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Conduct of examinations booklet 2026

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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.

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1.0 Introduction

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

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

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

2.0 Examination materials and stationery

2.1 All examination material must be stored in a secure storage area that complies with current requirements. Access to the secure storage area should be strictly limited and all keyholders accountable to the coordinator/Head of School.

For details regarding the secure storage policy, see the *Preparation for examinations policy*.

2.2 Coordinators must print sufficient copies of the following items for use in lessons and examinations. They are available on the Programme Resource Centre.

Subject	Level	Paper(s)	Item
Astronomy	SL	1 and 2	Data booklet (first assessment 2017)
Business management	SL/HL	2	Formulae sheet (first assessment 2024), (published 2024, version 1.0)
Chemistry	SL/HL	1 and 2	Data booklet (published February 2023, updated February 2024)
Computer science	SL/HL	1 and 2	Approved notation for developing pseudocode (first exams 2014)
Computer science	HL	3	Computer science Case study: An ethical approach to hacking (For use in May and November 2026)
Digital society	HL	3	The pre-release statement will be published on the Programme Resource Centre by the following dates: * 1 November 2025 for the May 2026 examination session * 1 May 2026 for the November 2026 examination session
Mathematics: analysis and approaches	HL	1, 2 and 3	Formula booklet (first assessment 2021), (published 2023, version 1.0)

Subject	Level	Paper(s)	Item
Mathematics: analysis and approaches	SL	1 and 2	Formula booklet (first assessment 2021), (published 2023, version 1.0)
Mathematics: applications and interpretations	HL	1, 2 and 3	Formula booklet (first assessment 2021), (published 2023, version 1.0)
Mathematics: applications and interpretations	SL	1 and 2	Formula booklet (first assessment 2021), (published 2023, version 1.0)
Physics	SL/HL	1 and 2	Data booklet (published February 2023, updated May 2023, November 2023)
Sports, exercise and health science	SL/HL	1 and 2	Data booklet (published February 2024)

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

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

2.4 It is the coordinator's responsibility to ensure that all materials allowed into the examination room are checked to ensure compliance.

2.5 Students must be made fully aware of the regulations involving calculators, and the implications of any infringement of these rules, during the pre-examination period. In particular, their attention must be drawn to the list of prohibited calculators and the requirements involving resetting memory and examination modes. On the day of the examination, the school must be satisfied that the calculators being used are compliant and clearly visible on students' desks. It must be clear to students before the start of an examination that requires the use of a calculator that the regulations involving calculators must not be infringed. The invigilators present for an examination that permits students to use a calculator must be familiar with the guidance on calculators, including how to set them to "examination mode". In addition to checking calculators in advance of an examination, there is a requirement to clear the memories of all calculators at the end of each examination. This is so students cannot take notes made on the calculator out of the examination. This action should include resetting the RAM and ROM memory where applicable. Please note, this applies to scientific calculators and any calculators with stored memory as well as GDCs. Furthermore, the invigilators must understand how to check that students are not infringing the rules governing the use of calculators. See *Calculators guidance for examinations booklet 2026*.

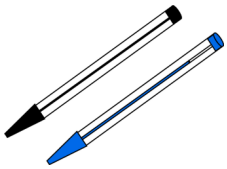
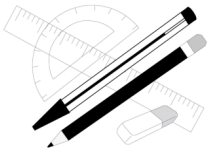
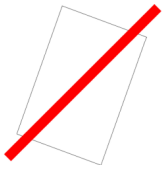
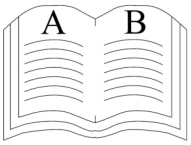
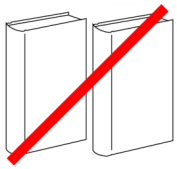
2.6 No student is permitted to use an electronic device in an IB examination unless authorization has been given by the Assessment Division, IB Global Centre, Cardiff, in the case of a student requiring inclusive access arrangements.

2.7 IB stationery used in examinations, specifically graph paper and answer booklets, must be kept in secure storage. IB stationery must not be used for any purpose (including "mock" or "trial" examinations) other than the actual IB examinations in May and November.

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

2.9 Permissions for general stationery items

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

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

2.10 Stationery requirement breakdown by subject level and component The following tables suggest initial stationery requirements for each examination. However, please note candidates should be provided with as much stationery as they require, regardless of the format of the examination paper.

The tables show subjects listed alphabetically for ease of reference. Each row shows the examination requirements for the subject, level and paper in three columns—these are as follows.

- **Enclosed with examination paper mailing to schools:** This column outlines the type of examination paper enclosed and any additional materials that may be enclosed with each paper (for example, source/text booklets, MCQ answer sheets); please note that some additional materials may be included in separate bags to the exam papers (for example, geography resource booklet required for the paper 2 examinations). These materials are mailed to schools in April (for May examinations) and October (for November examinations); this allocation is known as the "examination paper" mailing.

- **Enclosed with examination stationery mailing to schools:** This column outlines the typical allocation of answer booklets/graph paper for each candidate in the given examination. The answer booklets and graph paper are mailed out to schools in February (for May examinations) and August (for November examinations); this allocation is known as the "examination stationery" mailing.
- **Additional requirements (provided by school or candidate as appropriate):** This column outlines any further requirements that need to be provided for the given examination. This may include booklets that need to be printed from IB sources such as IBIS or the Programme Resource Centre (for example, data/resource booklets or case studies) and items that are to be brought into the examinations (for example, calculators).

