

Conduct of examinations booklet 2020

Conduct of examinations booklet 2020

Conduct of examinations booklet 2020

Published September 2019

Published on behalf of the International Baccalaureate Organization, a not-for-profit educational foundation of 15 Route des Morillons, 1218 Le Grand-Saconnex, Geneva, Switzerland by the

International Baccalaureate Organization (UK) Ltd
Peterson House, Malthouse Avenue, Cardiff Gate
Cardiff, Wales CF23 8GL
United Kingdom
Website: ibo.org

© International Baccalaureate Organization 2019

The International Baccalaureate Organization (known as the IB) offers four high-quality and challenging educational programmes for a worldwide community of schools, aiming to create a better, more peaceful world. This publication is one of a range of materials produced to support these programmes.

The IB may use a variety of sources in its work and checks information to verify accuracy and authenticity, particularly when using community-based knowledge sources such as Wikipedia. The IB respects the principles of intellectual property and makes strenuous efforts to identify and obtain permission before publication from rights holders of all copyright material used. The IB is grateful for permissions received for material used in this publication and will be pleased to correct any errors or omissions at the earliest opportunity.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, without the IB's prior written permission, or as expressly permitted by the *Rules for use of IB Intellectual Property*.

IB merchandise and publications can be purchased through the [IB Store](#) (email: sales@ibo.org). Any commercial use of IB publications (whether fee-covered or commercial) by third parties acting in the IB's ecosystem without a formal relationship with the IB (including but not limited to tutoring organizations, professional development providers, educational publishers and operators of curriculum mapping or teacher resource digital platforms etc) is prohibited and requires a subsequent written license from the IB. License requests should be sent to copyright@ibo.org. More information can be obtained on the [IB public website](#).

IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Contents

1.0 Introduction	1
2.0 Examination materials and stationery	2
3.0 The examination schedule	4
4.0 Candidates authorized to take the examinations	5
5.0 Preparation for invigilation	6
6.0 Preparation of the examination room	7
7.0 Conduct of the examinations	8
8.0 Seating arrangements for candidates	9
9.0 Before candidates arrive for an examination	10
10.0 When the candidates arrive	11
11.0 Starting the examination	13
12.0 During the examination	14
13.0 Attendance	15
14.0 Ending the examination	16
15.0 Late arrivals	17
16.0 Invigilators' instructions to candidates	18
17.0 After candidates have left the examination room	22
18.0 Publications	24
19.0 Contacts	25

1.0 Introduction

It is essential that all invigilators of IB examinations receive a copy of this booklet on the conduct of the written examinations. In addition to providing each invigilator with a personal copy, coordinators must also place a copy of this booklet in the examination room.

Throughout this publication, specific terms are used. It is important that these terms are understood and used consistently. The key terms are listed in the table below.

Term	Meaning
Answer booklet	Four-page booklets for candidates to write responses in. A special version is available for languages that are written from right to left, such as Arabic, Hebrew, Urdu and Dhivehi.
Answer coversheet	With the exception of the paper 1 multiple-choice examinations for biology, chemistry, design technology, sports, exercise and health science, and physics, a candidate will have a blue answer coversheet provided by the IB for every examination. The appropriate coversheet must be completed correctly and attached to the front of a candidate's script using a string tag.
Script	A script includes the answer coversheet, the structured examination paper in which the candidate has written their answers, the answer booklet(s) and any graph paper used, as appropriate to the examination. Unstructured examination papers must not be attached to, or enclosed with, candidates' scripts.
Semi-structured examination paper	This is the type of examination paper in which candidates write some of their answers (normally the answers to questions in section A), with the remainder of the answers written in one or more answer booklets (normally the answers to questions in section B).
Structured examination paper	This is the type of examination paper in which candidates write all of their answers (supplemented with an answer booklet when necessary). This is also referred to as a "write-on" examination paper.
Unstructured examination paper	This is the type of examination paper in which candidates do not write any answers. Answers are written in one or more answer booklets. The examination paper must not be sent with the script.

2.0 Examination materials and stationery

2.1 All examination material must be stored in a secure storage area that complies with current requirements. Access to the secure storage area should be strictly limited and all keyholders accountable to the coordinator/head of school. Storage arrangements must ensure the complete security of examination materials.

Schools should note that a new secure storage policy will become obligatory, and must be complied with, from May 2020. For full details, see the *Secure storage of confidential IB examinations material booklet 2020*.

2.2 Coordinators must print sufficient copies of the following items for use in lessons and examinations. They are available on the programme resource centre. (This table will be populated in November 2019.)

Subject	Level	Paper(s)	Item

Booklets, case studies, formulae sheets, prescribed works, dictionaries and other documents used in examinations must be “clean” copies without annotations or any other marks.

2.3 Ensure that sufficient clean copies of the prescribed work scores for music SL/HL paper 1 are available for the candidates’ examination. It is the responsibility of the coordinator to provide these scores, not the candidates.

2.4 Ensure that candidates know what they should bring to the examinations and any limitations, particularly restrictions on stationery and the types of calculator that can be used. Depending on the subject of the examination, candidates will need a pen with black or dark blue ink, a pencil (and sharpener if required), a ruler, an eraser and basic geometry instruments (for example, a protractor). A bilingual translation dictionary is permitted for all subject groups (except studies in language and literature, language acquisition) including classical languages examinations.

