



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

Law No. 03/L-018

ON FINAL EXAM AND STATE MATURA EXAM

Assembly of Republic of Kosovo,

Pursuant to article 65 (1) of the Constitution of the Republic of Kosovo,

With the aim to provide a legal framework in order to regulate the Final and State Matura Exam in Kosovo,

Approves

THE LAW ON FINAL EXAM AND STATE MATURA EXAM

CHAPTER I

GENERAL PROVISIONS

Article 1

Purpose

This draft law shall regulate the organizing procedure, content, conditions, criteria and procedures of the Final and State Matura Exam in Kosovo.

Article 2

Definitions

“**The final exam**” is the internal evaluation of the end of the corresponding education level, through which is carried out the verification and achievement of knowledge and skills in order to determine the final achievements in vocational schools.

“The State Matura” is the standardized final exam, monitored and assessed in order to prove the completion of the upper secondary school level and proves the level of knowledge of the candidate for work and continuing the tertiary education in harmony with corresponding enrolment procedures.

“Candidate” is the pupil, attendees and persons who complete successfully final grade of the upper secondary school 12or13.

“Administrators and observers” are those persons who are appointed by the competent authorities for test administration.

“Standardized test” is the test prepared and calibrated in harmony with metrical characteristics of test made by a professional institution for compilation of such tests.

Article 3 Exam development

- 1 The final exam shall be developed in theoretical and practical parts depending on certain fields
2. The Matura exam shall be developed with the standardized test

Article 4 Final and State Matura Exam

- 1 Final exam is the internal evaluation of a completing the educational level by which is verified the achievement of knowledge and skills on determining the final achievement in the Vocational schools.
- 2 The state Matura exam is a process of collection, processing, analyzing, evaluation and interpreting of the data in order to determine the level of gaining the instructing objectives set into the school programs.

Article 5 Candidates

- 1 The candidates shall sit the final and Matura exam in equal conditions and criteria regarding the theoretical and practical part according to the certain educational profile.
- 2 Candidates shall sit to the Matura exam at the same time with equal conditions and criteria.
- 3 Candidates with special needs shall sit to the final and Matura exam based on conditions and criteria adapted to them.
4. Attendees of adult education shall sit to Matura exam too.
5. The evaluation conditions and criteria of the candidates with special needs and for attendees of adult education will be determined by special sub-legal acts.

Article 6
The returned candidates from abroad

1. All the candidates who have been studying abroad and who received an equivalent certificate to the last level of upper secondary education in Kosovo and which is officially verified, are allowed to enter in Final and State Matura Exam.
2. The returned candidate from abroad shall enter into the exam in the place where determined by the MEST, based on document officially verified for a certain branch in cooperation with MED.
3. The returned candidate from abroad should fulfill conditions for entering the exam as all the other candidates.

CHAPTER II

Special provisions

Article 7
Competences

Ministry of Education, Science and Technology is responsible state authority for organizing the final and Matura exam in cooperation with:

- 1.1. Central State Commission of Matura (CSCM),
- 1.2. Evaluation Center (EC),
- 1.3. Municipal Education Directory (MED),
- 1.4. The commissions of the evaluation centers,
- 1.5. The Evaluation commissions in schools and
- 1.6. Exam council of schools

Article 8
Central State Commission of Matura

1. The Minister appoints the Central State Commission of Matura.
2. The Central State Commission of Matura (CSCM) is the supervising, advising, and decision-making body for all issues related to the Matura.
3. The Central State Commission of Matura has 9 (nine) members appointed with 3 (three) years mandate in the following composition:
 - 3.1 MEST 2 (two) members,

- 3.2. University 3 (three) members,
 - 3.3. Academy of Science 1 (one) member,
 - 3.4. Evaluation Center 1 (one) member,
 - 3.5. MED 1 (one) member,
 - 3.6. Representatives of the school directories of the upper secondary schools 1 (one) member
4. Duties and responsibilities of the Central State Commission of Matura:
- 4.1. approves the list of the commission members through the proposal of the subject commissions for drafting of the requests for the Matura state exam with the proposal of the evaluation center;
 - 4.2. shall oblige the MED to collect the data for the candidates of the Matura exam pursuant to the instructions of the evaluation center;
 - 4.3. plans and prepares the organizing of the Matura Exam for the coming year in cooperation with the evaluation center latest till the 31st of December.
 - 4.4. gets opinions form the community for the evaluation process and based on these opinions they issue instructions and sets up the responsibilities for the subjects in the Matura Exam.
 - 4.5. approves the catalog of subjects and harmonizes the subjects for the Matura Exam in harmony with curricula pursuant of branches and profiles.
 - 4.6. during the time of the test administration in testing centers shall engage teams of medical support and sets the form for protection of secret in the Matura Exam and in the final exam.
 - 4.7. announces the results of test in agreement with MEST.

