

## **Procedures for the Selection, Apprenticeship and Taking of Qualification Examination of a Candidate to the Office of a Judge**

*Issued pursuant to  
Section 52, Paragraph four and Section 54.<sup>1</sup>,  
Paragraph one of the Law On Judicial Power*

### **I. General Provisions**

1. The Regulation prescribes the procedures for the selection, apprenticeship and taking of qualification examination of a candidate nominated for the first time to the office of a regional court, district (city) court and Land Registry Office judge (hereinafter – candidate to the office of a judge).
2. The Court Administration (hereinafter – the Administration) shall ensure the course of selection and apprenticeship of a candidate to the office of a judge.

### **II. Procedures for Applying to a Vacant Office of a Judge and for Examination of the Application**

3. Application for a vacant office of a judge shall be announced in the newspaper *Latvijas Vēstnesis* [the official Gazette of the Government of Latvia]. The announcement shall specify the information regarding the requirements set forth to the candidate to the office of a judge, the deadline for applying and the place for submitting the application. The announcement shall also be posted on the Internet website ([www.tiesas.lv](http://www.tiesas.lv)).
4. A person who wishes to apply for the office of a judge in a regional court, district (city) court or a Land Registry Office shall submit a reasoned written application, *curriculum vitae* (CV) and documents attesting to education and work experience in the legal speciality to the Administration.
5. The time period for applying shall be no less than 20 days from the day of publishing the announcement in the newspaper *Latvijas Vēstnesis*.
6. The Administration shall, within one month from the day of submitting the application, examine the application, the documents appended thereto and shall assess the compliance of the person with the requirements laid down for a candidate to the office of a judge in the Law On Judicial Power.
7. In order to verify that none of the restrictions laid down in Section 55 of the Law On Judicial Power exist, the Administration shall request information regarding the candidate to the office of a judge from relevant competent authorities. Where necessary, the Administration shall also

request additional information from other competent authorities or officials, as well as from the candidate to the office of a judge.

8. If the candidate to the office of a judge meets the requirements laid down in the Law On Judicial Power, the Administration shall invite the candidate in writing to a structured interview at least five working days before the date of the first selection round, specifying the place, date, and time of the interview.

9. If the candidate to the office of a judge does not comply with the requirements laid down in the Law On Judicial Power, the Administration shall take a decision not to nominate the candidate to the office of a judge. The candidate to the office of a judge may contest the decision of the Administration within one month after it has been notified, by submitting a reasoned application to the State Secretary of the Ministry of Justice. The decision on the contested administrative act may be appealed to a court in accordance with the procedures laid down in the Administrative Procedure Law.

### **III. Commission for the Selection of Candidates to the Office of a Judge**

10. The director of the Administration shall establish a commission (hereinafter – the Commission) for the selection of candidates to the office of a judge. The Commission shall consist of:

- 10.1. a representative from the Ministry of Justice;
- 10.2. two representatives from the Administration;
- 10.3. the Chief Judge of the respective regional court or his or her representative and a representative from the Supreme Court, if the candidate to the office of a judge has applied for the office of a regional court judge;
- 10.4. the Chief Judge of the respective district (city) court or his or her representative and the Chief Judge of the regional court or his or her representative, if the candidate to the office of a judge has applied for the office of a district (city) court judge;
- 10.5. the Chief Judge of the respective Land Registry Office or his or her representative and the Chief Judge of the regional court or his or her representative, if the candidate to the office of a judge has applied for the office of a Land Registry Office judge.

11. The director of the Administration shall appoint the chairperson of the Commission from amongst the members of the Commission.

12. The chairperson of the Commission shall be responsible for the course of the selection of the candidate to the office of a judge (hereinafter – selection), evaluation and determination of results in accordance with the requirements of this Regulation.

13. The Administration shall ensure the work of the Commission. The duties of the secretary of the Commission shall be fulfilled by a person appointed by the Administration.

### **IV. General Provisions for the Selection**

14. The selection shall take place in two rounds:

- 14.1. the first round – structured interview – is evaluation of conformity of the skills of the candidate to the office of a judge with fulfilment of the duties of the office of a judge;
- 14.2. the second round – testing of the professional preparedness – is examination of the professional knowledge of the candidate to the office of a judge, which is necessary for fulfilment of the duties of the office of a judge.

