de gecommitteerden geselecteerde examenopgaven, examenopdrachten en examenteksten worden ingediend bij de inspecteur.

Artikel 51

- 1 De in de artikel 49, zesde lid en 50, derde lid, bedoelde examenopgaven, examenopdrachten en examenteksten worden door de inspecteur met de vereiste zorg voor geheimhouding vermenigvuldigd.
- 2 De inspecteur draagt zorg voor de toezending van de benodigde exemplaren van de examenopgaven, examenopdrachten en examenteksten alsmede van de bijbehorende beoordelingsnormen in verzegelde pakketten aan de directeur.
- 3 Op de pakketten worden aangegeven het vak waarop de examenopgaven, examenopdrachten en examenteksten betrekking hebben, de dag en het uur waarop zij moeten worden geopend en voor zover de examenopgaven voor het een schriftelijk of een praktisch examen betreft, de tijd die voor het werk beschikbaar is gesteld.
- 4 De directeur draagt er zorg voor dat de pakketten met de vereiste geheimhouding in ongeopende staat worden bewaard tot het in artikel 55, tweede lid, bedoelde tijdstip.

Artikel 52

- 1 De voorzitter van de examencommissie stelt de dagen vast waarop het praktisch examen zal worden afgenomen.
- 2 De voorzitter van de examencommissie is belast met de verdere regeling van het praktisch examen. Hij zendt een rooster van het praktisch examen uiterlijk veertien dagen vóór de aanvang van het examen aan de inspecteur en aan de betrokken gecommitteerden.

Artikel 53

- 1 De surveillance bij het schriftelijk examen is opgedragen aan de surveillanten.
- 2 De surveillance bij het praktisch examen is opgedragen aan de examinator en een surveillant.
- 3 In elk lokaal waar een schriftelijk of praktisch examen wordt afgenomen, zijn ten minste twee personen aanwezig die met de surveillance zijn belast.

Artikel 54

- 1 De voorzitter van de examencommissie of een door hem aangewezen lid van deze commissie stelt de kandidaten vóór de aanvang van het examen in kennis van alle aangelegenheden waarvan zij op de hoogte dienen te zijn.
- 2 De in artikel 51, tweede lid, bedoelde pakketten worden, nadat de surveillanten de gegevens daarop hebben gecontroleerd en in orde bevonden, in tegenwoordigheid van de kandidaten geopend bij de aanvang van het examen. indien de kandidaten in meer dan een lokaal zijn geplaatst, geschiedt de opening in een van deze lokalen.
- 3 Nadat de pakketten zijn geopend, mogen omtrent de opgaven geen mededelingen of inlichtingen aan de kandidaten worden verstrekt, tenzij door of namens de Minister daartoe opdracht is gegeven.

Artikel 55

- 1 Het schriftelijk werk wordt gemaakt op gewaarmerkt papier dat is verstrekt door of namens de directeur.
- 2 Afhankelijk van de aard van de uit te voeren opdrachten voor het schriftelijk examen worden de te verwerken materialen eveneens verstrekt door of namens de directeur.
- 3 Bij het schriftelijk en het praktisch examen is alleen het gebruik van die hulpmiddelen toegestaan die door de Minister daartoe zijn aangewezen.

Artikel 56

- 1 Gedurende het examen verlaten de kandidaten niet zonder toestemming van een surveillant het examenlokaal.
- 2 Een kandidaat wordt tot uiterlijk een half uur na de aanvang van het examen tot dat examen toegelaten.
- 3 Een kandidaat die na de aanvang van het examen tot het examen is toegelaten, levert zijn werk uiterlijk in op hetzelfde tijdstip dat voor de andere kandidaten geldt.

Artikel 57

De surveillanten maken na afloop proces-verbaal op van het examen en leveren dit in bij de voorzitter van de examencommissie.

Artikel 58

Indien een kandidaat om een geldige reden ter beoordeling van de voorzitter van de examencommissie, is verhinderd aan het schriftelijk of het praktisch examen van een of meer vakken deel te nemen, wordt hij in de gelegenheid gesteld het examen te voltooien gedurende de herkansingsperiode.

Artikel 59

In bijzondere gevallen kan de voorzitter van de examencommissie met toestemming van de inspecteur een kandidaat een nieuw examen in een vak of een onderdeel van een vak opleggen. Dit examen wordt afgenomen vóór de in artikel 70, eerste lid, bedoelde vergadering.

