

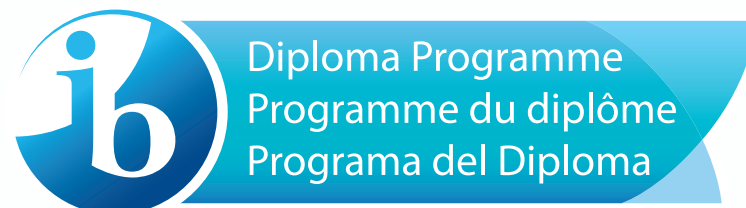


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Preparing for IB Diploma Programme examinations

Please note that this resource is intended as a supplement to *Assessment procedures*, not as a replacement.

The blue bar at the bottom of the screen will direct you to different sections of *Assessment procedures*, and other documents available on the **programme resource centre**, for further information.





In advance of the examination weeks

Important deadlines to follow

There are several important deadlines that must be observed in the months leading up to the examinations. The dates will vary slightly for each examination session. Further information can be found in the *assessment calendar*.

- Register candidates for the examination session.
- Request inclusive access arrangements (if applicable).
- Request examination rescheduling (if applicable).
- Upload coursework via eCoursework.



Preparation of school and programme coordinator details

Ensure that all contact details in the MySchool portal are up-to-date and correct at all times.



Examination stationery

Examination stationery will be delivered to your school 2-3 months before the written examinations begin.

You should expect to receive the examination papers and cover sheets between 16 April and 24 April.

Examination storage

All examination materials must be kept in a secure storage area.

This should either be a strong security cabinet or safe located in a locked room or office not accessible by students, or a dedicated secure storage room suitable for storing confidential material. Access to the secure storage area should be strictly limited; and people who are authorized to access the storage area should be fully accountable to the coordinator / head of school. Storage arrangements must ensure complete security of examination materials.

An *answer booklet guide* and *examination session stationery* document are available in the **programme resource centre**.

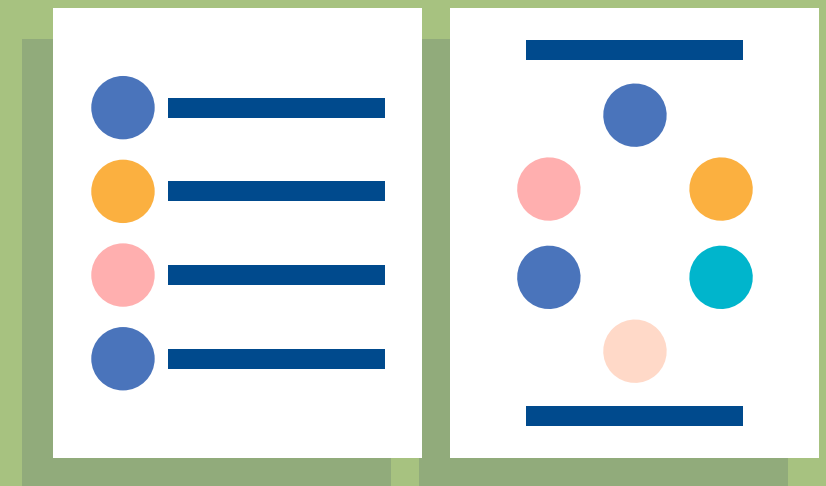
Documentation to be prepared



Create timetable of examination weeks in strict observance of the schedule provided by the IB. Any change to the examination schedule - without written authorization of the Assessment Division - constitutes a breach of regulations.



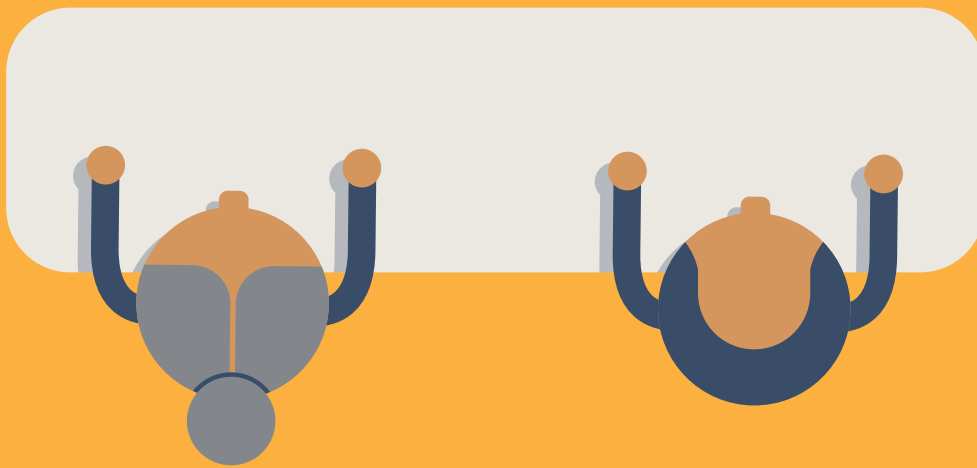
Invigilators should be informed of any candidates that have been authorised inclusive assessment arrangements.