2.5 Candidates must be made fully aware of the regulations involving calculators, and the implications of any infringement of these rules, during the pre-examination period. In particular, their attention must be drawn to the list of prohibited calculators and the requirements involving resetting memory and examination modes. On the day of the examination, the school must be satisfied that the calculators being used are compliant and clearly visible on candidates’ desks. It must be clear to candidates before the start of an examination that requires the use of a calculator that the regulations involving calculators must not be infringed. It is recommended that invigilators are familiar with the calculator requirements. See *Calculators guidance for examinations booklet 2020*.

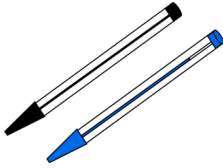

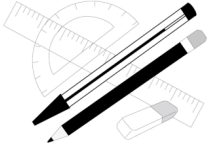
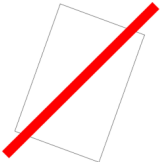


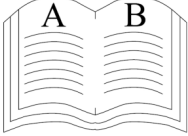
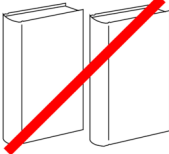
2.6 No candidate is permitted to use a personal computer or laptop in an IB examination unless authorization has been given by the Assessment Division, IB Global Centre, Cardiff, in the case of a candidate requiring inclusive access arrangements.

2.7 IB stationery used in examinations, specifically graph paper and answer booklets, must be kept just as secure as the examination papers themselves. IB stationery must not be used for any purpose (including “mock” or “trial” examinations) other than the actual IB examinations in May and November.

2.8 On structured examination papers, candidates must write their answers in the boxes on the paper. If candidates are unable to complete their answer in the box provided, they should continue their answer in a four-page answer booklet and indicate within the box that they have done this.

2.9 Permissions for general stationery items

The table below indicates which items are permitted for use during the examinations and which items are not permitted.

Items permitted		Items not permitted	
	A pen with black or dark blue ink		Correction fluid/pens
	General stationery (ruler, eraser, protractor)		Rough/scratch paper
	Pencil with a soft lead (for dark lines)		A bilingual translation dictionary for studies in language and literature, and language acquisition examinations (please note the exception for classical languages)
	A bilingual translation dictionary for all subject groups (except studies in language and literature, language acquisition) including classical languages examinations		Notes, books, guides or reference material of any kind

3.0 The examination schedule

3.1 The schedule of examinations must be strictly observed. Each examination must be taken during the morning or afternoon as scheduled by the IB, unless the Assessment Division, IB Global Centre, Cardiff, authorizes a rescheduling. Coordinators may vary the starting times of the morning and afternoon sessions at their discretion. However, morning examinations must start after 7.00am and finish before 1.00pm local time, and afternoon examinations must start after 12.00pm (noon) and finish by 6.00pm local time.

3.2 The IB designates the date on which the written examinations must be taken for school-based syllabus (SBS) subjects. However, an exception is made where only one school is offering an SBS. In these circumstances, the examination(s) must be scheduled during the period 15 April to the last date in the May examination schedule/15 October to the last date in the November examination schedule.

3.3 At the discretion of the coordinator, candidates are permitted a short break between examination papers, including examinations for the same subject and level. Candidates may leave the examination room, consult notes and engage freely in discussion. This does not pose a threat to the security of any examination paper.

3.4 In circumstances of an extreme nature that threaten the safety of candidates and/or teachers (for example, civil unrest, natural disaster) where rescheduling is necessary, the coordinator should contact IB Answers for advice. If, for any reason, IB Answers cannot be contacted, the examination must be rescheduled to the next earliest possible date. Immediately after the examination, a full report must be sent to the Assessment Division, IB Global Centre, Cardiff, using the email link "Adverse circumstances" under "Contact us" on the International Baccalaureate information system (IBIS). The final award committee will determine whether grades will be issued to the candidates in the subject(s) and level(s) concerned.

4.0 Candidates authorized to take the examinations

4.1 At the discretion of the school, candidates should be in good standing at the time of the examinations. Candidates who are registered for an examination session, but who are subsequently excluded from school, normally forfeit their right to be examined by the IB in the school at which they have registered.

4.2 Each candidate must take their examinations at the school where they are registered unless the IB has authorized an alternative venue. Also, each candidate must have attended an IB World School that offers the DP and have followed courses in subjects of the DP.

5.0 Preparation for invigilation

5.1 The term “invigilator” is used to indicate a person responsible for supervising an examination. In this context, the term “invigilator” means the same as proctor or supervisor.

5.2 There must be sufficient invigilators to ensure the adequate supervision of all examinations. The IB requires a ratio of 1 invigilator for every 20 candidates, with a minimum of 2 invigilators per examination room. The only exception to the minimum is where schools have a small number of candidates in separate examination rooms; in these instances schools may use a “floating” invigilator in order to meet the minimum invigilator requirement (that is, one person can act as the second invigilator for up to three examination rooms). “Floating” invigilators must be easily contactable by each in situ invigilator. Schools are permitted to run more than one examination in an examination room.

