



EXAM GUIDE MAY 2018

International Baccalaureate
Diploma Programme Cohort
2016-2018



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1. THE EXAM SCHEDULE

Date	Session	Subject	Paper	Time	Room	Number of students
30.04.2018 (Monday)	afternoon	Polish A SL	paper 1	13.00 - 14.30	306	13
				<i>(do 14.53)</i>	305	13
		<i>(do 14.39)</i>	307 (komp.)	2		
		Polish A HL	paper 1	13.00 - 15.00	309	7
1.05.2018 (Tuesday)	morning	Polish A SL	paper 2	9.00 - 10.30	133	26
				<i>(do 10.53)</i>	130 (komp.)	2
	<i>(do 10.39)</i>					
		Polish A HL	paper 2	9.00 - 11.00	134	7
	afternoon	Economics SL / HL	paper 1	13.00 - 14.30	133	15
				<i>(do 14.39)</i>	130 (komp.)	1

2.05.2018 (Wednesday)	morning	Resetting of calculators		8.00 - 9.00	135	
		Economics SL / HL	paper 2	9.00 - 10.30 <i>(do 10.39)</i>	133 130 (komp.)	15 1
		Economics HL	paper 3	11.15 - 12.15 <i>(do 12.21)</i>	133 130 (komp.)	7 1
	afternoon	Resetting of calculators		12.00 - 13.00	135	
		Mathematics HL	paper 1	13.00 - 15.00	134	12
		Mathematics SL / studies	paper 1	13.00 - 14.30 <i>(do 14.53)</i> <i>(do 14.39)</i>	133	24
3.05.2018 (Thursday)	morning	Resetting of calculators		8.00 - 9.00	135	
		Mathematics HL	paper 2	9.00 - 11.00	134	12
		Mathematics SL / studies	paper 2	9.00 - 10.30 <i>(do 10.53)</i> <i>(do 10.39)</i>	133	24
	afternoon	Geography SL / HL	paper 1	13.00 - 14.30 <i>(do 14.53)</i> <i>(do 14.39)</i>	133 130 (komp.)	22 1
4.05.2018 (Friday)	morning	Geography HL	paper 2	9.00 - 11.00 <i>(do 11.30)</i> <i>(do 11.12)</i>	306 307 (komp.)	11 1
		Geography SL	paper 2	9.00 - 10.20	308	11
		Geography HL	paper 3	12.00 - 13.00 <i>(do 13.15)</i> <i>(do 13.06)</i>	306 307 (komp.)	11 1
	afternoon	Computer science HL	paper 1	14.00 - 16.10	305	8

		Computer science SL	paper 1	14.00 - 15.30 (do 15.39)	306 307 (komp.)	10 1
7.05.2018 (Monday)	morning	Computer science HL	paper 2	9.00 - 10.20	134	8
		Computer science SL	paper 2	9.00 - 10.00 (do 10.06)	133 131K (komp.)	10 1
		Computer science HL	paper 3	11.00 - 12.00	134	8
	afternoon	English A HL	paper 1	13.00 - 15.00	123	8
		English B HL	paper 1	13.00 - 14.30 (do 14.53) (do 14.39)	121 122 131K (komp.)	12 12 2
8.05.2018 (Tuesday)	morning	English A HL	paper 2	9.00 - 11.00	308	8
		English B HL	paper 2	9.00 - 10.30 (do 10.53)	304 305	12 12
				(do 10.39)	309 (komp.)	2
	afternoon	History HL	paper 1	13.00 - 14.00	310	5
History HL		paper 2	14.30 - 16.00	310	5	
9.05.2018 (Wednesday)	morning	History HL	paper 3	9.00 - 11.30	304	5
	afternoon	German B HL	paper 1	13.00 - 14.30 (do 14.39)	308 307 (komp.)	2 1
				Resetting of calculators		10.00 - 11.00
		Mathematics HL	paper 3	15.30 - 16.30	308	12

