



Republika e Kosovës
Republika Kosovo - Republic of Kosovo
Kuvendi - Skupština - Assembly

Law No. 05/L-018

ON STATE MATURA EXAM

The Assembly of the Republic of Kosovo,

Based on Article 65 (1) of the Constitution of the Republic of Kosovo,

Approves

LAW ON STATE MATURA EXAM

Article 1
The purpose

With this law is regulated functioning, content, conditions, criteria and ways for organization of the state Matura exam.

Article 2
Definitions

1. Terms used in this law shall have the following meaning:

1.1. **State Matura** – assessment of achievements, knowledge, skills and abilities of students acquired during the pre-university education in compliance with Curricula of the Republic of Kosovo, or determination of level of achieved competencies of students and their allowance to continue education at university level.

1.2. **Candidate** – a student, a person, who completes with success the final class of secondary high education and is subject to state matura exam.

1.3. **Administrator and Supervisor** - persons who are assigned by competent bodies for test administration and monitoring.

1.4. **Observer** – a person engaged by MED in cooperation with DEMS to observe and assist the process of testing administration in certain classroom. He/she coordinates tasks and duties with the administrator for a certain classroom accredited by the commission.

1.5. **Monitor** - a person engaged by SMC in cooperation with DEMS to monitor the place where the testing is held in order to provide proofs for the progress of a process. He/she records all carried out activities and reports on completion of the testing process from the starting moment till the end of such process comparing the set standards. Its tasks and obligations shall be determined priory by DEMS and SMC, whereas it is an independent person when reporting the flow of the whole process.

1.6. **Standardized test** - compiled and harmonized test in accordance with metric features of tests that are made by a professional institution for compilation of such tests.

1.7. **MED** - Municipal Education Directorate.

1.8. **DEMS** - Division of Evaluation, Standards and Monitoring.

1.9. **HEI** - Higher Education Institutions.

1.10. **SMC** - State Matura Commission.

1.11. **KCF** - Kosovo Curriculum Framework.

Article 3 **Keeping the exam**

Matura exam is held with standardized test, with equal conditions for all candidates according to the assessment rules and criteria.

Article 4 **State Matura Exam**

State Matura Exam is process of gathering, processing, analyzing, evaluation and of data interpretation in order to determine the degree of knowledge and mastery of competences specified in the curriculum.

Article 5

Candidate`s Rights

1. The candidate is subject to state matura exam in one of the official languages in Kosovo, according to the Law on the Use of languages
2. The candidates with special needs is subject of the state matura exam according to the set conditions and criteria, adjusted for their needs.
3. The candidates from the adult education are also subject of state matura exam.
4. Evaluation conditions and criteria of the candidates with special needs and candidates of adults' education will be determined with special sub-legal acts.

Article 6

Returned candidates from abroad

1. The candidate who has received a certificate of the last class of secondary high school abroad, which is verified in Kosovo, has the right to enter the state matura exam.
2. The candidate is subject to exam there where MEST assigns it, based on the verified document for the relevant direction in cooperation with Municipal Education Directorate.
3. The candidate should meet admission conditions for the exam as all other candidates.

Article 7

Competent bodies

1. MEST is state responsible authority for organization of state matura exam in cooperation with:
 - 1.1. State Matura Commission (SMC).
 - 1.2. Municipal Education Directorate (MED).
 - 1.3. Secondary High Schools.
 - 1.4. Commissions of testing centres.

Article 8

Central State Matura Commission

1. State Matura Commission (SMC) is decision-making, supervisory, organizational, evaluating, analysis and advisory body for matura.

2. State Matura Commission has twelve (12) members with three (3) years mandate, in the following composition:

2.1. MEST three (3) members, one of them is chairperson.

2.2. DESM one (1) member without voting right.

2.3. Higher education institutions three (3) members,

2.4. Kosovo Academy of Sciences and Arts one (1) member.

2.5. MED one (1) member.

2.6. Representative from principals of secondary high schools, gymnasiums and vocational schools two (2) members.

3. The minister nominates the State Matura Commission, taking into consideration the ethnic and gender equality.

Article 9

Duties and Responsibilities of the State Matura Commission

1. Duties and responsibilities of the State Matura Commission are:

1.1. approves the committee members list of subjects for compilation of requests for state matura exam with proposal of DESM.

1.2. approves the working planning for organization of matura exam for the next year compiled by DESM, at the latest by 31st August.