5.3 An invigilator will normally be a member of the school’s teaching faculty (staff) for the DP. However, it is acceptable to recruit responsible adults who are not teachers, provided that they are appropriately trained in the process. The school has responsibility for the training and conduct of all invigilators.

5.4 An invigilation schedule must be devised showing when and where each invigilator will be supervising examinations. The duties of the invigilator may include the distribution and collection of examination material, so time must be allowed for this in the schedule. Also allow for the five minutes’ reading time before the start of each examination (except in multiple-choice examination papers).

5.5 Teachers of the subject of the examination must not invigilate. An exception is made for a coordinator who is also a subject teacher. However, in this case, a second teacher must also act as an invigilator. The purpose of this restriction is to help ensure that no questions arise regarding the integrity of the examination.

5.6 Coordinators should ensure that invigilators do not supervise examinations for long periods without being replaced or given a break.

5.7 At least two weeks before the start of the written examinations, coordinators should make available a copy of the examination schedule and the invigilation schedule to each invigilator. It is the responsibility of the coordinator to ensure that all invigilators understand their responsibilities and know how IB examinations are conducted and supervised.

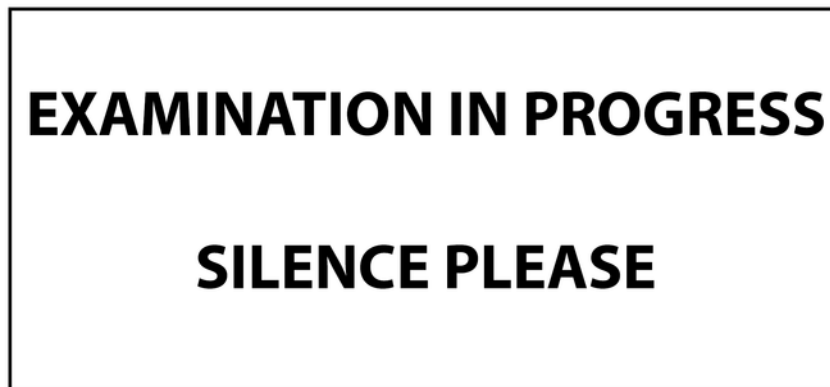
5.8 All invigilators who are present for an examination that permits a candidate to use a calculator must be familiar with the guidance on calculators. Furthermore, such invigilators must understand how to check that candidates are not infringing the rules governing the use of calculators.

6.0 Preparation of the examination room

6.1 Make sure that invigilators can contact someone outside the examination room in an emergency. (A mobile phone/cellphone may be used for this purpose, but otherwise it should be kept switched off during the examination.) Candidates may need to leave the room temporarily, so both male and female invigilators must be available.

6.2 For all examinations, place a large clock in the room where all candidates can see it, and a board or flip chart showing the start and finish times. Display in or outside the examination room a copy of the poster *Conduct of the examinations: Notice to candidates* and the poster *Conduct of the examinations: Items not permitted*. Display outside the examination room a notice that reads:

Copies of these instructions must be available to the invigilators in the examination room.



6.3 Remove any information (such as posters, periodic tables, pictures, teaching aids and maps) that may be helpful to candidates during any examination from the walls, noticeboards and bookcases in the examination room. Particular care must be taken if an examination is being held in a library or similarly resourced room.

7.0 Conduct of the examinations

7.1 The school is responsible for providing a room that is suitable for the examinations and for informing each candidate where the examinations will be held. Access to the examination room must be restricted to persons who are directly connected with the examinations. No person is permitted to take any confidential examination material, such as a copy of an examination paper, from the room.

7.2 IB examinations must be conducted according to the instructions given here. If candidates are present in the room for examinations other than IB examinations, all instructions concerning the conduct of IB examinations must still be observed without interference of any kind.

7.3 The document *Conduct of the examinations: Notice to candidates* must be read by all candidates and, if necessary, explained to them. Each candidate must be provided with his or her own copy, which can be downloaded from IBIS.

7.4 At least one week before the start of the written examinations, copies of the posters *Conduct of the examinations: Notice to candidates* and *Conduct of the examinations: Items not permitted* must be displayed at a suitable location within the school. Preferably, this should be outside or close to the room where the examinations will be held, but this is at the discretion of the coordinator. These posters are sent to schools with the consignment of examination stationery.

8.0 Seating arrangements for candidates

8.1 It is not a requirement of the IB to place a card with the candidate's session number on each desk or table. However, candidates must know their session number.

8.2 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 during the examination. In cases of alleged academic misconduct, the Assessment Division, IB Global Centre, Cardiff, will request a copy of the seating plan.

Retain the seating plans until after the issue of results. Do not send your seating plans to the Assessment Division, IB Global Centre, Cardiff (or the scanning centre), unless you are requested to do so.

8.3 Candidates themselves (rather than their desks) must be seated a minimum of 1.5 metres apart and must not be able to overlook the work of other candidates (for example, when seated in an auditorium) or to exchange information. If possible, arrange the seating so that candidates have individual desks or tables. Each candidate must have sufficient space to accommodate the authorized material, such as data booklets and maps, required for the examination. Do not arrange seats around a table or facing one another; all candidates must be facing in the same direction.

8.4 Candidates are not required to sit in the same place in all examinations. In fact, the security of the examinations can be improved by assigning candidates to a different place for each examination.

