

The instructions below outline the exam environment and responsibilities of the invigilator (exam proctor) and IB coordinator. The IB coordinator will be present at each exam, read all exam instructions, and instruct proctors on any specific responsibilities. The invigilators will help distribute exam papers, supervise the exams, walk students to bathrooms if necessary, and collect exams. The IB coordinator will conduct all other exam requirements. Please pay special attention to sections 12 and 13 below.

9.0 Before candidates 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 candidates 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 candidates. Alternatively, the stationery may be given out once candidates are seated in the examination room.

10.0 When the candidates arrive

10.1 Before the candidates 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, 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 phones/cell phones are switched off. Candidates 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 candidates 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 candidates 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 candidate will sit during an examination. Candidates 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 candidate against the answer coversheets/multiple-choice answer sheets or a checklist of candidates printed from IBIS. It is essential that the identity of each candidate can be confirmed. Retake candidates 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 Candidates 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 IBIS. Details on the front of the generic coversheet must be completed.

10.7 It is preferable that candidates 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 Candidates 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 for all subject groups except studies in language and literature, language acquisition and 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 candidate; 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, candidates 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 candidates' scripts. Coloured pencils are only permitted for examinations in geography.

10.10 Candidates are not permitted to use correcting fluid/pens. A candidate 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 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 candidate's answer to any question. (This is because candidate's scripts are scanned and the images made available to examiners electronically—gel pens/highlighting pens are not amenable to this process.)

10.11 Candidates must write their answers in either dark blue or black ink (except for multiple-choice examination papers, when pencil is used), and use soft pencil 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 Candidates must not share stationery, dictionaries, calculators or other material during an examination.

10.13 If unauthorized material is found in a candidate's possession, they are likely to be held in breach of regulations, regardless of whether they intended to use the material during the examination. Therefore, it is important to provide candidates 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 candidates. However, articles that a candidate may consider a "lucky charm" or similar may be placed on a candidate'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. Candidates are not permitted to bring such devices (for example, a mobile phone/cell phone, a personal stereo/radio, a computer/tablet, an electronic or smart watch or calculator that allows communication) to their desk/table and must be instructed to switch off a watch alarm if it is set to go off during the examination. A personal clock, other than a wristwatch, is not permitted. Candidates are not permitted to use a mobile phone/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 candidates with a medical condition, such as diabetes.

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

11.0 Starting the examination

11.1 Inform the candidates that they must remain silent until they have left the examination room.

11.2 Ensure that all candidates have the correct coversheet and sufficient stationery, such as answer booklets (if required), pencils and graph paper. Candidates 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 candidate does not want this draft work to be marked, a line must be drawn through that work. In both scenarios, the candidate's draft work, and so on, must be submitted and not retained either by the school or by the candidate.

11.3 Open the sealed packet(s) containing the examination papers in the presence of the candidates. 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 candidates cannot read the questions. Care must be taken to ensure that each candidate receives the correct examination paper.

11.4 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.

11.5 Section 15 “Invigilators' instructions to candidates” provides the actual instructions that must be given verbally to candidates at the start of the examination. (The coordinator or invigilator for each examination must already be familiar with the text.)

11.6 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.

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

11.8 Provide the candidates 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 candidates can refer to it during the examination. Candidates 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.

11.9 Allow the candidates 5 minutes of reading time at the start of each examination (except for multiple-choice examination papers). These 5 minutes are not counted as part of the time allowed for the examination, which is stated on the front cover of the examination paper. Candidates must not use calculators during the reading time, write notes, refer to dictionaries, highlight questions or write draft answers to questions. For a music examination, these 5 minutes can include listening to the music tracks for section B of the examination paper.

11.10 On structured and semi-structured examination papers where candidates write their answers in designated boxes, if a candidate is unable to complete their answer in the box provided, they must continue their answer in an answer booklet. The candidate 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.

12.0 During the examination

12.1 Each invigilator must give his or her 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 candidates' 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.

12.2 At least one invigilator must walk around the room at regular intervals, without disturbing the candidates, to ensure that no candidate 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 candidates.

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

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

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

12.6 Other than candidates 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.

13.0 Attendance

13.1 Coversheets: The absence of any candidate 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: Candidate absent" for this purpose. If a candidate is absent, put a cross in this box. (There is no requirement to indicate the same information on IBIS about candidates who were absent from a written examination.) If a candidate who would have received a generic coversheet is absent, complete the coversheet on his or her behalf and put a cross in the box. If there are adverse circumstances to justify the absence of the candidate, submit a completed form *Candidate(s) affected by adverse circumstances* to the Assessment Division, IB Global Centre, Cardiff, as soon as practicable.

13.2 Temporary absence: If a candidate has to go to the bathroom, or 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 candidate may be allowed the full time for the examination.

A candidate 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 candidate.

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.

13.3 Early departure from the examination: Candidates 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 13.4). Consequently, candidates 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 candidates are not moving around the room while scripts, examination papers and other material are being collected and accounted for.

13.4 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 candidates are permitted to leave the examination room before the last 15 minutes of an examination. If candidates are permitted to leave, they must do so without disturbing those candidates who are continuing their examination.

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

14.0 Ending the examination

14.1 It is the responsibility of the candidate to ensure that the coversheet for the examination is correctly completed before leaving the examination room. Candidates must attach material using a string tag in the correct sequence, with the answer coversheet at the front, followed by the 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.

14.2 Candidates must place their examination material on their table or desk so that it can be easily collected from them. Before the candidates leave their desk or table, collect all examination papers, coversheets with answer booklets and graph paper attached, multiple-choice answer sheets and all unused material.

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

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