

Certificate for the General Preparatory Examination (Almen forberedelseksamen)

Below you will find a description of the main structure of the certificates for the General Preparatory Examination.

No preprinted forms for the certificates will be developed. The certificates will be printed through the local administrative systems, or possibly through other systems that use data from the local administrative systems.

The certificate includes two pages and may be printed either on one sheet of paper (front and back) or on two sheets. The two pages contain personal data and general information about the training.

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 and term of the latest examination taken.

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. Credits can be given in accordance with Executive Order No. 1380 of 10 December 2019 on General Adult Education (avu-bekendtgørelsen).

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

Subjects

The name of the subject includes level and final evaluation form where more forms may occur (i.e. written or 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 *. Marks that do not weight as passed shall not be stated on the certificate.

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 in the Executive Order No. 262 of 20 March 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 Preparatory Examination, including a description of the subjects involved.

Furthermore, reference is made to the Executive Order No. 262 of 20 March 2007 on the Marking Scale and Other Forms of Assessment.