Subject and level	Component(s)	Enclosed with examination paper mailing to school	Enclosed with examination stationery mailing to school	Enclosed with examination stationery mailing to school	Additional requirements (provided by school/ candidate as appropriate)
			Four-page answer booklets	Graph paper	
Biology SL/HL	Paper 1	MCQ examination paper Personalized MCQ answer sheets Structured examination paper			Calculator
Biology SL/HL	Paper 2	Structured examination paper			Calculator
Business management SL/HL	Paper 1	Unstructured examination paper	2		Calculator
Business management SL/HL	Paper 2	Structured examination paper		*	Calculator Formulae sheet
Business management HL	Paper 3	Unstructured examination paper	2		Calculator
Chemistry SL/HL	Paper 1	MCQ examination paper Personalized MCQ answer sheets Structured examination paper			Calculator Data booklet

Subject and level	Component(s)	Enclosed with examination paper mailing to school	Enclosed with examination stationery mailing to school	Enclosed with examination stationery mailing to school	Additional requirements (provided by school/ candidate as appropriate)
			Four-page answer booklets	Graph paper	
Chemistry SL/HL	Paper 2	Structured examination paper			Calculator Data booklet
Classical languages SL/HL	Paper 1	Unstructured examination paper	2		Latin/Classical Greek dictionary†
Classical languages SL/HL	Paper 2	Unstructured examination paper	3		
Computer science SL/HL	Papers 1 and 2	Unstructured examination paper	3		Approved notation for developing pseudocode
Computer science HL	Paper 3	Unstructured examination paper	3		Case study
Design technology SL/HL	Paper 1	MCQ examination paper Personalized MCQ answer sheets			
Design technology SL/HL	Papers 2 and 3	Structured examination paper			Calculator
Digital society SL/HL	Paper 1	Unstructured examination paper	3		
Digital society SL/HL	Paper 2	Structured examination paper Source booklet			
Digital society HL	Paper 3	Structured examination paper Source booklet			Pre-released statement

Subject and level	Component(s)	Enclosed with examination paper mailing to school	Enclosed with examination stationery mailing to school	Enclosed with examination stationery mailing to school	Additional requirements (provided by school/ candidate as appropriate)
			Four-page answer booklets	Graph paper	
Economics SL/HL	Paper 1	Unstructured examination paper	2		
Economics SL/HL	Paper 2	Unstructured examination paper	2		Calculator
Economics HL	Paper 3	Structured examination paper			Calculator
Environmental systems and societies SL/HL	Paper 1	Structured examination paper Resource booklet			Calculator
Environmental systems and societies SL/HL	Paper 2	Structured examination paper			Calculator
Geography SL/HL	Paper 1	Unstructured examination paper Resource booklet	2		
Geography SL/HL	Paper 2	Structured examination paper Resource booklet			
Geography HL	Paper 3	Unstructured examination paper	2		
Global politics SL/HL	Paper 1	Unstructured examination paper	2		
Global politics SL/HL	Paper 2	Unstructured examination paper	2		

Subject and level	Component(s)	Enclosed with examination paper mailing to school	Enclosed with examination stationery mailing to school	Enclosed with examination stationery mailing to school	Additional requirements (provided by school/ candidate as appropriate)
			Four-page answer booklets	Graph paper	
Global politics HL	Paper 3	Unstructured examination paper	2		
History SL/HL	Paper 1	Unstructured examination paper Source booklet	3		
History SL/HL	Paper 2	Unstructured examination paper	3		
History HL	Paper 3	Unstructured examination paper	3		
Language A § ‡ HL	Papers 1 and 2	Unstructured examination paper	3		
Language A § ‡ SL	Papers 1 and 2	Unstructured examination paper	3		
Language ab initio ‡ SL	Paper 1	Unstructured examination paper	2		
Language ab initio SL	Paper 2—Reading comprehension	Structured examination paper Text booklet			
Language ab initio SL	Paper 2—Listening comprehension	Structured examination paper			Individual audio playing devices or centrally controlled audio playing device MP3 audio file(s)—from IBIS
Language and culture SL	Papers 1 and 2	Unstructured examination paper	2		

Subject and level	Component(s)	Enclosed with examination paper mailing to school	Enclosed with examination stationery mailing to school	Enclosed with examination stationery mailing to school	Additional requirements (provided by school/ candidate as appropriate)
			Four-page answer booklets	Graph paper	
Language B ‡ SL/HL	Paper 1	Unstructured examination paper	2		
Language B SL/HL	Paper 2—Reading comprehension	Structured examination paper Text booklet			
Language B SL/HL	Paper 2—Listening comprehension	Structured examination paper			Individual audio playing devices or centrally controlled audio playing device MP3 audio file(s)—from IBIS
Literature and performance SL	Paper 1	Unstructured examination paper	3		
Mathematics: analysis and approaches HL	Paper 1	Semi-structured examination paper	2		Mathematics: analysis and approaches HL formula booklet
Mathematics: analysis and approaches SL	Paper 1	Semi-structured examination paper	2		Mathematics: analysis and approaches SL formula booklet
Mathematics: analysis and approaches HL	Paper 2	Semi-structured examination paper	2		Mathematics: analysis and approaches HL formula booklet Graphic display calculator
Mathematics: analysis and approaches SL	Paper 2	Semi-structured examination paper	2		Mathematics: analysis and approaches SL formula booklet Graphic display calculator

