Middle Years Programme

Handbook of Procedures for the Middle Years Programme: Assessment 2017

International Baccalaureate®
Baccalauréat International
Bachillerato Internacional

Middle Years Programme
Handbook of Procedures for the Middle Years Programme:
Assessment 2017

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.

1.1 Overview

Ⓐ

Welcome to the November 2016 update of the 2017 edition of the *Handbook of procedures for the Middle Years Programme*.

This *Handbook of procedures for the Middle Years Programme: Assessment 2017* is provided for Middle Years Programme (MYP) coordinators as a resource containing information on the assessment and administrative procedures to be followed in order to enable IB World Schools to participate in MYP eAssessment in May and November 2017.

The IB is offering disciplines for assessment either through on-screen examinations or through ePortfolio submissions. Both assessment methods are covered in this handbook.

Further guidance on the practical measures required by schools to deliver the on-screen assessment is available in the IB publication *Guide to MYP eAssessment*, available on the online curriculum centre (OCC).

Please note that on-screen examinations take place in May and November, so the sessions will be referred to in this guide as May and November sessions. The IB information system (IBIS) still uses the labels "June" and "December" to refer to the sessions and this will be corrected in the longer term.

All MYP resources are now available on the new programme resource centre which is accessible to MYP coordinators and teachers through the MYP pages on the OCC, using their OCC login details. Use the PRC to access this handbook, and all teaching and learning, curriculum, implementation and other supporting materials for the MYP.

The IB Assessment Centre has now been renamed as Assessment Division, IB Global Centre, Cardiff.

> **Icons key**
> To help coordinators identify new and amended content, a series of icons have been introduced in this edition of the handbook.
>
> Ⓝ – indicates new content not previously published in the *Handbook of procedures for the Middle Years Programme: Assessment*.
>
> Ⓐ – indicates content that has been changed from the previous edition.
>
> Ⓒ – indicates content where the dates have been changed and the rest of the information remains the same.

2.1 Requirements of the IB MYP certificate

2.1.1 Choosing subjects

It is recommended and preferred that candidates study at least one subject from each of the eight subject groups.

- Language and literature
- Language acquisition (or a second language and literature)
- Individuals and societies
- Mathematics
- Sciences
- Arts
- Physical and health education
- Design

However, if the school and candidates are better served by offering candidates choices that do not involve all eight subject groups, candidates may study one subject from each of a minimum of six subject groups in years 4 and 5. The choice must be from:

- language and literature
- language acquisition (or a second language and literature)
- individuals and societies
- mathematics
- sciences
- one subject from arts, physical and health education or design.

2.1.2 Meeting the requirements of the core

In addition to completing the assessment requirements of six subjects, a candidate must also meet the requirements of the following to be eligible for the award of the IB MYP certificate.

- Interdisciplinary on-screen examination
- Personal project
- The school's requirements for community service

2.1.3 Bilingual MYP certificate

As an alternative to the standard IB MYP certificate, candidates can be eligible for a bilingual MYP certificate by electing one or more of the following discipline combinations.

- Two language and literature on-screen examinations

- An on-screen examination in the sciences, individuals and societies or interdisciplinary subject groups,, in a response language that is not the same as the candidate's chosen language and literature examination subject
- An ePortfolio for arts, physical and health education or design in a response language that is not the same as the candidate's chosen language and literature examination subject
- A personal project in a response language that is not the same as the candidate's chosen language and literature examination subject

Details of the criteria for achieving a bilingual MYP certificate can be found in section 6.1.2 " Award of a bilingual MYP certificate".

2.2 The MYP school coordinator

2.2.1 The role of the coordinator

The IB does not provide job descriptions for MYP coordinators. The writing of a job description for any faculty/staff member is normally the responsibility of the school's administration, and this includes the very specific duties of the coordinator.

It is important that the job description of the coordinator includes recognition of the leadership function, in addition to the management roles involved in general programme administration and communication with stakeholders. The implementation of the MYP requires significant expertise in change management and a detailed understanding of the principles and practices of the programme. The coordinator, acting together with other school leaders, needs the authority to plan and manage the processes of change necessary for developing the programme. They also require a good knowledge of the regulations and procedures described in this handbook and the document *General regulations: Middle Years Programme* (first assessment 2016).

Fundamentally, the coordinator is responsible for providing information, guidance and administrative support to candidates, colleagues and other stakeholders. The coordinator is also responsible for the management of all activities relating to the MYP, although specific responsibilities may be delegated to other members of the faculty/staff. One of the most crucial duties of a coordinator is to communicate information, such as changes to the curriculum and assessment, to subject teachers.

The following is a list of tasks relating mainly to administration and communication that may be undertaken by an MYP coordinator. The list is not intended to be prescriptive, chronological or comprehensive; it is included here as guidance to new coordinators on the potential breadth of the role. Some tasks may be delegated while others depend upon the school's requirement for participation in eAssessment.

- Inform the school community, including administration, teachers, legal guardian(s) and candidates, about the learner profile and the mission of the IB.
- Ensure that teachers, legal guardian(s) and candidates understand the curriculum and assessment requirements of the MYP and what subjects will be offered by the school.
- Ensure that all teachers are trained and supported in the delivery of MYP subjects, including the use of key concepts, related concepts and global contexts.
- Ensure that interdisciplinary units are planned and coordinated.
- Ensure that MYP subjects are scheduled so they meet the IB recommended number of teaching hours and provide maximum concurrency of learning for candidates.
- Ensure that legal guardian(s) and candidates are provided with a copy of *General regulations: Middle Years Programme* when candidates are enrolled in the programme.
- Provide teachers with up-to-date information about changes to courses of study, assessment requirements and administration.
- Ensure that teachers are provided with access to the OCC and that they are aware of the resources available on the site.
- Ensure that teachers have access to relevant sections of this handbook and the *Guide to MYP eAssessment*.
- Ensure that all teachers have access to the *Coordinator's notes* when these become available.
- Ensure that all MYP year 5 students are registered for assessment in the personal project and other eAssessment subjects, as required.
- Publish an internal calendar of all due dates for the submission of candidates' assessment material and other material or information required by the IB.
- Ensure that teachers are provided with an opportunity for professional development relating to the MYP and that professional development requirements are met at evaluation.
- Provide information to teachers about any local or regional association of IB schools, and about opportunities to network with other IB teachers.
- Ensure that the school academic honesty policy is aligned with IB expectations, that teachers implement it and that both teachers and candidates are aware of the requirements and penalties imposed on candidates for breaches of IB regulations.

- Submit advance-notice registration requirements for the personal project special language request in accordance with the deadlines given in this handbook.
- Submit requests for inclusive assessment arrangements for candidates with assessment access requirements at least one year in advance of the on-screen examinations.
- Register candidates for an examination session in accordance with the deadlines given in this handbook.
- Upload candidates' ePortfolios for moderation in accordance with the deadlines given in this handbook.
- Provide candidates with personal examination schedules, and contact the IB by the appropriate deadline where any scheduling conflict may exist.
- Conduct the on-screen examinations in May/November in compliance with instructions given in this handbook.
- Ensure candidates and invigilators are provided with relevant information about examination regulations.
- Ensure that IT requirements are met for conducting MYP on-screen examinations.
- Ensure that teachers provide feedback on the on-screen examinations.
- Be available (or ensure another staff/faculty member is available) after the issue of results to answer questions, request any enquiries upon results or submit registrations for retake candidates, as applicable.
- Ensure that the programme of service as action (community service) is properly coordinated and implemented in accordance with current IB requirements.
- Ensure that the community service and/or personal project is administered in accordance with the requirements in the current guide, and that candidates and supervisors are fully aware of these requirements.
- Ensure that the school has a means of support for IB candidates for whom the language of instruction is not their mother tongue.

It is emphasized that these are simply examples of the tasks undertaken by MYP coordinators to illustrate the breadth of the role.

For more detailed information about other areas of the coordinator's role and its impact on the implementation of the MYP in an IB World School, coordinators should refer to the IB publication *MYP: From principles into practice* (for use from September 2014/January 2015).

3.1 Availability of disciplines for May 2017 and May 2018

The following disciplines will be available for registration for assessment in May 2017 and May 2018.

Discipline	Assessment type	Languages available
Language and literature		
Language and literature	On-screen	Arabic, Chinese (Mandarin) Simplified and Chinese (Mandarin) Traditional, Dutch, English, French, German, Korean, Spanish
Language acquisition		
Language acquisition	ePortfolio	Arabic, Chinese (Mandarin) Simplified and Chinese (Mandarin) Traditional, Dutch, English, French, German, Hindi, Indonesian, Spanish
Individuals and societies		
Geography	On-screen	English
History	On-screen	English, French, Spanish
Integrated humanities	On-screen	English, French
Mathematics		
Mathematics	On-screen	English, French, Spanish
Extended mathematics	On-screen	English, French
Sciences		
Biology	On-screen	English, French, Spanish
Chemistry	On-screen	English, French
Physics	On-screen	English, French
Integrated sciences	On-screen	English, French, Spanish
Arts		
Visual arts: Visual art	ePortfolio	English, French, Spanish
Visual arts: Media	ePortfolio	English, French, Spanish
Visual arts: Integrated visual arts	ePortfolio	English, French, Spanish
Performing arts: Drama	ePortfolio	English, French, Spanish
Performing arts: Music	ePortfolio	English, French, Spanish
Performing arts: Dance	ePortfolio	English, French, Spanish
Performing arts: Integrated performing arts	ePortfolio	English, French, Spanish
Physical and health education		
Physical and health education	ePortfolio	English, French, Spanish
Design		
Digital design	ePortfolio	English, French, Spanish
Product design	ePortfolio	English, French, Spanish

Design	ePortfolio	English, French, Spanish
Mandatory core requirements		
Interdisciplinary learning	On-screen	English, French, Spanish
Personal project	ePortfolio	Arabic, Chinese (Mandarin) Simplified and Chinese (Mandarin) Traditional, English, French, Japanese, Russian, Spanish, Swedish, Turkish
Other personal project languages can be requested for assessment. Please see the section 5.9 "Personal project: language availability".		
Community service	N/A	N/A

3.2 Availability of disciplines for November 2017 and November 2018

The following disciplines will be available for registration for assessment in November 2017 and November 2018.

Discipline	Assessment type	Languages available
Language and literature		
Language and literature	On-screen	English, French, Spanish
Language acquisition		
Language acquisition	ePortfolio	Chinese (Mandarin) Simplified and Chinese (Mandarin) Traditional, English, French, German, Indonesian, Italian, Spanish
Individuals and societies		
Geography	On-screen	English
History	On-screen	English, French, Spanish
Integrated humanities	On-screen	English, French
Mathematics		
Mathematics	On-screen	English, French, Spanish
Extended mathematics	On-screen	English, French
Sciences		
Biology	On-screen	English, French, Spanish
Chemistry	On-screen	English, French
Physics	On-screen	English, French
Integrated sciences	On-screen	English, French, Spanish
Arts		
Visual arts: Visual art	ePortfolio	English, French, Spanish
Visual arts: Media	ePortfolio	English, French, Spanish
Visual arts: Integrated visual arts	ePortfolio	English, French, Spanish
Performing arts: Drama	ePortfolio	English, French, Spanish
Performing arts: Music	ePortfolio	English, French, Spanish
Performing arts: Dance	ePortfolio	English, French, Spanish
Performing arts: Integrated performing arts	ePortfolio	English, French, Spanish
Physical and health education		
Physical and health education	ePortfolio	English, French, Spanish
Design		
Digital design	ePortfolio	English, French, Spanish
Product design	ePortfolio	English, French, Spanish
Design	ePortfolio	English, French, Spanish
Mandatory core requirements		

Interdisciplinary learning	On-screen	English, French, Spanish
Personal project	ePortfolio	Arabic, Chinese (Mandarin) Simplified and Chinese (Mandarin) Traditional, English, French, Japanese, Russian, Spanish, Swedish, Turkish
Other personal project languages can be requested for assessment. Please see the section 5.9 "Personal project: language availability".		
Community service	N/A	N/A

3.3 Academic honesty

3.3.1 Policy

Ⓐ

It is an IB requirement that every IB World School offering the MYP has a policy to promote academic honesty. This policy must be shared with candidates before they begin the MYP and should be followed by reminders throughout the duration of the programme.

IB teachers are best placed to verify that a candidate's work complies with the IB's expectations concerning academic honesty. Teachers must use appropriate means to ensure that the candidate's work is, to the best of their knowledge, authentic. Schools are responsible for checking the work of all candidates before submission to the IB for assessment or moderation.