Artikel 60

- 1 De voorzitter van de examencommissie stelt het schriftelijk examenwerk, te zamen met een exemplaar van de opgaven, een exemplaar van de beoordelingsnormen en een proces-verbaal van het examen, aan de examinator in het desbetreffende vak ter hand.
- 2 De examinator beoordeelt het schriftelijk examenwerk zo spoedig mogelijk en retourneert dit aan de voorzitter van de examencommissie.
- 3 De voorzitter van de examencommissie zendt het door de examinator beoordeelde schriftelijk examenwerk onverwijld aan de betrokken gecommiteerde.
- 4 De gecommiteerde beoordeelt het schriftelijk examenwerk zo spoedig mogelijk en retourneert dit aan de voorzitter van de examencommissie.
- 5 Het praktisch examenwerk wordt door de examinator en de gecommiteerde ter plaatse beoordeeld.
- 6 Bij ministeriële beschikking met algemene werking kunnen nadere regels worden gegeven met betrekking tot de beoordelingsprocedure.

Artikel 61

- 1 De examinator en de gecommiteerde stellen in onderling overleg het cijfer voor het examenwerk vast. Artikel 39, tweede en vijfde lid, is hierbij van overeenkomstige toepassing.
- 2 De examinator vult de vastgestelde cijfers voor het examen in op een cijferlijst, waarvan het model door de directeur van het departement wordt vastgesteld. De examinator levert de lijst na ondertekening door hem en de gecommiteerde in bij de voorzitter van de examencommissie. Deze vergewist zich ervan dat de lijst deugdelijk is ondertekend en de eindcijfers juist zijn berkend en ondertekent daarna de lijst.

Artikel 62

De directeur bewaart het schriftelijk examenwerk tot 1 april van het volgend jaar ter inzage voor belanghebbenden.

Het mondeling examen

Artikel 63

Artikel 52 is op het mondeling examen van overeenkomstige toepassing.

Artikel 64

De kandidaten leggen het mondeling examen af aan de hand van door de Minister vastgestelde examenteksten en examenopgaven, alsmede van door de kandidaat bij het aanvang van het examen aan de examinerator te overhandigen teksten.

Artikel 65

- 1 Bij het mondeling examen zijn geen andere kandidaten aanwezig.
- 2 Het mondeling examen wordt afgenomen door de examinerator.
- 3 Indien de gecommiteerde daartoe de wens te kennen geeft, is de examinerator verplicht over een bepaald onderdeel van de examenstof vragen aan de kandidaat te stellen.
- 4 Bij het inzien van de hem bij het mondeling examen voor te leggen stukken door de kandidaat is een surveillant aanwezig.

Artikel 66

- 1 De examinerator en de gecommiteerde stellen in onderling overleg onmiddellijk na afloop van het mondeling examen het cijfer vast. Artikel 39, tweede en vijfde lid, is hierbij van overeenkomstige toepassing.
- 2 Zodra het cijfer van het mondeling examen is vastgesteld, vult de examinerator dit cijfer in op een beoordelingsformulier, waarvan het model door de directeur van het departement wordt vastgesteld.
- 3 Van het verloop van het mondeling examen maakt de examinerator proces-verbaal op, dat wordt aangetekend op het beoordelingsformulier.
- 4 De examinerator levert het beoordelingsformulier na ondertekening door hem en de gecommiteerde bij de voorzitter van de examencommissie in.

Artikel 67

Indien een kandidaat om een geldige reden, ter beoordeling van de voorzitter van de examencommissie, is verhinderd aan het mondeling examen in een vak deel te nemen, wordt hij in de gelegenheid gesteld alsnog het mondeling examen af te leggen, zo mogelijk vóór de aanvang van de in artikel 70, eerste lid, bedoelde vergadering.

Uitslag, herkansing, diploma

Artikel 68

- 1 Kennis, inzicht en vaardigheden van een kandidaat worden voor elk examenvak uitgedrukt in een eindcijfer. Artikel 39, tweede lid, is hierbij van toepassing.
- 2 het eindcijfer voor een vak wordt bepaald op het rekenkundig gemiddelde van het cijfer voor het schoolonderzoek en het cijfer voor het examen.
- 3 Bij de vakken waarin alleen een schoolonderzoek wordt afgenomen, is het gewogen gemiddelde van de beoordelingen voor een schoolonderzoek tevens het eindcijfer van het desbetreffende vak.