Article 9

Evaluation Center (EC)

1. Evaluation Center operates within MEST
- 2 The work of the center for evaluation of the Matura Exam is professional and with responsibilities.
- 3 The obligations and responsibilities of the Evaluation Center:
 - 3.1. analyses the curricula and school textbooks approved by MEST, prepares and publishes the supporting materials for Matura Exam;
 - 3.2. drafts the standardized tests in support to curricula and school textbooks approved by MEST
 - 3.3. proposes and trains the members of commission and other individuals involved in the Matura Exam;

3.4. sets the technical preparing, packing, delivering and collection of the exam materials for State Matura exam under police protection;

3.5. supervises the process of Matura Exam, organizes and performs the evaluation of tests, performs checking and preparation of the data of the candidates;

3.6. announces the results of each candidate in the Matura Exam and archives every material of the exam based on the Law for archiving for six (6) months in the institutional environment.

3.7. prepares the report for the development of the Matura Exam and the technical report for the candidates achievement in Matura Exam and respectively informs MEST.

3.8. develops and proceeds the information system for the announcement and other documents of the Matura exam in web page and in Media.

3.9. performs other duties as set by other supervising bodies.

Article 10 Municipal Education Directories

1. Duties and obligations of MED are as following:

1.1. announcing the information for the Minister's decision regarding the organizing of the Matura Exam;

1.2. setting up duties and obligations for school directors in relation to the Final and Matura Exam based on the instructions of the CSCM;

1.3. provides accurate data and in time for candidates that will be evaluation including candidates with special needs;

1.4. proposes the administrators and observers based on the instructions of the evaluation centers;

1.5. after the decision of the CSCM, determines the facilities for evaluation centers, coordinates the operation school-center of evaluation – central commission;

1.6. brings the report of the process within seven (7) days in the Evaluation Center.

2. Performs other duties which will be set by other supervising bodies.

3. Non-fulfillment of the instructions by the evaluation center shall be sanctioned.

Article 11 Commissions in Testing Centers

1. The commission in the test centers is composed of 3 (three) members:

1.1. two representatives of MEST –one of them will be Chairman and the other one will be a member; and

1.2. MED 1 (one) member

2. The duties and responsibilities of the commission in the test center are:

2.1. accepts the tests from the Evaluation center, contacts and coordinates the tasks with the administrators and observers in the Test Centers;

2.2. monitors the testing process based on the instructions of CSCM and after the end of testing receives the tests from the administrators and observers.

2.3. protects the secret of test since admission of the test by the Evaluation Center till the moment of their delivery to the Evaluation Center;

2.4. reports to CSCM for the development of the test in the test center.

3. Commission is responsible for non-fulfillment of the duties by the higher authorities.

Article 12

Administrators and observers of the Test

1. The administrators and observers are appointed by the MED for the next Municipal education director of the Municipality, whereas their appointing in parallels shall be performed by the heads of the commissions in evaluation centers.

2. The duties and responsibilities of the administrators and observers of the test are:

2.1. verification of candidates who sits to the Matura exam;

2.2. delivering of the completed test personally to each candidate.

2.3. collecting the tests completed by each candidate.

2.4. keeping the peace and order where the exam takes place and creating the safe conditions for protection of tests of the candidates till the moment of submission to the Evaluation Center of the Test.

3 Tests should be opened and closed in front of candidates with special envelope and barcodes.

4 The material for Matura Exam shall be taken from the Central Evaluation Commission and then submitted to the same commission with minutes attached.

5 The administrators and observers are legally responsible, and upon the legal provisions in force for protection of secret and tests safety till the moment of their submission into the Evaluation Center of the test.

