

CONDUCT OF THE EXAMINATIONS NOTICE TO CANDIDATES



Dear Student:

Examination time is upon us! Thank you for all the hard work you put into this school year. It is extremely important that you maintain your diligent efforts through the end of the exam session and not fall prey to idleness or mediocrity. Finish strong!

Before you will be admitted to any of your IB exams, **you must read and verify that you understand this document** (this is not optional and is an IB requirement).

Exam Schedule - A copy of the exam schedule and locations is posted on the Fairview IB website. The posted schedule is fully updated and takes precedence over any other published schedule. You may (and are encouraged to) enter the designated testing site 10 minutes prior to the scheduled start of the exam. Once you have entered the examination room, you are subject to IBO's regulations governing examination conduct. A candidate who arrives for an examination after 30 minutes is considered absent from the examination. <http://bvsd.fhsib.org>.

Assigned Seating - Students are assigned seats for each exam session, so when arriving at the testing location, please look for your designated seat (you will be directed by a proctor). Candidates must not be allowed to leave the examination room during the first hour or during the last fifteen minutes of an examination.

Photo ID - Each student is required to provide a photo ID to gain admittance to the exam session. Students should place the photo ID in a visible location at their assigned seats; this may be on the desk/table or on the floor, and clearly visible by the exam proctor.

What you should bring to the examinations -

1. All Exams require a **Black** pen. Candidates are not permitted to use correcting fluid/pens. If mistakes are made, students should neatly cross out any mistakes.
2. Pencils are used only for Graphs, Diagrams, Maps, or Charts.
3. A simple translating dictionary is allowed in all exams except language subjects.
4. Calculators for select exams. Pay close attention to the use of calculators (described below).



CONDUCT OF THE EXAMINATIONS

NOTICE TO CANDIDATES

Students: Bring a photo ID to the exam.

General

1. Candidates must know their registration category and session number.
 2. When instructed to enter the examination room, candidates must do so in a quiet and orderly manner.
 3. No form of refreshment may be taken into the examination room. (At the discretion of the Diploma Programme coordinator, drinking water is permitted.)
 4. Candidates may take to their desk/table only the following items:
 - general stationery (for example, pens, pencils, coloured pencils, an eraser, geometry instruments and a ruler)
 - a translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)
 - other materials specified by the IBO as required for a particular examination (for example, an electronic calculator).
- If required by the coordinator/invigilator, any item brought into an examination must be available for inspection. This includes electronic calculators.
5. Electronic calculators.
 - Candidates may not use or store data, programs or applications in their calculators that may assist them in an examination by removing the need to recall facts or formulae that are not provided in the examination materials.
 - During an examination, no attempt must be made to conceal information or programs stored in a calculator.
 - If required by the coordinator/invigilator after an examination, a candidate must provide a list of information and programs stored on the calculator.
 6. The coordinator/invigilator will decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator/invigilator and remain seated until permission is given to leave the examination room.
 7. The instructions of the coordinator/invigilator must be obeyed. The coordinator/invigilator has the right to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examinations.
8. Candidates are allowed into the examination room during the first 30 minutes after the start of an examination. The arrival time of the candidate will be recorded by the coordinator/invigilator. No additional time will be allowed for the examination.
 9. After the first 30 minutes candidates will not be allowed into the examination, nor will they be permitted to take the examination at a rescheduled time.

(Drinking water is permitted)

(Yes, this is required)

(See the GDC Conditions)

Late arrival

Temporary absence

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

Malpractice

13. During the examination, and at other times specified by the coordinator/invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute malpractice, resulting in appropriate action by the IBO.
14. All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute malpractice, resulting in appropriate action by the IBO. The impersonation of another candidate will be treated as a breach of regulations.
15. If a candidate finds that he/she has accidentally taken unauthorized material into an examination, this material must given to the coordinator/invigilator immediately. Failure to do so may lead to an allegation of malpractice against the candidate.

Early departures

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

End of the examination

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

If you do not understand these regulations please contact your Diploma Programme coordinator

Special materials - Some subject exams require special materials (published IB resources). Not all subjects have special materials, but those that do are listed here, and they are made available to you in advance. Students are advised to review and familiarize themselves with these resources. All of these, except calculators, will be provided during the examination.

[Calculator Usage](#) (what is ok and what is not)
[Business & Management Case Study](#)
[Computer Science Case Study](#)
[Music Prescribed Work](#)
[Chemistry Data Booklet](#)

[Physics Data Booklet](#)
[Mathematical Studies Information Booklet](#)
[Math SL Information Booklet](#)^t
[Math HL Information Booklet](#)

Subject / paper		Higher Level	Standard Level
Biology	paper 1 paper 2 paper 3	None Calculator * Calculator *	None Calculator * Calculator *
Chemistry	paper 1 paper 2 paper 3	None Chem. data booklet, Calculator * Chem. data booklet, Calculator *	None Chem. data booklet, Calculator * Chem. data booklet, Calculator *
Physics	paper 1 paper 2 paper 3	Physics data booklet (all three papers) Calculator * Calculator *	Physics data booklet (all three papers) Calculator * Calculator *
Mathematics	paper 1 paper 2 paper 3	Information booklet - No calculator for paper 1 Information booklet, Graphic dis. calculator * Information booklet, Graphic dis. calculator *	Information booklet - No calculator for paper 1 Information booklet, Graphic dis. calculator * N/A
Computer Science	paper 1 paper 2	None Case study	N/A Case study
Music	paper 1	Manuscript paper, headphones, note the prescribed work!	Manuscript paper, headphones, note the prescribed work!
Business & Man.	paper 1 paper 2	N/A	Case study, Calculator * Calculator *

* Students must supply their own calculators, but must comply with IB's acceptable use rules.

Final thoughts - When coming to the exam, minimize your personal belongings. All personal belongings, including any device for communication, must be left outside or placed at the back of the room.

If you have read this document in its entirety, you are ready to comply with IB's rules for taking your exams.

VERY IMPORTANT!!! - Send an email to the IB office verifying you have read the **CONDUCT OF THE EXAMINATIONS**. Include:

- your full name
- a statement to the fact that you have read this document
- any questions you may have
- Send to: fhs.ib@bvsvd.org

Have fun with the finale to your school year!