- 4 Indien het gemiddelde niet een geheel getal is, wordt dit getal afgerond naar het dichtsbijgelegen geheel getal, waarbij halven naar boven worden afgerond tot hele getallen.

Artikel 69

- 1 De uitslag van het eindexamen is gebaseerd op 7 eindexifiers, bestaande uit:
- a de eindexifiers van de vakken, bedoeld in artikel 43, onderdeel a en b,
 - b het eindexifier, zijnde het gemiddelde van de beoordelingen van de vakken waarin alleen een schoolonderzoek is gedaan, waarbij aan de resterende beroepsgerichte vakken een dubbel gewicht wordt toegekend ten opzichte van de andere vakken.
- 2 De kandidaat die eindexamen heeft afgelegd, is geslaagd indien:
- a alle eindexifiers een 6 of hoger zijn;
 - b één eindexifier een 5 is en de overige eindexifiers een 6 of hoger zijn;
 - c ten hoogste twee eindexifiers een 5 zijn, de overige eindexifiers een 6 of hoger, terwijl het gemiddelde van alle eindexifiers ten minste 6,0 bedraagt;
 - d ten hoogste één van de eindexifiers een 4 is, de overige eindexifiers een 6 of hoger, terwijl het gemiddelde van alle eindexifiers ten minste 6,0 bedraagt;
- 3 De kandidaat die het eindexamen heeft afgelegd, is geslaagd indien de kandidaat voor de stage, bedoeld in artikel 28, tweede lid een voldoende is behaald.
- 4 De kandidaat die het eindexamen heeft afgelegd en niet voldoet aan een van de voorwaarden, genoemd in het tweede lid, is afgewezen.
- 5 Elke kandidaat die eindexamen heeft afgelegd, heeft recht om in één vak herkansing te doen.

Artikel 70

- 1 De examencommissie stelt in een vergadering vast welke kandidaten zijn geslaagd of afgewezen.
- 2 Zo spoedig na de vergadering deelt de directeur deze te zamen met de eindexifiers aan iedere kandidaat, en bij minderjarigheid van de kandidaat ook aan diens ouders, voogden of verzorgers, mede.

Artikel 71

- 1 Indien de kandidaat een schriftelijk verzoek om herkansing doet aan de directeur vóór een door de directeur te bepalen en tijdig bekendgemaakt tijdstip, is de uitslag voorlopig.
- 2 Indien de kandidaat niet tijdig herkansing heeft aangevraagd, is de uitslag definitief.

Artikel 72

- 1 De herkansing geschiedt op dezelfde wijze als het normale examen.
- 2 De uitslag van de herkansing wordt vastgesteld met overeenkomstige toepassing van artikel 69.
- 3 Het hoogste van de cijfers, behaald bij de herkansing en bij het eerder afgelegde examen, geldt als definitief cijfer voor het examen.
- 4 Na afloop van de herkansing wordt met toepassing van artikel 69 de definitieve uitslag van het eindexamen door de examencommissie vastgesteld.
- 5 Zo spoedig mogelijk na de vaststelling wordt de uitslag, te zamen met het eindcijfer van het vak waarin de herkansing is gedaan, aan iedere kandidaat ook aan diens ouders, voogden of verzorgers, meegedeeld.

Artikel 73

- 1 Na vaststelling van de uitslag worden de diploma's en de cijferlijsten opgemaakt.
- 2 Bij ministeriële beschikking met algemene werking worden modellen voor de cijferlijsten en de diploma's vastgesteld.
- 3 Op de cijferlijst staan vermeld:
 - a de beoordeling van de stage;
 - b de cijfers voor het schoolonderzoek;
 - c de cijfers voor het examen;
 - d de eindcijfers van de examenvakken, bedoeld in artikel 32, tweede lid, onderdeel a;
 - e de uitslag van het examen.
- 4 Op het diploma staan alle eindexamenvakken vermeld die bij de bepaling van de uitslag zijn betrokken.
- 5 de diploma's en cijferlijsten worden ondertekend door de voorzitter van de examencommissie en de secretaris van het eindexamen.