9.0 Before candidates arrive for an examination

9.1 The coordinator should normally start and end each examination, although they do not need to be present for the full duration of every examination. If another person is starting an examination, the coordinator must provide that person with the materials required.

9.2 The coordinator must arrive at the examination room well before the scheduled start time to ensure that the room is correctly arranged.

9.3 The coordinator must ensure that candidates will not be distracted during the examination (for example, by noise outside the examination room, or by teachers or other persons seeking access to the room). Disruptive events, such as fire drills or building maintenance, must be scheduled for another time.

9.4 Examination stationery may be placed on desks/tables before the arrival of the candidates. Alternatively, the stationery may be given out once candidates are seated in the examination room.

10.0 When the candidates arrive

10.1 Before the candidates enter the examination room, they should be informed that only authorized materials required for the examination may be taken to their desk. All personal belongings, including any communications devices, must be left outside or placed at the back of the room. If belongings are placed at the back of the examination room, ensure that any mobile phones/cellphone are switched off. Candidates should also be informed that, once they have entered the examination room, they are subject to the IB's regulations governing the conduct of examinations.

10.2 Admit candidates to the examination room at least 10 minutes before the examination is due to begin. They must enter the room in a quiet and orderly manner.

10.3 Once the candidates have entered the examination room, the examination is in progress until all scripts and any other examination materials have been collected.

10.4 The coordinator must decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator and remain seated until permission is given to leave the examination room.

10.5 Check the identity of each candidate against the answer coversheets/multiple-choice answer sheets or a checklist of candidates printed from IBIS. It is essential that the identity of each candidate can be confirmed. Retake candidates who do not normally attend the school must be asked to produce proof of their identity if the coordinator/invigilator is not certain of their identity.

10.6 Candidates who have not been registered for the subject or level of an examination must not be allowed to take the examination unless authorization has been received from the Assessment Division, IB Global Centre, Cardiff. If authorization has been received, use one of the generic coversheets available on IBIS. Details on the front of the generic coversheet must be completed.

10.7 It is preferable that candidates do not take to their desk or table any form of container (for example, a pencil case) in which to hold their stationery. However, if the coordinator allows this, containers must be either transparent or checked by the coordinator/invigilator to ensure that they do not contain unauthorized material.

10.8 Candidates may take to their desk or table only the following items.

- General stationery (for example, pens, pencils, an eraser, geometry instruments and a ruler)
- A bilingual translation dictionary is permitted for all subject groups (except studies in language and literature, language acquisition) including classical languages 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 approved electronic calculator)

10.9 The use of pencil is permitted for drawing graphs or diagrams. If possible, candidates should be encouraged to use a pencil with a soft lead that produces dark lines, rather than a pencil that tends to result in thin grey lines. This will aid the electronic scanning of candidates' scripts. Coloured pencils are only permitted for examinations in geography.

10.10 Candidates are not permitted to use correcting fluid/pens. A candidate must neatly cross out any mistakes (except when there is a mistake in a question number box—in this instance, the relevant box must be completely filled in and the next one used). Gel pens/highlighting pens can only be used to highlight questions or other information on an examination paper; they must not be used in conjunction with a candidate's answer to any question. (This is because candidate's scripts are scanned and the images made available to examiners electronically—gel pens/highlighting pens are not amenable to this process.)

10.11 Candidates must write their answers in either dark blue or black ink (except for multiple-choice examination papers, when pencil is used), and use soft pencil for graphs and diagrams. The use of colour is only permitted in geography examinations. Gel pens must not be used as they cause difficulties during the scanning process.

10.12 Candidates must not share stationery, dictionaries, calculators or other material during an examination.

10.13 If unauthorized material is found in a candidate's possession, they are likely to be held in breach of regulations, regardless of whether they intended to use the material during the examination. Therefore, it is important to provide candidates with the opportunity to declare the possession of unauthorized material before the start of the examination.

10.14 Personal belongings not required for the examination must be removed from candidates. However, articles that a candidate may consider a "lucky charm" or similar may be placed on a candidate's desk or table at the discretion of the coordinator. The article must be thoroughly inspected to ensure that it does not provide unauthorized material.

10.15 The coordinator or invigilator must be particularly vigilant for any unauthorized electronic devices. Candidates are not permitted to bring such devices (for example, a mobile phone/cellphone, a personal stereo/radio, a computer/tablet, an electronic or smart watch or calculator that allows communication) to their desk/table and must be instructed to switch off a watch alarm if it is set to go off during the examination. A personal clock, other than a wristwatch, is not permitted. Candidates are not permitted to use a mobile phone/cellphone as a calculator regardless of the applications on the device.

10.16 Drinking water is permitted at the discretion of the coordinator. Food, refreshments and drinks other than water are only permitted for those candidates with a medical condition, such as diabetes.

10.17 If authorized by the coordinator prior to the examination, a candidate with a diagnosed illness may take necessary medication during the examination. If the nature of that medication may distract other candidates taking the examination, the candidate concerned should take the examination in a separate room. This can be arranged at the discretion of the coordinator.

