

# Conduct of the examinations

## Notice to candidates

### General

1. Candidates must know their registration category and session number.
2. When instructed to enter the examination room, candidates must do so in a quiet and orderly manner.
3. No form of refreshment may be taken into the examination room. (At the discretion of the Diploma Programme coordinator, drinking water is permitted.)
4. Candidates may take to their desk/table only the following items:
  - general stationery (for example, pen, pencil, eraser, geometry instruments, ruler), but correcting fluid is not permitted
  - a translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)
  - other materials specified by the IB as required for a particular examination (for example, an electronic calculator).

If required by the coordinator/invigilator, any item brought into an examination must be available for inspection. This includes electronic calculators.

5. The following rules apply to the use of electronic calculators.
  - Candidates must not use or store data, programs or applications in their calculators that may assist them in an examination by removing the need to recall facts or formulae that are not provided in the examination materials.
  - Examination questions must not be stored or recorded in the memory of a calculator.
  - During an examination, no attempt must be made to conceal information or programs stored in a calculator.
  - If required by the coordinator/invigilator after an examination, a candidate must provide a list of information and programs stored on the calculator.
6. The coordinator/invigilator will decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator/invigilator and remain seated until permission is given to leave the examination room.
7. The instructions of the coordinator/invigilator must be obeyed. The coordinator/invigilator has the right to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examination.
8. Five minutes' reading time is permitted for all examinations except multiple choice examinations. Reading only is permitted during this time.

### Arrival

9. Candidates must arrive in time for the start of an examination. Late arrivals may not be permitted.

### Temporary absence

10. In cases of emergency, at the discretion of the coordinator/invigilator, a candidate may be allowed to leave the examination room and return. The temporary absence of a candidate will be recorded by the coordinator/invigilator.
11. A candidate will be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the candidate.
12. During a temporary absence the candidate must not take any material out of the examination room, have access to material during the absence, or return with any material.

### Academic misconduct

13. During the examination, and at other times specified by the coordinator/invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute academic misconduct, resulting in appropriate action by the IB.
14. All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute academic misconduct, resulting in appropriate action by the IB. The impersonation of another candidate will be treated as a breach of regulations.
15. If a candidate finds that he/she has accidentally taken unauthorized material into an examination (for example, a cell/mobile phone), this material must be given to the coordinator/invigilator immediately. Failure to do so may lead to an allegation of academic misconduct against the candidate.
16. No candidate is permitted to borrow anything from another candidate during an examination.

### Early departures

17. Candidates will not be allowed to leave the examination room during the first hour or during the last 15 minutes of any examination. If the duration of the examination is less than one hour, candidates will not be allowed to leave during the examination.
18. If a candidate leaves the examination before the scheduled finishing time, the candidate will not be allowed to return.

### End of the examination

19. It is the responsibility of the candidate to ensure that the front page of their coversheet is correctly completed prior to departure from the examination room.
20. Candidates must give all examination papers, answer booklets and multiple choice answer sheets to the coordinator/invigilator at the end of the examination.
21. Candidates must leave the examination room in a quiet and orderly manner.
22. Candidates must not disclose or discuss the content of any examination paper with any person outside their immediate school community within 24 hours of an examination ending. This includes any form of communication, whether verbal, written or electronic.

## Some important advice

- ✓ Know your candidate session number.
- ✓ Read the IB poster *Conduct of the examinations: notice to candidates*. If you have any questions about what it says, ask your coordinator.
- ✓ Take only authorized material into the examination room. If you are found in possession of unauthorized material (for example, notes, a mobile/cell phone) even by mistake, you will be in breach of the IB regulations.
- ✓ Write in dark blue or black ink only. Do not use gel pens. The use of colour is only permitted in geography examinations.
- ✓ Draw a line through any plans or working out that you do not want marked.
- ✓ At the end of the examination, place the below material (where applicable) together in the following sequence:
  - the blue coversheet at the front
  - the examination paper (but **only** if this is the kind of examination paper in which you write answers)
  - the answer booklet(s)
  - squared paper (used in Chinese/Japanese language examinations)
  - graph paper

Secure the above material together with a string tag.