15. Prior to each selection round, the secretary of the Commission shall compile a list of persons participating in the selection and verify the personal data of the candidates to the office of a judge according to the personal identification document presented.

16. The candidates to the office of a judge, the chairperson of the Commission, members of the Commission, secretary of the Commission, as well as experts invited by the chairperson of the Commission (hereinafter – expert) may be present in the selection premises.

17. During the selection process, the candidate to the office of a judge is prohibited from using means of communication and auxiliary materials.

18. The course of the selection shall be recorded in minutes:

18.1. the minutes of the structured interview shall be signed by the chairperson of the Commission and the secretary of the Commission. An evaluation sheet of the structured interview (Annex 1) shall be appended as annex to the minutes;

18.2. the minutes of the professional preparedness test shall be signed by the chairperson of the Commission, members of the Commission, and the secretary of the Commission. An essay evaluation sheet (Annex 2) and a selection result sheet (Annex 3) shall be appended as annex to the minutes.

19. The Administration shall keep the original copy of the minutes for three years as of the structured interview date or the date of the professional preparedness test in accordance with the provisions for the storage of archive documents.

## **V. Structured Interview**

20. During a structured interview, the following skills of a candidate to the office of a judge shall be evaluated:

20.1. to obtain and analyse information in order to make justified conclusions;

20.2. to take decisions, assessing the information and using different approaches for resolving a problem;

20.3. to explain and convince of own opinion;

20.4. to analyse own actions and listen to criticism;

20.5. to find a compromise in problem situations;

20.6. to maintain emotional balance in stressful situations.

21. During the structured interview, each candidate to the office of a judge shall be interviewed by two experts who have acquired the training programme for selection of candidates to the office of a judge. One of the experts shall also carry out the duties of the secretary of the structured interview.

22. The secretary of the structured interview shall invite the candidates to the office of a judge to the selection room one by one. The questions of the structured interview shall be asked according to a pre-drafted plan.

23. On the day of the structured interview, the Administration shall notify in writing the candidate to the office of a judge regarding the place, date, and time of the professional preparedness test, as well as regarding the topic of the essay (hereinafter – notification). Information regarding the topic of the essay shall also be posted on the Internet website ([www.tiesas.lv](http://www.tiesas.lv)).

24. Non-arrival to the structured interview shall ban the candidate to the office of a judge from further participation in the selection process.

25. If a candidate to the office of a judge who has failed to arrive to the structured interview applies for another vacancy of the office of a judge within six months from the date of the structured interview, he or she, in submitting an application, need not append the *curriculum vitae* (CV) and documents attesting to education and work experience in the legal speciality.

## **VI. Professional Preparedness Test**

26. The professional preparedness test shall consist of a test and presentation of an essay, to be conducted on the same day.

27. The candidate to the office of a judge shall write an essay on the topic determined by the Commission according to the office of a judge the candidate is applying for.

28. The candidate to the office of a judge shall send the essay to the electronic mail address indicated in the notification at least two working days before the test date. The essay shall be typed on a computer and shall not exceed three pages.

29. If the candidate to the office of a judge fails to submit the essay within the time period referred to in Paragraph 28 of this Regulation, he or she may not take the test.

30. The test shall consist of 30 questions. The following shall be tested in respect of the candidate to the office of a judge:

30.1. general erudition and legal logics;

30.2. basic knowledge in the following fields:

30.2.1. administrative law, civil law, and criminal law;

30.2.2. European Union law;

30.2.3. theory of law;

30.2.4. judicial system.

31. The Administration shall ensure that the test is prepared in at least two versions and is modified at least once a year.

32. The test questions shall be considered as restricted access information.

33. Prior to the test, the candidate to the office of a judge shall draw an identification number. The secretary of the Commission shall enter the identification number in the list referred to in Paragraph 15 of this Regulation, and the candidate to the office of a judge shall confirm it with his or her signature. The identification number shall be used to identify the test papers.

34. The particular test version shall be selected randomly by drawing. The secretary of the Commission shall enter the number of the drawn test in the minutes. Repeated drawing is not permitted.

35. The candidate to the office of a judge shall take the test in writing.

36. Prior to the test, the secretary of the Commission shall inform the candidates to the office of a judge that the duration of the test is one hour.