Subject and level	Component(s)	Enclosed with examination paper mailing to school	Enclosed with examination stationery mailing to school	Enclosed with examination stationery mailing to school	Additional requirements (provided by school/ candidate as appropriate)
			Four-page answer booklets	Graph paper	
Mathematics: analysis and approaches HL	Paper 3	Unstructured examination paper	2		Mathematics: analysis and approaches HL formula booklet Graphic display calculator
Mathematics: applications and interpretation HL	Paper 1	Structured examination paper			Mathematics: applications and interpretation HL formula booklet Graphic display calculator
Mathematics: applications and interpretation SL	Paper 1	Structured examination paper			Mathematics: applications and interpretation SL formula booklet Graphic display calculator
Mathematics: applications and interpretation HL	Paper 2	Unstructured examination paper	3		Mathematics: applications and interpretation HL formula booklet Graphic display calculator
Mathematics: applications and interpretation SL	Paper 2	Unstructured examination paper	2		Mathematics: applications and interpretation SL formula booklet Graphic display calculator
Mathematics: applications and	Paper 3	Unstructured examination paper	2		Mathematics: applications and interpretation

Subject and level	Component(s)	Enclosed with examination paper mailing to school	Enclosed with examination stationery mailing to school	Enclosed with examination stationery mailing to school	Additional requirements (provided by school/ candidate as appropriate)
			Four-page answer booklets	Graph paper	
interpretation HL					HL formula booklet Graphic display calculator
Philosophy HL	Papers 1 and 3	Unstructured examination paper	3		
Philosophy SL	Paper 1	Unstructured examination paper	2		
Philosophy SL/HL	Paper 2	Unstructured examination paper	2		Unannotated version of the philosophical text studied
Physics SL/HL	Paper 1	MCQ examination paper Personalized MCQ answer sheets Structured examination paper			Calculator Data booklet
Physics SL/HL	Paper 2	Structured examination paper			Calculator Data booklet
Psychology HL	Papers 1, 2 and 3	Unstructured examination paper	3		
Psychology SL	Papers 1 and 2	Unstructured examination paper	2		
Social and cultural anthropology HL	Papers 1 and 2	Unstructured examination paper	3		

Subject and level	Component(s)	Enclosed with examination paper mailing to school	Enclosed with examination stationery mailing to school	Enclosed with examination stationery mailing to school	Additional requirements (provided by school/ candidate as appropriate)
			Four-page answer booklets	Graph paper	
Social and cultural anthropology SL	Papers 1 and 2	Unstructured examination paper	2		
Sports, exercise and health science SL/HL	Paper 1	MCQ examination paper Personalized MCQ answer sheets Structured examination paper			Calculator Data booklet
Sports, exercise and health science SL/HL	Paper 2	Structured examination paper			Calculator Data booklet
World religions SL	Paper 1	Structured examination paper			
World religions SL	Paper 2	Unstructured examination paper	2		
School-based syllabus (SBS) subjects					
Art history SL	Papers 1 and 2	Unstructured examination paper	2		
Astronomy SL	Papers 1 and 2	Structured examination paper			Calculator Data booklet
Brazilian social studies SL	Papers 1 and 2	Unstructured examination paper	2		
Classical Greek and Roman studies SL	Papers 1 and 2	Unstructured examination paper	2		
Food science and technology SL	Papers 1 and 2	Structured examination paper			

Subject and level	Component(s)	Enclosed with examination paper mailing to school	Enclosed with examination stationery mailing to school	Enclosed with examination stationery mailing to school	Additional requirements (provided by school/ candidate as appropriate)
			Four-page answer booklets	Graph paper	
Marine science SL	Papers 1 and 2	Structured examination paper		*	Calculator
Modern history of Kazakhstan SL	Papers 1 and 2	Unstructured examination paper	2		
Turkey in the 20th century SL	Papers 1 and 2	Unstructured examination paper	2		
World art and cultures SL	Papers 1 and 2	Unstructured examination paper	2		

* Indicates that a small proportion of candidates are likely to require this material.

† Although not a requirement, it is strongly advised that candidates have access to this material.

Coordinators and teachers are reminded that for paper 1, candidates must use a simple translation dictionary that does not contain grammar sections (i.e. definitions and examples of syntactical structures) formally published by a recognized academic publisher. Dictionaries with a short, separate section containing morphological tables are acceptable.

Abridged dictionaries built from frequency tables or using tools that curate entries from a particular corpus of texts (e.g. Ovid's *Metamorphoses* or Cicero's forensic rhetoric) that are developed by IB teachers or students or self-published by others, are not permitted. The use of such dictionaries would constitute a case of academic malpractice.

§ Language A refers to both "literature" and "language and literature" subjects.

‡ Please note that squared paper is provided for candidates completing examinations in Chinese and Japanese languages.

3.0 The examination schedule

3.1 The schedule of examinations relevant to each school must be strictly observed. Each examination must be taken as scheduled by the IB, unless the Assessment Division, IB Global Centre, Cardiff, authorizes rescheduling.

After the registration deadline of **15 November/15 May**, programme coordinators will be able to access their school-specific examination schedule using the IB Insights tool accessible via My IB.

This tool can be accessed via a "tile" on My IB—IB Insights (programme coordinators and Heads of School only). Log in with your My IB username and password, then select the "IB Insights" tile, the relevant programme (if applicable), then the "Exam Schedule" tab. Instructions for exporting the data can be found in the help text at the bottom of the page ("How to export data"). For extra security, you will be prompted to enrol with PingID, the IB's multi-factor authentication provider. Help text is available throughout IB Insights and a dedicated team in IB Answers is available to support users with technical queries.

Start times and flexibility

3.2 The start time indicated in each school's examination schedule is based on the local time and does not need to be adjusted for daylight saving.

The start time is the point from which all students must be in school and under supervision. If the whole cohort is present in school and under supervision, there is flexibility to start the examination as follows.

- Up to 30 minutes after the published start time—this flexibility allows schools time to finalize preparations and for student management. No request for rescheduling examinations is required.
- More than 30 minutes after the published start time—if a longer period is required, schools can submit a request to reschedule the examination for all students until a later time on the scheduled morning (or afternoon).

