



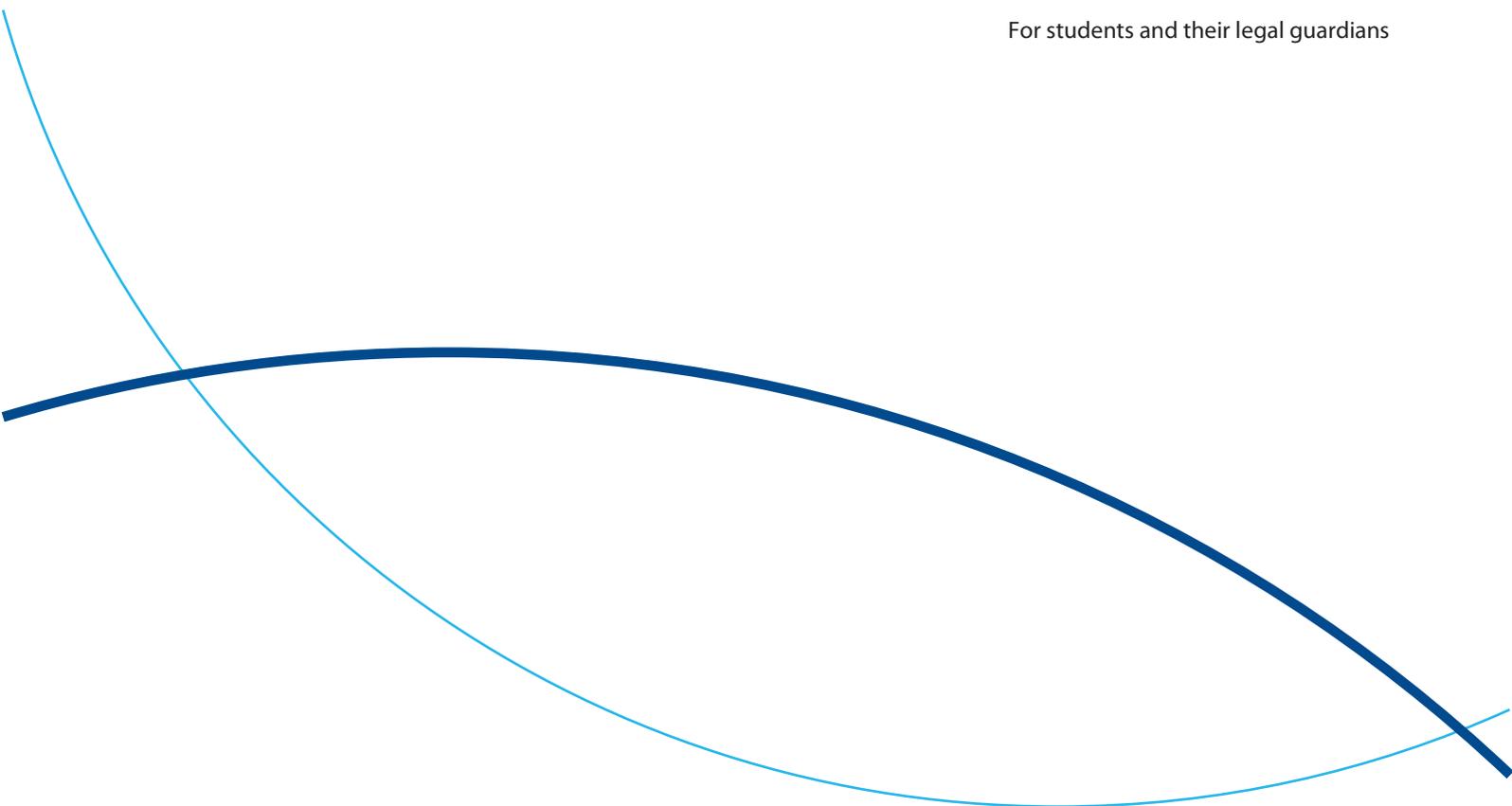
International Baccalaureate®  
Baccalauréat International  
Bachillerato Internacional