37. If the candidate to the office of a judge is late for the test, he or she may take the test, however, the time shall not be extended, and this shall be entered in the minutes.
38. If a candidate to the office of a judge has made use of means of communication or auxiliary materials, he or she shall be expelled from the test room and the test paper shall not be evaluated. The secretary of the Commission shall record the expulsion fact on the test paper.
39. The candidate to the office of a judge may leave the test room during the test with the permission of the secretary of the Commission. The secretary of the Commission may allow that only one candidate at a time to leaves the test room.
40. When leaving the test room during the test, the candidate to the office of a judge shall hand over the test paper to the secretary of the Commission, and the secretary of the Commission shall record the fact of absence and the duration. The time for the test shall not be extended.
41. If the candidate to the office of a judge ignores the specified time limit and continues with the test paper after the time has expired, the test paper shall not be evaluated. The secretary of the Commission shall mark on the test paper that the test has been completed after the time has expired.
42. The candidate to the office of a judge who has taken the test shall submit the paper to the secretary of the Commission and leave the test room. After the end of the test the secretary of the Commission shall announce a break.
43. After the break, the secretary of the Commission shall invite the candidates to the office of a judge, one by one, into the essay presentation room.
44. One may start presenting the essay and the presentation shall be deemed valid, if no less than four members of the Commission are participating in the work of the Commission (including the chairperson of the Commission). The chairperson of the Commission shall announce the composition of the Commission prior to the start of the presentation of the essay.
45. The candidate to the office of a judge shall have 10 minutes to present his or her essay. After having listened to the presentation, members of the Commission have the right to ask questions.

## **VII. Determination of the Selection Results**

46. Each expert shall evaluate the skills referred to in Paragraph 20 of this Regulation by giving scores in a four point system (Annex 4). An evaluation for an individual skill shall be obtained by multiplying the score with the coefficient of evaluation for the particular skill. The total evaluation for the structured interview shall be obtained by summing up the evaluation for each of the skills.
47. The expert shall enter the evaluation of individual skills and the overall evaluation of the structured interview in the structured interview evaluation sheet (Annex 1).
48. The average evaluation for the structured interview shall be obtained by summing the total evaluations of the structured interview and dividing the result by two.

49. The final evaluation of the structure interview shall be obtained by applying coefficient 1.6 to the average evaluation. The result obtained shall be entered in the selection result sheet (Annex 3).

50. Each correct answer to the test question shall score one point. The test result shall be entered in the selection result sheet (Annex 3).

51. Each member of the Commission shall evaluate the content, outline, originality and layout of the essay, as well as the presentation skills (Annex 5), and enter the total evaluation in the essay evaluation sheet (Annex 2). If necessary, a concise justification for the evaluation shall be entered in the essay evaluation sheet as well.

52. After evaluation of the essays, the secretary of the Commission shall summarise the results entered in the essay evaluation sheets. The average evaluation for the essay of each candidate to the office of a judge shall be obtained by summing up the evaluations given by members of the Commission and by dividing the result by the number of members of the Commission. The average evaluation for the essay shall be entered in the selection result sheet (Annex 3).

53. The selection result shall be obtained by summing up the final result of the structured interview, the test score and the average evaluation of the essay. The selection result obtained shall be entered in the selection result sheet (Annex 3).

54. The selection result shall be considered as positive, if the candidate to the office of a judge has scored at least 60 points. As to the candidate to the office of a judge who has acquired the top score in the selection, the Administration shall draft and present to the Judicial Qualification Board (hereinafter – the Board) the documents necessary to make a proposal regarding the time period for apprenticeship of the candidate to the office of a judge. The other candidates to the office of a judge who have scored a positive result in the selection shall be included in the list of candidates to the office of a judge.

55. If the candidate to the office of a judge has scored less than 60 points, the selection result is negative, and he or she shall not be nominated to the Judicial Qualification Board for proposals in respect of the time period for apprenticeship of the candidate to the office of a judge.

56. The Administration shall notify the candidate to the office of a judge regarding the decision of the Commission and the selection result in writing no later than five working days after the date of the second selection round.