Artikel 74

- 1 De directeur reikt een cijferlijst uit aan elke kandidaat die eindexamen heeft afgelegd.
- 2 De directeur reikt een diploma uit aan elke kandidaat die geslaagd is voor het eindexamen en een voldoende heeft voor de stage.
- 3 Diploma's worden door de desbetreffende kandidaat getekend.
- 4 Duplicaten van diploma's worden niet uitgereikt.

Artikel 75

- 1 de directeur draagt er zorg voor dat van elke kandidaat de bij het eindexamen behaalde cijfers en de uitslag bewaard blijven in het archief van de school.

- 2 De direkteur verstrekt op verzoek aan belanghebbenden verklaringen over een eindexamen en afschriften van de cijferlijsten.

Artikel 76

- 1 Een schriftelijke verklaring dat een diploma is uitgereikt, die dezelfde waarde heeft als het diploma zelf, kan uitsluitend door de direkteur van het departement worden verstrekt.
- 2 Indien het bevoegd gezag anders dan op grond van dit landsbesluit een getuigschrift uitreikt, draagt het zorg voor dat dat getuigschrift zo wordt opgesteld, dat het niet kan worden aangezien voor een diploma als bedoeld in artikel 74, tweede lid.

Artikel 77

Elke voorzitter van de examencommissie brengt jaarlijks zo spoedig mogelijk na afloop van het eindexamen, doch vóór 1 oktober, verslag uit aan de inspecteur over de in het voorgaande schooljaar bij de uitvoering van zijn taak verrichte werkzaamheden, uitgeoefende bevoegdheden en gedane bevindingen.

School Based Assessment Tests (S.B.A.)

Article 11

1. The School Based Assessment test comprises all of the examination material.
2. Except in the subjects Typing and First Aid, the School Based Assessment Test comprises all the subjects in which a candidate is examined.
3. The School Based Assessment Test of a subject takes place during the last school year by administering two or more tests, with the understanding that the last test is administered within a period of six weeks before the start of the written examinations.
The tests of a subject, collectively cover the material of which the School Based Assessment Test is comprised.

Projects

- a. A School Based Assessment Test can consist partly of a project.
- b. The subject of the project is determined in consultation with the teacher - examiner.
- c. Knowledge of the material used in the project is tested through an oral examination.
- d. During this examination, besides the material used in the project, other material may also be tested.

Article 12

1. The examiner expresses his final evaluation about the knowledge, understanding and skill of the candidate by means of a grade for the School Based Assessment Test.
2. For this he uses a grade between one (1) and ten (10) along with the grades in between in decimals. On this scale of grades, the meaning of the grades between one (1) and ten (10) is as follows:

1 = Very bad	6 = Sufficient
2 = Bad	7 = More than sufficient
3 = Very insufficient	8 = Good
4 = Insufficient	9 = Very good
5 = Almost sufficient	10 = Excellent

3. The grade for the School Based Assessment Test is the average of the evaluations, which were given to the candidate for the School Based Assessment Tests.
4. If a candidate has been examined in one subject by two or more teachers, these teachers will decide the grade for the School Based Assessment Tests among themselves.
If they cannot come to an agreement, the grade will be decided by the numerical average of their evaluations.
5. If an average grade is one with two or more decimals, this figure will be rounded to the first decimal, with the understanding, that this decimal will be increased by one (1) if the second decimal before the rounding is a five (5) or higher.
6. If the average of the evaluations for a School Assessment Test is also the final grade and the average meant in this paragraph is not a whole figure, this will be rounded to the nearest whole figure with the understanding that halves will be rounded up to whole figures.

Article 13

Before the start of the written / oral / practical examination, the candidate is apprised of his grades for the School Based Assessment in writing.

Article 15

1. Without prejudice to what is further specified about this in the Resolution of the School Based Assessment Tests, a candidate who withdraw from the School Based Assessment Test or who is found guilty of any other irregularity, after having had the opportunity to defend himself, can be denied further participation in the School Based Assessment Test or the School Based Assessment already done, can be declared invalid, by the Principal after discussion with the examiner.
2. Denying further participation in the School Based Assessment Test and an invalid declaration of the School Based Assessment means denying participation in the written / oral / practical examinations.
3. A decision to deny further participation in the School Based Assessment test and a declaration of invalidity of the School Based Assessment will be made known to the parents or legal representative responsible for the candidate, by the Principal within three (3) days, in writing.

