Diploma Programme

Career-related Programme

## Conduct of the examinations

# Notice to students

The following instructions must be observed for all IB examinations. Failure to comply may result in no grade being awarded for the subject being examined.

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

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

Do not communicate with other students in the examination room.

Do not bring any unauthorized materials to your desk.

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

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

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

Do not discuss the content of the examination with any person outside of your school in the next 24 hours.

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Diploma Programme  Career-related Programme

Conduct of the examinations

# Notice to students

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

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

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

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