## Answer Booklet Guide

The image shows the front cover of an answer booklet. At the top, it reads 'ANSWER BOOKLET' and 'LIVRET DE REPONSES' in English and Spanish. Below this, it says '4 PAGES / PÁGINAS'. There are two main sections for candidate information: 'Candidate session number / Número de sesión de candidato / Número de convocatoria del alumno' and 'Candidate name / Nom du candidat / Nombre del alumno'. Below these are fields for 'Question number' and 'Example number'. A large pink box occupies the center of the page, intended for writing answers. At the bottom, there is a barcode and the International Baccalaureate Organization logo.

## Introduction

This guide has been produced to help you as a candidate become familiar with using answer booklets in IB Diploma Programme and Career-related Programme examinations.

### What does the answer booklet look like?

Each booklet consists of four pages. On the top of the front page there are sections in which to indicate your session number and name, along with brief instructions on how to correctly write question numbers. The remainder of this page and all other pages are for you to write your answers to examination questions. Please remember to write your answers on the lines, keeping within the large pink box on each page. Beside the lines for your answers are boxes in which you must write the number of each question you answer.





## What is academic honesty?

International Baccalaureate (IB) programmes encourage students to inquire and to think critically and creatively, and to present their thinking in a variety of ways. They should be able to make their thoughts and their learning visible and explicit, show how they have constructed their ideas, and demonstrate the views they have followed or rejected. This is essentially what scholarship and academic honesty are: making knowledge, understanding and thinking transparent.

Students need to understand how knowledge is constructed and, consequently, their own role in furthering knowledge construction and building understanding. An essential aspect of this is an understanding of the technical aspects of academic honesty, of citing and referencing.

Academic honesty is an essential principle of the IB's academic programmes that enhances the organization's credibility and position as a leader in international education. As stated in the IB learner profile, all members of the IB community strive to be "principled", acting with "integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities".



For more information,  
please view the IB learner profile at  
<http://www.ibo.org/en/benefits/learner-profile/>  
and the publication Academic honesty in the  
IB educational context at  
[http://www.ibo.org/myib/digitaltoolkit/  
brochuresflyersposters/](http://www.ibo.org/myib/digitaltoolkit/brochuresflyersposters/)

## As the legal guardian of a Diploma Programme student, how can we support our children?

- Encourage them to plan each assignment.
- Provide support with the scheduling of their work, as they may have many assignments to complete.
- Establish a good level of communication with the school so that you understand the requirements of the Diploma Programme and what is expected of students.
- Encourage them to ask their teacher for advice if they are having difficulty with their work.



Academic Honesty  
in the  
Diploma Programme



## What is academic misconduct?

Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components. Unfortunately in every Diploma Programme examination session there are students who are investigated for alleged “academic misconduct”.

### Categories of “academic misconduct” in the IB:

**Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

**Collusion** is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another.

**Misconduct** during an IB examination includes taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the examination.

**Communication about the content of an examination** 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations.

**Duplication of work** is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.



## Good practice—recommendations for students

- Make sure that information you have used is acknowledged in the body of the text and is fully listed in the bibliography using the referencing style agreed with your teacher.
- Cite your sources so that readers can find them; if you cannot state the origin of the source it is probably better not to use it.

The IB has no means of knowing whether an act of academic misconduct was deliberate or not. Students should know how to indicate and cite material that is not their own. Students are also expected to follow the rules of acceptable behaviour in the exam room and around the time of the examination.

For these reasons, a student’s intent cannot be taken into account if the IB investigates an alleged breach of the *General regulations: Diploma Programme*.

Be aware that a breach of IB regulations will have serious consequences.

## Acknowledging the work of others

Proper citation is a key element to academic scholarship and intellectual exchange.

More guidance can be found in the IB publication *Effective citing and referencing* available in the Digital toolkit section on the IB website (<http://www.ibo.org/myib/digitaltoolkit/brochuresflyersposters/>)



### Essentials

- Make clear which words, ideas, images and works are not your own (including maps, charts, musical compositions, movies, computer source codes and any other material).
- Give credit for copied, adapted and paraphrased material.
- When using text, make clear where the borrowed material starts and finishes.
- All sources cited in the text must also be listed in the bibliography (or reference list/list of works cited) and all sources listed in the bibliography (or reference list/list of works cited) must be cited in the text.