11.0 Starting the examination

11.1 Inform the candidates that they must remain silent until they have left the examination room.

11.2 Ensure that all candidates have the correct coversheet and sufficient stationery, such as answer booklets (if required), pencils and graph paper. Candidates must not be given rough/scratch paper on which to write a draft, any working out or plan for an answer. For unstructured examination papers, such work must be written in the answer booklet(s). For structured/semi-structured examination papers, the working out or plan can be written on the examination paper, supplemented with an answer booklet if necessary. If a candidate does not want this draft work to be marked, a line must be drawn through that work. In both scenarios, the candidate's draft work, and so on, must be submitted and not retained either by the school or by the candidate.

11.3 Open the sealed packet(s) containing the examination papers in the presence of the candidates. Distribute the examination papers and any additional material issued for a particular paper. Place the examination papers on the desks or tables with the front cover uppermost so that candidates cannot read the questions. Care must be taken to ensure that each candidate receives the correct examination paper.

11.4 If the wrong packet of examination papers is opened by mistake, seal the packet and report the incident to the head of school and IB Answers immediately after the examination. If the wrong examination papers are distributed, collect the papers, seal them in the packet and, immediately after the examination, send a written report on the incident to IB Answers and inform the head of school.

11.5 Section 16.0 "Invigilators' instructions to candidates" provides the actual instructions that must be given verbally to candidates at the start of the examination. (The coordinator or invigilator for each examination must already be familiar with the text).

11.6 Inform candidates that their handwriting must be legible. Poor handwriting will not be penalized, but if an examiner cannot read a script, then he or she cannot mark it.

11.7 Write the start and finish times of each examination paper on a board or flip chart in view of all candidates.

11.8 Provide the candidates with details of any error (erratum) notices provided with the examination papers. Where appropriate, details of a correction should be written on a board or flip chart so that candidates can refer to it during the examination. Candidates are permitted to write the information on their examination paper. No other correction or change may be announced or made to an examination paper without authorization from the Assessment Division, IB Global Centre, Cardiff.

11.9 Allow the candidates five minutes of reading time at the start of each examination (except for multiple-choice examination papers). These five minutes are not counted as part of the time allowed for the examination, which is stated on the front cover of the examination paper. Candidates must not use calculators during the reading time, write notes, refer to dictionaries, highlight questions or write draft answers to questions. For a music examination, these five minutes can include listening to the music tracks for section B of the examination paper.

11.10 On structured and semi-structured examination papers where candidates write their answers in designated boxes, if a candidate is unable to complete their answer in the box provided, they must continue their answer in an answer booklet. The candidate must indicate they have done this by writing a note in the answer box. The number of the question that is being answered must be shown in the answer booklet.

12.0 During the examination

12.1 Each invigilator must give his or her whole attention to the supervision of the examination. It is not permitted for an invigilator to engage in an activity (for example, reading or marking candidates' work) other than supervising the examination. Any conversation between invigilators must be brief, quiet and confined to discussing matters relating to the examination in progress.

12.2 At least one invigilator must walk around the room at regular intervals, without disturbing the candidates, to ensure that no candidate is engaging in any form of academic misconduct. Invigilators must not remain in one place for a long period, but when moving about the examination room they must avoid distracting the candidates.

12.3 One invigilator should be seated at the back of the room so that candidates cannot see which part of the room the invigilator is observing.

12.4 During the examination, the invigilator must keep an accurate record of any events. The following are examples of the type of events that must be recorded.

- If a candidate is allowed a temporary absence (for example, to go to the bathroom or because of illness), the session number or name of that candidate must be recorded, as well as the time when he or she left and returned to the room.
- If a candidate feels ill, but continues with the examination, record the name of the candidate and the time when the illness appeared to begin.
- If a candidate is thought to have engaged in misconduct, record the name of the candidate and the nature of the incident.

12.5 Do not leave candidates unsupervised at any time. If an invigilator must leave the examination room, another invigilator must remain to supervise the candidates.

12.6 Other than candidates for the examination, only the head of school, coordinator, invigilators and authorized IB inspectors are allowed into the examination room. No other person should be given access, except in an emergency or with authorization from the Assessment Division, IB Global Centre, Cardiff.

12.7 If a candidate has difficulty understanding the information on the examination paper, suspects there is an error in the paper or has any subject-specific queries, advise the candidate to attempt the paper or question according to the instructions. Candidates must be left to interpret questions in examination papers for themselves.

Do not:

- provide what you consider to be the correct explanation
- suggest an alternative interpretation
- ask a candidate to ignore an instruction.

Report the query to IB Answers by email immediately after the examination. Also ensure the query is reported on the form provided on the programme resource centre for teachers' feedback on the examination papers.

13.0 Attendance

13.1 Coversheets: the absence of any candidate must be indicated on their answer coversheet one hour after the start of the examination. On the coversheet there is a box next to the heading “Invigilator only: Candidate absent” for this purpose. If a candidate is absent, put a cross in this box. (There is no requirement to indicate the same information on IBIS about candidates who were absent from a written examination.) If a candidate who would have received a generic coversheet is absent, complete the coversheet on his or her behalf and put a cross in the box. If there are adverse circumstances to justify the absence of the candidate, submit a completed form, *Candidate(s) affected by adverse circumstances*, to the Assessment Division, IB Global Centre, Cardiff, as soon as practicable.