57. The candidate to the office of a judge, by submitting a reasoned application to the State Secretary of the Ministry of Justice, may contest the decision of the Commission within one month after it has been notified in respect of violations of the selection procedure during the selection rounds, which could have affected the general selection result. The decision by the State Secretary of the Ministry of Justice may be appealed to a court in accordance with the procedures laid down in the Administrative Procedure Law.

### **VIII. Apprenticeship**

58. The candidate to the office of a judge shall take on apprenticeship in a State administration institution, a court or a Land Registry Office.

59. The Administration, based on the proposal of the Board regarding the time period for apprenticeship, shall enter into an apprenticeship agreement with the candidate to the office of a judge (hereinafter – agreement).

60. The agreement shall specify the parties, their rights and obligations, as well as the time period of apprenticeship. An individual apprenticeship plan shall be an integral part of the agreement, specifying the place of apprenticeship, the time period and the persons in charge of apprenticeship. The individual apprenticeship plan shall be coordinated with the relevant State administration institution, court or Land Registry Office.

61. The time period of apprenticeship shall not include the absence of the candidate to the office of a judge exceeding one calendar week. In this case, the Administration shall make relevant amendments to the individual apprenticeship plan.

62. The agreement shall be terminated, if the candidate to the office of a judge is not admitted to taking the qualification examination, or the candidate to the office of a judge does not pass the qualification examination, as well as if the *Saeima* rejects the draft decision to appoint or approve the candidate to the office of a judge, or takes a decision to appoint or approve the candidate to the office of a judge.

63. During the apprenticeship, the candidate to the office of a judge shall be paid a remuneration in the amount of 80 per cent of the salary of the regional court judge, district (city) court judge or Land Registry Office judge, respectively.

64. The person in charge of the apprenticeship shall, within five working days after the end of the apprenticeship, present to the Administration a reference letter on the candidate to the office of a judge and the results of apprenticeship. Apprenticeship report of the candidate to the office of a judge shall be appended to the reference letter.

65. Subsequent to the apprenticeship period of the candidate to the office of a judge, the Administration shall draw up an application for the conducting of a qualification examination for the candidate to the office of a judge. The application, together with apprenticeship reports, reference letters regarding the candidate to the office of a judge and the results of apprenticeship shall be submitted to the Board within five working days after reference letters have been received from all persons in charge of apprenticeship.

## **IX. Qualification Examination**

66. The Board shall, in accordance with Section 94, Paragraph one of the Law On Judicial Power, decide on admitting the candidate to the office of a judge to the qualification examination.

67. The qualification examination shall be taken during a meeting of the Board, which took the decision to admit the candidate to the office of a judge to the qualification examination, unless the Board needs additional information regarding the suitability of the candidate for taking the office of a judge.

68. During the qualification examination, the knowledge of the candidate to the office of a judge in respect of laws and regulations governing administrative proceedings, civil proceedings, criminal proceedings or the functioning of Land Registry Offices shall be tested, according to the office of a judge the candidate is applying for. The qualification examination shall consist of two questions and a judicial case problem (hereinafter – case).

69. The drafting of the questions for the qualification examinations and of the cases, as well as continuous updates thereof in accordance with amendments to laws and regulations shall be ensured by the Administration.

70. The candidate to the office of a judge has the right to become acquainted with the questions for the qualification examination.

71. The qualification examination shall be an oral examination.

72. The questions to be answered during the qualification examination and the version of the case shall be selected randomly by drawing. The secretary of the Board shall enter the number of the drawn questions and the number of the case version in the minutes. Repeated drawing shall not be permitted.

73. The candidate to the office of a judge shall be given a preparation time during the qualification examination, which shall be no less than one hour.

74. The preparation shall take place in a separate room where candidates to the office of a judge and persons authorised by the Board are present.

75. Candidates to the office of a judge are prohibited from using any means of communication and auxiliary materials, except for laws and regulations.

76. After expiry of the preparation time, the candidate to the office of a judge shall answer the qualification examination questions and shall present the solution for the case. When answering the questions and presenting the case, the candidate to the office of a judge may use the notes made during the preparation.

77. The secretary of the Board shall present to the Administration an excerpt from the minutes of the Board meeting concerning the admitting of the candidate to the office of a judge to the qualification examination, together with the opinion by the Board in respect of the professional preparedness of the candidate to the office of a judge. The Administration shall prepare and submit to the Minister for Justice the necessary documents on the candidate to the office of a judge for his or her nomination to the office of a judge.