10.05.2018 (Thursday)	morning	German B HL	paper 2	9.00 - 10.30 <i>(do 10.39)</i>	308 307 (komp.)	2 1
	afternoon	Resetting of calculators		12.00 - 13.00	303	
		Physics HL	paper 1	13.00 - 14.00	309	3
		Physics SL	paper 1	13.00 - 13.45	310	1
		Physics HL	paper 2	14.30 - 16.45	309	3
		Physics SL	paper 2	14.30 - 15.45	310	1
11.05.2018 (Friday)	morning	Resetting of calculators		8.00 - 9.00	303	
		Physics HL	paper 3	9.00 - 10.15	309	3
		Physics SL	paper 3	9.00 - 10.00	310	1
afternoon	Psychology SL	paper 1	13.00 - 15.00 <i>(do 15.30)</i> <i>(do 15.12)</i>	308 307 (komp.)	6 1	
14.05.2018 (Monday)	morning	Psychology SL	paper 2	9.00 - 10.00 <i>(do 10.15)</i> <i>(do 10.06)</i>	308 307 (komp.)	6 1
		Resetting of calculators		11.00 - 12.00	303	
	afternoon	Biology HL	paper 1	12.00 - 13.00 <i>(do 13.15)</i> <i>(do 13.06)</i>	308 307 (komp.)	9 1
		Biology HL	paper 2	13.45 - 16.00 <i>(do 16.34)</i> <i>(do 16.14)</i>	308 307 (komp.)	9 1
15.05.2018	morning	Resetting of calculators		8.00 - 9.00	303	

(Tuesday)		Biology HL	paper 3	9.00 - 10.15 <i>(do 10.34)</i> <i>(do 10.23)</i>	308 307 (komp.)	9 1
16.05.2018 (Wednesday)	afternoon	Resetting of calculators		11.00 - 12.00	303	
		Chemistry HL	paper 1	12.00 - 13.00	308	12
		Chemistry SL	paper 1	12.00 - 12.45	309	3
		Chemistry HL	paper 2	13.30 - 15.45	308	12
		Chemistry SL	paper 2	13.30 - 14.45	309	3
17.05.2018 (Thursday)	morning	Resetting of calculators		8.00 - 9.00	303	
		Chemistry HL	paper 3	9.00 - 10.15	308	12
		Chemistry SL	paper 3	9.00 - 10.00	309	3
	afternoon	French B SL	paper 1	13.00 - 14.30	308	3
18.05.2018 (Friday)	morning	French B SL	paper 2	9.00 - 10.30	308	3

2. WHAT MATERIALS AND STATIONERY IS ALLOWED IN THE EXAM ROOM?

- It is preferable that candidates do not take to their desk/table any form of container (for example, a pencil case) in which to hold their stationery.
- Candidates may take to their desk/table the following items only:
 - general stationery (for example, pens, pencils, an eraser, geometry instruments and a ruler)
 - a translating dictionary for non-language examinations (the dictionary must not contain notes of anykind 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 electronic calculator).
- 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.
 - Candidates are not permitted to use correcting fluid/pens. A candidate must neatly cross out any mistakes. 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.)
 - Candidates must write their answers in either 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
 - Candidates must not share stationery, dictionaries, calculators or other material during an examination.
 - 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.

Other information about what is allowed in each exam is given by the table below.

Subject	Level	Component	Enclosed with examination paper mailing to school	Additional requirements (provided by school / candidate as appropriate)
Biology	HL/SL	Paper 1	• MCQ examination paper • Personalised MCQ answer sheets	
Biology	HL/SL	Paper 2 and 3	• Structured examination paper	• Calculator
Chemistry	HL/SL	Paper 1	• MCQ examination paper • Personalised MCQ answer sheets	
Chemistry	HL/SL	Paper 2 and 3	• Structured examination paper	• Calculator • Data booklet
Computer science	HL/SL	Paper 1 and 2	• Unstructured examination paper	• Approved notation for developing pseudocode
Computer science	HL	Paper 3	• Unstructured examination paper	• Case study
Economics	HL/SL	Paper 1 and 2	• Unstructured examination paper	
Economics	HL	Paper 3	• Structured examination paper	• Calculator
Geography	HL/SL	Paper 1	• Structured examination paper	
Geography	HL/SL	Paper 2	• Unstructured examination paper • Resource booklet	
Geography	HL	Paper 3	• Unstructured examination paper	

