

WHAT YOU NEED TO KNOW ABOUT IB EXAMS

Spring 2023

ACADEMIC HONESTY

St. Edward has a track record of preparing candidates to honor the academic honesty guidelines set forth by IB; below are several key details we want to share in order to help you model best practices.

Special emphasis is placed on the last three bullet points; because we live in a culture where sensitive information can go viral online, it's very important that all candidates refrain from discussing their exams online for a minimum of 24 hours after an exam has finished.

The following actions are examples of misconduct relating to the written examinations and can lead to removal from the Diploma program for “full” candidates, disqualification regarding IB scores/credit and / or disciplinary consequences per the St. Edward Handbook.

- stealing examination papers
- failing to obey the instructions of the coordinator/invigilator
- communicating with another candidate
- helping or receiving help from another candidate
- impersonating another candidate
- possession of unauthorized material
- consulting material outside the examination room during a period of absence
- behaving in a way that may disrupt the examination or distract other candidates
- submitting work for assessment that is not authentic
- removing or attempting to remove from the examination room examination material, such as answer booklets or examination papers
- leaving the examination room without permission
- continuing to answer an examination paper when told to stop by an invigilator or the coordinator
- **discussing the content of any examination paper with any person outside their immediate cohort within 24 hours after an examination ending**
- **attempting to either gain or solicit information about the content of an examination within 24 hours of the examination ending**
- **use of artificial intelligence-generated content in major submitted research (the IAs)**

AUTHORIZED EXAM MATERIALS

Per IB's regulations, only authorized materials required for the examination may be taken by students to their desk. All personal belongings, including any communications devices, must be left outside or placed at the back of the room. If belongings are placed at the back of the examination room, ensure that any mobile phones/cell phones are switched off.

Once they have entered the examination room, they are subject to the IB's regulations governing the conduct of examinations.

FOOD

Water allowed; food only for students with documented medical conditions.

TECHNOLOGY

No phones, smartwatches, tablets, etc. St. Edward's IB Math teachers help students prepare approved calculators prior to exams.

Regarding calculators, all candidates must abide by the following; failure to do so can jeopardize exam results:

Restrictions on the use of certain technology are in place to discourage malpractice and maintain fair and reasonable access to technology that is generally required in the good practice of teaching and assessment.

- Telephones, pagers, calculator-watches, personal computers (PCs) and personal data assistants (PDAs) are not allowed in any subject examinations.
- Only the manufacturer's operating system may be used.
- Computer algebra systems (CAS)-equipped calculators (symbolic manipulation, whether in-built or programmed) are not allowed in any subject examinations.
- Calculators with wireless/infrared communication are not allowed in any subject examinations.
- Examination questions must not be stored in, or recorded into, the memory of a calculator.
- Peripheral hardware must not be taken into the examination room (for example, keyboards, link cables and so on).
- Calculators must not be shared or exchanged during examinations.
- Calculator manuals must not be taken into the examination room.
- More than one calculator per candidate may be brought into the examination room. However, a spare set of batteries is a preferable alternative to several calculators.

WRITING UTENSILS

Dark blue, black ink and pencil only. No other colors, no correcting fluid. Highlighters allowed only to highlight questions or info, not in answers. No pencil cases. Candidates must not share stationery, dictionaries, calculators or other material during an examination.

EMERGENCY CONTACT

All candidates / families of candidates are asked to make sure your cell phone numbers are up to date with the Counseling Office / in PowerSchool. In the case of emergency, we will use that information to contact you before, during or after exams.

IB'S "NOTICE TO CANDIDATES"

IB asks that we provide all candidates with a copy of this official pre-exam Notice (attached below); please review it again prior to the beginning of exams.

UNAUTHORIZED MATERIALS, or “FUN WITH CONTRABAND”

Prior to the start of each exam, the proctor will ask all candidates the question: “Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.”

One of my favorite exam-time traditions at Ed’s is the unauthorized material students coughed up just before each exam. From 2019-2021, my favorites were

- + a half dozen farm-fresh eggs (uncooked and still in their shells)
- + a CD jewel case for NOW That’s What I Call Music, Volume 19
- + copies of literally every novel read in IB Literature taped to the inside of a trenchcoat
- + Custom Pokemon / DragonBall Z cards made for every teacher in the program

Conduct of the examinations

Notice to candidates

The following instructions must be observed for all IB examinations.

Failure to comply may result in no grade being awarded for the subject being examined.

If you do not understand these instructions, please contact your coordinator.



Arrive on time for your examination. You are not permitted to leave the examination within the first 60 minutes, or the last 15 minutes.



Do not communicate with other candidates in the examination room.



Do not bring any unauthorized materials to your desk.



Follow all invigilator instructions. Raise your hand if you require the invigilator's attention.



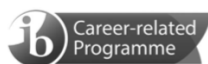
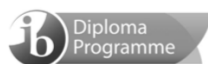
Do not take any examination material out of the examination room.



Ensure that you report any incidents of possible misconduct to your coordinator.



Do not discuss the content of the examination outside of your immediate cohort in the next 24 hours.