## **X. Closing Provision**

78. This Regulation shall be applied to selection, apprenticeship and taking of qualification examination of candidates to the office of a judge in respect of the candidates who have applied for the vacant office of a judge after coming into force of this Regulation.

Prime Minister

I. Godmanis

Minister for Justice

G. Bērziņš



### Evaluation Sheet of the Structured Interview

(place and date of the structured interview)

Candidate to the office of a judge \_\_\_\_\_  
(given name, surname)

Expert \_\_\_\_\_  
(given name, surname)

No.	Skill	Evaluation of the skill	Coefficient of the skill	Evaluation of the structured interview
1.	Skill to obtain and analyse information in order to make justified conclusions		1	
2.	Skill to take decisions, assessing the information and using different approaches for resolving a problem		1	
3.	Skill to explain and convince of own opinion		0.9	
4.	Skill to analyse own actions and listen to criticism		0.7	
5.	Skill to find a compromise in problem situations		0.6	
6.	Skill to maintain emotional balance in stressful situations		0.5	
7.	<b>Total evaluation</b>			

Signature of the expert \_\_\_\_\_

Minister for Justice

G. Bērziņš

## Essay Evaluation Sheet

\_\_\_\_\_  
(place and date of presentation of the essay)

Member of the Commission \_\_\_\_\_  
(given name, surname)

No.	Given name and surname of the candidate to the office of a judge	Scores (0-30)	Notes
1.			
2.			
3.			

Signature of the member of the Commission \_\_\_\_\_

Minister for Justice

G. Bērziņš

## Selection Result Sheet

	(place and date)
Chairperson of the Commission	(given name, surname)
Members of the Commission	(given name, surname)
	(given name, surname)
	(given name, surname)

No.	Given name, surname and personal identity number of the candidate to the office of a judge	Final evaluation of the structured interview	Scores in the test (0-30)	Average evaluation for the essay (0-30)	Selection result
1.					
2.					
3.					

Chairperson of the Commission	(signature)
Members of the Commission	(signature)
	(signature)
	(signature)

Minister of Justice

G. Bērziņš

## **Evaluation of the Skills of Candidates to the Office of a Judge**

### **I. Skill to obtain and analyse information in order to make justified conclusions**

Evaluation	Description in words	Explanation
1	Does not possess the skill	Limits himself of herself to the available information, does not seek to obtain additional facts in order to better understand the situation
2	Possesses the skill, yet at an inadequate level	Analyses the information available at the particular moment, clarifies any ambiguities and inconsistencies. Does not seek to verify assumptions. Relies on a feeling. Forms the attitude spontaneously
3	Possesses the skill at an adequate level	Asks questions and looks for information that might be helpful to better understand the situation. Makes use of a variety of information sources. Analyses and verifies assumptions, focuses on deficiencies and inconsistencies. Forms the attitude after having analysed the facts in detail
4	Possesses the skill at an excellent level	Compiles professional information in a systematic manner and analyses it. Makes use of it to improve the performance. Creates databases, is networking. Seeks to cross-check the information from several sources and compare various opinions.

### **II. Skill to take decisions, assessing the information and using different approaches for resolving a problem**

Evaluation	Description in words	Explanation
1	Does not possess the skill	Is not capable of making independent decisions. Avoids responsibility. Relies on the opinion of others
2	Possesses the skill, yet at an inadequate level	Takes the responsibility and makes decisions when compelled to. Seeks first for support of others and tries avoiding unpopular decisions. Does not feel confident. Readily changes the decisions taken. Uses simplified approach when taking decisions
3	Possesses the skill at an adequate level	Takes clear and specific decisions, considers the potential risks. Is confident of the decisions taken and ready to defend them. Uses a variety of approaches in decision making: consults others, engages experts. Capable of quickly taking decisions in a critical situation

4	Possesses the skill at an excellent level	Capable of taking unpopular decisions, also in stressed situations. When assessing risks, capable of taking decisions in situations when the information is incomplete
---	---	--