Article 16

1. The School Based Assessment Test is carried out in accordance with a written fixed Resolution.
2. The Principal provides the Inspector and each candidate with a copy of the Resolution of the School Based Assessment Test, at least two weeks before the start of the School Based Assessment Test, but not later than October 1st of the year in which the School Based Assessment Test is to start.
3. This Resolution mentions, in consideration with what was decided in the articles three (3), eight (8) and eleven (11) through fifteen (15), in any case:
 - a. For each final examination subject, the material which will relate to the School Based Assessment Test.
 - b. For each final examination subject, the manner in which the School Based Assessment Test will take place (written, orally, or practically or a combination of these).
 - c. For each final examination subject, the period or periods in which or the time at which the School Based Assessment Test will take place.
 - d. What was decided in the articles nine (9) through eleven (11).
 - e. The measures, among which those mentioned in article fifteen (15), which can be taken with regard to a candidate who withdraws from the School Based Assessment Tests or is found guilty of any irregularities during the School Based Assessment Test and by whom these measures will be taken.

1. Illness

In case of illness, a candidate must deliver, as soon as possible, but within a week after his return to school, a statement from the doctor in which is clearly stated that the candidate could not possibly have participated in the School Based Assessment Test for medical reasons on that particular day.

Doctor's statements turned in after this period, will not be accepted. A candidate who does not turn in mentioned statement on time, will be considered to have been absent without authorization. For the unauthorized absence, the School Based Assessment Test missed, a one (1) will be given. This grade cannot be changed.

2. Absence for reasons other than illness
 - a. The Directorate will decide if the reason(s) given by the candidate are legitimate or not.
 - b. The Directorate will decide in case of legitimate absence, after consultation with the teacher / examiner and the candidate concerned, when and in which way, a School Based Assessment Test missed, can be made up.
 - c. In case of unauthorized absence a one (1) will be given.
3. Irregularities and measures
 - a. When a candidate appears late at a School Based Assessment Test or an examination, without a valid reason (to be judged by the Directorate) he must complete the test in the time still remaining. Extra time will not be allowed.
 - b. In fraudulent cases (copying, using material not permitted, turning in someone else's work) the candidate will get a one (1).
 - c. If the School Based Assessment Test or part of the examination consists of a work piece or a project and if this is not turned in on the predetermined date, without a valid reason, a one (1) will be given for this School Based Assessment Test or part of the examination.
4. Reason for exclusion from examination
 - a. A candidate who has scored an insufficient grade for the W, E, P, (Work Experience Project = Job Training [stage]) is further excluded from the examination.
 - b. A candidate who does not stick to the rules in connection with the number of books to be read for the subjects; English, Dutch and Spanish will be excluded from examination.
 - c. A candidate who is not in possession of the basic typing certificate will be excluded from the examination. (only applicable for students in the Administrative Sector).
 - d. A candidate caught committing fraud during the examination (copying, using material not permitted pertaining to the subject material) will be excluded from the examination.

- e. A candidate who has not complied with the rules of the School Based Assessment Test will be excluded from the examination by the Chairman of the Examination Committee after the candidate has been heard.
- f. A candidate who, during the last examination school year has missed more than 30% of the lessons, without permission and without legitimate reasons, will be excluded from the examination.
- g. During the final exams the candidate is not allowed to leave the exam room without permission.
N.B. After a decision has been made to exclude a candidate from the examination, the Chairman of the Examination Committee informs the Inspector and the parents of the candidate concerned.
- f. In which cases, to whom and within what period of time, a candidate or his parents, guardians or representatives can appeal, if that candidate has been denied further participation in the School Based Assessment Test or if his School Based Assessment Test has been declared invalid.
N.B. In cases of fraud or other irregularities, the candidate should appeal within five days after completion to the Inspector.

Article 17

1. The examiner fills in the grades determined by him for the School Based Assessment Test on a list of grades, of which the model is determined by the Head of the Department, signs this list and turns it in to the Principal, at least a week before the start of the practical, written or oral examination.
2. The Principal is responsible for ensuring that the grades for the School Based Assessment Test are copied on a collective list of grades, the model of which is determined by the Head of the Department.
The Principal, the Secretary of the final examinations and the examiners, each in so far as it concerns their candidates, makes certain that the grades were copied correctly and signs the collective list of grades.