Display both conduct of the examinations posters outside the examination room at least one week before the start of the written examinations. Hard copies are included in the examination stationery consignment, and electronic copies are available on the **programme resource centre**.

Preparing invigilators and candidates

In order to increase familiarity with the examination process, we suggest running two series of mock or practice examinations: one for invigilators, and one for candidates.



Invigilators:

Use the relevant sections of *Assessment procedures*, and provide invigilators with their own copies.

Candidates:

Place *notice to candidates* posters outside the examination room, distribute copies to each candidate and ensure they understand its content.

Candidates and Invigilators

There should be a ratio of one invigilator to every 20 candidates, with a minimum of two invigilators in each examination room.

Ensure that candidates and invigilators understand the requirements for examination materials and stationery, as defined in the relevant sections of *Assessment procedures*.





On the day of an examination

Checklist on the day of an examination



Ensure candidates know their session number.



Ensure candidates enter the examination room in a quiet and orderly fashion.



Remove any reference material which may be helpful to candidates from the walls of the examination room.



Remind candidates not to communicate with each other, and to remain silent during the examination.



Ensure there is at least 1.5 metres between each candidate.



Request that candidates hand in mobile phones, smart-watches, and all other unauthorized electronic devices.



Make copies of relevant sections of *Assessment procedures* available for invigilators in the examination room.



Ensure candidates do not take bags or backpacks to their desks.

Before starting an examination

- Prepare a seating plan.

A record of where each candidate sat in the examination room must be kept for each examination. The seating plan must indicate the direction in which the candidates were facing. Retain the seating plans at your school until after the issue of results. In cases of alleged academic misconduct, the Assessment Division will request a copy of the seating plan.

- Open examination paper packets.

This must be done in the examination room, just before the examination starts, in front of the candidates.

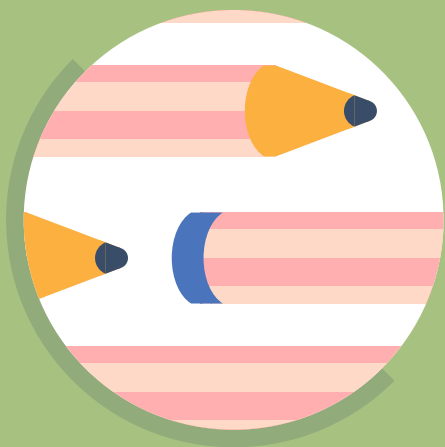
- Read instructions to candidates.

See relevant section of *Assessment procedures* for verbal instructions to candidates. Please be aware that the instructions vary depending on the type of examination.



Monitor general stationery

Ensure that candidates know what they should, and should not, bring to an examination. Depending on the subject, candidates will need the following:



Pencil



Pen

Blue or black ink only,
no gel pens allowed.