Further information can be found in the IB publication *Academic honesty in the IB educational context*.

3.3.2 What constitutes academic misconduct?

Lack of referencing (plagiarism)

MYP candidates submit work for assessment in a variety of media that may include audio-visual material, text, graphs, images and/or data published in print or electronic sources. If a candidate uses the work or ideas of another person, they must acknowledge the source using a standard style of referencing in a consistent manner. A candidate's failure to acknowledge a source will be investigated by the IB as a potential breach of IB regulations that may result in a penalty imposed by the final award committee.

The IB does not prescribe a specific style of referencing or in-text citation that should be used by candidates; this is left to the discretion of appropriate faculty/staff in the school. Regardless of the reference style adopted, it is expected that the minimum information given includes name of author, date of publication, title of source and page numbers, as applicable.

Candidates are not expected to show expertise in referencing, but are expected to acknowledge all sources used. This includes sources that have been consulted, paraphrased or summarized.

When completing their work, a candidate must clearly distinguish between their words and those of others with the use of quotation marks (or other method, such as indentation) followed by an appropriate in-text citation and accompanied by an entry in the bibliography.

Further information can be found in the IB publication *Effective citing and referencing*.

Collusion

Although group working is a key element in components of certain subjects, candidates are expected to present assessments in their own words and acknowledge the words or ideas of others where collaboration has occurred.

It is recommended that coordinators warn candidates against using the growing number of websites and organizations that claim to offer "help" with IB assessment tasks. None of these are endorsed by the IB.

The level and type of guidance permitted by the IB for any subject is outlined in the appropriate IB guide. If a coordinator is in any doubt as to what is permitted, contact IB Answers for advice.

Other forms of academic misconduct

Academic misconduct most commonly involves collusion or plagiarism. However, there are other ways in which a candidate may be in breach of regulations. These may include:

- fabricating data for an assignment
- duplicating work to meet the requirements of more than one assessment component
- taking unauthorized material into an examination room
- disrupting an examination, for example, by distracting another candidate or creating a disturbance
- exchanging, supporting or attempting to support the passing on of information that is, or could be, related to the examination
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonation of another candidate
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

For further details, refer to the IB publication *Academic honesty in the IB educational context* and the relevant articles in the *General regulations: Middle Years Programme*.

Alleged academic misconduct during an examination

Incidents of academic misconduct that have been witnessed by the coordinator and/or invigilator(s) of an examination must be reported to the Assessment Division, IB Global Centre, Cardiff by contacting IB Answers within 10 days of the examination. The following information should be included.

- A full account of the incident
- A statement from the candidate(s) involved
- A statement from the invigilator(s)
- A seating plan of the examination room

If appropriate, the original of any unauthorized material, such as written notes, should be included with the report. Note that a candidate will be in breach of regulations if unauthorized material is taken into an examination room, regardless of whether an attempt is made to use that material.

The improper conduct of an assessment

Coordinators and teachers are required to ensure that all assessments are conducted in accordance with IB regulations and the procedures stated in this handbook. A lapse in compliance will be investigated by the IB and considered by the final award committee. Examples include, but are not confined to:

- the unauthorized rescheduling of an examination
- providing a candidate with undue assistance in the production of any work that contributes to the assessment requirements of the MYP
- leaving candidates unsupervised during an examination
- disclosing information about the content of a paper within 24 hours after the examination.

Actions to be taken by the IB in response to alleged breaches of the regulations
Investigating a breach of the regulations

The following circumstances are those that most commonly give rise to an investigation.

- A coordinator informs the Assessment Division, IB Global Centre, Cardiff that academic misconduct may have taken place during an examination.
- An examiner suspects plagiarism or collusion.
- A random check of assessment material at the Assessment Division, IB Global Centre, Cardiff reveals that the work of a candidate may not be entirely authentic.

The IB will only begin an investigation where there is clear evidence to justify a suspicion of wrongdoing. In the case of plagiarism, the evidence must be in the form of a source that appears to have been copied by a candidate. In cases of collusion, an investigation will only be pursued if the candidates' work shows clear similarities.

If the Assessment Division, IB Global Centre, Cardiff initiates an investigation, the coordinator will be informed by email that a candidate (or candidates) is being investigated for a possible breach of regulations. It is a requirement of the IB that the coordinator will immediately inform the head of school of the candidate suspected of academic misconduct.

The coordinator will be requested to conduct their own investigation and arrange for statements to be completed. These statements must be word processed and submitted on the templates provided by the IB Assessment Division.

In the case of suspected plagiarism or collusion, the coordinator will be asked for:

- their own statement
- a statement from the candidate's teacher for the subject concerned
- a statement from the candidate(s).

Decisions of the final award committee

Cases of suspected academic misconduct will be presented to the sub-committee for academic honesty of the final award committee. After reviewing all evidence collected during the investigation, the sub-committee will decide whether to dismiss the allegation, uphold it or ask for further investigations to be made. If the sub-committee deems evidence of academic misconduct is insufficient, the allegation will be dismissed and a grade will be awarded in the usual way.

The head of school will be informed by email of the decision reached by the sub-committee immediately prior to the issue of results. The correspondence will be copied to the school's MYP coordinator, appropriate IB staff and the chair of the Examining Board.

Appeals against decisions of the final award committee

For further information about the appeals process, please refer to the *General regulations: Middle Years Programme.*

3.4 Academic honesty and authentication

It is the responsibility of MYP teachers to ensure that all candidates understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property.

Teachers must support candidates in preparing their work for assessment and ensure that all work complies with the requirements in the relevant partially completed unit planner.

Teachers are well placed to judge whether a candidate's work is authentic. Ongoing support and guidance will help with the early detection of plagiarism and dissuade candidates from deliberately copying another person's work without acknowledgment (as their work is regularly subject to scrutiny).

Where collaboration between candidates is permitted, the difference between collaboration and collusion must be made clear. In a collaborative or group work situation, candidates must present work in their own words and acknowledge the work of others.

The school must not submit any work that includes any known, suspected or confirmed instances of academic misconduct. If a candidate does submit work for assessment that is not authentic, the school must follow its internal policy for dealing with academic honesty issues.

3.4.1 Declaration of authenticity

The IB will only accept work for assessment that has been authenticated and constitutes the final version of that work. The authentication process must be completed by both the candidate and teacher before work is electronically uploaded.

The school may devise its own authentication form for this purpose or use the resource that is available on IBIS. The signed authentication should be retained and not uploaded with the candidate's work. The school may be required to provide evidence of signed authentication upon request.

This requirement applies to the work of all candidates and not just the sample that will be submitted to the IB for the purpose of moderation. Once a declaration has been signed, the work is considered as submitted for assessment and cannot be altered or retracted by the candidate.

The teacher will be prompted to confirm that the authentication process has taken place when submitting the work on IBIS.

For issues of authenticity that arise after the work has been submitted for assessment, please contact IB Answers.

3.5 The 2017 sessions

3.5.1 Assessment deadlines for May and November 2017

C	May 2017 session	November 2017 session
Candidate registration		
Session available on IBIS for candidate registration	20 March 2016	20 September 2016
First registration deadline (registration fees then increase) (Schools registering candidates for the personal project **only** must register candidates by this deadline in order not to incur a fee for each candidate that is registered.)	20 October 2016	20 April 2017
Second registration deadline (registration fees then increase very substantially)	20 January 2017	20 July 2017
Personal project		
School submits special request language provision for personal project	20 October 2015	20 April 2016
IB notifies school of approval of special request language for personal project	28 February 2017	28 August 2017
Submission deadline for teacher-assessed totals	10 April 2017	10 October 2017
Submission deadline for criterion level totals for sample candidates C	10 April 2017	10 October 2017
Submission deadline for sample projects	20 April 2017	20 October 2017
ePortfolios for language acquisition, arts, physical and health education, and design		
Partially completed unit planners available	1 November 2016	1 May 2017
Submission deadline for teacher-assessed totals N	10 April 2017	10 October 2017
Submission deadline for criterion level totals for sample candidates C	10 April 2017	10 October 2017
Submission deadline for sample ePortfolios	20 April 2017	20 October 2017

Community service		
Deadline by which coordinators indicate on IBIS whether candidates have completed the community service requirement	20 May 2017	20 November 2017
On-screen examinations		
ID examination pre-release material available	1 April 2017	1 October 2017
Submission deadline for predicted grades for on-screen examinations	10 April 2017	10 October 2017
Examination period (two weeks)	8–19 May 2017	6–17 November 2017
Results		
Issue of results from 12.00pm Greenwich Mean Time (GMT)	1 August 2017	1 February 2018
IA feedback forms available (where appropriate) C	8 August 2017	10 February 2017
Enquiries upon results commence	1 August 2017	1 February 2018
Close of session		
Final date for accepting enquiries upon results	15 October 2017	15 April 2018

All registration and submission deadlines given are midnight, Greenwich Mean Time (GMT).

3.6 Examination schedules 2017

3.6.1 Examination schedule May 2017

IB Middle Years Programme
May 2017 examination schedule

- Morning examinations must start after 0700 hours and finish by 1300 hours local time.
- Afternoon examinations must start after 12 noon and finish by 1800 hours local time.
- All examinations are of two hours duration.
- No examination can be rescheduled to an alternative time and/or date without authorization from the Assessment Division, IB Global Centre, Cardiff.

Date C	Morning	Afternoon
Monday 8 May	(no examination)	Geography (in English)
Tuesday 9 May	Spanish language and literature	Integrated humanities (in English and French)
Wednesday 10 May	French language and literature	History (in English, French and Spanish)
Thursday 11 May	Chinese language and literature	Mathematics (in English, French and Spanish) Extended mathematics (in English and French)
Friday 12 May	English language and literature	Korean language and literature
Monday 15 May	(no examination)	German language and literature
Tuesday 16 May	Arabic language and literature	Biology (in English and French)
Wednesday 17 May	Dutch language and literature	Chemistry (in English and French)
Thursday 18 May	Integrated sciences (in English, French and Spanish)	Physics (in English and French)
Friday 19 May	(no examination)	Interdisciplinary learning (in English, French and Spanish)

3.6.2 Examination schedule November 2017

IB Middle Years Programme
November 2017 examination schedule

- Morning examinations must start after 0700 hours and finish by 1300 hours local time.
- Afternoon examinations must start after 12 noon and finish by 1800 hours local time.
- All examinations are of two hours duration.
- No examination can be rescheduled to an alternative time and/or date without authorization from the Assessment Division, IB Global Centre, Cardiff.

Date	Morning	Afternoon
Monday 6 November	(no examination)	(no examination)
Tuesday 7 November	(no examination)	History (in English, French and Spanish)
Wednesday 8 November	French language and literature	Geography (in English)
Thursday 9 November	Spanish language and literature	Integrated humanities (in English and French)
Friday 10 November	(no examination)	Mathematics (in English, French and Spanish) Extended mathematics (in English and French)
Monday 13 November	(no examination)	(no examination)
Tuesday 14 November	(no examination)	Biology (in English and French)
Wednesday 15 November	Integrated sciences (in English, French and Spanish)	Chemistry (in English and French)
Thursday 16 November	Physics (in English and French)	English language and literature
Friday 17 November	(no examination)	Interdisciplinary learning (in English, French and Spanish)

3.7 Examination rescheduling and alternative venue requests

3.7.1 Examination rescheduling

There are occasions when a candidate's schedule of IB examinations may result in a conflict with another event, such as examinations for a different awarding organization. In these circumstances the Assessment Division, IB Global Centre, Cardiff may authorize rescheduling.

A request to reschedule examinations will be considered in the following circumstances.

- Conflicts between IB examinations
- Conflicts between IB examinations and the examinations of other awarding organizations
- Emergency situations

Changing the time and/or date of an IB examination will not be authorized for any other circumstance. Therefore, rescheduling will not be authorized for:

- local or national sporting events or competitions
- school events
- local or national holidays
- family events or holidays.

Rescheduling will only be authorized if the coordinator can guarantee the security of the examination. If rescheduling is authorized for an earlier or later time during the same day, the coordinator must ensure that the candidate(s) concerned will be supervised during the entire period between the scheduled and rescheduled time. This is to ensure there is no communication with any other candidate who has already taken the same examination. An examination will not be rescheduled to an earlier day.

Submitting a request for examination rescheduling

All requests for examination rescheduling must be submitted via email to IB Answers by **15 March/15 September**, two months before the examinations.

For emergency situations, contact IB Answers for advice on whether rescheduling and/or an alternative venue is appropriate in the particular circumstances.