Exams

Article 31

1. If a candidate with a valid reason, to be judged by the Chairman of the Examination Committee, is prevented from being present for the written portion of the final examination or practical portion of one or more subjects, he will be given the opportunity to complete the examination in the period during which the re examination take place.
2. If a candidate with a valid reason, to be judged by the Chairman of the Examination Committee, is prevented from being present for one or more subjects in the oral portion of the final examination, he will still be given the opportunity to be examined in that subject or those subjects, if possible before the meeting, meant in article 49, begins and in any case within the period in which the re examination take place.

Article 32

1. If a candidate has been found guilty of any irregularity with regard to the final examination and this is discovered before or during the final examination, the Chairman of the Examination Committee will deny him further participation in the final examination.
2. If the candidate has acted, in any way, in conflict with the regulations and this irregularity is discovered before or during the final examination, the Chairman of the Examination Committee can deny him participation or further participation in the final examination.
3. If the discovery of an irregularity happens after the examination has finished, the Chairman of the Examination Committee can decide that the candidate who has committed the fraud, will not be given a certificate or a list of grades.
4. Before implementing any of the previous paragraphs, the candidate will be given the opportunity to be heard by the Chairman of the Examination Committee.
5. The Chairman of the Examination Committee immediately makes up a report of the decision taken, in accordance with this article, and of the facts on which the decision is based. he sends a copy of this report to the Inspector at once.
6. If the Chairman of the Examination Committee applies the previous paragraph, he will draw the attention of the candidate to that which is specified in the next paragraph.

7. The candidate can request that the Inspector reviews a decision of the Chairman of the Examination Committee. Such a request is turned in in writing to the Inspector within three days after the candidate has been notified of the decision. The Inspector makes an inquiry, decides on the request and determines, if necessary, in which way the candidate can still be given the opportunity to do the examination in the subjects he missed.

Article 33

In special cases the Chairman of the Examination Committee, with the consent of the Inspector can administer a new final examination in a subject or a part of a subject. This examination is taken before the meeting meant in article 49,

Examinations second period

- A. re - examination.
 1. The candidate who still can pass the examination, has the right to request a re - examination in, at the most, one of the subjects mentioned in article 3, with the exception of the practical subjects.
 2. The candidate, to this end, sends a written request to the Principal, before a date and time determined by the Principal.
 3. If a candidate has not requested re - examination on time, the preliminary result becomes final.
 4. The re - examination of a written examination is done in the same manner as a regular written examination.
The highest grade scored between the re - examination and the written examination previously taken, will apply as final grade for the written examination.
 5. The candidate, who sits for re - examination in a subject, has passed the examination if his final grade after re - examination still meets the conditions set in articles 46, 47, 49.
 6. The candidate who does not meet the conditions set, has failed his examination.
- B. examinations for those who were ill.

Candidates who were prevented from participating in one or more sessions, and having valid reasons, can complete their examinations in the period of re - examination.

Article 50

The Examination Committee determines, in accordance with articles 41 through 49, which candidates have passed their examination, which have failed and which have been admitted to sit for re - examination, during a meeting

Article 51

1. As soon as possible, after the meeting meant in article 50, the results will be made known to the candidates along with the final grades.
2. The successful candidates are presented their certificates. of which the model is determined by the Minister of Education.
3. Each candidate receives a list, in accordance with A model, determined by the Head of the Department, at the conclusion of the final examinations. On this list and on the certificate, the subjects in which the candidate has been examined are mentioned, as well as the grades scored for those subjects and the results of the examination. Duplicates of certificates are not presented.

Article 54

In cases not covered by this Resolution and for which an immediate decision is necessary, the Chairman of the Examination Committee will decide. His decision is made known to the members of the Examination Committee and to the Inspector as quickly as possible.

BVO Tourism

In the teachers, meeting of December 13th 1994 we discussed the draft of the Minister of Education concerning BVO examinations (Ladvo and Jts).