### III. Skill to explain and convince of own opinion

Evaluation	Description in words	Explanation
1	Does not possess the skill	Unable to clearly express his or her opinion. Speaks chaotically, does not offer reasoning for the opinion. Does not try to or is unable to get support for the expressed proposals and to convince of the correctness of the opinion
2	Possesses the skill, yet at an inadequate level	The arguments are based on formal rules (laws and regulations, procedures). Expresses the opinion in a non-structured and chaotic manner. Does not seek to select arguments that would be most appropriate for the discussion partner. Uses general phrases when offering arguments. Easily yields or continues voicing the opinion, though there is no reason any longer
3	Possesses the skill at an adequate level	Uses arguments proficiently to justify the views and standpoint and to win support. Makes use of structured arguments, states the opinion logically. Analyses the response of the discussion partner, tries to adjust the arguments to the interests and level of understanding of the other party. Makes use of a wide array of information and means of expression. Argues and defends own opinion
4	Possesses the skill at an excellent level	Evaluates the standpoint and attitude of the discussion partner, selects appropriate tactics to convince him or her. Makes use of arguments structured in multiple levels. Seeks to customise the approach. Analyses the arguments voiced by the discussion partner, is able to use them for convincing of own opinion. A brilliant orator, possesses leadership.

### IV. Skill to analyse own actions and listen to criticism

Evaluation	Description in words	Explanation
1	Does not possess the skill	Displays no interest in own performance, does not try to learn from experience. Reluctant to listen to the opinions or recommendations of others
2	Possesses the skill, yet at an inadequate level	Acts according to own standards or those set by others, does not seek for opportunities to choose an alternative model for action. Takes into consideration the opinions or recommendations of others, yet does not try to analyse them and seek for more efficient solutions. May react emotionally to criticism
3	Possesses the skill at an adequate level	Analyses own performance, seeks for a possibility to increase efficiency and to master new skills. Learns from the experience of others. Listens to the opinion of others about own work and tries to take it into consideration in order to

		improve performance. Has a constructive approach to criticism, discusses it and seeks to arrive at a common opinion
4	Possesses the skill at an excellent level	Sets ambitious targets, compares own performance with the best examples in the industry. Continuously seeks for feedback with the purpose to improve performance and oneself

#### **V. Skill to find a compromise in problem situations**

Evaluation	Description in words	Explanation
1	Does not possess the skill	Does not listen to and does not respect the opinion of others. Not ready to yield even in matters of minor importance. Either causes conflicts or yields to everyone
2	Possesses the skill, yet at an inadequate level	Ready to listen to the opinion of others. Would yield in matters of minor importance. Very pronouncedly defends the opinion of one party or own opinion. Oriented towards retaining own standpoint. May not respect the achieved solution
3	Possesses the skill at an adequate level	Listens to and respects the opinions of all involved parties. Considers and proposes various alternatives. Oriented towards arriving at a solution. Able to find and propose a solution in conflict situations. Accepts and respects the achieved solution
4	Possesses the skill at an excellent level	Able to find a compromise in complicated situations. Purposefully undertakes the role of a conciliator. Makes use of both rational and emotional arguments and approaches to arrive at a solution which is acceptable for all parties

#### **VI. Skill to maintain emotional balance in stressful situations**

Evaluation	Description in words	Explanation
1	Does not possess the skill	Loses self-control in stressful situations. Avoids emotionally tense situations
2	Possesses the skill, yet at an inadequate level	Feels tension at stressful situations, yet is able to concentrate to perform his or her responsibilities. Unable to fully control the outburst of own emotions. Would react inadequately at highly stressful situations
3	Possesses the skill at an adequate level	Able to work productively in stressful situations. Does not manifest emotions which might have an adverse effect on the relationship with others or the performance. Retains positive attitude towards work. Acts advisedly in problem situations, analyses mistakes and acts in a way to avoid them in future
4	Possesses the skill at an excellent level	Does not feel tension also in highly stressful situations or prolonged stressful situations. Able to flexibly modify own actions and attitude. Proficiently uses emotions to achieve the desirable result. Able to work productively in stressful situations for a longer time

