

International Baccalaureate Examinations - Student Guide 2021

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 bring into the examination room

- Pencil (required for multiple choice examinations, preferred for diagram questions; soft lead preferred)
- Pen (blue or black ink only; no gel pens)
- 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
- For EAL students only, a bilingual translation dictionary, except in English, French, or German exams.

*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 devices of any kind (phones, smart watches, music players, etc.)
- Any refreshments aside from water

Calculator guidelines

- Graphic display calculators are permitted for the following exams: biology (papers 2 and 3), chemistry (papers 2 and 3), math (paper 2), ESS
- For exams requiring a graphical display calculator, the invigilator will clear all apps and memory from the calculator prior to the start of the exam.
- Other electronic devices with calculator capabilities are not permitted in exams. Peripheral hardware (e.g. cables, keyboards) is not permitted.
- Calculators with wireless communication capabilities are not permitted.

What to Expect

- If you are experiencing COVID-like symptoms or are required to self-isolate, you need to contact Mr. Frostad immediately.
- 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.
- 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 you write your answers on the exam paper. 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 use additional answer booklets for rough work or use a blank part of the exam paper (for structured exams) and draw a line through the work after you are finished, indicating that you do not wish it to be marked.
- It is essential that you write legibly. Illegible work will not be marked.
- If you need to bring medication into the exam, this must be arranged in advance with Mr. Frostad.
- 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.

- It is fine to discuss an exam with your classmates after it has been written. However, discussing the content of an exam online within 24 hours of the exam end time could lead to disqualification from the subject.

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 (include your university student number) by May 28 for universities outside North America and by June 30 for universities within North America.
- You may request a remark of your work for any subject for a fee (123 USD per subject in 2021). If the remark results in a change to your mark, the fee will be returned to you. It is possible for a mark to go up or down as a result of a remark.
- For a fee (119 USD per subject), you may also request to retake the exams for any subject in November or the following May. The deadline for these requests is July 29. You may make the request after this deadline as well, but the fee will be higher.
- Students with unpaid school fees will have their marks withheld until such time as the fees are paid.

You will find the following documents attached:

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

Good luck!