Proposal

The three core subjects:

- a. Artisan Technics
- b. Salesmanship
- c. Foodproduction and Service

Final Exam Grades

1. English
2. Spanish or Dutch
3. Artisan Technics
4. Salesmanship
5. Foodproduction and Service
6. Tourism
7. Average of the other subjects:
 - a. The language not choosen by 2. (Sba 1x)
 - b. Social Studies (Sba 1x)
 - c. Computer Studies (Sba 1x)
 - d. Business Administration (Sba 2x)
 - e. History of Culture (Sba 2x)
 - f. Local Technics (Sba 2x)

A student will pass for the exam if:

- all grades are at least 6 (six)
- 1 (one) grade is 5 (five) and the other grades are at least 6 (six)
- 2 (two) grades are 5 (five) and the other grades are at least 6 (six), with an overall average of at least a 6 (six)
- 1 (one) grade is a 4 (four), the other grades are at least a 6 (six) and an overall average grade of at least a 6 (six)

Re - exam: only 1 (one) subject.

Sba - Artisan Technics

Sba 1

- Practical Test
- Technical fabric sewing and ready-made clothing technics (end Ladvo 3)
 - A design by using a drawing or painting technic

Sba 2

- Practical Test
- Textile task; a choice of
 - application
 - silk - screen
 - stencil
 - Making a three-dimensional form
 - a choice of
 - clay
 - papier mache
 - plaster
 - wood

Sba 3

Oral and Written Tests, oral tests during the year.
Practical Tests, projects during the year.

Sba - Food production and Service

Practical Tests - Food production.
Each test - six (6) lesson hours.

The student prepares five (5) meals for two (2) persons, according to the following program:

- a. Basic preparation techniques: various meats, fish, poultry, eggs. (blanching, poaching, boiling, steaming, broiling, grilling, roasting, microwaving, baking).
- b. Basic cutting techniques: bionaise, julienne, chinois.
- c. Basic preparations of vegetables: cooking, steaming, sautering.
- d. Basic preparations of ground provisions: starches, pastas. (boiling, baking, frying, mixing)
- e. The use of thickening agents. (flower, eggs, gelatin, cornstarch, potato, creams).

Sba 1 Service
 Theory
 Written Test (90 minutes)
 "Service Craft (Unit ???)

Sba 2 Practical Part
 Practical Test (135 minutes)
 The student prepares the table setting and serve the menu (2 covers), which has been prepared by the student himself.

Sba 3 Theory
 Written Tests in week ???
 "Service Craft (Unit ???)

Sba 1 - Sba 2 - Sba 3 - during the whole schoolyear.

Sba - Tourism

- Sba 1 Oral assignment concerning the sights of the island.
- Sba 2 To give a tour in a taxi or bus.
- Sba 3 Written - Practical Tests
Mean of tests and assignments concerning the subjects dealt with during the schoolyear.

Sba - Salesmanship

Sba 1

Written and Practical Tests

Lettering assignment

- drawing a showcase design on scale
- written test on general Salesmanship
"Selling yes, but how", chapter 1 - 3
- written assignments: Practical Office Administration

Sba 2

Written and Practical Tests

- practical assignment: putting up a decoration around an article
- written test on general Salesmanship
"Selling yes, but how", chapter 4 - 7
- assignment lettering
- written assignment practical Office Administration

Sba 3

Practical Tests

- house style
- organizing a fashion show
- tests and practical assignments during the year

Sba - English

- a. Tests and quizzes from: New world English - Book 3
Tests count twice, quizzes once
- | | |
|----------------|--------------|
| Test U1 + U2 | September |
| Test U4 | During Sba 1 |
| Text U5 (quiz) | November |
| Test U6 | January |
| Test on novel | March |
- b. December
Listening Comprehension
By means of multiple choice questions it is tested if a student has understand the text listened to.
- c. Oral tests during the year.
Reading for pronunciation
- d. February
Written tests in December and January.
Writing a business and a social letter
- e. Oral Exam. During the SO2 period, 15 minutes.
5 min. discussion on a topic chosen by the student.
10 min. guided conversation.

Marking

- a. 40% of the Sba grade
b. 10% of the Sba grade
c. 5% of the Sba grade
d. 15% of the Sba grade
e. 30% of the Sba grade

Sba - Dutch

Sba 1 Tekstverklaring (90 minuten)
 Schriftelijk.

Sba 2 Leesvaardigheid (het lezen van een tekst)
 Mondeling.

Gespreksvaardigheid (15 minuten)
Mondeling.

Beantwoorden van vragen en discussie aan de hand van tenminste drie gelezen Nederlandse boeken.

Sba 3	September	Diktee
	Oktober	Spraakunst
		Spelling
	November	Luistervaardigheid
		Woordbetekenis
	December	Diktee
		Spraakkunst
	Spelling	
	Luistervaardigheid	
	Woordbetekenis	

Alle testen zijn schriftelijk.