13.2 Temporary absence: if a candidate has to go to the bathroom, or feels ill, or has an emergency situation, they may be allowed to leave the examination room and return. In cases of illness only, at the discretion of the coordinator, the candidate may be allowed the full time for the examination.

A candidate must 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.

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.

13.3 Early departure from the examination: candidates must not be allowed to leave the examination room during the first hour or during the last 15 minutes of an examination (subject to section “13.4”). Consequently, candidates must not be allowed to leave the examination room if the duration of the examination is 1 hour and 15 minutes or less. This ruling is intended to prevent any disruption during the close of an examination, so that candidates are not moving around the room while scripts, examination papers and other material are being collected and accounted for.

13.4 On the occasions when two or more examinations are scheduled for the same time of day, but end at different times, the coordinator may decide whether candidates are permitted to leave the examination room before the last 15 minutes of an examination. If candidates are permitted to leave, they must do so without disturbing those candidates who are continuing their examination.

If a candidate leaves the examination before the scheduled finishing time, they must not be allowed to return.

14.0 Ending the examination

14.1 It is the responsibility of the candidate to ensure that the coversheet for the examination is correctly completed before leaving the examination room. Candidates must attach material using a string tag in the correct sequence, with the answer coversheet at the front, followed by the structured examination paper if one has been used for the examination (they must not attach an unstructured examination paper), then their answer booklet(s) and finally any graph paper that has been used.

14.2 Candidates must place their examination material on their table or desk so that it can be easily collected from them. Before the candidates leave their desk or table, collect all examination papers, coversheets with answer booklets and graph paper attached, multiple-choice answer sheets and all unused material.

14.3 If a candidate attempts an examination paper, their script—no matter how limited in content—must be sent for marking. If no script is received for a candidate, the candidate will not be eligible for a grade in the subject concerned.

14.4 Candidates must leave the examination room in a quiet and orderly manner, taking only their personal belongings with them. Candidates must not take any examination paper, data booklets, answer booklets or graph paper out of the room.

15.0 Late arrivals

15.1 Late arrivals—less than 60 minutes

During the first 60 minutes of an examination, the coordinator/invigilator may allow late arrivals into the examination room to take the examination, regardless of the reason why a candidate is late. Direct such candidates to their seats with the minimum of disturbance to other candidates. The candidate may be allowed the full time for their examination if there are adequate arrangements for supervision. Whether a late arrival is allowed into an examination is entirely at the discretion of the coordinator.

The *Conduct of the examinations: Notice to candidates poster* advises candidates that they must arrive on time for their examinations. This is not a contradiction of the paragraph above. The statement on the poster is to prevent candidates from assuming they are able to arrive for an examination whenever they wish during the first 60 minutes. Clearly this would be very disruptive for coordinators and invigilators.

15.2 Late arrivals—after 60 minutes—no acceptable reason

If there is no acceptable reason for lateness, the candidate must not be allowed into the examination; neither can the examination be rescheduled for a later time.

Unacceptable reasons for lateness are circumstances reasonably within the control of the candidate, such as misreading/misunderstanding the examination timetable or oversleeping.

The candidate must be shown as "absent" from the examination on the answer coversheet. The candidate will not be eligible for the award of a grade in the subject concerned.

15.3 Late arrivals—after 60 minutes—acceptable reason

If there is an acceptable reason for lateness, at the discretion of the coordinator the candidate may be allowed into the examination and given the full time for the examination. Direct such candidates to their seats with the minimum of disturbance to other candidates.

Acceptable reasons normally arise from circumstances beyond the control of the candidate (for example, civil unrest, road accident).

The IB reserves the right ultimately to determine what constitutes an acceptable reason and may overrule the decision of the coordinator.

If the candidate arrives after other candidates in the group have completed the examination, the examination must be taken as soon as possible on the scheduled date. It is likely that the candidate will be issued a grade for the subject and level concerned, provided there has been no compromise to the security of the examination. Whether to allow the examination in these circumstances is left to the discretion of the coordinator. However, no assumption should be made either by the coordinator or candidate that a grade will necessarily be issued.

The session number and name of the candidate, time of arrival, and the exceptional circumstances causing the late arrival must be reported to the Assessment Division, IB Global Centre, Cardiff, using the email link "Adverse circumstances" under "Contact us" on IBIS immediately after the examination. If there has been a possible breach in the security of the examination, this must also be reported. A decision on whether or not to award a grade in such circumstances will be taken by the final award committee.

16.0 Invigilators' instructions to candidates

This section contains the verbal instructions that must be given to candidates during the course of each examination, according to the type of examination paper being taken.

16.1 Unstructured examination papers that require candidates to write their responses in one or more answer booklets

Starting the examination

Make these announcements immediately before the examination begins.

"Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your coversheet. Please tell me if any of the details are not correct for this examination".

(Allow time for the candidates to do this.)

"Use blue or black ink for all written text. Pencil may be used only for graphs, diagrams or charts. Coloured pencils are not permitted (except in geography examinations).

The number of pages in the examination paper is on the front page. Turn the pages to check none are missing".

(Allow time for the candidates to do this.)

"Does anyone have an examination paper that is incomplete?

Read all the instructions very carefully. Do not answer more questions than required.

Write as clearly as possible using both sides of each page in your answer booklet. If you require another booklet, please ask for one.

