**Sample Letter from Student 18 Years or Older**

**Fields in yellow = to be updated**

Dear Director Goggins,

Under my right to view and get a copy of my Pre-Baccalaureate examinations, as per Article 6.3.10 of the *Arrangements for Implementing the Regulations for the European Baccalaureate (Applicable for the Year 2022 European Baccalaureate Session)*, I am hereby requesting a copy of:

* my original Pre-Baccalaureate script
* the mark awarded, potential annotation and sub-marking
* the examination paper
* the marking scheme

for the following long examination subjects:

* SUBJECT CODE: Subject Name x periods (Language)

e.g. S7ECOFRA: Economics (French)

* etc.
* etc.

and the following short examination subjects:

* SUBJECT CODE: Subject Name x periods (Language)
* etc.
* etc.

I am 18 years of age as of [full date].

I thank you in advance for making all these documents available no later than 3 calendar days after receipt of this request.

Sincerely,

[Name, last name, class of student]

**Sample Letter from Parents for Students under 18 Years**

**Fields in yellow = to be updated**

Dear Director Goggins,

As the parent of [student’s name, last name, class] and under the right to view and get a copy of the Pre-Baccalaureate examinations, as per Article 6.3.10 of the *Arrangements for Implementing the Regulations for the European Baccalaureate (Applicable for the Year 2022 European Baccalaureate session)*, I am hereby requesting a copy of:

* my child’s original Pre-Baccalaureate script
* the mark awarded, potential annotation and sub-marking
* the examination paper
* the marking scheme

for the following long examination subjects:

* SUBJECT CODE: Subject Name x periods (Language)

e.g. S7ECOFRA: Economics (French)

* etc.
* etc.

and the following short examination subjects:

* SUBJECT CODE: Subject Name x periods (Language)
* etc.
* etc.

I thank you in advance for making all these documents available no later than 3 calendar days after receipt of this request.

Sincerely,

[Name, last name of parent]

parent of [Name, last name, class of child]

Reference Material

*Règlement d’application du Règlement du Baccalauréat européen (applicable pour la session 2022 du Baccalauréat européen)* <https://www.eursc.eu/BasicTexts/2015-05-D-12-fr-28.pdf>

*Arrangements for Implementing the Regulations for the European Baccalaureate (Applicable for the Year 2022 European Baccalaureate session)* <https://www.eursc.eu/BasicTexts/2015-05-D-12-en-28.pdf>