3.7.2 Alternative venue

Ⓝ

IB World Schools authorized to offer the MYP are the only recognized examination centres. Candidates must take their IB examinations at the school where they are registered.

There are two circumstances in which the IB may authorize a candidate to take one or more IB examinations at an alternative location or IB World School. These are confined to:

- conflict with an important event of international significance that is related to the candidate's course of study
- emergency situations and cases of accident or serious illness affecting a candidate.

Changing the venue of an IB examination will not be authorized for any other circumstance.

Definitions of what constitutes "international" may vary. However, as a general rule, an event can be classified as international if it includes participants from two or more countries who are not normally resident in the host country of the event. If the candidate has to travel outside the country location of his or her IB school, this would also normally be considered an international event. Some discretion will be applied if participation in an event at national level will lead to participation in an international event.

Alternative venues are authorized only rarely and therefore no assumption should be made that authorization will be given. Under no circumstances will an alternative venue be authorized if any party involved cannot guarantee the security and integrity of the examination(s). The examination(s) must be conducted in full compliance with the procedures and regulations for the conduct of IB examinations at the time and on the date scheduled by the IB.

3.7.3 Submitting a request for alternative venues

Ⓝ

All requests for alternative venues must be submitted via email to IB Answers by **15 March/15 September**, two months before the examinations. The email must:

- identify the candidate(s) by name and session number
- state the subjects and dates of the examinations that will be affected
- provide details about the event with an explanation of how it is "international"
- provide a justification for the candidate to attend the event
- explain how the event is associated with the candidate's course of study.

For emergency situations, contact IB Answers for advice on whether rescheduling and/or an alternative venue is appropriate in the particular circumstances.

4.1 Candidate registration

Candidate registration is an application by a candidate to take the Middle Years Programme (MYP). The registration process is conducted using the IB information system (IBIS), a secure web-based service for coordinators. Candidates cannot register themselves for an examination session; this is undertaken by coordinators (or a coordinator's administrative assistant) on their behalf.

The candidate registration system can be accessed on IBIS by going to **Candidate**>**Candidate registrations**. A guide on how to register and amend candidate registrations is available in the **User guides** folder of the IBIS library and also via **Help** links in the options of the candidate registration system.

Careful checking of entries by schools will avoid delays in the processing of grades and in the production of MYP records of achievement, IB MYP certificates and IB MYP course results, where relevant. This will also avoid unnecessary payment of fees for amendments requested after the registration deadline.

4.1.1 The school's main session

During the authorization process, a school intending to offer the MYP must state whether May or November will be its main examination session. This limits the opportunities for candidate registration in the session that is not the main session of the school. A school that has May as its main examination session cannot enter certificate or course candidates in the November session. Similarly, a school that has November as its main examination session cannot enter certificate or course candidates in the May session. Please note that on IBIS the May session is labelled "June" and the November session is labelled "December".

4.1.2 A candidate's personal details

When entering a candidate's name on IBIS, it is important to use the same spelling as in the candidate's passport, especially if legalization of the results documents is required. A candidate's name will be printed on results documentation exactly as it is entered on the candidate's registration on IBIS (first name followed by last name). It is also important to ensure that the candidate's date of birth is correctly entered. The date of birth is used to ensure that a candidate's full registration history can be linked and is easily retrieved. The date of birth is also used by universities and admission centres to match IB candidate results to their applications. Information on candidate nationalities and languages are collected for statistical purposes and will not be displayed on any results documentation.

4.1.3 A candidate's personal code

All candidates who are registered for the MYP, Diploma Programme (DP) or IB Career-related Programme (CP) assessment are given a personal code (for example, ejy768). This personal code does not change; it enables coordinators and the IB to track a candidate's academic record. When registering a candidate for an MYP session, it is essential to use a candidate's personal code if he or she has previously been registered for the MYP.

If a link with a previous examination session is not established, the candidate's academic record will not be available. If this happens, results from a previous session will not be carried over and the candidate will be issued with a second personal code. This situation must be avoided in all cases where a candidate has a previous session, regardless of the candidate's registration category (or categories) in that session(s). This includes candidates who have been withdrawn from a session.

To link a registration and register a candidate with a previous session, set the IBIS session default to the one in which you wish to register the candidate. Then go to **Candidate**>**Candidate registrations**>**Registration**>**Register candidate with previous session**. Use either **Register by category** or **Register by personal code** to find and link to the previous registration. To register a candidate who had a previous session at a different school, use the **Register by personal code** tab only. When using the **Register by personal code** tab, the personal code and date of birth must match those stored on the previous registration in order for IBIS to detect the previous registration.

If the candidate's personal code is unknown, please contact IB Answers for advice. The **Register candidate with previous session** option will not allow you to link to a candidate's registration if they have already been registered at another school for the same session.

4.1.4 A candidate's session number

In addition to a personal code, each candidate has a session number. Using the example 000018-0056, the 000018 is school's IB number and 0056 is the candidate's number within the school.

This number is unique to the candidate for a particular examination session only. Furthermore, after registering candidates, a coordinator can renumber his or her entry of candidates on IBIS, which will automatically change the session number of most or all candidates. This renumbering can only be done up to the second registration deadline of 20 January/20 July. A coordinator can renumber candidates on IBIS any number of times before the second registration deadline. After the second registration deadline neither a coordinator nor staff at the Assessment Division are able to renumber candidates or revert the numbering back to the original sequence. The "Renumber candidates" option can be found by going to **Candidate**>**Candidate registrations**>**Registration**>**Renumber candidates**.

It is the session number and not the personal code that must be used to identify candidates in correspondence with the IB, unless otherwise stated in this handbook. If the personal code is used mistakenly, the Assessment Division, IB Global Centre, Cardiff can convert the code to the candidate's session number. However, this is not possible for examiners, so the session number must be used on material sent to examiners.

When registering a candidate who has had a previous examination session, the candidate does not need to retain the session number from the previous session. Session numbers are assigned to candidates as they are registered and the new session number is likely to differ from that assigned for the previous session.

4.1.5 Registration deadlines

Deadline	May session C	November session C	Details
First registration deadline	20 October 2016	20 April 2017	Register candidates by this date to incur the lowest registration fees.
Second registration deadline	20 January 2017	20 July 2017	Higher fees will be applicable for candidate and subject registrations between the first and second deadline. Owing to the additional administration involved, subject registrations or amendments after the second registration deadline are charged at a significantly higher rate.
Six-month retake deadline C	28 February 2017	31 August 2017	Candidates retaking six months after their certificate category registration must register by this date. After this date the highest candidate and late discipline registration fees will apply.
Final registration deadline	20 March 2017	20 September 2017	This is the final deadline for candidate registrations. Registration requests after this date may be refused.
Withdrawal deadline	1 May 2017	1 November 2017	This is the deadline for withdrawing candidates from a session. If a certificate candidate is withdrawn before this date, the session will not count as one of the three sessions to achieve the certificate.

4.1.6 Registration categories

To register candidates for the May 2017 session, coordinators should select the session "June 2017" on IBIS; to register candidates for the November 2017 session, coordinators should select the session "December 2017" on IBIS. Candidates must be registered under the appropriate category.

Registration category	Description
Certificate	This category should be used for candidates registering to achieve the IB MYP certificate. The registration must meet the requirements for the award of the certificate. A certificate candidate must register for the personal project, interdisciplinary on-screen examination, community service and at least one discipline from each of the following. • Language and literature • Language acquisition (or a second language and literature) • Individuals and societies • Mathematics • Sciences • Arts, physical and health education or design
Course	This category should be used for any candidate who will not meet the requirements of the certificate. Registration for the personal project is a mandatory requirement. A course candidate who wishes to retake individual disciplines should register again as "course", not "retake".
Retake	This category should be used only for candidates who are retaking disciplines in order to improve the result of a previous certificate category registration.

The deadlines will be the same for candidate registration regardless of the category selected.

4.1.7 Registration prohibitions

A candidate cannot register for:

- the same discipline, interdisciplinary on-screen examination or personal project more than once (in different response languages) in the same session
- the same language for language and literature and language acquisition
- different levels of the same language acquisition subject
- mathematics and extended mathematics in the same session.

In addition, please note the following.

- All candidates must register for the personal project.
- Any results achieved for a course registration cannot subsequently contribute to the award of the certificate in a later session.
- A candidate has a maximum of three sessions to obtain the certificate: certificate; retake; retake.
- Only retake (or course retake) candidates may be registered in a session other than the school's main session.

4.1.8 Confirmation of registration

IBIS candidate registrations are confirmed online as each candidate is registered. If a registration is accepted, the system will update the candidate registration record to state "Registration complete". If a registration does not meet the requirements for the category, or if the registration breaches the registration prohibitions, a status code will be given.

A status code indicates that action is necessary by the MYP coordinator before the Assessment Division, IB Global Centre, Cardiff will confirm a candidate's registration. Hovering the cursor over the status code on IBIS will provide a description of that code. A status code will be given to highlight any missing information or irregularities of a candidate registration. The registration information must be carefully checked and changed if necessary. MYP coordinators are expected to amend all registrations to ensure that no status codes remain by the registration deadline.

4.1.9 Checking entries

MYP coordinators are advised to take advantage of the registration report facility offered by IBIS to ensure that all registration details are correct. Registration reports can be generated in either candidate or subject order (accessed through **Candidate**>**Candidate registrations**>**Reports** and selecting either **Candidate report** or **Subject report**).

4.1.10 Withdrawing candidates

🅐 If the candidate is withdrawing from the whole examination session, go to **Candidate**> **Candidate registrations**> **Registration**> **Add (step 2)/edit session details**. Then click on the "Delete session details" icon (bin) located in the "Actions" column. If the registration has been withdrawn before the first registration deadline (**20 October/20 April**) and the candidate had only the one session, the registration will be completely removed.

A registration withdrawn after the first registration deadline can be reinstated, if required, using the **Candidate**>**Candidate registrations**>**Registration**>**Reinstate withdrawn candidate** option.

If a certificate or retake candidate is withdrawn from a session before **1 May/1 November**, the session will not count as one of the three sessions in which to obtain the certificate.

4.1.11 Retaking a discipline after six months

Ⓝ

Candidates have the opportunity to retake one or more disciplines after six months if the subject and response language are available. (Such candidates are usually referred to as "six-month retake candidates".) The following restriction applies.

- If a candidate is registered for the session six months after his or her MYP session, the discipline(s) for which he or she is registering must have already been taken in the MYP session.

To register the candidate go to the **Candidate**>**Candidate registrations**> **Registration**>**Register candidate with previous session** Use either **Register by category** or **Register by personal code** to find and link to the previous registration. To register a candidate who had a previous session at a different school use the **Register by personal code** tab only.

To avoid paying the higher registration fees, registrations should be made by the six month retake deadline of **28 February/31 August**. Registrations after this deadline will incur the highest set of fees.

5.1 ePortfolios

5.1.1 Submission of ePortfolios and the personal project

It is essential that teachers refer to this section, the published partially completed unit planners and to the *Guide to MYP eAssessment* by accessing them on the OCC and the IBIS library. This will enable teachers to familiarize themselves with the requirements for submitting teacher-assessed totals, sample selection and ePortfolio upload.

ePortfolios are submitted for the following subject groups.

- Language acquisition
- Arts
- Design
- Physical and health education

Ⓐ The personal project should also be submitted as an ePortfolio.

5.1.2 Timeline

Important dates for 2017 May session (November session)	Details
1 November 2016 (1 May 2017)	Partially completed unit planners available on the OCC
1 February 2017 (1 August 2017)	Teacher-assessed totals screens open on IBIS
10 April 2017 (10 October 2017)	Deadline for submitting teacher-assessed totals on IBIS
20 April 2017 (20 October 2017)	Deadline for uploading sample ePortfolios to IBIS

5.2 Preparation for assessment

5.2.1 Registration

A candidate must complete all work for the ePortfolio in the language of registration for the respective subject.

5.2.2 Anonymizing candidate work

Every candidate **must not** include his or her name, personal code, session number or name of the school on any page of the work, including the title page. This includes not showing the name of the school in a video recording. This requirement is to ensure the work is anonymous to an examiner and cannot be attributed to a particular candidate or school.

5.2.3 Standardization

Standard C4: Assessment, 1.b, requires that teachers standardize their understanding and application of criteria before deciding on achievement levels. The method that the IB believes is best practice, and used by the examining team, is one that ensures all teachers understand the key elements being looked for when awarding levels, and that all teachers can interpret and apply the assessment criteria in the same way. Where more than one teacher has taught the subject, the process of internal standardization must take place so that teachers come to a common understanding. Schools may consider a further check, calibration and adjustment of levels after the completion of marking and prior to submitting level totals to the IB.