Write your session number and name on the front page of your answer booklet in the boxes provided. Do this carefully please.

If you use graph paper for all or part of a question, please write 'see graph paper' alongside the question number in the answer booklet.

Write the number of each question you answer in the appropriate boxes provided. If you enter an incorrect question number in a box, fill in the box completely and write the correct question number in the next available box.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write, refer to a dictionary, highlight questions or use a calculator.

You may now open your examination paper. Your reading time starts now".

(Allow five minutes' reading time.)

"Your reading time is over. You have [state time allowed] for this examination paper. You may start to write. The time now is [give the precise start time]".

During the examination

Make these announcements at the appropriate times.

"The time remaining is 30 minutes.

The time remaining is five minutes. Please ensure you draw a line through any work that you do not wish to be marked; if this applies to a whole question, remember to fill in the relevant question number box as well”.

Ending the examination

Make these announcements at the end of the examination.

“The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers.

Check that you have written the question number for each of your answers in the appropriate box(es) in the answer booklet(s) (and graph paper) used. Make sure that both your session number and name are written on the front page of each answer booklet (and graph paper) used.

Complete all details on your coversheet, if you have not already done so.

Make sure that your coversheet is fastened to your answer booklet(s) (and graph paper) using a string tag.

Place the examination paper and script separately on your desk/table ready for collection”.

16.2 Structured and semi-structured examination papers in which candidates write all or some of their answers (supplemented with answer booklets and/or graph paper)

Starting the examination

Make these announcements immediately before the examination begins.

“Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your coversheet. Please tell me if any of the details are not correct for this examination”.

(Allow time for the candidates to do this.)

“Use blue or black ink for all written text. Pencil may be used only for graphs, diagrams or charts. Coloured pencils are not permitted (except in geography examinations).

The number of pages in the examination paper is on the front page. Turn the pages to check none are missing”.

(Allow time for the candidates to do this.)

“Does anyone have an examination paper that is incomplete?

Read all the instructions very carefully. Do not answer more questions than required”.

For structured examination papers, make the following announcement.

“Write your answers in the appropriate spaces on the examination paper. Answer booklets are available if you require more space than is available in the examination paper. If you use an answer booklet, remember to write your session number and name on the front page and the question number at the start of each answer. If you enter an incorrect question number in a box, fill in the box completely and write the correct question number in the next available box”.

For semi-structured examination papers, make the following announcement.

“For section ‘A’, write your answers in the appropriate spaces on the examination paper. For section ‘B’, answer booklets are provided. When you use an answer booklet, remember to write your name and session number on the front page and the question number at the start of each answer. If you enter an incorrect question number in a box, fill in the box completely and write the correct question number in the next available box.

Where an answer is required in a designated box, you must write your answer in the box provided. If you are unable to complete your answer in the box, continue your answer in an answer booklet and write in the box that you have done so.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write, refer to a dictionary, highlight questions or use a calculator. You may now open your examination paper. Your reading time starts now”.

(Allow five minutes' reading time.)

“Your reading time is over. You have [state time allowed] for this examination paper. You may start to write. The time is [give the precise start time]”.

During the examination

Make these announcements at appropriate times.

“The time remaining is 30 minutes.

The time remaining is 5 minutes. Please ensure you draw a line through any work that you do not wish to be marked”.

Ending the examination

Make these announcements at the end of the examination.

“The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers.

Check that you have written the question number for each of your answers in the appropriate box(es) in any answer booklet(s) (and graph paper) used.

Make sure that both your session number and name are written on the front page of any answer booklet(s) (and graph paper) used.

Complete all details on your coversheet, if you have not already done so.

Make sure that your coversheet is attached to the examination paper using a string tag. Attach any answer booklets (and graph paper) at the back.

Place your script on your desk or table with the coversheet uppermost, ready for collection”.

16.3 Multiple-choice examination papers

Starting the examination

Make these announcements immediately before the examination begins.

“Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your answer sheet. Please tell me if any of the details are not correct for this examination”.

(Allow time for the candidates to do this).

“Use a soft pencil that produces dark lines.

Read the instructions on the answer sheet”.

(Allow time for the candidates to do this and give guidance, as appropriate.)

“Note that calculators are not allowed in multiple-choice examinations.

The number of pages in the examination paper is on the front page. Turn the pages to check none are missing”.

(Allow time for the candidates to do this.)

“Does anyone have an examination paper that is incomplete?

Read all the instructions and the questions themselves very carefully. Do you have any questions? You have [state time allowed] for this examination paper.

You may now start the examination. The time now is [give the precise start time]”.

During the examination

Make these announcements at appropriate times.

“The time remaining is 30 minutes.

The time remaining is 5 minutes”.

Ending the examination

Make these announcements at the end of the examination.

“The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers.

Place your answer sheet and examination paper on your table or desk with the front page(s) uppermost, ready for collection”.

17.0 After candidates have left the examination room

The invigilators continue to be responsible for secure delivery of the examination until the scripts are sealed in the envelope. We recommend that the following actions take place in the examination room, but they may also be completed in a separate secure room under the supervision of at least one invigilator and the coordinator or person designated to oversee the examinations. This secure room must not be used for any other purpose during the sorting of examination papers and anyone, including teachers, not involved in the examination process must not be present. The IB is not responsible for any material lost because of errors in this process.