Eraser

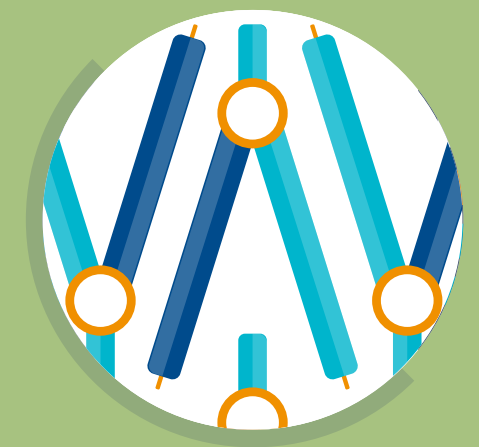


Ruler



Calculator

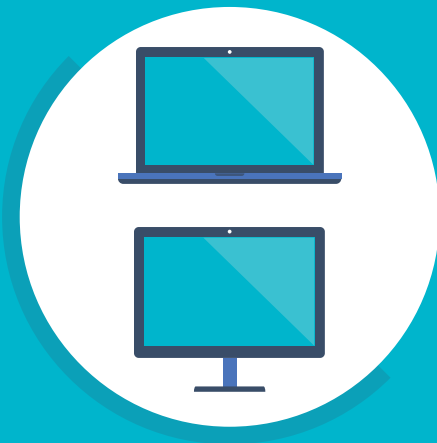
Please ensure that graphic display calculators (GDC) are set to exam/test mode. Subject specific information can be found in *Assessment procedures*.



Basic geometry instruments

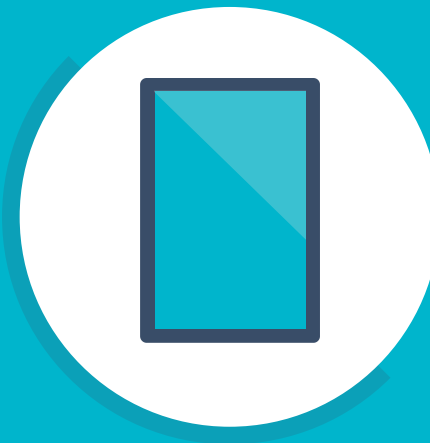
Items not permitted

Ensure that candidates know what they should, and should not, bring to an examination. Candidates are not permitted the following items in an examination:



Laptop / PC

Unless authorization has been given by the IB. For example, inclusive assessment arrangements.



Tablet



Mobile / Cell phone



Smart watch

Please be particularly vigilant for any wearable technology.



Smart glasses



Correction fluid

Starting an examination



Reading time.

Candidates are permitted five minutes reading time (or listening time for music) to carefully review the instructions and questions of the paper. It must be strictly observed that this time is not for writing notes or responses. There is no reading time for Multiple choice questionnaires.



Cover sheets.

All cover sheets must be filled out correctly by the candidate.



Answer booklets and graph paper.

Answer booklets and graph paper must be used correctly; please ensure that candidates follow the instructions as provided on the cover sheets and answer booklets.



Maintain silence throughout the examination.

Silence should be maintained in the examination room at all times. If a candidate is cautioned for misconduct, make a note of the name of the candidate and the nature of the incident.



Extra time.

Please ensure that no extra time is given to candidates, unless pre-approved by the IB.



Early leavers.

Early leavers must not be permitted to return to the examination room. Additionally, no candidate is permitted to leave the examination room during the first hour or the final fifteen minutes of the examination.



