

International Baccalaureate Examinations - Student Guide

Soon you'll be getting ready to write your IB exams. Please read this document carefully so you are familiar with what will be required of you before, during and after the examinations.

What you may need to bring into the examination room

- Pencil (required for multiple choice examinations, preferred for diagram questions; soft lead preferred)
- Pen (blue or black ink only)
- Highlighter
- Eraser
- Pencil sharpener
- Protractor and other basic geometry instruments as required by the subject
- Ruler (as required for the subject)
- Calculator (approved devices only, certain papers only)
- Spare calculator batteries
- Water bottle

*What you should **not** bring into the examination room*

It is your responsibility to ensure that you do not have any unauthorized material in your possession. If unauthorized material is discovered, it will be treated as a breach of regulations, even if it was not used or intended for use for malpractice.

- Pencil cases
- Correction fluid or tape
- Scratch paper or notes
- Books or reference material of any kind
- Electronic equipment of any kind (phones, smart watches, music players, etc.)
- Any refreshments aside from water

Calculator guidelines

- A list of approved calculators and exams for which they are allowed is attached.
- For exams requiring a graphical display calculator, clear all apps and memory before entering the examination room. If you have not cleared apps and memory in advance, you will be required to do so before you may begin writing the examination, which may result in less time being available for you to complete the examination.

Other Guidelines and What to Expect

- School dress code is in effect during exams.
- Arrive at the examination at least ten minutes before its scheduled start time. It is essential that you arrive on time. Late entry may not be permitted.
- IB does not allow examinations to be written at an alternate time.

- You should know your session number before arriving to write an examination.
- You will be allowed to sit where you wish upon entering the examination room, but you must comply with any request by the invigilator to change seats.
- At the start of each examination (except multiple choice papers), there will be five minutes of reading time provided. You may not make any marks on any paper (including highlighting parts of questions) during this time.
- You may not be allowed to use the washroom during an examination. Please plan accordingly.
- The invigilator is not permitted to offer any clarification or guidance on any of the exam questions.
- If you are bringing an electronic device to the examination, and will be leaving it at the front of the room, please ensure the device is off or set to silent (not vibrate) before taking your seat.
- Highlighters or coloured pens may only be used to highlight parts of questions for your own reference. They may not be used in any part of your answer to a question.
- Some examinations will be “structured exams,” in which there will be a question with a box underneath it in which you can write your answer. Others will be “unstructured exams,” in which a question sheet is provided, and answers are written in a separate answer booklet.
- On structured exams, should you be unable to complete your answer in the box provided, you may finish your answer in an answer booklet. If you do this, you must indicate in the answer box that the rest of the answer is in an answer booklet.
- Should you wish to produce an outline or draft of an answer, no scrap paper will be provided. Instead, you may write this on the examination paper (for structured exams) or the answer booklet (for unstructured exams), and draw a line through the work after you are finished, indicating that you do not wish that work to be marked.
- It is essential that you write legibly. Illegible work will not be marked.
- No candidate is permitted to leave any examination during the first 60 minutes or during the last fifteen minutes of the scheduled time. This means that for examinations of 1h15m or less, all candidates must stay for the entire duration of the examination.
- When more than one examination is to be written in a morning or afternoon, there will be a fifteen minute break between exams, during which you may use the washroom and talk freely outside the examination room with other candidates.
- Failure by any candidate to attend an examination without an acceptable reason will result in a charge to the candidate’s student account equivalent to the exam fees paid by the school on their behalf. Since classes end early in the year to allow students to write exams, students who miss their exam without an acceptable reason may also be required to attend a class in the discipline of the exam they missed for the rest of the school year, in order to fulfill the requirements for receiving course credit.

Issue of Results

- Results will be available for students to view on July 6. Students can access results by visiting candidates.ibo.org, and logging in using their personal code and PIN. Login information will be distributed to students in the spring. Do not lose this information.
- All requests for issue of results to a university of your choice must be made to Mr. Frostad via email by April 30 for universities outside North America, and by June 30 for universities in North America.

- You may request a remark of your work for any subject for a fee (123 USD per subject in 2018). If the remark results in a change to your mark, the fee will not be charged. It is possible for a mark to go up or down as a result of a remark.
- For a fee (172 USD per subject), you may also request to retake the exams for any subject in November. The deadline for these requests is July 29. You may make the request after this deadline as well, but the fee will be higher.

You will find the following documents attached:

- "Conduct of the examinations - Notice to candidates"
- Calculator policy
- Examination schedule

Good luck!