5.2.4 Applying level descriptors

It is essential that all summative assessment undertaken by the teacher is against only the appropriate criteria as published in the relevant subject guide. Please note that for personal project and arts subjects the task specific clarification published in the further guidance documents must also be used by teachers in their assessment.

Each assessment criterion has level descriptors describing specific levels of achievement for each strand. The level descriptors concentrate on positive achievement. The aim is to find the level descriptor that most accurately matches the achievement seen in the work using the best-fit approach across the strands.

When applying the assessment criteria to the achievement in the candidate's submitted work, the teacher should:

- use only the appropriate criteria printed in the subject guide and start with the lowest level descriptor, moving through until the descriptor is met that best describes the work
- award the higher level for a criterion where the candidate's work demonstrates the qualities described to a great extent
- not expect faultless performance when awarding the highest levels
- not expect all criterion strands to be evidenced at the same level of achievement: a candidate who attains a high level of achievement in one strand of the work will not necessarily reach the same level of achievement in other strands of the work
- not focus on grammatical accuracy, unless stipulated in the criteria, but on the content of the candidate's presented evidence.

Best-fit approach

The best-fit approach means that consideration should be made when a piece of work matches different strands of a criterion at different levels. It is not necessary for each strand of a level descriptor to be met for a level in that band to be awarded: teachers should compensate weak performance in a strand or strands with strong performance to come to an appropriate level for that criterion.

Please also see notes relating to atypical work, for example, work that is a short submission, that exceeds the published maximum or that has no, or inappropriate, evidence.

5.2.5 Recording levels and supporting judgments

After marking each candidate's work, teachers are required to record their level for each criterion and provide a short statement to justify the level awarded, stating the aspects of the work that evidence achievement against the appropriate criterion strand descriptor. This information is essential to support the teacher's awarded levels for candidates whose work is selected by the IB to form the sample for moderation. Schools are advised to record this information for each candidate while marking the work so that the comments can be provided to the MYP coordinator for entry into IBIS for candidates identified as the sample.

Levels must be awarded within the range of minimum and maximum levels available without using fractions, decimal places or estimates.

Teacher comments and levels should not be added to the copy of the work uploaded as part of the IB-selected sample.

5.2.6 Group work

Where a prescribed summative assessment task or the teaching context of the school results in candidates working within groups or collaboratively, a candidate must only be assessed for his or her individual contribution to the submission; therefore, each candidate's contribution to an activity must be clearly identifiable and evidence submitted must address all criterion strands for each candidate.

5.3 Atypical work

5.3.1 Work that is shorter than a published recommended minimum submission or is incomplete

Where candidates submit work that is shorter than the page or time recommendation, it should be marked objectively against the criteria. It is possible that short submissions will be self-limiting in their ability to meet the requirements of marking criteria at the highest levels, and no penalty may be applied unless specifically stated within the criteria.

5.3.2 Work that exceeds a published maximum submission limit

Where candidates submit work that exceeds an overall published maximum, assessment must only take place up to that maximum, with the remainder of the work ignored as if it was not present. Consider the following examples.

- A design candidate submits a design project of 45 pages, with 10 pages of appendix information against a published maximum of 40 pages and 10 pages of appendix information. The teacher and examiner must finish marking at the end of page 40 and not consider any further pages. They can refer to the appendix information as required.
- A physical and health education candidate submits a portfolio of evidence comprising 4 minutes of video and 15 pages against a published maximum of 3 minutes of video and 15 pages. The teacher and examiner must finish marking as soon as 3 minutes of video evidence have been viewed and not persevere with watching the remaining minute. They mark the 15 pages, which are within the published limit.
- An arts candidate submits 18 pages and 9 minutes of recorded evidence against a published maximum of 18 pages and 6 minutes of recorded evidence. The teacher and examiner must finish marking as soon as 6 minutes of recorded evidence are completed and not persevere with watching or listening to the remaining 3 minutes. They mark the 18 pages, which are within the published limit.

- A language acquisition candidate submits a written task that exceeds the prescribed word length for the phase. The teacher and examiner must finish marking at the maximum word count and not consider any further text.

It should be noted that evidence for one or more criterion strands may be present in the portion of the work that is not marked. The best-fit approach must be carefully applied in this circumstance, taking into account only the work within the published maximums that has been assessed and ignoring evidence that may be in the unassessed portion of the submission.

5.3.3 No evidence or inappropriate evidence

Where candidates submit work with no evidence against a strand, they should be awarded a zero for this strand alone. In line with the best-fit approach the criterion total must reflect this lack of evidence.

Where candidates submit evidence that is irrelevant or inappropriate to the prescribed summative assessment task, and therefore does not meet the requirements of the lowest level descriptor(s), they must be awarded zero for the appropriate strand(s).

5.3.4 Substantial teacher support

If a candidate could not have completed the work without substantial support from the teacher, only the work completed by the candidate should be marked. The aspect of the work contributed by the teacher's support should not be rewarded but should be identified.

5.3.5 Unethical or inappropriate work

It is unlikely that candidates working under the supervision of their teachers will prepare work that is unethical or inappropriate; however, should teachers or examiners undertaking moderation have any concerns during the assessment process, these must be raised with the IB and will be followed through.

5.4 Teacher-assessed totals for the ePortfolios and the personal project

🔴 The IBIS screens for submitting teacher-assessed totals out of 32 open in **February/August** each year. All teacher-assessed totals for ePortfolio subjects must be submitted on IBIS no later than 10 April/10 October. If this deadline is not met, the Assessment Division, IB Global Centre, Cardiff will normally inform the coordinator that this information has not been received. Failure to provide totals out of 32 for ePortfolios and/or the personal project will result in no grade(s) being awarded in the subject(s) concerned.

Totals out of 32 must be awarded even if the work, or participation, is incomplete. If a candidate submits no work, an "F" must be entered on IBIS for the total, resulting in no grade for the subject.

Schools must only enter a total of zero if a candidate has undertaken work but does not demonstrate evidence required for the lowest achievement level.

It is possible for a coordinator to provide teachers with access to an account at any time. Please see section 7.1.1 "Using IBIS" in this handbook.

If teachers enter their totals directly onto IBIS, rather than the data being entered by the coordinator, it is necessary for the coordinator to check and verify the data before it is submitted to the IB. A teacher is not able to submit totals directly to the IB; they can only be submitted by the MYP coordinator.

This system will automatically determine which candidates' work will be selected for the sample that is uploaded for the purpose of moderation.

In circumstances where the wrong totals were submitted on IBIS for one or more candidates, the coordinator should notify the Assessment Division, IB Global Centre, Cardiff. At the discretion of the IB, the submitted totals will be corrected but no corrections will be accepted after the issue of results.

5.5 Selection of sample work

Ⓐ Candidates' totals for ePortfolios are entered on IBIS by going to **Subject**>**Teacher assessed totals**. After candidates' totals have been entered, verified and completed, the coordinator should go to **Select sample**. This will provide the coordinator with the candidates for each subject whose work must comprise the sample. The criterion levels and supporting comments for the IB-selected sample candidates must be entered at this stage.

These samples should then be uploaded via the eCoursework function on IBIS no later than **20 April/20 October**. All steps in this process must be completed in order for the work to successfully transfer to the marking system for examiners.

Instructions on how to complete this process can be found in the relevant user guide in the IBIS library.

The size of the IB-selected sample will vary according to the number of candidates entered by the school for that subject and response language.

- For 5 candidates or fewer, the sample will comprise the work of all candidates.
- For 6 to 20 candidates, the sample will comprise the work of 5 candidates.
- For 21 to 40 candidates, the sample will comprise the work of 8 candidates.

- For 41 or more candidates, the sample will comprise the work of 10 candidates.

The IB reserves the right to request an additional sample or the ePortfolios for all candidates in any subject, for the purpose of moderating levels, at any time before the issue of results. Therefore, coordinators must ensure that all candidates' work and associated materials are retained and available to upload until the issue of results.

5.5.1 Multiple teachers or response languages

If there is more than one teacher and/or response language, the following requirements apply.

One teacher and response language

Where only one teacher is responsible for the internal assessment of a school's total candidate entry in an ePortfolio subject, upload one set of sample work for moderation.

More than one teacher and one response language

Where more than one teacher is responsible for the internal assessment of the school's total candidate entry in an ePortfolio discipline, but there is only one response language, all totals must be awarded in accordance with a single agreed standard. Standardization between the teachers and a joint review of the candidates' work within the school are necessary before the final assessment is made. Upload one set of sample work for moderation.

More than one response language

Where the school's total candidate entry for a subject is registered in more than one IB response language, the candidates of each language group should be treated separately for the purpose of internal assessment.

Where the school's total candidate entry for a subject is registered in more than one IB response language and the candidates are taught by different teachers in different groups with a mixture of response languages in each group:

- the candidates will be separated, for moderation purposes, by response language, not by teacher group
- the different teachers within each response language must assess to a single agreed standard.

IBIS will display the candidates in groups according to their response language for the subject. Upload one set of sample work for the candidates registered in each of the response languages.

5.5.2 Atypical work

It is important that the sample work is typical of the marking standards applied to the whole group of candidates. If IBIS selects a candidate's work that is atypical for a moderation sample, include the work of another candidate with the same or a similar total in addition to that candidate's work. If there is no other candidate with the same or a similar total, the atypical work should remain in the sample to ensure that the range of totals is adequately represented.

If the IB-selected sample includes atypical work:

- annotate the appropriate IBIS screen to indicate that it is atypical
- indicate briefly the nature of the difficulty and/or mark adjustment in each case.

Do not provide any information about special circumstances (for example, illness, disability, family bereavement) in the submitted sample work.

5.5.3 Lost work

If IBIS selects a candidate's work that has been lost by the teacher after marking, send the work of another candidate with the same or a similar total.

5.5.4 No work

If a candidate does not complete any of the summative assessment tasks, there is no work to assess. Therefore, no teacher assessed total can be entered and the MYP coordinator must enter an F for the candidate.

5.6 ePortfolio upload

Please refer to the *MYP ePortfolio user guide* for full instructions.

IB-selected samples will need to be uploaded via the **ePortfolio** menu option in IBIS. There is no longer a requirement to complete a coversheet for the ePortfolio, but relevant data will be added to the ePortfolio upload screens.

5.6.1 Permissible file types

Links: please note that links to websites or videos are not permitted for any ePortfolio subject. Schools must submit screenshots, screencasts or audio/video files of material/ evidence.

Only the following file formats are permissible to upload to the **ePortfolio** option in IBIS.

Documents	DOC DOCX PDF RTF
Images	JPG PNG TIF
Audio	MP3 MP4A
Video	MP4 MOV M4V

5.7 Material to upload

	Material to upload	File
Language acquisition Emergent and capable	Task 1—Stimulus 1 Task 1—Stimulus 2 (optional) Task 1—Questions Task 1—Answer key Task 1—Candidate work	Audio-visual or audio and image Audio-visual or audio and image Document Document Document
	Task 2—Stimulus 1 Task 2—Stimulus 2 (optional) Task 2—Questions Task 2—Answer key Task 2—Candidate work	Document or image or video Document or image or video Document Document Document
	Task 3—Candidate work (option 1–6) Ⓐ	Audio or video
	Task 4—Candidate work (option 1–6)	Document
Language acquisition Proficient	Task 1—Stimulus 1 Task 1—Stimulus 2 (optional) Task 1—Stimulus 3 (optional) Task 1—Questions Task 1—Answer key Task 1—Candidate work	Audio-visual or audio and image Audio-visual or audio and image Audio-visual or audio and image Document Document Document
	Task 2—Stimulus 1 Task 2—Stimulus 2 (optional) Task 2—Stimulus 3 (optional) Task 2—Questions Task 2—Answer key Task 2—Candidate work	Document or image or video Document or image or video Document or image or video Document Document Document
	Task 3—Candidate work (option 1–6)	Audio or video
	Task 4—Candidate work (option 1–6)	Document
The arts	Task 1—Presentation Task 1—Presentation (optional)	Audio or document or video Audio or document or video
	Task 2—Proposal	Audio or document or video
	Task 3—Process and product Task 3—Process and product (optional) Ⓝ	Audio or document or image or video Audio or image or video
	Task 4—Commentary	Audio or document or video
Physical and health education	Task 1—Initial observation and analysis	Document
	Task 2—Performance development plan	Document
	Task 3—Performance	Video

	Task 4—Final evaluation and reflection	Document
Design	Design portfolio	Document
	Appendices (optional)	Document or video
	Solution evidence (optional)	Audio or video
Personal project	Personal project report	Audio or document or video
	Personal project appendices (optional)*	Audio or document or video
	Personal project bibliography (optional)*	Document
	Personal project product and outcome evidence	Audio or document or image or video
	MYP projects academic honesty form	Document

*Appendices and the bibliography can either be included in the personal project report or uploaded separately.