At the discretion of the school, where there are two examinations for the same subject in the morning or afternoon (for example, history paper 1 and 2), the examinations can be conducted in any order. Any break between papers must be supervised.

For any student with a conflict, a request to reschedule examinations must be submitted via IBIS. Where an examination is taking place in two or more rooms/areas in the school/examination venue, the coordinator can start the examination in one room first and then in the other. The students with the slightly delayed start time (in the second room) must be supervised under examination conditions. Alternatively, the coordinator can designate a second individual to assist with starting examinations.

Approved additional time exception

3.3 For students with approved additional time via inclusive access arrangements, the examinations can be administered before or after the published start time. However, they must take place within the scheduled morning or afternoon slot. There is no need to request rescheduling in this situation, but the students must be supervised throughout the period. This would also allow for an extended break between morning and afternoon examinations, if required.

Rescheduling

3.4 A rescheduling request must be submitted in any circumstance where an individual student needs to sit an examination at a different start time than the main cohort (note the approved additional time exception). The IB will consider requests for students with examination conflicts, inclusive access arrangements or religious observance requirements. Where an examination is taking place in two or more rooms/areas in the school/examination venue, the coordinator can start the examination in one room first and then in the other. The students with the slightly delayed start time (in the second room) must be supervised under examination conditions. Alternatively, the coordinator can designate a second individual to assist with starting examinations.

It is anticipated that examinations will finish naturally before 1pm for morning examinations and 6pm for afternoon examinations. However, if the morning examinations continue past the afternoon start time, a rescheduling request would need to be submitted for the afternoon examinations. A rescheduling request is not required if the afternoon examinations extend beyond 6pm (for example, due to a supervised rest break).

Supervised rest breaks

3.5 The time allocated for a supervised rest break between examinations is at the discretion of the school. However, please be aware that any supervised gap/break between examinations must not impact the start time for the afternoon examinations.

Supervision

3.6 Even if all students in a school have completed the examination, there may be other students in other countries who have not yet started the examination. Therefore, the requirement to keep students supervised is to ensure they do not have access to mobile/cell phones, internet, social media or digital messaging services until the planned end of the examination. If the school does not have a suitable room to supervise students who have completed an examination early, the students concerned must remain in the examination room (where they can remain under supervision).

Minimum supervision period

3.7 Regardless of the length of the examination, students must be supervised for a minimum of two hours. For example, if a student has a single examination scheduled for one hour within an AM or PM session, they must still be supervised for a minimum of two hours from the start of the examination. This supervision can either continue in the examination venue, or another dedicated supervision space in the school where paper-based study notes are permitted.

Supervision period guidelines:

- Examinations under two hours

  If the total examination duration (AM or PM session) is less than two hours, candidates must remain supervised until two hours have passed.
- Consecutive examinations exceeding two hours

  If a candidate has two or more examinations with a combined duration exceeding two hours, and they are completed consecutively without a rest break, supervision is not required after the examinations.
- Rest breaks between examinations

  Candidates must be supervised during any rest break scheduled between examinations.

3.8 Although a specific supervision ratio is not stipulated, the standard invigilation ratio for examinations (20:1) can be used as a guide.

General requirements

3.9 Students must remain under supervision in a designated room/area with no access to mobile/cell phones, internet or any digital device that would enable communication with external IB students or any other person. The students are permitted to talk to other students in the school who have completed the examination provided this is not disruptive to any other examinations that might be ongoing. Students may also consult paper-based study notes.

Please note, the IB academic misconduct policy will apply if a student is found in possession of an unauthorized electronic device during a supervised break.

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

4.0 Students authorized to take the examinations

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

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

5.0 Preparation for invigilation

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

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

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

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

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

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

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

5.8 All invigilators who are present for an examination that permits a student to use a calculator must be familiar with the guidance on calculators (including how to set them to "examination mode"). In addition to checking calculators in advance of an examination, there is a requirement to clear the memories of all calculators at the end of each examination. This is so students cannot take notes made on the calculator out of the examination. This action should include resetting the RAM and ROM memory where applicable. Please note, this applies to scientific calculators and any calculators with stored memory as well as GDCs. Furthermore, such invigilators must understand how to check that students are not infringing the rules governing the use of calculators.

6.0 Preparation of the examination room

6.1 Make sure that invigilators can contact someone outside the examination room in an emergency. (A mobile/cell phone may be used for this purpose, but otherwise it should be kept switched off during the examination.) Students may need to leave the room temporarily; therefore, invigilators of different genders should be available (where required).

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

EXAMINATION IN PROGRESS

SILENCE PLEASE

Copies of this booklet must be available to the invigilators in the examination room.

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

7.0 Conduct of the examinations

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

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

7.3 The poster *Conduct of the examinations: Notice to candidates* must be read by all students prior to the examination period and, if necessary, explained to them in the weeks before the examination period. Each student must be provided with a copy, which can be downloaded from the Programme Resource Centre.

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

8.0 Seating arrangements for students

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

8.2 A record of where each student sat in the examination room must be kept for each examination. The seating plan must indicate the direction in which the students were facing during the examination. In cases of alleged academic misconduct, the Assessment Division, IB Global Centre, Cardiff, will request a copy of the seating plan.

The seating plans must be retained until the close of the relevant examination session. Seating plans should not be sent to the Assessment Division, IB Global Centre, Cardiff (or the scanning centre), unless requested.

8.3 Students themselves (rather than their desks) must be seated a minimum of 1.25 metres apart and must not be able to overlook the work of other students (for example, when seated in an auditorium) or to exchange information. If possible, arrange the seating so that students have individual desks or tables. Each student must have sufficient space to accommodate the authorized material, such as data booklets and maps, required for the examination.

