

# Conduct of the examinations

## Notice to candidates

### General

1. Candidates must know their 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, pen, pencil, eraser, geometry instruments, ruler), but correcting fluid is not permitted
  - materials specified by the IB as required for a particular examination (for example, an electronic calculator, a case study and/or a data booklet). Any IB published materials required for the examinations must be “clean” copies that have not been used in the classroom or for private study
  - a translating dictionary for non-modern 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).

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

5. The following rules apply to the use of electronic calculators.
  - Candidates must 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.
  - Examination questions must not be stored or recorded in the memory of a calculator.
  - 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 examination.
8. Five minutes' reading time is permitted for all examinations except multiple choice examinations. Reading only is permitted during this time.

### Arrival

9. Candidates must arrive in time for the start of an examination. Late arrivals may not be permitted.

### 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.

### Academic misconduct

13. During the examination, and at any other time specified by the coordinator/invigilator, a candidate must not communicate with any other candidate.
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 impersonation of another candidate is not permitted.
15. If a candidate finds that he/she has accidentally taken unauthorized material into an examination (for example, a cell/mobile phone), this material must be given to the coordinator/invigilator immediately.
16. No candidate is permitted to borrow anything from another candidate during an examination.
17. A candidate must not attempt to gain or solicit information about the content of an examination within 24 hours of an examination ending.
18. Candidates must not discuss the content of any examination paper with any person outside their immediate cohort within 24 hours of an examination ending (be that through social media or direct communication).

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

### Early departures

19. 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 one hour and 15 minutes or less, candidates will not be allowed to leave during the examination.
20. If a candidate leaves the examination room before the scheduled finishing time, the candidate will not be allowed to return.

### End of the examination

21. It is the responsibility of the candidate to ensure that the front page of their cover sheet is correctly completed prior to departure from the examination room.
22. Candidates must return all examination papers, answer booklets and multiple choice answer sheets to the coordinator/invigilator at the end of the examination.
23. Candidates must leave the examination room in a quiet and orderly manner.