5.8 Teacher feedback on partially completed unit planners

Please encourage teachers to submit comments to the IB on the quality of the partially completed unit planners. All comments are carefully considered during the appropriate grade award meeting and are also useful for teams preparing future unit planners. All comments must be submitted using the online questionnaire no later than 28 days after the submission deadline for the ePortfolio samples; links to the questionnaire are placed on the OCC during the upload period. It is not possible for the IB to respond to an individual teacher's comments but a general response to teachers' comments is provided in the relevant subject report for the session.

5.9 Personal project: Language availability

The personal project is a student-centred and age-appropriate extended project in which students consolidate their learning throughout the programme. The personal project formally assesses students' approaches to learning skills for self-management, research, communications, critical and creative thinking, and collaboration. Students submit their individual personal project report in written, oral, visual or multimedia form.

The personal project is offered in a limited range of languages and may be available in other languages through a special request process.

5.9.1 Core languages

Registration for the personal project is **mandatory for all candidates in year 5** of the MYP. The registration fee for the personal project is covered by the annual school fee, but additional fees will be charged if the first candidate registration deadline is missed. The following languages will be available for registration for the personal project in May 2017 and November 2017.

- Arabic
- Chinese (Mandarin) Simplified
- Chinese (Mandarin) Traditional
- English
- French
- Japanese
- Russian
- Spanish
- Swedish
- Turkish

5.9.2 Special request language for the personal project for the 2018 examination sessions

If schools wish to register candidates for a language that does not appear in the list above, a request will need to be submitted on IBIS by **20 October/20 April**, two years before the first registration deadline for the session in which the candidates will register. **For the 2018 sessions, the deadline is 20 October 2016/20 April 2017**. Registering for this process is completed on IBIS, using the path **Candidate**>**Candidate registration**>**Pre-registration**.

When submitting a special request language for the personal project, the school will be required to include details of all languages in which candidates will be registering, and the number of candidates for each language. The school will also be required to indicate a linked core language. This information allows the IB to identify whether the special request language can be aligned with a core language for the purpose of moderation.

In the event that a moderator cannot be found to moderate a school's personal projects in a special request language, it may be possible to align the marking of the special request language with the marking of a core language so that a common moderation adjustment can be applied. The following factors will be considered when deciding whether a school's special request language can be aligned to a core language.

- The teachers of the two languages must be able to standardize their marking in a common language (usually the core language) to ensure the same marking standard has been applied to all candidates submitting personal projects in those languages.
- The core language must be a majority language for the personal project in the school, to help ensure a stable moderation factor.
- The core language cohort must contain candidates of a similar ability to the special request language cohort, meaning that there will be a similar mark range for both groups of candidates.
- There must be at least 21 candidates completing their personal project in the core language.

If there is no core language with at least 21 candidates, the ratio of core language candidates to special request language candidates must be at least 5:1. For example, if there are 3 special request language candidates, there must be at least 15 core language candidates.

If it is not possible to align the marking of the special request language with the marking of a core language, or if the school does not offer a core language, the IB will not be in a position to approve the special request.

You will be informed of the IB's decision by **28 February/28 August**, 15 months before the relevant May or November session.

5.9.3 Special request 2017 deadlines

	May session	November session
School submits special request language provision for personal project	20 October 2016	20 April 2017
IB notifies school of approval of special request language for personal project	28 February 2017	28 August 2017

5.9.4 Frequently asked questions

Question	Answer
What happens if we request a language and then the student withdraws?	There will be no consequence for the school. Update IBIS as soon as you are aware.
What happens if a student transfers to our school with a special request language after the deadline?	Notify the IB as soon as possible. The IB will: • check to see if the previous school had submitted a request for the student, and will then transfer the request to your school • check the examiner database to see if an examiner has already been recruited in the special request language • endeavour to recruit an examiner, but after the deadline the IB cannot guarantee that this will be possible.
Is there a minimum number of students required to be able to submit a special request language?	No. You can submit the request for one student or all students.
Is there an additional fee for this service?	No. Normal candidate registration fees will apply.

5.10 On-screen examinations

5.10.1 Overview

Ⓐ

The *Guide to MYP eAssessment*, available on the OCC, outlines how on-screen examinations are organized, with emphasis on structures that promote consistency across subjects. It includes subject-specific detail for each MYP subject group.

The on-screen examinations package is made available for download from IBIS seven days before the scheduled examination date. Candidates are permitted to sit the examinations on any device that meets the minimum technical requirements, which may include their own personal laptop.

At the end of each examination, an encrypted "response file" is generated for every candidate. Depending on whether an internet connection is available, response files will either upload to the IB automatically or will need to be uploaded manually via an internet-connected coordinator/invigilator device.

Regardless of how the response file is uploaded, it must also be submitted to the IB for marking. Submission of the response file is completed via the Admin Console, which is accessible via a secure website. The Admin Console also allows coordinators to complete other administrative tasks associated with the examinations, such as recording the attendance of candidates and recording any incidents/notes that were applicable to the examination.

Documents currently available on the OCC provide information and guidance on the logistical, practical and technical aspects of administering on-screen examinations in schools. These include

- *IT requirements for conducting MYP on-screen examinations*
- *The conduct of IB Middle Years Programme on-screen examinations*
- *MYP on-screen examinations user guide*

Schools are advised to consult these documents as they prepare to participate in the on-screen examinations.

5.10.2 Familiarization

Ⓐ A familiarization environment is available for candidates to become familiar with the tools and canvases that are contained within the MYP on-screen examinations. There are versions for PC and for Mac. The questions in this environment are not designed to have any academic purpose and will not give any indication of the content or challenge of the examinations, but the activities will allow candidates to practise the skills required to complete the on-screen assessments successfully.

5.10.3 Specimen on-screen examinations

Ⓐ Specimen on-screen examinations are available in the MYP subject sections on the OCC along with exemplar marked responses to show how markschemes are applied to candidates' responses.

5.10.4 Response return service

Ⓝ The specimen on-screen examinations produce encrypted response files that cannot be used by teachers for marking or to provide feedback to candidates. The response return service is an online service to which schools can upload candidate response files for decryption. This allows teachers to use the specimen examinations to prepare their candidates. Information about the response return service is sent to schools who are registered for on-screen examinations.

5.10.5 Compatibility checker

Ⓐ A compatibility checker is available for schools to check whether the hardware that schools plan to use in the on-screen examinations meets the technical requirements. Schools must use the compatibility checker on each device to be used well in advance of the examination, for early awareness of compatibility issues, and again as close as possible to the examination date.

The IB cannot be responsible for the safe processing of a candidate's responses for any candidate using a device that has not been subject to a compatibility check prior to the examination.

5.10.6 Predicted grades

The final grade awarded to a candidate in each subject is on a scale of 1 to 7, with 7 being the highest grade.

The predicted grade is the teacher's prediction of the grade the candidate is expected to achieve in the subject, based on all the evidence of the candidate's work and the teacher's knowledge of IB standards. It is important that each prediction is made as accurately as possible, without under-predicting or over-predicting the grade.

Predicted grades are for the exclusive use of the grade award meetings when considering a subject's grade distributions and the performance of individual candidates. The appropriateness of results is checked by comparing awarded grades with predicted grades. If there are significant discrepancies, further reviews may be conducted.

The IB has no policy on whether predicted grades should be released to candidates; this is left to the discretion of the school.

5.10.7 Emergencies during the on-screen examinations

Ⓐ An emergency situation is one in which the health or safety of a candidate or group of candidates is threatened. This usually arises from natural disasters such as floods and hurricanes, or it may arise from events such as terrorist action or civil unrest. It does not include candidates who miss, or seem likely to miss, an examination owing to illness. If an emergency arises at the time of the examinations, contact IB Answers to request a rescheduling or to ask for advice on whether a rescheduling and/or alternative venue is appropriate in the particular circumstances. It may be necessary to submit a detailed report on the circumstances to the IB after the situation is resolved. The final award committee will agree to award grades in such circumstances only if it is satisfied that the security of the examination has been maintained.

An alternative venue may also be authorized in cases of accident or serious illness during the examination session when a candidate may be unable to take the examination in school. For example, the candidate may be in hospital, in quarantine and/or confined to bed. To request a rescheduling/alternative venue in these circumstances, contact IB Answers, not the IB Global Centre.

5.11 Teacher feedback for on-screen examinations

Please encourage teachers to submit comments to the IB on the quality of the on-screen examinations. All comments are carefully considered during the appropriate grade award meeting and are also useful for teams preparing future on-screen examinations. All comments must be submitted using the online questionnaire no later than 28 days after the on-screen examinations; links to the questionnaire are placed on the OCC during the examination period. It is not possible for the IB to respond to an individual teacher's comments but a general response to teachers' comments is provided in the relevant subject report for the session.

5.12 Special cases

5.12.1 Candidates affected by adverse circumstances

Policy

Adverse circumstances are defined as those beyond the control of the candidate that might be detrimental to his or her assessment performance, including severe stress, exceptionally difficult family circumstances, bereavement or events that may threaten the health or safety of a candidate. Adverse circumstances may also include an event that affects the whole school community, such as civil unrest or a natural disaster.

Adverse circumstances do **not** include shortcomings on the part of the school at which the candidate is registered. These include, but are not limited to, errors, mistakes or negligence of a school with respect to registration of candidates, timeliness of requests for inclusive assessment arrangements or consideration of adverse circumstances, or the implementation of authorized inclusive assessment arrangements.

Adverse circumstances also do **not** include:

- industrial action (for example, a strike by teachers or by a school's ancillary staff)
- the absence of a teacher
- frequent changes of a subject teacher for a class of candidates
- a shortage of teachers, teaching resources or facilities
- insufficient teaching time.

Notifying the IB of adverse circumstances

If a candidate (or a group of candidates) experiences adverse circumstances during the course of study or during examinations that may have a significant effect on his or her performance in assessment, a completed *Candidates with adverse circumstances form* should be submitted to the Assessment Division, IB Global Centre, Cardiff. If appropriate to the circumstances, the form must be supported with medical documentation (translated into English, French or Spanish, where necessary).

The form can be submitted at any point during the course of study, but must arrive at the Assessment Division, IB Global Centre, Cardiff within 10 days of the candidate's final examination.

The form must indicate:

- the candidate's name and session number
- the discipline(s) affected
- the reason for the application
- any other information relevant to the case (for example, the duration of the illness or the nature of the candidate's condition).

Where a group of candidates has been affected by adverse circumstances, if possible, indicate which individual candidates have been most severely affected.

Possible actions by the IB in cases of adverse circumstances

Applications are reviewed on an individual basis. The following actions cannot be requested by an MYP coordinator; action is taken according to the particular circumstances, precedent and in compliance with guidance from the IB final award committee. One or more actions may be applied to an individual or group of candidates, depending on the circumstances.

Extensions to IB deadlines

Where a candidate is affected by an adverse circumstance, temporary illness or injury prior to the submission of the ePortfolio or personal project, an extension to the deadline may be authorized by the Assessment Division, IB Global Centre, Cardiff upon receipt of the required documentation. An extension must be formally authorized by the Assessment Division and will be communicated to the coordinator by email.

Special consideration

At the discretion of the final award committee, a candidate affected by adverse circumstances may be eligible for special consideration, provided that this would not give an advantage in comparison to other candidates. If a candidate's circumstances are deemed "adverse" and therefore qualify for consideration, an adjustment may be made to the candidate's total mark in the affected discipline(s). If the candidate is within one or two scaled marks of the next higher grade boundary, the candidate's grade in the affected discipline(s) will be raised. If a candidate's marks are not within the required range, then no adjustment will be made.

Deferral of external assessment to a future session

Where a candidate or group of candidates has not met the assessment requirements for a discipline, or whose study has been greatly affected during the course of the programme, it may be possible to defer one or more disciplines to a future examination session. In these situations, the registration and discipline fees will be carried forward and the deferred session will not count as one of the available three in which the candidate has to complete the MYP certificate.