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

9.0 Before students arrive for an examination

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

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

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

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

10.0 When the students arrive

10.1 Before the students enter the examination room, they should be informed that only authorized materials required for the examination may be taken to their desk. All personal belongings, including any communications devices, media players or wristwatches, 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/cell phones/ watch alarms are switched off. Students should also be informed that, once they have entered the examination room, they are subject to the IB's regulations governing the conduct of examinations.

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

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

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

10.5 Check the identity of each student. It is essential that the identity of each student can be confirmed. Retake students who do not normally attend the school must be asked to produce proof of their identity if the coordinator/invigilator is not certain of their identity.

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

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

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

- General stationery (for example, pens, pencils, an eraser, geometry instruments and a ruler)
- A bilingual translation dictionary is permitted for all subject groups (except studies in language and literature, language acquisition) including classical languages examinations. The dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the student; an electronic dictionary is not permitted.
- Other materials specified by the IB as required for a particular examination (for example, an approved electronic calculator)

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

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

10.11 Students must write their answers in either dark blue or black ink (except for MCQ examinations, when pencil is used), and use a soft pencil that produces dark lines for graphs and diagrams. The use of colour is only permitted in geography examinations. **Gel pens must not be used as they cause difficulties during the scanning process.**

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

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

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

10.15 The coordinator or invigilator must be particularly vigilant for any unauthorized electronic devices. Students are not permitted to bring such devices (for example, a mobile/cell phone, a personal stereo/radio, wireless headphones, a laptop/tablet, any type of wristwatch/clock or a calculator that allows communication) to their desk/table. A personal clock, provided by the school, is permitted at the school's discretion. Students are not permitted to use a mobile/cell phone as a calculator regardless of the applications on the device.

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

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

11.0 Interruptions to an examination

11.1 There are occasions when an examination is interrupted by a predictable event (for example, a student arriving late, a student asking a question) or a completely unforeseen event (for example, a fire alarm). The information below provides guidance on what action to take in various circumstances. If the event is not referred to below, contact IB Answers immediately to ask for advice on how to proceed.

Illness

11.2 If a student is able to attempt an examination, rest breaks can be given at the discretion of the coordinator. The examination can also be administered in a separate room. Report the circumstances to the IB as soon as possible.

Power failure

11.3 In the event of a power failure, if there is not enough light to continue, the examination should be stopped. If the failure is likely to be short-term, students should remain at their seats, without communicating and under supervision, until the examination can resume. The full time should be given for the examination. If the failure is likely to be longer term, or for an indeterminate time, the examination should be suspended.

- **If the examination has begun** (students have seen the content of the examination) and students are not able to resume, collect the students' scripts and submit them for assessment as usual. Email a full report to the IB as soon as possible afterwards.
- **If the examination has not begun** (students have not yet seen the content of the examination) and students are not able to return to complete the examination, reschedule the examination to the earliest possible opportunity (within 24 hours). The coordinator must make every effort to ensure the security of the examination is maintained and submit a full report to the IB as soon as possible afterwards.

Students' questions

11.4 If a student has difficulty understanding the information on the examination, suspects there is an error in the examination or has any subject-specific queries, advise the student to attempt the examination according to the instructions. Students must be left to interpret questions in examinations for themselves.

Do not:

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

Report the query to IB Answers (help@ibo.org) immediately after the examination. Also ensure the query is reported to the Assessment Division, IB Global Centre, Cardiff, on the form for teachers' feedback on the examinations. If an error in the examination is confirmed, the consequences for all students will be considered.

Evacuation of the examination room

11.5 If the examination room has to be evacuated, for example, in the case of a fire alarm, bomb threat or natural disaster, follow these steps.

- Instruct the students not to communicate with each other and evacuate the room. Record the time when the examination was stopped.
- If students are able to return to the examination room to complete the examination, record the time when the examination restarted and allow the full remaining time.

- If students cannot return to the original examination location, and an alternative venue is available, the coordinator (with a second invigilator) may take the examination materials to the alternative venue and continue the examination. Students must be instructed not to communicate with each other during this time.
- If arranging an alternative venue or returning to the original examination room is not possible, the examination should be suspended.
- **If the examination has begun** (students have seen the content of the examination) and students are not able to return after the evacuation to complete the examination, collect the students' scripts and submit for assessment as usual. Email a full report to the IB as soon as possible afterwards.
- **If the examination has not begun** (students have not yet seen the content of the examination) and students are not able to return after the evacuation, reschedule the examination to the earliest possible opportunity. The coordinator must make every effort to ensure the security of the examination is maintained and submit a full report to the IB as soon as possible afterwards.

Examination cannot be held at the scheduled time

11.6 If an examination cannot be held at the scheduled time owing to unforeseen circumstances (for example, civil unrest, natural disaster), contact IB Answers for advice on how to proceed. However, if the situation has arisen immediately prior to the examination, reschedule the examination to the earliest possible opportunity (within 24 hours). The coordinator must make every effort to ensure the security of the examination is maintained and submit a full report to the IB as soon as possible.

11.7 An examination may only be rescheduled without authorization from the Assessment Division in an extreme emergency. Circumstances that constitute an emergency are normally confined to situations that present a clear threat to the safety and well-being of the students and teachers.

12.0 Academic misconduct

12.1 Any instance of student misconduct during an examination must be reported to the IB as soon as possible and within 24 hours of the occurrence. Programme coordinators can contact IB Answers or use the "Academic honesty issues" option under "Contact us" on IBIS.