After an examination

Ending the examination



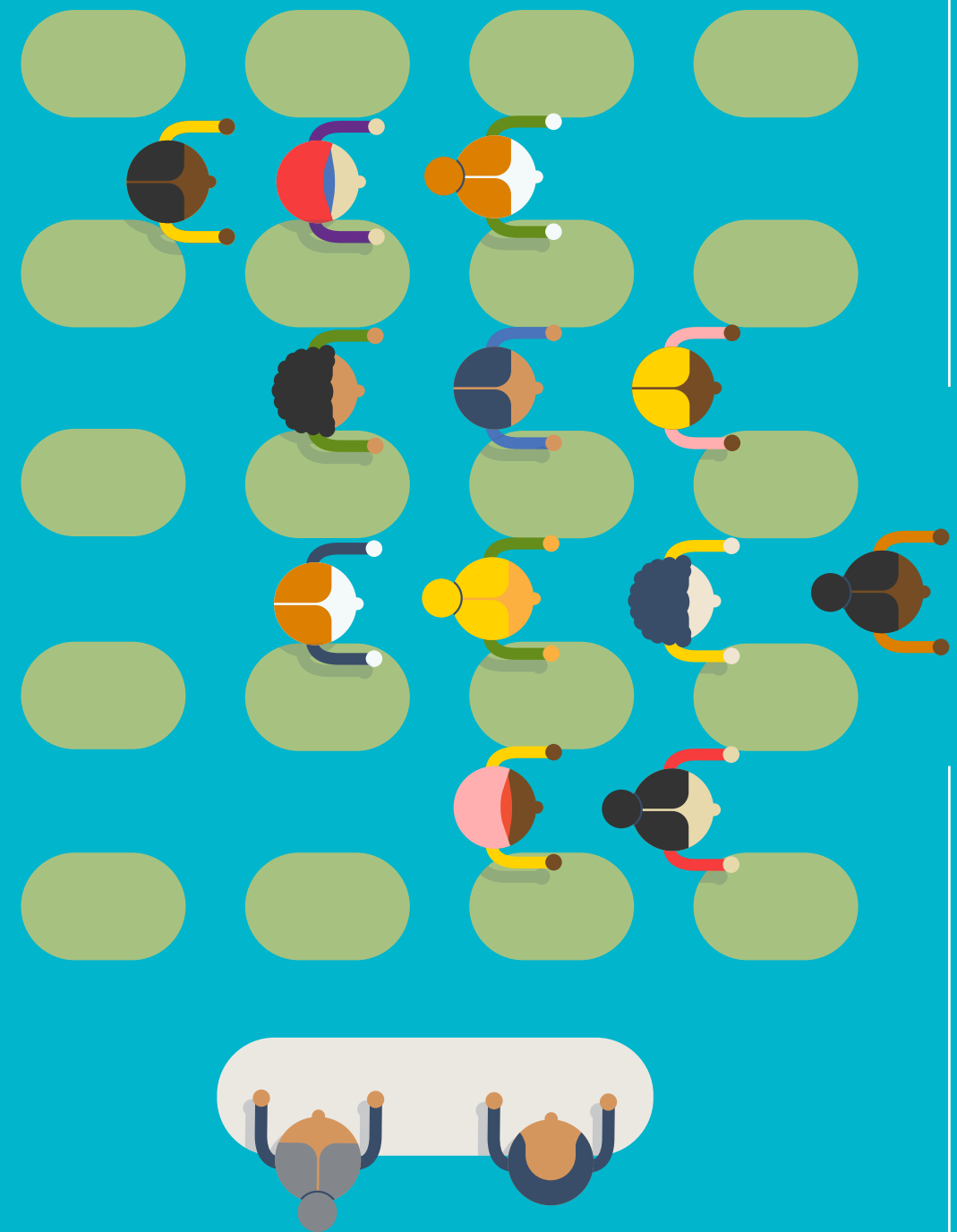
Collect examination materials.

Collect all examination materials used by candidates to write their responses and place them in the envelopes provided by the IB, which should be sealed immediately. Do not include the question paper, unless it is a structured paper.



Maintain silence as candidates leave the room.

When the examination has ended, please ensure that candidates leave in silence, and do not take any examination materials with them.



Sending MCQ answer sheets to the Assessment Division

- Multiple choice questionnaire (MCQ) answer sheets must always be sent in the yellow envelopes provided by the IB.
- Only include a single subject, level and component in each yellow envelope.
- Make sure that the barcode on the top of the first MCQ answer sheet is clearly visible through the transparent window of the yellow envelope.
- Do not include any correspondence or material other than completed MCQ answer sheets.

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International Baccalaureate,
Peterson House, Malthouse Avenue,
Cardiff Gate,
Cardiff, Wales
CF23 8GL
United Kingdom

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Sending examination scripts to the scanning centre

- Using the blue envelopes provided, make sure that the QR code on the top of the first script is visible through the transparent window.
- Only include a single subject, level and component in each blue envelope.
- Where possible, please include at least 20 scripts in each envelope. Do not include any material other than completed examination scripts.
- Write on the back of the envelope the number of scripts contained within. There is a box provided for this purpose.

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What's next?



Examination security.

Candidates, teachers and invigilators must not discuss or disclose the content of an examination outside of school for a period of 24 hours after the examination has ended.



Copies for teachers.

Subject teachers should be provided with a copy of the examination paper no sooner than 24 hours after the examination has ended.



Mailing address for completed scripts.

The mailing address for completed examination scripts can be viewed in IBIS from 15 April / 15 October, under **Subject > Subject examiners > View Scanning Centre.**



Academic misconduct.

Report any potential cases of academic misconduct to academic.honesty@ibo.org.



Adverse circumstances.

Report any potential cases of adversely affected candidates to adverse@ibo.org.



Support.

If you have further questions, please contact support@ibo.org.