5.13 Inclusive assessment arrangements

5.13.1 Candidates with assessment access requirements

Policy

The IB believes that all candidates must be allowed to take their examinations under conditions that are as fair as possible. Where standard examination conditions and procedures would put candidates at a disadvantage and prevent them from being able to demonstrate their skills and knowledge adequately, reasonable forms of assessment arrangements may be authorized for on-screen examinations.

Inclusive assessment arrangements for on-screen examinations

Candidates who have access requirements may be provided with inclusive assessment arrangements for their on-screen examinations. While some of these arrangements require prior authorization from the IB, some can be provided to the candidate at the discretion of the MYP coordinator. Once authorized by the IB, some of these arrangements will be specifically provided in the candidate's particular on-screen examination(s) while others will have to be made available to the candidate by the school. There are other arrangements that have been considered to be universally applicable and are available to all candidates. See the document *Candidates with assessment access requirements* (Middle Years Programme) for a list of inclusive assessment arrangements and the types of provision linked to each.

Submission of the request for inclusive assessment arrangements

A **For course candidates registered only for the personal project**, the IB has to be notified where a candidate requires reasonable adjustment to the personal project. Requests and queries must be submitted to Assessment Access and Inclusion at the IB Global Centre, Cardiff by using the **Contact us** tab in IBIS.

For all course candidates registered for the personal project and courses and for certificate candidates, all requests for inclusive assessment arrangements for the eAssessment, ePortfolio summative tasks and for reasonable adjustment to the personal project must be submitted using the online *Request for inclusive assessment arrangements form* under the **Candidate** tab on IBIS.

Requests for inclusive assessment arrangements must be submitted to the Assessment Division, IB Global Centre, Cardiff one year before the examination session.

Required supporting documentation

A request for access arrangements must be supported with both:

- a medical/psychological/psycho-educational report from a psychological or medical service (translated into English, French or Spanish, where necessary)
- at least one piece of educational evidence from the school.

The purpose of the educational evidence is to show that the access requested is the candidate's usual way of accessing classroom tasks and assessment. The only exceptions to this would be for candidates with mental health and medical conditions with recent onsets for whom access arrangements for classroom and examination participation may not have yet been included as their usual way of working. Examples of educational evidence include:

- anecdotal observations from the school, such as records or correspondence from a class teacher, learning support/inclusion coordinator or school counsellor
- a detailed individualized educational plan (IEP) for the candidate
- a sample of the candidate's work done under timed conditions without the assessment arrangements that are being requested; the work submitted, which need only be in one discipline, must be work that has been written in English, French or Spanish
- evidence of correspondence or records from a previous school where the candidate was enrolled, and whether the access arrangement was used.

Assessment arrangements that do not require authorization

At the discretion of the MYP coordinator (or head of school), the following arrangements are permitted in examinations without prior authorization from the Assessment Division, IB Global Centre, Cardiff.

Separate examination room

A candidate is permitted to take the on-screen examination in a separate room if it is in the best interests of the candidate or other candidates in the group. For example, lighting may be a particular consideration for a candidate with a visual issue, or a room with an echo may be detrimental to a candidate with a hearing issue. Furthermore, a candidate's condition or the nature of the assessment access (for example, a screen reader) may disturb other candidates, in which case a separate examination room is justified. If the examination is taken in a separate room, all regulations governing the conduct of the MYP on-screen examination must be observed. The candidate must be kept under the constant supervision of an invigilator. The duration of the examination for this candidate would be the same as the time specified in the examination schedule, unless the Assessment Division has authorized additional time.

Appropriate seating

The MYP coordinator may arrange for appropriate seating to meet the needs of individual candidates (for example, sitting near the front may be appropriate for a candidate with a hearing issue).

Medication and/or refreshments

A candidate may take medication and/or refreshments to alleviate a medical condition such as diabetes. The MYP coordinator (or invigilator) may pause the on-screen examination for the candidate during this time (see the "Rest breaks" section below).

Care assistants

A care assistant or nurse, if required, may be in attendance for the welfare or safety of a candidate with medical, physical or sensory challenges, if this assistance is usually provided to the candidate on a day-to-day basis.

Aids or adaptations

A candidate who normally uses an aid or adaptation (for example, a coloured monitor overlay, a sound amplification device, a radio aid, a hearing aid, coloured filter lenses) is allowed to use the aid in examinations.

Communicators

A candidate with a hearing condition may receive instructions from a communicator. This arrangement must be confined to explaining the conduct of the examination and other general instructions. The communicator must not convey information about any aspect of a question without prior authorization from the Assessment Division, IB Global Centre, Cardiff.

Colour naming

For a candidate who has colour blindness, the MYP coordinator (or invigilator) is permitted, where necessary, to name colours in images in the on-screen examination. However, no other form of assistance may be given without authorization from the Assessment Division, IB Global Centre, Cardiff.

Clarification of instructions

If a candidate has difficulties in reading or attention, test directions may be clarified by the invigilator or a designated reader. This arrangement must be strictly confined to clarifying the directions and the instructions, not the content of the questions.

Prompters

A candidate may be permitted the use of a prompter because of attention issues, or psychological or neurological conditions. The role of the prompter is to ensure that the candidate pays attention to the examination. The use of the prompter should not disturb other candidates. The MYP coordinator or invigilator may act as a prompter, but the examination must be conducted in accordance with IB regulations. In all cases, the prompter may only prompt the candidate and not provide any form of assistance. The prompt may be a gentle tap on the candidate's arm or desk/table but should not be given verbally. The prompter must not draw the candidate's attention to any part of the on-screen examination. The prompter should be familiar with the candidate's behaviour so that he or she knows when the candidate is off-task. The candidate should be familiar with the kind of prompt that he or she would likely receive from the prompter. The prompter should be in a position that provides a view of the candidate's disposition rather than his or her work. The candidate should not feel as though he or she is under pressure or scrutiny.

Rest breaks

A candidate may be permitted rest breaks owing to medical, physical, psychological or other conditions. In order to provide the rest break for the candidate, the invigilator must set the on-screen examination on pause. The amount of time permitted for rest breaks is not counted towards the duration of the candidate's examination. Rest breaks must be supervised to ensure that the security of the examination is maintained. There must be no communication with, or disturbance to, other candidates. The amount of rest time and number of breaks permitted must be predetermined and will depend upon the candidate's circumstances, although 10 minutes per hour is the general recommendation. During a rest break, the candidate is not permitted to read, respond to the on-screen examination or write notes of any kind. Candidates may be allowed to leave the room for all or part of the rest periods. Where a rest break has been provided to the candidate, there will be a mandatory requirement on-screen for the invigilator to note the justification for the action, which will be brought to the attention of the IB Assessment team.

Note: For assessment arrangements that involve the physical presence of another individual such as a care or practical assistant, reader or prompter, the designated person must not be a relative, another candidate or the discipline teacher. With the exception of a care assistant, if the candidate is authorized two arrangements that involve a designated individual, such as access to both a practical assistant and a reader, the same person should fulfill both roles whenever possible and must be made aware of the rules governing both arrangements. The designated person must under no circumstances perform a role that has not been pre-determined and/or authorized, such as a reader performing a role of a prompter or a practical assistant fulfilling the task of a reader.

Assessment arrangements requiring authorization

Ⓐ All inclusive assessment arrangements other than those listed in this section must have prior authorization from the Assessment Division, IB Global Centre, Cardiff. Refer to the publication *Candidates with assessment access requirements* (Middle Years Programme).

6.1 Issue of results to schools

MYP coordinators must inform candidates that the IB will not issue results to, or discuss results with, candidates, their legal guardian(s) or representative(s). The MYP coordinator is the intermediary for any communication with the IB. IB MYP course results are not issued to MYP coordinators or any other person by telephone.

It is expected that the MYP coordinator, or their nominee, will be available after the issue of results to counsel candidates and respond to any outstanding queries from the Assessment Division, IB Global Centre, Cardiff.

Candidates' results are released on IBIS from 12.00pm GMT on 1 August/1 February.

Results and reports will be available on IBIS on the "Subject results" page. Reports that are available include:

- school statistics
- subject statistics.

6.1.1 Award of the IB MYP certificate

The IB MYP certificate will be awarded when all conditions have been met in compliance with the *General regulations: Middle Years Programme* and as described below.

A candidate may register for any number of subjects (including language acquisition, arts, physical and health education, and design), but only six subjects contribute to the award of the certificate. A candidate must also register for the personal project and an interdisciplinary on-screen examination. If a candidate takes more than one subject from the same subject group, the highest grade will count towards the certificate. Where a candidate chooses to take multiple subjects from arts, physical and health education or design, the highest single grade from these subject groups will count towards the certificate.

A grade from at least one subject from each of the following six subject groups must contribute to the award of the certificate.

- Language and literature
- Language acquisition (or a second language and literature)
- Individuals and societies

- Mathematics
- Sciences
- Arts, physical and health education or design

The IB will award an IB MYP certificate to each candidate who has:

- gained a grade total of at least 28 from six subject groups, the interdisciplinary on-screen examination and the personal project combined, out of a possible maximum of 56
- gained at least a grade 3 in at least one subject from each subject group
- gained at least a grade 3 for the personal project
- gained at least a grade 3 for the interdisciplinary on-screen examination
- completed the school's requirements for community service.

6.1.2 Award of a bilingual MYP certificate

A bilingual MYP certificate will be awarded to a candidate on successful completion of at least one of the following additional conditions.

- Achieving at least a grade 3 for two language and literature on-screen examinations
- Achieving at least a grade 3 for a science, individuals and societies or interdisciplinary on-screen examination in a response language that is not the same as the candidate's chosen language and literature examination subject
- Achieving at least a grade 3 for the submission of an ePortfolio for arts, physical and health education, design or the personal project in a response language that is not the same as the candidate's chosen language and literature examination subject

The candidate must also achieve at least a grade 3 in the language and literature examination subject.

6.1.3 IB MYP certificate requirements

A candidate will not qualify for the award of the IB MYP certificate if certain requirements have not been met. The following codes indicate which requirements have not been met.

1. The candidate's total points are less than 28.
2. A grade "N" has been awarded for one or more subjects.
3. There is a grade 2 or less awarded in any contributing subject.
4. The community service requirement has not been completed.

6.1.4 Interpretation of results codes

If "P" appears in the place of a grade, it means that the Assessment Division, IB Global Centre, Cardiff does not have sufficient information to issue a grade.

If an "N" appears in the place of a grade, it means that no grade has been awarded for one or more of the following reasons.

- Withdrawal from the examination session
- A breach of regulations
- Failure to complete the assessment of a subject

A candidate will not qualify for the award of the IB MYP certificate if certain requirements have not been met. Candidates not awarded the IB MYP certificate will receive the course results.

Where an "N" is awarded because of a breach of regulations, a letter of explanation will be sent to the head of school as soon as possible.

6.2 Results for candidates affected by special circumstances

6.2.1 Candidates with learning support requirements

The IB believes that all candidates must be allowed to take their examinations under conditions that are as fair as possible. Where standard examination conditions and assessment procedures would put candidates at a disadvantage and prevent them from being able to demonstrate their skills and knowledge adequately, reasonable forms of accommodation may be authorized. Candidates eligible for inclusive assessment arrangements are those with individual needs such as a specific learning difficulty, an emotional or behavioural difficulty, physical, sensory or medical conditions, or mental health problems. For further details refer to section 5.12.1 "Candidates affected by adverse circumstances".

For a candidate with assessment access requirements, the results documents issued by the IB do not indicate that inclusive assessment arrangements were authorized by the IB. This information is regarded as confidential.

6.2.2 Candidates affected by temporary circumstances

Temporary circumstances may include a medical condition affecting a candidate during the programme or during the on-screen examinations, or adverse circumstances beyond the control of the candidate that might be detrimental to his or her performance. For further details refer to section 5.12.1 "Candidates affected by adverse circumstances".

As for candidates with adverse or temporary medical circumstances, any form of accommodation, such as special consideration or extensions to deadlines, will not be indicated on a candidate's results documents.

6.2.3 Candidates suspected of academic misconduct

When the results are issued to schools on **1 August/1 February**, a candidate found in breach of IB regulations will be issued an "N" in the subject or certificate requirement concerned. The candidate's results screen on IBIS will show "N" for the subject and will also state that the candidate is guilty of academic misconduct. Similarly, when the candidate views his or her results, the same information will appear. However, this will not appear on any IB results documents and will not be conveyed to universities or colleges either electronically or otherwise. This information is regarded as confidential.

In all cases where the final award committee has considered a breach of regulations, the head of school will be informed of the decision reached by the committee. The correspondence will be copied to the school's MYP coordinator, appropriate IB personnel and the chair of the Examining Board. For further information, refer to section 3.3 "Academic honesty" in this handbook.