The following actions are examples of misconduct relating to the examinations.

- Stealing examination material
- Failing to obey the instructions of the coordinator/invigilator
- Communicating with another student
- Helping or receiving help from another student
- Impersonating another student
- 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 students
- 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 when told to stop by an invigilator or the coordinator
- Discussing the content of any examination 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 before the examination or within 24 hours of the examination ending

12.2 The coordinator/invigilator has the right to expel from the examination room any student whose behaviour is deliberately interfering with the proper conduct of the examinations.

12.3 A student should not be expelled from the examination room solely on the basis of observed or suspected misconduct. If practical, the student should be discreetly cautioned but allowed to complete the examination. However, to avoid disturbing other students, it is acceptable to raise the matter with the student concerned at the end of the examination. This excludes disruptive behaviour, which must be stopped immediately.

12.4 Coordinators must inform the head of school that a case of misconduct is being reported to the Assessment Division, IB Global Centre, Cardiff.

12.5 A case of alleged misconduct must not be reported to an examiner. The student's script must be sent to the address notified on IBIS with the scripts of other students without any reference to the incident.

13.0 Starting the examination

13.1 Inform the students that they must remain silent until they have left the examination room.

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

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

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

13.5 Section "18.0 Invigilators' instructions to students" provides the actual instructions that must be given verbally to students at the start of the examination. (The coordinator or invigilator for each examination must already be familiar with the text.)

13.6 Inform students that their handwriting must be legible. Poor handwriting will not be penalized, but if an examiner cannot read a script, then they cannot mark it.

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

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

13.9 Allow the students five minutes of reading time before the start of each examination, except for stand-alone multiple-choice examination papers. Examination papers which contain both a multiple choice and structured element should be allocated a single five minute reading time. These five minutes are not counted as part of the time allowed for the examination, which is stated on the front cover of the examination paper. Students must not use calculators during the reading time, write notes, refer to dictionaries, highlight questions or write draft answers to questions.

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

14.0 During the examination

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

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

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

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

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

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

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

15.0 Attendance

15.1 Coversheets: the absence of any student must be indicated on their answer coversheet one hour after the start of the examination. On the coversheet there is a box next to the heading "Invigilator only: Student absent" for this purpose. If a student is absent, put a cross in this box. (There is no requirement to indicate the same information on IBIS about students who were absent from an examination.) If a student who would have received a generic coversheet is absent, complete the coversheet on behalf of the student and put a cross in the box. If there are adverse circumstances to justify the absence of the student, submit a completed form *D2 - Student(s) affected by adverse circumstances* to the Assessment Division, IB Global Centre, Cardiff, as soon as possible. Please note, the final deadline for submitting this form is 10 working days after the student's final examination.

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

A student must be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the student.

During a temporary absence, the student must not take any material out of the examination room, have access to material during the absence, or return with any material.

Schools are required to have protocols in place to ensure that bathrooms are checked for unauthorized material prior to and following each student's use during examinations or supervision periods.

15.3 Early departure from the examination: students must not be allowed to leave the examination room during the first hour or during the last 15 minutes of an examination (subject to section 15.4). Consequently, students must not be allowed to leave the examination room if the duration of the examination is 1 hour and 15 minutes or less. This ruling is intended to prevent any disruption during the close of an examination, so that students are not moving around the room while scripts, examination papers and other material are being collected and accounted for.

If a student leaves an examination early, they must remain under supervision until the designated end time of the examination (or until 2 hours after the start of the examination, when applicable), with no access to mobile/cell phones, internet or any digital devices that would enable communication with external IB students or any other person. The supervised students are permitted to talk to other students (in their school) who have completed the examination and they may refer to any paper-based study notes.

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

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

16.0 Ending the examination

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

16.2 Students must place their examination material on their table or desk so that it can be easily collected from them. Before the students leave their desk or table, all examination papers, coversheets with answer booklets and graph paper attached, MCQ answer sheets and all unused material must be collected.

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

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

17.0 Late arrivals

17.1 While students must make every effort to arrive in time for the start of each examination, the IB recognizes that there may be unforeseen circumstances that may result in a student arriving late. In this instance, schools should allow the student to take the relevant examination (with the full examination time applied) as soon as they arrive at school.

All late arrivals must be reported to the IB through the DP/CP Late student arrival 2026 survey (a link will be provided via an IBIS news item one week before the start of the examinations).

The IB reserves the right to determine what constitutes an acceptable reason for a student's late arrival.

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

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

The session number and name of the student, time of arrival, and the exceptional circumstances causing the late arrival must be reported to the Assessment Division, IB Global Centre, Cardiff, using the email link "Adverse circumstances" under "Contact us" on IBIS immediately after the examination. If there has been a possible breach in the security of the examination, this must also be reported. A decision on whether or not to award a grade in such circumstances will be taken by the Final Award Committee (as defined in "Article 13: IB DP/CP Final Award Committee" of section "B1 General regulations: Diploma Programme" of the *Diploma Programme Assessment procedures 2026*).

18.0 Invigilators' instructions to students

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

18.1 Unstructured examination papers that require students to write their responses in one or more answer booklets

Starting the examination

Make these announcements immediately before the examination begins.

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

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

Do you have any unauthorized material in your possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

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

Do you have everything you need for the examination?

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

(Allow time for the students to do this.)

"Use dark blue or black ink for all written text. A soft pencil that produces dark lines may be used only for graphs, diagrams or charts. Coloured pencils are not permitted (except in geography examinations).

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

(Allow time for the students to do this.)

"Does anyone have an examination paper that is incomplete?

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

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

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

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

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

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

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

(Allow five minutes' reading time.)

