



# CONDUCT OF THE EXAMINATIONS

## NOTICE TO CANDIDATES

### General

1. Candidates must know their registration category and session number.
2. When instructed to enter the examination room, candidates must do so in a quiet and orderly manner.
3. No form of refreshment may be taken into the examination room. (At the discretion of the Diploma Programme coordinator, drinking water is permitted.)
4. Candidates may take to their desk/table only the following items:
  - general stationery (for example, pens, pencils, coloured pencils, an eraser, geometry instruments and a ruler)
  - a translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)
  - other materials specified by the IBO as required for a particular examination (for example, an electronic calculator).

If required by the coordinator/invigilator, any item brought into an examination must be available for inspection. This includes electronic calculators.

5. Electronic calculators.
  - Candidates may not use or store data, programs or applications in their calculators that may assist them in an examination by removing the need to recall facts or formulae that are not provided in the examination materials.
  - During an examination, no attempt must be made to conceal information or programs stored in a calculator.
  - If required by the coordinator/invigilator after an examination, a candidate must provide a list of information and programs stored on the calculator.
6. The coordinator/invigilator will decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator/invigilator and remain seated until permission is given to leave the examination room.
7. The instructions of the coordinator/invigilator must be obeyed. The coordinator/invigilator has the right to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examinations.

### Late arrival

8. Candidates are allowed into the examination room during the first 30 minutes after the start of an examination. The arrival time of the candidate will be recorded by the coordinator/invigilator. No additional time will be allowed for the examination.
9. After the first 30 minutes candidates will not be allowed into the examination, nor will they be permitted to take the examination at a rescheduled time.

### Temporary absence

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

### Malpractice

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

### Early departures

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

### End of the examination

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

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