Diploma Programme

---

# General regulations: Diploma Programme

For students and their legal guardians



**Diploma Programme**  
**General regulations: Diploma Programme**

Published March 2011

International Baccalaureate  
Peterson House, Malthouse Avenue, Cardiff Gate  
Cardiff, Wales GB CF23 8GL  
United Kingdom  
Phone: +44 29 2054 7777  
Fax: +44 29 2054 7778  
Website: <http://www.ibo.org>

© International Baccalaureate Organization 2011

The International Baccalaureate (IB) offers three high quality and challenging educational programmes for a worldwide community of schools, aiming to create a better, more peaceful world.

The IB is grateful for permission to reproduce and/or translate any copyright material used in this publication. Acknowledgments are included, where appropriate, and, if notified, the IB will be pleased to rectify any errors or omissions at the earliest opportunity.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, without the prior written permission of the IB, or as expressly permitted by law or by the IB's own rules and policy. See <http://www.ibo.org/copyright>.

IB merchandise and publications can be purchased through the IB store at <http://store.ibo.org>. General ordering queries should be directed to the sales and marketing department in Cardiff.

Phone: +44 29 2054 7746  
Fax: +44 29 2054 7779  
Email: [sales@ibo.org](mailto:sales@ibo.org)

---

# I General

## Article 1: Scope

- 1.1 The International Baccalaureate Organization (hereinafter “the IB Organization”) is a foundation that has developed and offers three programmes of international education entitled the “Primary Years Programme” (PYP), the “Middle Years Programme” (MYP) and the “Diploma Programme” (DP). It authorizes schools to offer one or more of these programmes to their students.
- 1.2 An IB World School (hereinafter “school”) is a school that has been authorized by the IB Organization to offer one or more of its programmes.
- 1.3 This document describes the regulations that apply to the Diploma Programme and is intended for schools, students and their legal guardians.
- 1.4 When used herein the term “legal guardians” encompasses parents and individuals with guardianship of any IB student enrolled in the Diploma Programme. If a student (hereinafter “candidate(s)”) is of legal age, the school’s duties towards legal guardians specified herein also apply to the candidate.

## Article 2: Role and responsibilities of schools

- 2.1 In addition to articles in these *General regulations: Diploma Programme* (hereinafter “general regulations”), schools must comply with the *Rules for IB World Schools: Diploma Programme*, which are detailed in a separate document, and with the administrative requirements detailed in the *Handbook of procedures for the Diploma Programme* (hereinafter “handbook”), which is the handbook for Diploma Programme coordinators and teachers and is supplied to schools by the IB Organization.
- 2.2 The IB Organization has developed the Diploma Programme as a pre-college/university programme aimed at candidates in the 16-19 age range. The Diploma Programme is designed to lead to the International Baccalaureate Diploma (hereinafter “IB diploma”) or a certificate of results (hereinafter “certificate”) for subjects forming part of the Diploma Programme.
- 2.3 The IB Organization sets the curriculum and assessment requirements leading to the award of the IB diploma or a certificate and is the sole organization entitled to award IB diplomas and certificates. The IB diploma or a certificate is awarded to candidates who have satisfied the assessment requirements in accordance with these general regulations and the administrative requirements detailed in the handbook. Schools must comply with the details, deadlines and procedures stated in the handbook for the relevant examination session.
- 2.4 To qualify for the award of the IB diploma a candidate must follow the course of study and assessment for the Diploma Programme. To qualify for a certificate the candidate must follow the course of study and assessment for the subject(s) selected. In addition to subject requirements, the IB diploma has further requirements (collectively known as the “core”) of an extended essay and theory of knowledge (hereinafter “TOK”), as well as activities known as creativity, action, service (hereinafter “CAS”) that are not assessed. Subjects that comprise the Diploma Programme include both internal and external assessment.
- 2.5 Because the IB Organization is not a teaching institution and does not provide teaching services to candidates, the Diploma Programme is implemented and taught by IB World Schools. The schools are entirely independent from the IB Organization and are solely responsible for the implementation and quality of teaching of the Diploma Programme, whether courses are provided solely in the classroom or by means of a combination of classroom-based and online courses, provided that such online courses are offered through the engagement of an IB-approved online course provider.
- 2.6 Schools are responsible for informing candidates and legal guardians regarding the general characteristics of the Diploma Programme and how the school implements it. Additionally, schools must inform candidates and legal guardians of the services offered by the IB Organization and any restrictions or prohibitions that apply to the Diploma Programme.