History	HL/SL	Paper 1	<ul style="list-style-type: none"> •Unstructured examination paper •Source booklet 	
History	HL/SL	Paper 2	<ul style="list-style-type: none"> •Unstructured examination paper 	
History	SL	Paper 3	<ul style="list-style-type: none"> •Unstructured examination paper 	
Language A	HL	Paper 1 and 2	<ul style="list-style-type: none"> •Unstructured examination paper 	
Language A	SL	Paper 1 and 2	<ul style="list-style-type: none"> •Unstructured examination paper 	
Language B	HL/SL	Paper 1	<ul style="list-style-type: none"> •Structured examination paper •Text booklet 	
Language B	HL/SL	Paper 2	<ul style="list-style-type: none"> •Unstructured examination paper 	
Mathematical studies	SL	Paper 1	<ul style="list-style-type: none"> •Structured examination paper 	<ul style="list-style-type: none"> •Mathematical studies SL formula booklet •Graphic display calculator
Mathematical studies	SL	Paper 2	<ul style="list-style-type: none"> •Unstructured examination paper 	<ul style="list-style-type: none"> •Mathematical studies SL formula booklet •Graphic display calculator
Mathematics	HL	Paper 1	<ul style="list-style-type: none"> •Semi-structured examination paper 	<ul style="list-style-type: none"> •Mathematics HL and Further Mathematics HL formula booklet
Mathematics	HL	Paper 2	<ul style="list-style-type: none"> •Semi-structured examination paper 	<ul style="list-style-type: none"> •Mathematics HL and Further Mathematics HL formula booklet •Graphic display calculator
Mathematics	HL	Paper 3	<ul style="list-style-type: none"> •Unstructured examination paper 	<ul style="list-style-type: none"> •Mathematics HL and Further Mathematics HL formula booklet •Graphic display calculator
Mathematics	SL	Paper 1	<ul style="list-style-type: none"> •Semi-structured examination paper 	<ul style="list-style-type: none"> •Mathematics SL formula booklet
Mathematics	SL	Paper 2	<ul style="list-style-type: none"> •Semi-structured examination paper 	<ul style="list-style-type: none"> • Mathematics SL formula booklet • Graphic display calculator
Physics	HL/SL	Paper 1	<ul style="list-style-type: none"> •MCQ examination paper •Personalised MCQ answer sheets 	<ul style="list-style-type: none"> •Data booklet
Physics	HL/SL	Paper 2 and 3	<ul style="list-style-type: none"> •Structured examination paper 	<ul style="list-style-type: none"> • Calculator • Data booklet
Psychology	SL	Paper 1 and 2	<ul style="list-style-type: none"> •Unstructured examination paper 	

3. WHAT OBJECTS ARE FORBIDDEN?

It's very important to remember that cell phones and other forbidden objects, once found in the exam room, will be treated as a breach against academic honesty rules – which meant a coordinator is forced to report the case to the IBO. If you do not have a place to leave your mobile phone, you can always leave it in coordinator's office :)

The same thing concerns the calculators – they have to be reset before the exam (please, come early enough so that we have the time to reset all of them, especially in maths exams when all the class is concerned).

Conduct in the IB examinations

The following items are **not** permitted in the examination room:



If you take any of these items into an IB examination—even if it is *by mistake*—you will be in breach of regulations and may not be eligible for a grade in the subject being examined.

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4. WHAT TIME DOES THE EXAM START?

The exams start at **9.00a.m. and at 1p.m.** depending on the session (THERE ARE A FEW EXCEPTIONS for afternoon sessions – **4th May, 14th May and 16th May**). However, the student needs to be present in the school **an hour before the start of the exam** which means that at 8.00am.m and at 12p.m. you need to be at the school premises. The teachers will invite you to the exam rooms about half an hour before the exam. Of course there is also the case when two or three exams are held in one session one after another. Then you are asked to stay in the vicinity of the exam room as the breaks between the papers are going to be rather short. Please be careful also about **the times set for resetting your calculators** (given in the exam schedule) – it's your responsibility to be on time for that , otherwise you calculator will not be allowed for use during an exam.