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

During the examination

Make these announcements at the appropriate times.

"The time remaining is 30 minutes."

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

Ending the examination

Make these announcements at the end of the examination.

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

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

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

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

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

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

Starting the examination

Make these announcements immediately before the examination begins.

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

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

Do you have any unauthorized material in your possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

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

Do you have everything you need for the examination?

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

(Allow time for the students to do this.)

For biology, chemistry, physics and sports, exercise and health science paper 1 examinations

"Use dark blue or black ink for all written text. A soft pencil that produces dark lines must be used for the multiple-choice section and may also be used for any graphs, diagrams or charts. Coloured pencils are not permitted."

For all other examinations

"Use dark blue or black ink for all written text. A soft pencil that produces dark lines may be used only for graphs, diagrams or charts. Coloured pencils are not permitted (except in geography examinations)."

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

(Allow time for the students to do this.)

"Does anyone have an examination paper that is incomplete?

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

For structured examination papers, make the following announcement.

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

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

"For section A, write your answers in the appropriate spaces on the examination paper. For section B, answer booklets are provided. When you use an answer booklet, remember to write your name and session

number on the front page and the question number at the start of each answer. If you enter an incorrect question number in a box, fill in (shade in) the box completely and write the correct question number in the next available box.

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

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

(Allow five minutes' reading time.)

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

During the examination

Make these announcements at appropriate times.

"The time remaining is 30 minutes."

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

Ending the examination

Make these announcements at the end of the examination.

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

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

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

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

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

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

18.3 Stand-alone multiple-choice examination papers

Starting the examination

Make these announcements immediately before the examination begins.

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

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

Do you have any unauthorized material in your possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

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

Do you have everything you need for the examination?

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

(Allow time for the students to do this).

"Use a soft pencil that produces dark lines.

Read the instructions on the answer sheet."

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

"Note that calculators are not allowed in stand-alone multiple-choice examination papers.

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

(Allow time for the students to do this.)

"Does anyone have an examination paper that is incomplete?

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

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

During the examination

Make these announcements at appropriate times.

"The time remaining is 30 minutes."

"The time remaining is 5 minutes."

Ending the examination

Make these announcements at the end of the examination.

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

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

18.4 Language acquisition listening comprehension examinations

Starting the examination

Make these announcements immediately before the examination begins.

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

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

Do you have any unauthorized material in your possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

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

Do you have everything you need for the examination?

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

(Allow time for the students to do this.)

"Use dark blue or black ink for all written text.

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

(Allow time for the students to do this.)

"Does anyone have an examination paper that is incomplete?

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

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

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

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

(Allow five minutes' reading time.)

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

The time is [give the precise start time]."

Ending the examination

Make these announcements at the end of the examination.

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

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

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

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

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

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

19.0 After students have left the examination room

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

19.1 MCQ answer sheets: arrange the MCQ answer sheets in numerical student order according to the session numbers, including any answer sheets for students who were absent. They must not be photocopied.

In a secure location, ideally the examination room:

- for any absent student answer sheets, ensure that a cross has been written in the "student absent" box
- place the students' answer sheets in the addressed, yellow plastic envelope provided (use separate envelopes for each subject, level and paper)
- protect the answer sheets with stiff card to guard against damage in the post
- seal the envelope.

19.2 All other scripts: arrange the students' scripts (each with the answer coversheet attached to the front) in numerical student order according to the session numbers. Do not photocopy them. Check that there is an answer coversheet, structured/semi-structured examination paper (where appropriate), answer booklet(s), and graph paper (where appropriate) for each student who was present for the examination and include any coversheets for students who were absent, ensuring that a cross has been written in the absence box.

In a secure location, ideally the examination room:

- for any absent student coversheets, ensure that a cross has been written in the "student absent" box
- place the students' answer coversheets/scripts in the blue, unaddressed plastic envelope provided (use separate envelopes for each subject, level and paper, and where possible include at least 20 scripts in each envelope)
- ensure that the QR code on the top answer coversheet shows through the window in the blue envelope
- do not enclose a copy of the blank examination question paper
- write the number of scripts contained within the envelope in the box provided
- seal the envelope.

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

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

19.4 Examination question papers and stationery: lock up the examination papers and remaining stationery in secure storage (except those papers on which students have written their answers, which will be sent for marking). Also ensure that students do not have access to examination stationery, such as answer booklets and graph paper, until the next examination. Similarly, examination stationery, such as answer paper or

graph paper, must not be used by teachers, the coordinator or any other person for any purpose. For reasons of security, examination stationery must only be used by students in IB examinations.

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

19.5 Mailing students' examination scripts/MCQ answer sheets.

- Ensure that each envelope is sent to the appropriate address within 24 hours of the examination. If coordinators are unable to arrange the dispatch due to public holidays, or other logistical problems, the examination scripts and/or MCQ answer sheets must be locked away in the school's secure storage facility, and sent at the earliest possible opportunity.
- Use a means of delivery that is fast, secure and traceable. The scripts should arrive at the appropriate address specified no later than seven days after the examination.
- Do not use a postal service that is the equivalent of "cash on delivery". The scanning centre will not pay the postage for your assessment material and it will be returned to your school.
- If you are sending the package to another country and there is a requirement to declare the value of the package for customs, indicate a nominal value (for example, the equivalent of USD1) so that the recipient does not have to pay customs duty.
- If two or more components within a subject/level (for example, paper 1 and paper 2) are being sent to the same location, they should be sent in separate courier despatches in case one of the packages is mislaid.
- Keep proof of postage and a record of which students' work was included in each package.
- Ensure that the QR code/barcode in the top right-hand corner of the top answer coversheet/MCQ answer sheet shows through the window in the blue/yellow envelope. This will enable the quick identification of the contents of the envelope.