6.3 Results certification

🅒 The IB MYP certificates and IB MYP course results are sent to schools in **September/ March**. These documents constitute the official results. Results certification will only show what a candidate achieves. Certification will not display subjects with the award of "N", or if a candidate has not completed the community service requirement.

IB MYP certificates and/or IB MYP course results requiring legalization will be sent separately by the legalization service in Geneva as soon as the legalization process is finished.

It is important to be aware that the IB prints only the legal name of a school on a candidate's results documents, although universities and other institutions may not be familiar with the legal name.

6.4 Feedback on the performance of candidates

6.4.1 ePortfolios and the personal project

All available feedback that is intended to be useful for teachers and coordinators will be released on IBIS on or about **8 August/8 February**. Feedback will not be provided for subjects where there has not been agreement on the global standard.

6.4.2 Subject reports

Subject reports will be published on the OCC in September and will provide general feedback about the performance of all candidates within a subject.

6.5 By-request services

6.5.1 Enquiry upon results

A coordinator may request

- **Category 1 re-mark:** The re-mark of externally assessed on-screen examinations for an individual candidate.
- **Category 1 report:**
  - **Stage 1:** The return of externally assessed material by subject for an individual candidate.
  - **Stage 2:** A report on a category 1 re-mark for an individual candidate.
- **Category 2:** The return of externally assessed material by component for all candidates.
- **Category 3 re-moderation:** The re-moderation of marks for ePortfolios by subject.

Please note that the outcomes of enquiry upon results requests are communicated only to the MYP coordinator. Should the notifications be required in the coordinator's absence, it is the school's responsibility to make internal arrangements for the outcomes to be communicated to a nominee. The IB will not communicate the outcome to anyone other than the MYP coordinator.

A fee is payable for each of the above categories (except when a grade is changed as a consequence of a category 1 re-mark). The categories for enquiries upon results are normally independent of each other and may be requested in any order up to **15 October/15 April**, two months after the issue of results. However, a request for a category 1 report must be preceded by a category 1 re-mark and must be requested within one month of receipt of the result of the category 1 re-mark. None of the above categories can be requested more than once for the same subject.

6.5.2 Category 1 re-mark

This is a re-mark of externally assessed on-screen examinations for an individual candidate.

Note that in small-entry subjects and in subjects with few candidates for French or Spanish as the response language with a sole examiner, the re-mark has to be undertaken by the original examiner.

6.5.3 Category 1 report

A

If information is required about how marks were awarded in a category 1 re-mark, a category 1 report may be requested. A category 1 report must be preceded by a category 1 re-mark. The report will not result in any changes to the marking of the work. The report will normally be written by the same senior examiner who re-marked the work for the category 1. A category 1 report must be requested within one month of receiving the result of the category 1 re-mark.

When a request for a category 1 report is made on IBIS, the candidate's externally assessed material for the subject concerned will be sent to the school electronically. (This is not included in the fee for the category 1 report and will incur a fee regardless of whether the report is subsequently confirmed.) After reading this material, if the coordinator requires the IB to continue with the report, it must be confirmed on IBIS within one month of receipt of the material. Unless this confirmation is received, the IB will not instigate the report and the fee payable will be based on the return of material for an individual candidate.

Requests for a report on a re-mark must be supported with a justification that describes in what specific way(s) the marking is contested. The candidate's marked assessment material must be used as the basis for this justification; general comments are insufficient. Comments must be related specifically to the appropriate markscheme/assessment criteria. A report will not be implemented without this information. The request for a report must be submitted within one month of the school receiving the candidate's re-marked assessment material.

6.5.4 Category 2: Information

Coordinators should be aware that instructions to examiners state that comments need only be written on a candidate's work if doing so is helpful to the examiner in the marking process. Therefore, if candidates' work is returned, it may only show the marks allocated and may not include comments from the examiner.

6.5.5 Category 2: Return of material by component

All assessment material will be returned to the school for a single externally assessed component from a given subject. A category 2 enquiry is for the purpose of returning assessment material only and does not constitute a candidate's claim of exclusive copyright in that material. If a candidate wishes to claim exclusive copyright, a separate request must be sent to the Assessment Division, IB Global Centre, Cardiff using the MYP *Exclusive copyright form*.

The fee charged for the request covers the whole school entry for that single component. Schools are responsible for the payment of any import charges levied by the country concerned.

Conditions for the return of candidates' assessment material to schools

The following conditions for the return of candidates' assessment material to schools have been adapted from section 10.5 (Conditions of access) of the *GCSE, GCE, Principal Learning and Project Code of Practice* (Ofqual 2011).

- Assessment material must be seen only by teachers who are members of the school staff/faculty at that IB World School or returned directly to the candidates concerned.
- Prior written permission must be obtained from any candidates concerned where teachers intend to use their scripts as examples for other candidates. This permission must be sought only after the candidates have received their results. Candidates who grant their permission have the right to ensure their work is anonymous before it is used. (Teachers must guard against possible plagiarism in such circumstances.)
- Assessment material used by teachers at the school must be kept securely within the school. Once no longer required, material must be disposed of confidentially. Confidential disposal must not take place earlier than the close of the examination session on **15 October/15 April** or any reconsideration or appeal involving that material.
- Candidates have the right to instruct their MYP coordinator not to request their assessment material for any purpose.

It is the responsibility of the school to bring the above conditions to the attention of the candidate(s) concerned. Furthermore, any returned assessment material likely to be used outside of the school (by any party) must have all examiner details removed.

6.5.6 Category 3 re-moderation (ePortfolios)

This category is a re-moderation of a school's marks and completion of an *Internal assessment feedback form* for internal assessment in a given subject based on the original sample material. Marks and grades may be raised as a consequence of re-moderation, but not lowered.

A re-moderation will only be undertaken in cases where the mean of the candidates' moderated criterion level totals differs from the mean of their raw totals (the teacher-assessed totals) by at least 15% of the maximum mark for the subject.

A re-moderation will not normally be undertaken by the moderator who was the original moderator of the sample work. However, in small-entry subjects there may be some exceptions to this principle.

An *Internal assessment feedback form* will not be produced when there is agreement between the teacher's and examiner's totals.

The fee for this service will not be refunded on the occasions when one or more grades are raised because of the significant costs incurred by the IB in implementing this service.

6.5.7 Changes of grade

Category 1 re-mark: A candidate's grade may be lowered or raised as a consequence of a category 1 re-mark. Consequently, coordinators must obtain the written consent of a candidate or the candidate's legal guardian(s) before requesting this service. If a school neglects to obtain this consent and a grade is lowered, the original grade will not be reinstated.

Category 1 report: No grade will be changed as a consequence of a category 1 report. The purpose of a report is to provide information on how marks were awarded in the category 1 re-mark.

Category 2 return of work: No grade will be changed as a consequence of a category 2 enquiry.

Category 3 re-moderation: Candidates' marks and grades may be raised as a consequence of a category 3 enquiry, but not lowered.

6.5.8 Procedure for requesting an enquiry upon results

To request an enquiry upon results, log on to IBIS and go to **Candidate**> **Candidate results**>**Enquiry upon Results (EuR)**. Remember that for a category 1 re-mark (where a grade may be lowered), permission must be obtained from the candidate or their legal guardian(s) before a request can be submitted to the IB. Screens on IBIS will ask the coordinator to confirm whether or not this permission has been granted.

Complete and submit a request for an enquiry upon results on IBIS no later than **15 October/15 April** following the release of results.

An exception is made to the deadline of **15 October/15 April** in the case of a category 1 report. The request for a report must be submitted within one month of the school receiving the result of the category 1 re-mark.

Requests for an enquiry upon results service will only be accepted from schools, not from individual candidates, their legal guardian(s) or other representatives.

6.5.9 The completion of an enquiry upon results

The IB always aims to complete an enquiry upon results, regardless of the category, in the shortest time possible. However, there are factors beyond the control of the IB. The following targets are therefore only an indication as to how long each service may take.

- Category 1 re-mark: 18 days
- Category 1 report: 30 days
- Category 2 return of work: 10 days
- Category 3 re-moderation: 20 days

6.5.10 Returning results documentation

If an enquiry upon results category 1 or category 3 results in one or more changes of grade for a candidate after the results documentation (IB MYP certificate or IB MYP course results) has been sent to the school, new results documentation will be sent. If a grade is increased, there is no requirement to return the original documentation to the IB Global Centre, Cardiff but if a grade has been lowered, the coordinator must make every effort to acquire the documentation from the candidate and send it to the IB Global Centre, Cardiff for the attention of the School Delivery team.

6.5.11 Fees

Schools will be invoiced for the enquiry upon results service, and/or report, in accordance with the scale of fees.

There is no charge for a category 1 re-mark that results in a change of grade.

6.6 Legalization of examination results

The legalization of IB MYP certificates and/or IB MYP course results is not a requirement. However, educational institutions in certain countries may require the legalization of the IB MYP certificate or course results document by the appropriate authority in Geneva. Where this is the case, it is the responsibility of the coordinator to inform candidates about this requirement. Should the legalization of IB MYP certificates or IB MYP course results be required, coordinators should send an email to ibid@ibo.org.

6.7 Replacement results documentation

Replacement results documentation can be requested from the Assessment Division, IB Global Centre, Cardiff if the originals have been lost or damaged. Please note that changes to a candidate's name will only be accepted if a name has been slightly misspelled on the original document and, following the amendment, the name is still recognizable as the name on the original document. In the event that a change to a name is required by law, the IB will comply with the request on the receipt of valid proof of identification.

If the candidate is still attending an IB World School, the request must come from the coordinator on the candidate's behalf. If the candidate is no longer at a school offering an IB programme, the request may come from the school that the candidate attended or directly from the candidate.

6.7.1 Request from a coordinator

A request from a coordinator must state the examination session, the candidate's full name and his or her session number. Requests must be sent to the IB using the email link under **Contact us** for **Replacement results documentation**. Schools will be invoiced, after the issue of the documents, in accordance with the scale of fees.

6.7.2 Request from a candidate

A request for the replacement of results documentation will only be accepted directly from a candidate six months after the issue of results. Therefore, a request will only be accepted after the following 1 February for a May session and 1 August for a November session. However, this restriction will be waived if the coordinator at the school where the candidate was registered for the IB examination session confirms that it is acceptable to issue the replacement documentation directly to the candidate.

A candidate must request replacement documentation via the IB website. Payment must be made using the secure online system. Documentation will not be issued until the payment has been successfully processed.

Alternatively, if a candidate wishes to pay via cheque or bank transfer, the IB Global Centre, Cardiff will send a replacement documentation form to the candidate for completion. The form must then be returned to the IB Global Centre, Cardiff with payment. The replacement documents will not be issued until payment is received and successfully processed.
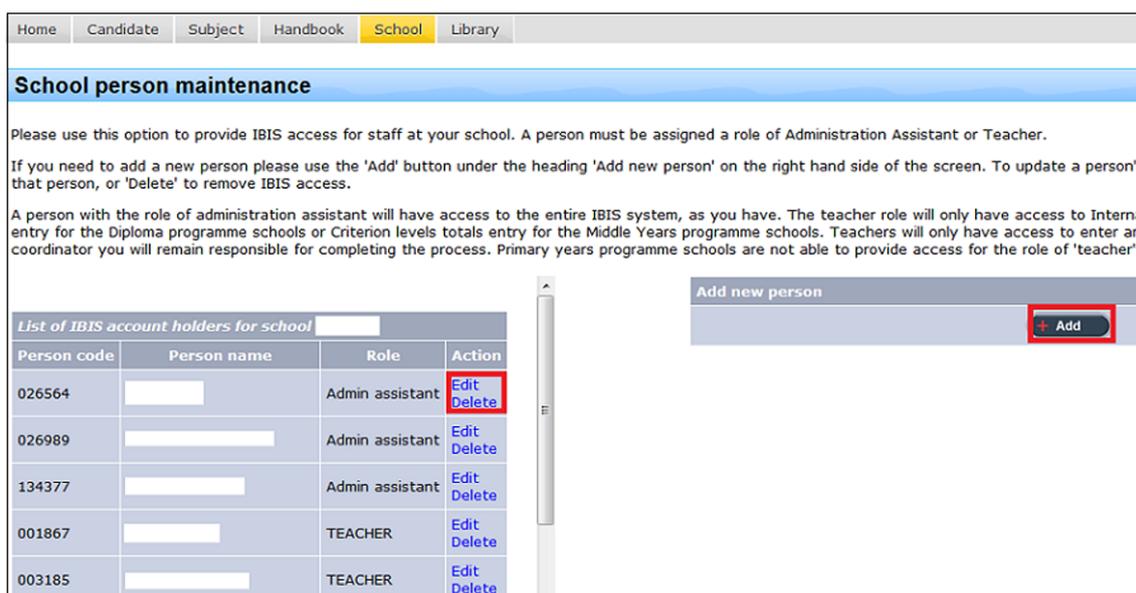
7.1 The IB information system (IBIS)

7.1.1 Using IBIS

Security

The IB provides coordinators with access to a web-based service known as the IB information system (IBIS). The address for IBIS is https://ibis.ibo.org. This is a secure site; to gain access, a user must enter his or her user identification (ID), a password and personal identification number (PIN). To maintain the security of the site, users are advised to change their alphanumeric password at regular intervals. These details must be remembered, rather than written down, and not shared with any other person.