YOU ARE NOT ALLOWED TO BE LATE!!!!

I would also like to remind you that you cannot leave the exam room during the first 60 minutes of the exam (if the exam is shorter, then you cannot leave earlier at all). And also during the last 15 minutes of the exam the students are not allowed to leave the room in order not to disturb the others.

5. WHAT DO THE EXAM PAPERS AND OTHER MATERIALS LOOK LIKE?

The first thing is the blue (or yellow for paper 1 in Biology / Chemistry / Physics exam) **answer cover sheet** (it is already personalised and you just fill in a few things there; below I included a photo of one sheet – the blanks include personal details and school or exam details that are already filled in).

Use this envelope only for completed answers
Utilisez cette enveloppe uniquement pour les réponses complétées

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Diploma Programme answer cover sheet

Invigilator only: Candidate absent (insert x if applicable)

Candidate	
Section or option	Question
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

General Instructions

- Write in blue or black ink, and use soft pencil for graphs and diagrams. The use of colour is only permitted in geography examinations.
- Do not write on any QR code on this cover sheet.

When using 4 page answer booklets

- Write your session number and name in the appropriate boxes on the front page of the answer booklet.
- At the start of each answer to a question, write the question number in the boxes using the format shown on the front page of the answer booklet. If you make a mistake, fill in the boxes completely and use the next available pair of boxes.
- Parts of an answer, for example (a), (b), (c), must be written on the lines provided.
- Leave at least one line space between each part of an answer.

At the end of the examination

- Complete the candidate zones (on the left) with the section(s)/option(s) and question(s) answered. If all questions have been answered, write ALL.
- Attach this cover sheet to your work using the string tag provided.
- In the box below, write the number of 4 page answer booklets attached to this cover sheet.

E 0

Number of 4 page answer booklets attached 4

The **MCQ papers** (the ones that include A/B/C/D type of questions are accompanied by a special answer sheet that I included below). These are used only for paper 1 in Biology / Chemistry / Physics exam and are yellow – the second page includes boxes for answers to be marked

MCQ answer sheet / Feuille de réponses pour les QCM / Hoja de respuesta para preguntas de opción múltiple

Instructions / Instrucciones

Instructions for the invigilator:

- Complete the details in the box on behalf of the candidate in CAPITAL letters.
- For any candidate who is absent, insert ✕ in the "Candidate absent" box and send the answer sheet to the IB Assessment Centre, Cardiff, with all other candidates' answer sheets.
- Do not staple, tear or fold this answer sheet.

Instructions to candidates:

- Complete the details in the box using CAPITAL letters. Include your candidate session number.
- Complete this answer sheet using a soft pencil that produces dark lines.
- For each question, there are four suggested answers. Choose the answer that you consider to be correct and indicate your choice by inserting ✕ in the appropriate box. Choose one answer only for each question.
- To change an entry, erase the incorrect ✕ and insert ✕ in another box.

Instructions destinées au surveillant :

- Inscrivez les renseignements demandés dans le cadre au nom du candidat en lettres CAPITALES.
- Pour tout candidat absent, cochez (✕) la case «Candidat absent» et envoyez la feuille de réponses au centre de l'évaluation de l'IB à Cardiff avec les feuilles de réponses de tous les autres candidats.
- N'utilisez pas d'agrafes, ne déchirez pas ou ne pliez pas cette feuille de réponses.

Instructions destinées aux candidats :

- Inscrivez vos renseignements en lettres CAPITALES. Notez votre numéro de session du candidat.
- Remplissez cette feuille de réponses en utilisant uniquement des crayons à mine tendre qui permettent de tracer des lignes noires.
- Quatre réponses sont proposées pour chaque question. Choisissez la réponse que vous estimez être la bonne et indiquez votre choix à l'aide d'une croix (✕) dans la case qui convient. Choisissez une seule réponse pour chaque question.
- Pour modifier votre choix, effacez la croix erronée et cochez une autre case (✕).

Instrucciones para el supervisor del examen:

- Complete con letra MAYÚSCULA los datos del alumno que aparecen en la casilla.
- Si el alumno no se presentó al examen, ponga una cruz (✕) en la casilla "Alumno ausente" y envíe esta hoja de respuesta al centro de evaluación del IB, situado en Cardiff, junto con las hojas de respuesta del resto de los alumnos.
- No rasgue, doble ni asegure con grapas la hoja.