1.3. takes opinions from community on evaluation process progress and according to these opinions, issues instructions for subjects in the matura exam process.

1.4. approves the catalogue and does subject harmonization for matura exam, in compliance with teaching curriculum according to directions respectively profiles, with proposal of DESM.

1.5. publishes testing outcomes in agreement with MEST.

1.6. determines standards for administering the state matura exam.

1.7. approves tests prepared by DESM.

Article 10
Division of Evaluation, Standards and Monitoring

1. Duties and responsibilities of DESM are:

- 1.1. compiles standardized tests based in the Kosova Curriculum approved by MEST.
- 1.2. proposes and trains supervisors, administrators, commission members and other individuals involved in the process of state matura exams.
- 1.3. prepares the data base for candidates of the state matura exam.
- 1.4. prepares and publishes basic and informing materials not later than the October.
- 1.5. during the entire year prepares and publishes subsidiary materials for state matura exam.
- 1.6. prepares and distributes instructions for secondary high schools and MED for organization of preparatory programs for candidates who will be subjected to Matura exam.
- 1.7. organizes and supervises the process of printing, packaging, distribution and gathering of materials for the State Matura Exam.
- 1.8. makes control and data processing of candidates and prepares the results for the announcement.
- 1.9. prepares the report for the matura test progress and technical report for matura exam.
- 1.10. publishes basic materials, informing instructions and results of state matura exam in the MEST website.
- 1.11. creates and proceeds the information manner about announcement and other documents for the matura exam in the website and in media.

Article 11
Municipal Education Directorate

1. Duties and obligations of MED are:

- 1.1. announcement of notice for minister's decision regarding the organization of matura exam.

- 1.2. assignment of duties and obligations for school principals regarding the keeping of matura exam according to the SMC and DESM instructions.
 - 1.3. ensures correct data and in time for candidates, who will be evaluated including also the candidates with special needs.
 - 1.4. proposes administrators and observers according to the DESM instructions.
 - 1.5. assigns facilities for testing centres.
 - 1.6. coordinates the tasks, school – DESM-SMC.
 - 1.7. within three (3) days reports on writing on progress of the state matura exam process.
 - 1.8. analyses the flow and results of state matura exam in school level.
 - 1.9. proposes and takes measures to increase the quality based on results and analyses.
 - 1.10. during the test administration time engages health service teams.
2. Performs also other works which are assigned by supervising bodies.

Article 12 Secondary High School

1. Duties and responsibilities of the secondary high school are:
 - 1.1. prepares list of candidates subjected to state matura exam and sends it to the MED.
 - 1.2. prepares the space for holding the state matura exam according to SMC instructions.
 - 1.3. prepares and offers supporting programs for state matura exam.

Article 13 The Commission in Testing Centres

1. The Commission in Testing Centres consist of three (3) members. Two (2) members from MED and one (1) member from MEST proposed by DESM.

2. Duties and responsibilities of the Commission in Testing Centres are regulated with sub-legal acts and for their violations shall be punished according to Article 29 of this Law.

Article 14
Administrator and Supervisor

1. Administrator and supervisor are assigned by DESM according to MED proposals and instructions of higher education.

2. Work of the administrator and supervisor of the state matura exam shall be monitored by SMC, DESM and the Commission in Testing Centres.

2. Duties and responsibilities of administrator and supervisor will be regulated with sub-legal act and for their violation shall be punished based on Article 29 of this Law.

Article 15
Deadline for organizing state matura exam

The deadline and date for organizing the state matura exam is assigned by the Ministry of Education, Science and Technology.

Article 16
Submission of the matura exam

1. The candidate shall submit the matura exam, at latest fifteen (15) days before the beginning day of the exam.

2. Application sheet for state matura exam is filled in, in the form which is taken in the school and contains data for the candidate.

3. Together with application sheet the candidate submits also:

3.1. certificates on completion of secondary high school classes,

3.2. birth certificate from the matrix book,

3.3. diploma of the secondary vocational high school

Article 17
Content of Matura exam

1. State Matura exam consists of:
 - 1.1. mandatory subjects: native language, mathematics and English language.
 - 1.2. elective subjects proposed by DESM and approved by SMC.
 - 1.3. the candidate shall choose the elective subjects according to the terms foreseen by SMC.
2. Digitalization of state matura exam is adjusted with sub-legal act.

