

General adult education (Almen voksenuddannelse or avu)

Single subject examination certificate

Examinees who have completed examinations can by request be issued with a examination certificate.

The examination certificate consists of two pages which may be printed either on one sheet of paper (front and back) or two sheets. The two pages contain individual information as well as general information on the general adult education and training programmes.

The institution issues one examination certificate for each subject when all examinations of the subject have been taken.

Paper format and quality

White paper in format A4 is to be used, The institution decides the quality of the paper.

The main structure of the certificate

- Personal data
- Dispensations
- Information about marks etc.
- Institutional information and signature
- The second page of the certificate

Personal data

Name, social security number of the examinee and term of the latest examination taken. Final examination term is stated with, for example, 'Winter 2019/20 or Summer 2019/20'.

Dispensations

In cases where the Ministry of Education has granted a dispensation in connection with the examination, it must be indicated with an * in the mark box where the dispensation has been given, and there must be a reference to the specific dispensation in the text box.

Information about marks etc.

The certificate includes only subjects and levels where marks have been given, - or subjects for which credits have been transferred (marked with M) - if relevant without marks, i.e. where a subject has both an oral and a written examination and credits have been granted for one of the examination. Credits can be given in accordance with Executive Order No. 487 of 16 May 2017 on General Adult Education (avu-bekendtgørelsen).

The education from which the credits have been transferred shall be stated on the certificate.

Subjects

The name of the subject includes level and form of final evaluation where more forms may occur (i.e. written and oral).

The announced stated name of the subject shall be used.

Columns **Mark**

Are to be filled in with marks from the 7-point marking scale (including marks converted from the 13-point marking scale.) Marks that have been converted from the 13-point marking scale are marked with *.

Columns **ECTS**

Are to be filled in with the mark from the ECTS-scale which corresponds the mark from the 7-point marking scale, cf. Appendix 3 the Executive Order No. 262 of 20 Marts 2007 on the Marking Scale and Other Forms of Assessment.

Institutional information and signature

Institution number and institution name etc. are stated together with the signature of the one issuing the certificate.

The second page of the certificate

The second page of the certificate holds general information about the general adult education. Furthermore, reference is made to the Executive Order No. 262 of 20 Marts 2007 on the Marking Scale and Other Forms of Assessment.