Instrucciones para los alumnos:

- Complete con letra MAYÚSCULA los datos que aparecen en la casilla. Incluya su número de convocatoria.
- Para completar esta hoja utilice únicamente un lápiz blando que crea trazos oscuros.
- Se presentan cuatro opciones de respuesta para cada pregunta. Escoja la respuesta que considere correcta e indique su selección mediante una cruz (✕) en la casilla apropiada. Para cada pregunta elija solamente una respuesta.
- Si desea cambiar una respuesta, borre la cruz incorrecta y haga una nueva cruz (✕) en la casilla apropiada.

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UNITED KINGDOM

The next think is **the exam paper**. There are 4 types of them:

- structured ones (the ones that have a place where you can write and you don't get any other booklets for answers then – for example paper 1 in English where you have text booklet and paper with a place to write your answers in);
- semi-structured ones (allow you to put some answers on the exam paper but also some of them go into the answer booklet);
- unstructured ones (the ones that include only questions and all the answers go into the booklets for example paper 2 in English – the one where you have to write a composition of some sort);

Then you have the **answer booklets** (if it's the semi-structured or unstructured type of exam paper). These are the 4 page booklets we used for the mock exams. Remember about the rules for completing it and the way you should mark the exam questions (they were distributed to you before exams)!

The last type of materials needed is **graph paper** but only for maths studies paper 2 exam.

Additionally, if required the student is provided with data booklet or dictionary but those are provided by the school.

6. IN WHAT ORDER SHOULD I PUT THE MATERIALS AFTER THE EXAM?

When joining together the items that comprise a script, the following sequence must be observed:

1. The (blue) answer cover sheet.
2. The structured/write-on examination paper, if appropriate to the examination. (we do not include the unstructured papers – the ones that include only questions and you don't have a place to write your answers on them);
3. Answer booklets in the order in which they were used.
4. Graph paper, if appropriate.

It is the responsibility of the candidate to ensure that the cover sheet for each examination is correctly completed before leaving the examination room. Candidates must attach material using a string tag in the correct sequence given above.

Candidates must place their examination material on their desk so that it can be easily collected from them.

7. WHAT ARE THE DIPLOMA FAILING CONDITIONS ?

From the May 2015 session the following failing conditions will be in current use.

1. CAS requirements have not been met.
2. Candidate's total points are fewer than 24.
3. An N has been given for theory of knowledge, extended essay or for a contributing subject.
4. A grade E has been awarded for one or both of theory of knowledge and the extended essay.
5. There is a grade 1 awarded in a subject/level.
6. Grade 2 has been awarded three or more times (HL or SL).
7. Grade 3 or below has been awarded four or more times (HL or SL).
8. Candidate has gained fewer than 12 points on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
9. Candidate has gained fewer than 9 points on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).

8. EE AND TOK MATRIX

ToK/EE	A	B	C	D	E
A	3	3	2	2	Failing condition
B	3	2	2	1	
C	2	2	1	0	
D	2	1	0	0	
E	Failing condition				

9. MISCONDUCT

An act of misconduct by a candidate in relation to the examinations must be reported to the IB Assessment Centre. Academic misconduct constitutes a breach of regulations that, if confirmed by the final award committee, will result in no grade being awarded in the subject and level concerned.

The following actions are examples of misconduct relating to the written examinations:

- stealing examination papers
- failing to obey the instructions of the coordinator/invigilator
- communicating with another candidate
- helping or receiving help from another candidate
- impersonating another candidate
- possession of unauthorized material
- consulting material outside the examination room during a period of absence
- behaving in a way that may disrupt the examination or distract other candidates
- submitting work for assessment that is not authentic
- removing or attempting to remove from the examination room examination material, such as answerbooklets or examination papers
- leaving the examination room without permission
- continuing to answer an examination paper when told to stop by an invigilator or the coordinator
- disclosing or discussing the content of any examination paper with any person outside the immediate school community within 24 hours after an examination.

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.