Conduct of the examinations

Notice to candidates

- You must arrive in good time for the start of an examination and may not be allowed to sit the examination if you arrive late.
- Your coordinator/invigilator will decide where you will sit during an examination. You must remain seated until permission is given to leave the examination room.
- You may only take to your desk/table the following items:
 - General stationery, for example, black/blue pen, pencil, eraser, geometry instruments, ruler. Correcting fluid and gel pens are not permitted.
 - Materials specified by the IB as required for a particular examination, for example, an electronic calculator, a clean copy of a case study and/or data booklet.
 - A bilingual translation dictionary for non-modern language examinations, that does not contain notes of any kind.
- Your coordinator/invigilator has the right to inspect and confiscate any item you bring into the examination room. This includes electronic calculators, which should be set to test mode (when applicable).
- Follow all the instructions from your coordinator/invigilator.
- Your coordinator/invigilator has the right to remove you from the examination room if your behaviour interferes with the examination.
- In cases of emergency, and with the permission of your coordinator/invigilator, you may be allowed to temporarily leave the examination room. You will remain supervised at all times.
- If you decide to leave the examination room before the scheduled finishing time, you will not be allowed to return.

- You must not attempt to obtain information about the content of an examination in advance.
- If you find that you have accidentally taken unauthorized material into an examination (for example, a cell/mobile phone), you must give it to your coordinator/invigilator immediately.
- You must not include inappropriate, offensive or obscene content in your responses.
- All work submitted for assessment must be entirely your own. Collusion, plagiarism and the impersonation of another candidate are not permitted.

Failure to comply with any of these regulations will be considered academic misconduct and may result in no grade being awarded.

If you do not understand these regulations, please contact your coordinator.

FAQS

How are IB exams scored?

IB courses are scored on a scale of 1 to 7, 7 being the highest possible mark. Each course has a unique combination of exams and IAs that lead to said score. IB drafts and trains “Examiners,” many of which are veteran teachers of an IB subject, to grade exams (and random samples of IAs).

If you are a Diploma candidate, how do you earn the Diploma?

*In **most** cases, Diplomas require a minimum passing score of 24, which amounts to a 4 or higher in each course, plus passing grades for TOK, EE and CAS.*

At times, various other exceptions come into play (e.g. the scores for a student’s 3 SL courses are less than 9, etc.) and those can prevent students from earning the Diploma. Because these cases are rare, and because of their “in the weeds” nature, we address these issues in detail as they arise.

What’s most important to take away is this: students who fully commit to the program, submit quality work on time, and do not have extended absences (excused or otherwise) tend to be successful; our last 3 cohorts have had approx. a 95% pass rate (compared to the international rate, which is in the low 80s). For those in the DP, being in the DP is not a golden ticket to the Diploma, but we do have a track record of success amongst the students who fully commit to the program.

In short, it’s important to remember that this is a program rooted in balance and excellence, not perfection.

What is a "passing grade" for an IB course?

Although the short answer is "it varies", scores of 4-7 tend to be considered for college credit. More selective universities tend to require higher scores in order to deploy credit.

Almost all colleges publish a matrix of what IB courses--and scores in those courses--net college credit for IB students. We recommend that students refer directly to the official website of their college/university for more specific information.

When are IB results published?

IB publishes results in early July.

How will results be communicated to my son's college?

Seniors are asked to share their college of choice with the College Counseling Department, typically in the fourth quarter. The IB coordinator uses that information to prepare an e-form that automatically releases results to colleges the moment results are available.

Therefore, it's crucial that seniors share this information with College Counseling as soon as possible in the spring. Seniors who neglect to share their college by the deadline can manually submit their marks via an IB website/portal (although this backstop tends to include fees).

If my son strongly disagrees with the scores awarded to him by IB's Examiners, can we appeal the scores?

Yes--however, there is an upfront fee that families must pay for said appeal (known as an Enquiry Upon Request, or EUR). If a student's work is reviewed and his grade increases as a result of the review, said fee is refunded.

Full disclosure: because examiners are rigorously trained and scoring is moderated by Team Leaders / Principal Examiners within the scoring process, it is rare that appeals result in increased scores.

What if my son has an IEP? Does that factor into his exam-taking?

We work closely with the School Counselors and Dean of Student Support Services to coordinate exam-time IEPs; in the fall prior to exams, the IB coordinator appeals to IB for accommodations that are consistent with the IEPs we have on file.

If new accommodations have been put in place for your son after November 15th (the international deadline for registering accommodation requests), please contact the IB coordinator immediately.

Can an IB exam be taken without having taken the course?

No. Part of the student's final grade comes from work done in the classroom also known as Internal Assessments.

Can exam times / dates be adjusted if my son has a mitigating circumstance?

In general, IB does not allow individual schools to adjust dates / times for an exam. If--near the time of an exam or during the exam--your son is involved in an unforeseeable accident, health (physical or mental) issue, or death in his immediate family--we can appeal to IB for an accommodation with the appropriate documentation / paperwork.