

## The Conduct of IB Diploma Programme examinations: May and November 2016

- 12.1: All personal belongings, including any device for communication, must be left outside or placed at the back of the room. Ensure that any mobile/cell phones are switched off.
- 13.6: Inform candidates that their handwriting must be legible. Poor handwriting will not be penalized, but if an examiner cannot read a script, then he or she cannot mark it.
- 13.9: Allow candidates five minutes' reading time at the start of each examination (except for MC examination papers). These five minutes are not counted as part of the time allowed for the examination, which is stated on the front cover of the exam paper. Candidates must not use calculators during the reading time, write notes, refer to dictionaries, highlight questions or write draft answers to questions.
- 15.1: Sixty minutes after the start of the exam, the absence of any candidate must be indicated on their answer cover sheet.
- 15.5: Candidates must not be allowed to leave the exam room during the first hour or during the last 15 minutes of an exam (unless an SL and HL are being administered at the same time).
- 16.1: It is the responsibility of the candidate to ensure that the cover sheet for each exam is correctly completed before leaving the exam room. Candidates must attach material using a string tag in the correct sequence, with the answer cover sheet at the front, followed by the structured exam paper if one has been used for the exam, then their answer booklet(s) and finally any graph paper that has been used.
- 18.5: If a candidate has difficulty understanding the information on the exam paper, suspects there is an error in the paper or has any subject-specific queries, advise the candidate to attempt the paper or question according to the instructions. Candidates must be left to interpret questions in the exam papers for themselves.
- 18.13-17: Late arrivals:
- \*During the first 60 minutes, the invigilator may allow late arrivals into the exam room to take the exam. The candidate may be allowed the full time IF there are adequate arrangements for supervision. Whether a late arrival is allowed is entirely at the discretion of the invigilator.
  - \*If there is not an acceptable reason for lateness, the candidate must not be allowed into the exam, neither can the exam be rescheduled for a later time. The candidate will not be eligible for the award of a grade in the subject concerned.
  - \*If there is an acceptable reason for lateness, at the discretion of the invigilator the candidate may be allowed into the exam room and given the full time for the exam.
  - \*If the candidate arrives after other candidates in the group have completed the exam, the exam must be taken as soon as possible on the scheduled date. Whether to allow the exam is left to the discretion of the invigilator.