6 Duties and other responsibilities of administrators and observers shall be determined by sub-legal act.

Article 13
School commissions for the final exam

1. The school commissions are composed of 3 (three) members.
2. The head of the commission is the school director or authorized person by him, whereas other members are selected from the school council.
3. The duties and obligations of the school commission are:
 - 3.1. announcement on the school environment of all documents and information, necessary for development of the final exam;
 - 3.2. equipping the candidates with the application forms for final exam and submission/acceptance of the same one filled in.
 - 3.3. regulating the exam environments and proceeding with the final exam;
 - 3.4. shall keep minutes of the operation of commission and the final exam's results must be filled in the matrix book of the student.
4. Performs other duties as set up by the supervisory bodies.
- 5 . The commission will be responsible for their duties.

Article 14
Exam School council for the final exam

1. The final exam shall be organized by:
 - 1.1. the exam school council; and
 - 1.2. the evaluation commission.
- 2 The Exam school council consists of 3 (three) members and they are:
 - 2.1. The school director, in cases of absence the replacement is the vice director of the school or the person authorized by the director;
 - 2.2. administrator / the school secretary; and
 - 2.3. the heads of the evaluation commissions.

Article 15
Evaluation commission of the final exam

1. The evaluation commissions shall be appointed by the school director through the professional consulting of prior activities.
2. The evaluation commission consists of 3 (three) members:
 - 2.1. the head of the active of the corresponding subject;

- 2.2. the examiner; and
- 2.3. the permanent member of the commission / class master.
3. The reserve members of the evaluation commission shall be appointed by the director.

Article 16
Term for organizing the exams

1. The final exam shall be organized at the end of the academic year prior to the Matura Exam; the candidate who did not pass the final exam is not allowed to enter into the Matura Exam.
2. Matura exam is organized in two regular terms: in the term of June and August, whereas for the unusual terms Minister decides.
3. The date of the Matura exam will be appointed by the Minister of Education, Science and Technology and it will be public for all.
4. Candidate, who does not pass the Matura exam according to the passing criteria in the certain term, or does not sit the final exam due to the certain reasons, he should re-examine the Matura exam.
5. Candidate, who does not achieve the passing criteria of the Matura exam in the regular and certain terms which have been decided by MEST, he has to sit the final exam in the following school year.

Article 17
Submission of the final and Matura exam

1. Candidate is obliged to submit the sheet for the final or Matura exam not later than 10 (ten) days before the day of the Matura exam.
2. The submission sheet for the final shall be filled in the form issued in the school and contains the data for student, number and the date of certificate for the end of the grade 12/13.
3. Together with the submission sheet the candidate presents also:
 - 3.1. the certificates for completion of the upper secondary school;
 - 3.2. the certificate from the matrix book of the births
 - 3.3. the pay bill from the bank;
 - 3.4. to enter the final exam, the candidates who have completed final exam should bring their evidences of their completion of the final exam.
4. The head of the school commission, after proving the candidate fulfills the conditions for final exam or Matura exam, in harmony with the law and other sub legal acts in force, allows the entry into the final exam or Matura exam

5. The amount of payment for final and state Matura exam is determined for every term by CSCM.

Article 18 **Content of the Matura Exam**

1. Matura exam consist of:

1.1. general educational subjects as: mother tongue, English language and mathematics;

1.2. special subjects depend on the type of gymnasium.

2. Candidates of vocational schools, grade XIII and students of Art schools:

1.1. students shall sit to the final exam in theory and practical part.

1.2. in the Matura exam students sit in the general subjects learned according to the curriculum.

3. Model of the test for assessing Matura exam shall be drafted by Evaluation Centre.

Article 19 **Criteria on Matura exam**

1. Criteria on Matura exam are determined by MEST with sub-legal act.

2. Each candidate, who sits in the Matura exam, the limit of passing the exam is 50% from the overall results of the achieved points of Matura exam.

3. Candidate, who reaches the passing criteria according to paragraph 2 of this Article, is entitled as Graduate in the High Secondary School and achieves the general condition to continue further studies.

4. Candidate, who does not reach the results for passing the exam according to paragraph 2 of this Article, is announced as the repeater of the Matura exam.

Article 20 **Higher Education Obligations**

1. All higher education institutions are obliged to accept the achieved results during the secondary school (intern evaluation) and achieved results from the State Matura exam (external evaluation).