Minister for Justice

G. Bērziņš

## **Evaluation of the Essay**

### **I. Content of the essay**

Evaluation	Explanation
1	The content does not correspond to the topic
2	The content partly corresponds to the topic. The essay contains information and facts that is common knowledge. No opinion has been expressed
3	The content mostly corresponds to the topic. Factual errors and recurrent revisiting of the issues already clarified. The opinion is non-specific and not clearly expressed, justified or reasoned
4	The content corresponds to the topic. Occasional factual errors. The opinion has been specified and is clearly expressed, yet not adequately justified or reasoned
5	The content corresponds to the topic. No factual errors. On individual occasions, the opinion is not convincing enough and is not leading to conclusions
6	The content corresponds to the topic. No factual errors. The opinion is clear, specific, justified, reasoned, convincing and leading to conclusions

### **II. Presentation of the topic of the essay**

Evaluation	Explanation
1	The essay is non-compliant with the norms of the Latvian language. The content is imperceivable
2	Major Latvian language grammar and style mistakes. Sentence structure atypical for the Latvian language. The content is not presented in a logical way. The content is partly perceivable
3	Several Latvian language grammar and style mistakes. A conspicuous redundancy. The content is mostly perceivable
4	Some Latvian language grammar and style mistakes. The content is perceivable
5	Some Latvian language grammar mistakes. The essay is written in a decent literary language. The content is presented in a logical way. The content is fully perceivable
6	Latvian language grammar standards are complied with. The essay is written in a decent literary language. Good style, proficient use of different sentence structures, variety of sentences depending on the objective of the statement. The content is presented in a logical way. The content is fully perceivable

### **III. Originality of the essay**

Evaluation	Explanation
1	The problems to be addressed have not been identified. No reasoning. No personal opinion and attitude has been expressed

2	The problems to be addressed have not been identified. Common arguments. No personal opinion or attitude has been expressed
3	The problems to be addressed have not been identified. Common arguments. Personal opinion and attitude have been expressed poorly
4	The problems to be addressed have been identified. Common arguments. Personal opinion or attitude have not been expressed adequately
5	The problems to be addressed have been identified. Solutions have been offered for the majority of the identified problems. Personal opinion and attitude have been expressed adequately
6	The problems to be addressed have been clearly identified. Innovative solutions have been offered for all of the identified problems. Personal opinion and attitude have been expressed adequately

#### IV. Layout of the essay

Evaluation	Explanation
1	Is non-compliant with the key guidelines for the layout of an essay
2	A number of major mistakes in the layout of the essay (e.g. text formatting features have not been used), suggesting of extremely weak computer skills as to drawing up and presenting texts
3	Some major mistakes in the layout of the essay, suggesting of inadequate computer skills as to drawing up and presenting texts
4	There are no mistakes in the layout of the essay, nevertheless, mostly features have been used in the text layout which are non-compliant with the requirements for drawing up business correspondence and documents
5	There are no mistakes in the layout of the essay, suggesting of strong computer skills as to drawing up and presenting documents, nevertheless, some features have been used in the text which are non-compliant with the requirements for drawing up business correspondence and documents
6	There are no mistakes in the layout of the essay, suggesting of strong computer skills as to drawing up and presenting documents. The text has been drawn up in compliance with the requirements for drawing up and presenting business correspondence and documents

#### V. Presentation skills

Evaluation	Explanation
1	Does not possess any skills of presenting own opinion. A pronounced anxiety. Loss of self-control
2	Poor presentation skills. The strong anxiety is an obstacle for defining one's opinion in a clear and logical manner. Chaotic speech
3	When presenting, reads out a pre-written text. Poor reasoning and arguments in support of the opinion. When answering the questions, does not try to convince on the correctness of own opinion. Inaccurate use of concepts and facts
4	A well-prepared presentation, yet the reasoning and arguments in support of the opinion are general and formal. When answering the questions, tries to convince on the correctness of own opinion, however, the reasoning and arguments are inadequate



5	An excellently prepared presentation. The opinion is logically defined, reasoned and proficiently supported with arguments. When answering the questions, defends own opinion by offering adequate reasoning and arguments
6	An excellently prepared presentation. The opinion is clear, concise, logically defined, reasoned and proficiently supported with arguments. A brilliant orator. When answering the questions, defends own opinion by offering adequate reasoning and arguments. Selects appropriate techniques for convincing, uses structured arguments. An accurate use of concepts and facts

Minister for Justice

G. Bērziņš