Article 18
Matura exam criteria

1. All students/candidates of gymnasiums, who have completed last year with success, shall be equipped with diploma and are subject of Matura State Exam.
2. All students/candidates that have completed with success the final exam of vocational education shall be equipped with diploma. The ones that wish to be registered at HEI will be subject of State Matura Exam.
3. The passing threshold for state Matura exam is forty percent (40%).
4. All candidates who have passed the state matura exam shall be equipped with certificate from SMC.
5. The form and content of State Matura Exam certificate shall be regulated with sub-legal act by MEST.
6. Unsatisfied candidates with the achieved result in the State Matura Exam, have the right to refuse the result on writing before taking the diploma and shall be subject of State Matura Exam in the following term.

Article 19
Obligations of higher education institutions

1. Higher Education Institutions are obliged to accept the achieved outcomes of the candidates during secondary high education years and the state matura exam results.
2. Higher private and public Education Institutions don't have a right to register students without state matura exam.

3. Students' admission is done based on the achieved outcomes:
 - 3.1. thirty percent (30%) during secondary high education.
 - 3.2. thirty percent (30%) in the state matura exam.
 - 3.3. forty percent (40%) in the internal evaluation of the academic units.

Article 20
Place of keeping the exam

1. Places of keeping the Matura exam is set by SMC.
2. Premises where matura exam takes place, should meet these criteria:
 - 2.1. to have sufficient space for keeping the exam without obstacle,
 - 2.2. to have sufficient lighting and ventilation,
 - 2.3. to have tables instructional and information materials for the exam progress,
 - 2.4. to be supervised and safe in order for the candidates to undergo the exam unhampered from the others.

Article 21
Verification of candidates' identity

1. Verification of candidates' identity during the entry in the state matura exam is done through the official identification document or from document issued by education institution.
2. The candidate is not allowed the entry in state matura exam without identification document.

Article 22
The exam duration

The exam duration is set based on the number of questions and the test format with decision of SMC.

Article 23
Publication of exam results

DESM is obliged that after extraction of exam matura results, to present them to SMC for approval and publication.

Article 24
The right to appeal

The right to appeal have all candidates, who are not satisfied with their evaluation process.

Article 25
The subject to which the appeal is submitted

1. The candidate has the right to submit appeal:

1.1. in the first instance to DESM.

1.2 . in the second instance to the Commission for Complaints and Appeals at MEST.

Article 26
The deadline for submitting the appeal

The deadline for submitting the appeal in the first instance body is three (3) days after publication of results, while in the second instance body is five (5) days from the day when the candidate takes response on appeal.

Article 27
The deadline for taking the decision after the appeal

1. The deadline for taking the decision in response to the appeal:

1.1. from the DESM is three (3) days from the day when the candidate has submitted the appeal.

1.2. from the Commission for Complaints and Appeals at MEST is five (5) days from the day when the candidate has submitted the appeal.

Article 28
Preservation and archiving

Preservation and archiving of the matura exam documentation will be done based on legal provisions in force for preservation and archiving of the official documentation.

Article 29
Penalty provisions

1. Members of the Commission in testing centres, administrator, supervisor and observer of state matura exam, who violates the rules of the test administration, shall be punished for offence in the amount from three-hundred (300) Euro up to five hundred (500) Euro.
2. Members of the Commission in testing centres, administrator, supervisor and observer of state matura exam, who reveals any secret of the test, shall be punished with fine in cash from one-thousand (1000) up to three-thousand (3000) Euro as well as with disciplinary and penal measures foreseen in the Kosova Criminal Code.
3. The candidates, who during the state matura exam violate the rules of conduct set forth by the relevant guide for the exam, matura test is cancelled for them, and they are subject of the same exam in the next terms.

Article 30
Establishment of the Agency

By establishing the Kosovo Curriculum, Standards and Assessment Agency according to the Law No.04/L-032 on Pre-University Education in the Republic of Kosovo, the responsibility for organization of state matura exam shall be conveyed to DESM to the Agency.

Article 31
Sub-legal Acts

Ministry of Education, Science and Technology within three (3) months after entry into force of this law, shall issue sub-legal acts for its implementation.

Article 32
Repealing provisions

With entry into force of this law, the Law no. 03/L-018 on Final Exam and State Matura Exam shall be repealed.

Article 33
Entry into force

This law shall enter into force fifteen (15) days after its publication in the Official Gazette of the Republic of Kosovo.

Law No. 05/L-018
14 December 2015

President of the Assembly of the Republic of Kosovo

Kadri VESELI