2. Admission of students shall be carried out based on the results of Matura exam:

2.1. 20% during the secondary school and high school;

2.2. 50% on Matura exam;

2.3. 30% on intern evaluation of academic units

3. The term when the Matura exam shall be the only condition for students' admission in higher education institutions, is determined in the transitional provisions of this Draft Law.

Article 21
Facility of Matura exam

1. Final exam will take place in the school facility or in other facilities determined by School Commission.
2. Matura exam will take place in the school facilities or in other facilities for which Central State Commission of Matura decides.
3. Facilities, where the final and Matura exam takes place, shall meet the following criteria:
 - 3.1. sufficient space for conducting the exam without difficulties,
 - 3.2. sufficient light and fresh air-conditioned,
 - 3.3. no posters, no blackboard or other materials related to the exam,
 - 3.4. supervised and insured that the candidates sit the exam without being interrupted by others.

Article 22
Verification of candidates' identity

Verification of candidates' identity while entering the final or Matura exam shall be carried out through official identity documents;

Article 23
Duration

Final and Matura exam shall last (one hundred eighty) 180 minutes.

Article 24
Prohibition of exam continuation in other school

Candidate, who has started the exam in a certain school, cannot continue the exam in another school.

Article 25
Publication of the exam results

Evaluation centre is obliged that rights after the results of mature exam come out, to propose to the CSCM for ratification and publication.

Article 26
Right on appeal

1. All the students or attendees have the right on appeals, who are not satisfied with the process of verification and evaluation.
2. The term for submitting the appeal is (three) 3 days after the publication of the results.

Article 27
Appeal submitting authority

1. The candidate has the right to file an appeal:
 - 1.1. in the first instance:
 - 1.1.1. to the school evaluation commission for the final exam, and
 - 1.1.2. to CSCM for Mature exam;
 - 1.2. in the second instance, in the Commission for submission and appeals at MEST.

Article 28
Deadline for submission of appeals

Deadline for submission of appeals, in the first instance, is (three) 3 days after the result publication, while in the second instance within (eight) 8 days from the day that the candidate has been notified.

Article 29
Term on taking decision

1. Term on taking the decision on the appeal's answer:
 - 1.1. from evaluation commission is (seven) 7 days;
 - 1.2. while the term on taking the decision from MEST is within (fifteen)15 days from the day when candidate has filed an appeal.

Article 30
Recording and Archiving

1. Recording or archiving of the documentation of the final and Matura exam shall be carry out based on legal and sub-legal provisions in power for retention and archiving of the documentation.
2. Meeting minutes from the central commission and school commission shall be signed by the president, secretary and members.

3. Book of minutes has a sustained value and is kept on hard covers;
4. Final marks/grades of the subjects are transferred from minutes to matrix book.

Article 31 Certificate and diploma

1. Candidate, who passes the final exam, will be issued the certificate.
2. Candidate, who passes the Matura exam, will be issued the diploma for graduation on secondary high school;
3. Form and content of the final exam certificate and diploma of Matura exam is regulated by the MEST special decision.

Article 32 Financing

1. All incomes realized with this Law are public financial means and they are deposited in the Kosovo Consolidated Budget.
2. Payment of the candidate's participation should be made in Bank.
3. Minister of MEST and MEF agree with a Memorandum of Understanding for the treatment of self incomes.

Article 33 Sanctions

1. President, member, administrator or observer of the mature test who reveal any test secrecy which is considered as minor violation should be punished for the minor offence in sum of five hundred 500- one thousand 1000 Euro, based on the mitigating and aggravating circumstances and disciplinary measures.
2. President, member, administrator or observer of the mature test who reveals any test secrecy which is considered as serious violation of the mature test can be fined by the penalty of two thousand 2000- five thousand 5000 Euro and disciplinary and penal measure predicted by the Article 169 of the Criminal Code of Kosovo as Unauthorized Disclosure of Confidential Information.

CHAPTER III

Transitional and final provisions

Article 34 Transitional and final provisions

1. Results of the State Matura exam will be considered as a base for admission in higher education institutions during the academic year 2011/2012.
2. By entering into force of this Law, all other provisions that regulated this field are invalid.

Article 35 Entry into force

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

**Law No. 03/L-018
6 November 2008**

President of the Assembly of Republic of Kosovo

Jakup KRASNIQI