17.1 Multiple-choice answer sheets: arrange the multiple-choice answer sheets in numerical candidate order according to the session numbers, including any answer sheets for candidates who were absent. They must not be photocopied.

In a secure location, ideally the examination room:

- for any absent candidate answer sheets, ensure that the “candidate absent” box is checked
- place the candidates’ answer sheets in the addressed yellow plastic envelope provided (use separate envelopes for each subject, level and paper)
- protect the answer sheets with stiff card to guard against damage in the post
- seal the envelope.

17.2 All other scripts: arrange the candidates’ scripts (each with the answer coversheet attached to the front) in numerical candidate order according to the session numbers. Do not photocopy them. Check that there is an answer coversheet and script for each candidate who was present for the examination and include any coversheets for candidates who were absent, ensuring that a cross has been written in the absence box.

In a secure location, ideally the examination room:

- for any absent candidate coversheets, ensure that the “candidate absent” box is checked
- place the candidates’ answer coversheets/scripts in the blue unaddressed plastic envelope provided (use separate envelopes for each subject, level and paper, and where possible include at least 20 scripts in each envelope)
- ensure that the QR code on the top answer coversheet shows through the window in the blue script envelope
- do not enclose a copy of the blank examination question paper
- write the number of scripts contained within the envelope in the box provided
- seal the envelope.

17.3 Where individual candidates are taking their examination outside of the main examination room (due to access arrangements, etc) we recommend that all material is placed in a separate envelope in the presence of the candidate. This must then be taken directly to the main examination hall.

If the candidate is not taking their examination nearby we require that their work is sealed in an envelope before it is transferred to the main examination room. The invigilator is responsible for ensuring this is done securely.

17.4 Examination question papers and stationery: lock up the examination papers and remaining stationery on secure storage (except those papers on which candidates have written their answers, which will be sent for marking). Also ensure that candidates do not have access to examination stationery, such as answer booklets and graph paper, until the next examination. Similarly, examination stationery, such as answer paper or graph paper, must not be used by teachers, the coordinator or any other person for any purpose. For reasons of security, examination stationery must only be used by candidates in IB examinations.

No earlier than 24 hours after an examination, the paper for that examination must be made available to the appropriate subject teacher(s). This is necessary so that the teacher(s) concerned can review the paper and submit their feedback to the Assessment Division, IB Global Centre, Cardiff, using the appropriate form.

17.5 Mailing candidates' examination scripts/multiple-choice questions (MCQ) answer sheets.

- Ensure that each envelope is sent to the appropriate address within 24 hours of the examination. If coordinators are unable to arrange the dispatch due to public holidays, or other logistical problems, the examination scripts and/or MCQ answer sheets must be locked away in the school's secure storage facility, and sent at the earliest possible opportunity.
- Use a means of delivery that is fast, secure and traceable. The scripts should arrive at the appropriate address specified no later than seven days after the examination.
- Do not use a postal service that is the equivalent of "cash on delivery". The scanning centre will not pay the postage for your assessment material and it will be returned to your school.
- If you are sending the package to another country and there is a requirement to declare the value of the package for customs, indicate a nominal value (for example, the equivalent of US\$1) so that the recipient does not have to pay customs duty.
- If two or more components within a subject/level (for example, paper 1 and paper 2) are being sent to the same location, they should be sent in separate courier despatches in case one of the packages is mislaid.
- Keep proof of postage and a record of which candidates' work was included in each package.
- Ensure that the QR code/barcode in the top right-hand corner of the top answer coversheet/MCQ answer sheet shows through the window in the blue/yellow envelope. This will enable the quick identification of the contents of the envelope.

Information concerning unusual circumstances affecting a candidate, or group of candidates, must be reported directly using the form *Candidate(s) affected by adverse circumstances (D2)*.

17.6 Proof of postage: it is important to retain proof of postage, including the date when each package was sent to the scanning centre. If the package is mislaid in the post, the Assessment Division, IB Global Centre, Cardiff, will request proof of postage and a list of those candidates for whom work was or was not included. Unless this information can be produced, candidates may not be eligible for grades in the subject/level concerned.

18.0 Publications

This list shows publications that are required or recommended for the administration of the examinations.

Publication name	Location
<i>Conduct of the examinations: Notice to candidates</i> (poster)	Examination stationery mailing
<i>Conduct of the examinations: Items not permitted</i> (poster)	Examination stationery mailing
<i>Access and inclusion policy</i>	Programme resource centre
<i>General regulations: Diploma Programme</i>	Programme resource centre
<i>Use of calculators in examinations 2020</i>	Programme resource centre

19.0 Contacts

Requirement	Contact	Method
Adverse circumstances	Adverse circumstances	Send the form <i>Candidate(s) affected by adverse circumstances</i> via the appropriate "Contact us" link on IBIS
Misconduct	Academic honesty	Via "Contact us" link on IBIS
General inquiries	IB Answers	support@ibo.org
Emergency contact	IB Answers	UK: +44 29 2054 7740 Switzerland: +41 22 309 2515 Singapore: +65 6579 5055 US: +1 301 202 3025 The Netherlands: +31 70 352 6055