Information concerning unusual circumstances affecting a student, or group of students, must be reported directly using the form *D2 - Student(s) affected by adverse circumstances*.

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

20.0 Teachers' feedback for examinations

20.1 Teachers should be encouraged to submit comments to the IB on the quality of the examinations. All comments are carefully considered during the appropriate grade award meeting and are also useful for teams preparing future examinations. All comments must be submitted using the online questionnaire no later than 28 days after the examinations; links to the questionnaire are placed on the Programme Resource Centre 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.

21.0 Publications

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

Publication name	Location
Conduct of the examinations: Notice to candidates (poster)	Examination stationery mailing
Conduct of the examinations: Items not permitted (poster)	Examination stationery mailing
Access and inclusion policy	Programme Resource Centre
Use of calculators in examinations	Programme Resource Centre

22.0 Contacts

Requirement	Contact	Method
Adverse circumstances	Adverse circumstances	Send the form *D2 - Student(s) affected by adverse circumstances* via the appropriate "Contact us" link on IBIS
Misconduct	Academic integrity	Via "Contact us" link on IBIS (academic honesty issues)
General inquiries	IB Answers	help@ibo.org
Emergency contact	IB Answers	UK: +44 29 2054 7740 Switzerland: +41 22 309 2515 Singapore: +65 6579 5055 US: +1 301 202 3025 The Netherlands: +31 70 352 6055

Updates to the publication

This section outlines the updates made to this publication over the past two years. The changes are ordered from the most recent to the oldest updates. Minor spelling and typographical corrections are not listed.

Changes for December 2025

Throughout the publication

Alignment of language with other IB documentation.

Terminology has been changed from "examination paper" to "examination" in several sections. "Candidate" has been changed to "student" throughout the publication.

1.0 Introduction

"1.0 Introduction"

Introduction of revised or improved content.

Sports, exercise and health science has been removed from the definition for the term "stand-alone multiple-choice examination paper".

2.0 Examination materials and stationery

"2.0 Examination materials and stationery"

Introduction of revised or improved content.

At point 2.6, "a personal computer or laptop" has been changed to "an electronic device".

6.0 Preparation of the examination room

"6.0 Preparation of the examination room"

Alignment of language with other IB documentation.

At point 6.1, "different gender identities" has been changed to "different genders".

8.0 Seating arrangements for students

"8.0 Seating arrangements for students"

Introduction of revised or improved content.

At point 8.3, the minimum seated distance has been changed from "1.5 metres" to "1.25 metres".

The sentence "Do not arrange seats around a table or facing one another; all students must be facing in the same direction" has been removed.

10.0 When the students arrive

"10.0 When the students arrive"

Alignment of language with other IB documentation.

At point 10.5, the phrase "against the answer coversheet/MCQ answer sheets or a checklist of students printed from IBIS" has been removed from the instructions on checking the identity of each student.

At point 10.15, the term "computer" has been changed to "laptop".

12.0 Academic misconduct

"12.0 Academic misconduct"

Introduction of revised or improved content.

At point 12.1, the first bullet point "Stealing examination papers" has been changed to "Stealing examination material".

15.0 Attendance

"15.0 Attendance"

Introduction of revised or improved content.

At point 15.2, the description of the temporary absence procedure has been updated to include a new sentence: "Schools are required to have protocols in place to ensure that bathrooms are checked for unauthorized material prior to and following each student's use during examinations or supervision periods".

17.0 Late arrivals

"17.0 Late arrivals"

Introduction of revised or improved content.

At point 17.1, the late arrivals reporting process has been updated to include the instruction that late arrivals must be reported to the IB through the DP/CP Late student arrival 2026 survey.

18.0 Invigilators' instructions to students

"18.0 Invigilators' instructions to students"

Introduction of revised or improved content.

At point 18.2, the instructions for biology, chemistry and physics paper 1 examinations have been updated to include sports, exercise and health science.

Improved spacing between instructions.

Changes for November 2025

2.0 Examination materials and stationery

"2.2"

Introduction of revised or improved content.

The computer science case study for use in the May and November 2026 examination sessions have been updated to read "Computer science Case study: An ethical approach to hacking (For use in May and November 2026)".

In the row relating to digital society, the dates stating when the pre-release statement will be available has been updated to read "1 November 2025 for the May 2026 examination session. 1 May 2026 for the November 2026 examination session."

A row has been added to include sports, exercise and health science standard level (SL) and higher level (HL) requirements.

"2.10"

Introduction of revised or improved content.

In the row relating to environmental systems and societies paper 1, a change has been made to indicate that the row now concerns both SL and HL.

In the row relating to environmental systems and societies paper 2, a change has been made to indicate that the row now concerns both SL and HL.

In the row relating to global politics paper 2, a change has been made to indicate that the row now concerns both SL and HL, and that two (rather than the previous three) four-page answer booklets are sent to schools.

A row relating to global politics HL paper 3 has been added.

The row relating to nature of science SL paper 1 has been removed.

The row relating to nature of science SL paper 2 has been removed.

The row relating to philosophy paper 2 has been changed to indicate that the row now concerns both SL and HL (rather than the previous separate requirements for SL and HL).

In the row relating to sports, exercise and health science SL/HL paper 1, wording has been added to indicate that this is a structured examination paper. In the additional requirements column, wording has been added to indicate calculator and data booklet requirements.

The row relating to sports, exercise and health science paper 2 has been changed to indicate that the row now concerns paper 2 only (rather than the previous paper 2 and paper 3). In the additional requirements column, wording has been added to indicate data booklet requirements.