Sba 4 Een opdracht in het kader van toerisme (bv. rondleiding)

Beoordeling

Sba 1 Cijfer voor de tekstverklaring.

Sba 2 Cijfer voor leesvaardigheid
 Cijfer voor de boekverslagen gedeeld door drie (3)
 Cijfer voor gespreksvaardigheid

Sba 3 Cijfer voor de onderdelen gedeeld door tien (10)

Sba 4 Cijfer voor de opdracht

Eindcijfer:

De Sba's bij elkaar opgeteld en gedeeld door vier (4)

Spanish

- Sba 1 a. Essential grammar, present tense of regular and irregular verbs
 b. Listening comprehension
 c. Writing a letter

Written exam.

- Sba 2 a. Essential vocabulary
 b. Listening comprehension
 c. Role play situations in restaurant or shop

a and b are written exams
c is an oral exam

Sba 3	October	Grammar
	November	Dictation
	December	Vocabulary
	January	Grammar
	February	Listening comprehension
	March	Letter writing
	April	Dictation
	May	Book summary

All tests are written tests.

Marking

Sba 1 and Sba 2	a and b and c divided by three (3)
Sba 3	Grammar divided by two (2) Dictation divided by two (2) Vocabulary Listening comprehension divided by six (6) Letter writing Book summary
Final score	Sba's are added and divided by three (3)

BVO Maintenance

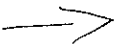
In the teachers' meeting of December 13th 1994 we discussed the draft of the Minister of Education concerning BVO examinations (Ladvo and Jts).

Proposal

The three core subjects:

- a. Carpentry
- b. Maintenance
- c. Technical Drawing

Final Exam grades

1. English
2. Dutch or Spanish 
3. Carpentry
4. Theory of Trade
5. Technical drawing
6. Mathematics (compulsory Avo - subject)
7. Average of other subjects:
 - a. The language not chosen at 2 (Sba 1x)
 - b. Maintenance (Sba 2x)
 - c. Metalwork (Sba 2x)
 - d. Physics (Sba 2x)
 - e. Social Studies (1x)

A student will pass for the exam if:

- all grades are at least 6 (six)
- 1 (one) grade is 5 (five) and the other grades are at least 6 (six)
- 2 (two) grades are 5 (five) and the other grades are at least 6 (six), with an overall average of at least a six (six)
- 1 (one) grade is a 4 (four), the other grades are at least a six (six) and an overall average grade of at least a 6 (six).

Re - exam: only 1 (one) subject.

Sba - Carpentry

Practical Tests

1. Drawing board
2. Wall cabinet
3. End table
4. Dovetailed footstool
5. Window frame and window
6. Round table

Sba point is an average of the result of the six (6) projects.

Sba - Maintenance

1. Principles of Electricity
2. Principles of Car mechanics
3. Metal work
4. Principles of Plumbing
5. Principles of Painting

During the year all kind of tests will be given in accordance to the exam program.

The average of all these tests results in a report grade at the end of each term. Final tests will be held during the third term.

$$\text{Sba point} = \frac{\text{Report 1} + \text{Report 2} + \text{Average of final tests}}{3}$$

Sba - Technical Drawing

Oral Tests

1. Symbols and abbreviations
2. Types of projections
3. Types of drawings
4. Detail drawing

Practical Tests

5. Isometric projection
6. Orthographic projection
7. Dimensioning technics
8. Geometry drawing
9. Plain scale, diagonal scale
10. Proportional scale
11. Bungalow nr. 119
12. Dwelling house nr.120
13. Exploded isometric projection
14. Woodwork joints
15. Dovetail halving
16. Angle halving
17. Through mortice and tenon
18. Bridle joints

1 - 10 in the period August - November

11 - 18 in the period November - April

Sba point is the average of eighteen (18) tests.

Sba - Theory of Trade

Tests out of the book: Carpentry and Joinery. (Chapters are mentioned in the Exam program)

Sba 1

Period August - November - Chapter 1,3,5,6,7 and 9

Tests will be given on every chapter.

Sba point is the average of the six (6) tests.

Sba 2

Period November - April - Chapter 2,4,8,10,12 and 13.

Tests will be given on every chapter.

Sba point is the average of the six (6) tests.