Allowing access to IBIS

If necessary, the coordinator may arrange for up to three members of a school's administration (excluding teachers) to have access to IBIS. This may include the head of school or an administration assistant, who may undertake the duties of the coordinator in his or her absence. To give access to IBIS, go to **School**>**School person maintenance**.

This will allow you to enter a new person on IBIS by creating a person code. This will automatically send an email to the person with instructions on how to set up their own IBIS login credentials.

Teachers can be given access to a restricted area of IBIS in order to upload and authenticate ePortfolios, and enter marks for teacher-assessed totals and predicted grades. Access is given in the way described above. It is the coordinator's decision whether teachers should enter the totals and predicted grades data themselves, although coordinators must always authorize the submission of data to the Assessment Division, IB Global Centre, Cardiff.

Changing the coordinator

To change the name of the MYP coordinator, log in to "MySchool" (http://myschool.ibo.org) where you can enter the details of the new coordinator. The new information will be transferred to IBIS and a new account creation email will be automatically sent to the new coordinator.

Changing the school's main examination session

Each school that is authorized to offer the MYP must state whether May or November is the main examination session for their school. A change of session is a major decision for a school because of its organizational consequences and challenges, and the decision has to be based on valid reasons such as constraints that are the result of national or university requirements. Before making a decision, the school needs to study the subject options and limitations that the change of session may entail.

The process for changing a school's main session is as follows.

- Contact the appropriate IB Global Centre with sufficient notice through IB Answers (ibid@ibo.org). This will normally be no less than 24 months before the proposed change can be effective. The appropriate IB Global Centre will send the school a form to complete.
- Provide a full explanation of how candidates affected by the change will be prepared for their examination session and, if the change of session may have an impact on its current offer, a full description of MYP courses to be offered. If the school offers other IB programmes, it will need to establish how the school will align the calendar of these programmes based on the MYP change of session. (Permission to change session will only be given if there is confirmation that no candidate will be disadvantaged by, for example, receiving less than the recommended teaching time for a subject or a reduced time allocation for other MYP certificate requirements.)
- Wait until the relevant IB Global Centre sends its approval before making the change effective.

Changing the school's legal name

Ⓐ The process for changing a school's legal name is as follows.

- The coordinator must send their request to IB Answers (ibid@ibo.org) by email, attaching a legal/official document that provides clear evidence of the name change and evidence that there is no change related to the school as a legal entity, that is, the school remains the same.
- The request will be considered by the appropriate IB Global Centre, which will then confirm acceptance of the change, having first raised any queries.
- IB staff will update the IB systems accordingly.

It is important to be aware that the IB can print only the school's legal name on candidates' results documents, though universities and other institutions may not be familiar with the legal name.

Terminating a relationship with the IB

If a school wants to terminate its relationship with the IB, it must contact the relevant IB Global Centre through IB Answers (ibid@ibo.org). A request for termination, establishing the date of termination and signed by the head of school, will be required. The IB Global Centre will contact the head of school to ensure that the requested termination date takes into account all consequences, because no IB services will be available to the school after the termination date. The IB will send a letter of acknowledgment of the termination to the head of school, which will include the agreed date of termination.

7.2 Contacting the IB

7.2.1 IB Answers

Ⓐ

IB Answers is the first point of contact for coordinators who have questions about the administration of the MYP that cannot be answered by reference to this handbook or any other IB publication.

The IB Answers team will respond directly within one working day, where possible, or refer questions to MYP subject-matter experts.

If an issue arises concerning the administration or teaching of the MYP, the IB will contact the coordinator.

7.2.2 How to contact IB Answers

Schools can contact IB Answers by telephone, email or through the IB Answers website. IBIS users will see a "Contact Us" link to IB Answers that takes them directly to the site.

IB Answers website

In addition to using the site to ask questions, the IB Answers website (ibanswers.ibo.org) offers a searchable knowledge base of answers to frequently asked questions.

MYP coordinators and school staff (with an IB Answers account) can ask questions, view the progress of existing queries and see questions only available to school staff.

This is the most secure way to ask questions as there is no possibility of replies being lost or captured by anti-spam filters.

Email

Coordinators can send questions by email to ibid@ibo.org.

Telephone

Telephone support is available 24 hours each day from Monday to Friday using the following numbers.

Region	IB Centre	Phone number
Europe, Middle East, Africa	Cardiff, United Kingdom The Hague, The Netherlands Geneva, Switzerland	+ 44 29 2054 7740 + 31 70 352 6055 + 41 22 309 2515
Americas	Washington DC, USA Buenos Aires, Argentina	+ 1 301 202 3025 + 54 11 6090 8625
Asia Pacific	Singapore	+ 65 6579 5055

Calls may be monitored for training purposes.

7.3 Security of information

7.3.1 Confidentiality and discretion

Confidentiality of contact details

The name and/or contact details of an examiner or IB member of staff is confidential information and under no circumstances should be given to a candidate, a legal guardian or a candidate's representative.

Legal guardians/relatives

The IB recognizes that a candidate's legal guardian may be a teacher in the IB World School attended by the candidate. The IB has no objection to, for example, a parent teaching his or her own son or daughter in this situation. It is left to the discretion of the coordinator to ensure that all teaching and internal assessments are conducted in an appropriate manner.

There is no requirement to inform the IB that such a parent–child relationship exists within a school. However, a relative of a candidate must not act as a candidate's supervisor for the personal project requirement, nor act as an invigilator of an examination where the son/daughter is a candidate.

UK Data Protection Act (1998)

To comply with Part 2 sections 7–15 of the UK Data Protection Act 1998, under certain conditions the IB may be required to disclose information directly to a candidate relating to his or her marks and predicted grades.

7.4 Requesting copyright for a candidate's work

Ⓐ

Candidates retain copyright in all material that is submitted to the IB on their behalf for assessment-related purposes. However, the IB may need to use this material in a variety of ways to enable it to provide a service to schools and examiners. The *General regulations: Middle Years Programme* make it clear that by submitting material for assessment purposes, candidates are thereby deemed to grant the IB a non-exclusive worldwide licence, for the duration of statutory copyright protection, to use it in certain limited ways. This allows the IB to copy candidate material (including the reflection journal) for assessment purposes and for publication in support of teaching, professional development, assessment of teachers and for promotion. This includes print and digital reproduction, adaptation and translation. In all circumstances, the IB protects the identity of the candidate and of the school.

The IB recognizes that there will be times when candidates wish to retain exclusive copyright in their material and has created a form (see the MYP *Exclusive copyright form* located in the OCC) to enable them to exercise this right. However, the IB expects this right to be exercised only rarely, for exceptional works, especially of art or music, or for original computer programs: in short, for material that has commercial value or contains very personal or confidential matter for which protection in this way is appropriate.

Note that exclusive copyright cannot be claimed retrospectively for a previous session; it can only be claimed for the session for which the candidate is registered up to **1 August** (one month before the issue of results for the examination session).

Please consider this very carefully before supporting your candidates in submitting a request for exclusive copyright.

7.5 Fees

7.5.1 Fees for the 2017 sessions

Scale of fees applicable to the 2017 sessions

Scale of fees	Currency				
	USD	CHF	GBP	EUR	SGD
1. Candidate registration fee (per candidate)					
Before the first registration deadline	52	64	31	37	61
Between the first and second registration deadlines	71	86	42	50	83
After the second registration deadline	151	185	90	106	176
2. Discipline fee (per discipline per candidate)					
The fee is for each discipline registered	74	89	44	52	86
3. Late discipline fee (per discipline per candidate) The fee is for the addition of a discipline and each amendment to a discipline or response language after the first registration deadline. This fee is also applicable to the personal project. This fee is charged in addition to the discipline fee for any new discipline registration.					
Between the first and second registration deadlines	24	28	14	17	28
After the second registration deadline	93	113	56	66	110
4. Enquiry upon results					
Category 1 re-mark: per candidate/ subject	117	146	67	82	136
Category 1 report (stage 1—return of material) per candidate/ subject 🄽	18	23	10	12	23
Category 1 report (stage 2—report):	201	250	115	140	233

per candidate/subject					
Category 2: per subject component (electronic)	53	67	31	37	62
Category 3 re-moderation: per subject sample	282	352	161	197	326
5. Other by-request services					
Legalization of each IB MYP certificate and/or each consulate country (requests received **before 15 July/15 January**)	159	199	91	111	184
Legalization of each IB MYP certificate and/or each consulate country (requests received **after 15 July/15 January**)	238	296	137	166	275
Replacement IB MYP certificate or IB MYP course results (per certificate or course results)	78	98	45	55	90
6. Appeals (per candidate)					
Fee for an appeal: see *General regulations: Middle Years Programme*	653	815	375	455	756

Currency reference

Reference	Currency
USD	United States dollar
CHF	Swiss franc
GBP	British (UK) pound sterling
EUR	Euro
SGD	Singapore dollar

Candidate registration fee

The candidate registration fee is paid once for each candidate registered in a particular session. The same fee is paid for each candidate, regardless of a candidate's registration category.

The fee is charged for each candidate registered for the session at the first registration deadline. The fee will not be refunded if a candidate is withdrawn after the first registration deadline.

The fee increases for registrations after the first registration deadline and is significantly higher for registrations after the second registration deadline.

Discipline fee

The discipline fee is paid for each discipline registered for an individual candidate, regardless of the date that the discipline is registered.

The fee is charged for each discipline registered for the session at the first registration deadline. If a candidate withdraws from a discipline between the first and second registration deadline, the discipline fee will be credited back to the school. Credit will not be given if the discipline is withdrawn after the second registration deadline.

Late discipline fee

A late discipline fee is applied for the registration of any discipline or amendment to a discipline or response language after the first registration deadline. This includes the registration of, or amendment to, the personal project. A new candidate registration after the first registration deadline will incur both a discipline fee and a late discipline fee for each discipline registered.

If a new discipline is added for a candidate after the first registration deadline, this will incur both a discipline fee and a late discipline fee for each discipline registered.

Owing to the additional administration involved, discipline registrations or amendments after the second registration deadline are charged at a significantly higher rate.

Late discipline fees will not be credited back to the school, regardless of whether a candidate subsequently withdraws from the registered/amended discipline.

There is no late discipline fee for:

- withdrawing a candidate from a subject
- withdrawing a candidate from an examination session
- amending a candidate's personal details
- changing a candidate's registration category.

There is no amendment fee for changes to a candidate's personal details. A candidate's personal details, such as the spelling of his or her name, cannot be changed after the issue of results.

Personal project registrations

Ⓝ

For candidates who register only for the personal project, no candidate fee or discipline fee will be charged providing the registration is completed by the first registration deadline. If the candidate is registered after the first registration deadline, the late discipline fee is applicable. The higher late discipline fee is applicable if the candidate is registered after the second registration deadline.

8.1 Publications

Ⓝ

8.1.1 IB publications

Academic honesty in the IB educational context. August 2014.

Candidates with assessment access requirements (Middle Years Programme). March 2015.

Effective citing and referencing. August 2014.

General regulations: Middle Years Programme (first assessment 2016). April 2014.

Guide to MYP eAssessment. October 2015.

IT requirements for conducting MYP on-screen examinations. Undated.

MYP ePortfolio user guide. May 2016.

MYP *Exclusive copyright form*.

MYP: From principles into practice. May 2014, updated September 2014.

MYP on-screen examinations user guide.

MYP on-screen familiarization 2016 for students (PC and Mac).

The conduct of IB Middle Years Programme on-screen examinations. Undated.

On-screen examinations—Frequently Asked Questions.

8.1.2 Other publications

GCSE, GCE, Principal Learning and Project Code of Practice. 2011. London, UK. Ofqual.