- 
- 2.7 Schools are responsible for appointing a Diploma Programme coordinator to manage the implementation of the programme in the school and for identifying an appropriate contact person who will be available when results are issued to ensure that all candidates receive their results, request the enquiry upon results service on their behalf and/or register them for the forthcoming examination session, if the coordinator is not available for that purpose. Before submitting an enquiry upon results that may result in a change of grade for a candidate, the school must first obtain the consent of the candidate or his/her legal guardian.
  - 2.8 Schools are responsible for ensuring that candidates comply with all assessment requirements for the Diploma Programme. Non-compliance with these requirements can lead to the disqualification of candidates registered by the school.
  - 2.9 The IB Organization cannot guarantee that a school will remain capable and willing to implement the Diploma Programme. Consequently, schools bear sole responsibility towards candidates and legal guardians if, for any reason, a school's authorization to implement the Diploma Programme is withdrawn by the IB Organization or a school decides to terminate its authorization.

### **Article 3: Candidates and their legal guardian(s)**

- 3.1 Except where provided otherwise in these general regulations or the handbook, candidates and their legal guardian(s) must use the school's Diploma Programme coordinator as the intermediary for any communication with the IB Organization. If either a candidate or his/her legal guardian(s) has a question about the general characteristics of the Diploma Programme or how the school implements it, they must raise the matter with the school's Diploma Programme coordinator.
- 3.2 Candidates, whether for the diploma or for certificate(s), must complete all requirements for the Diploma Programme within the two-year period of the programme.
- 3.3 Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Programme and must be in good standing at the school at the time of the examinations.
- 3.4 The IB Organization is entitled to refuse to mark or moderate assessment material if a candidate has acted in an irresponsible or unethical manner in connection with that part of assessment for the Diploma Programme, for example if a candidate includes offensive or obscene material that is unrelated to the content of the assessment. In such cases the final award committee is entitled to award a mark of zero for the component or part(s) of the component that are not marked or moderated due to such irresponsible or unethical behaviour.

### **Article 4: Equal opportunities statement**

It is the policy of the IB Organization to make its curriculum and assessment available to all candidates from IB World Schools who have fulfilled the school's academic requirements to be registered for an IB examination session. No candidate will be excluded by the IB Organization on the grounds of nationality, ethnicity, culture, gender, sexual orientation, religious affiliation or disability. The IB Organization will make all reasonable efforts to enable candidates to participate in its assessments.

### **Article 5: Recognition of the IB diploma**

The IB Organization actively promotes wide recognition and acceptance of the IB diploma as a basis for exit of secondary/high school education and/or entry to courses at universities and other institutions of higher/further education, but the requirements of individual institutions and the relevant authorities of a country are subject to change beyond the IB Organization's control. The IB Organization, therefore, does not guarantee recognition of IB diplomas or certificates and does not accept responsibility for the consequences of any change of practice by a university or other institution or relevant authorities in a country. Consequently, candidates and legal guardians bear the sole responsibility for verifying the entry requirements of the universities and other institutions of higher/further education to which they are interested in applying.

---

## **Article 6: Property and copyright in materials produced by candidates**

- 6.1 Candidates produce materials in a variety of forms that are submitted to the IB Organization as part of the assessment requirements. These assessment materials (hereinafter “materials”) include all forms of written work, audio and visual materials, computer programs and data and, in certain cases, may contain images of the candidates.
- 6.2 Candidates retain copyright in all materials submitted for assessment purposes, but by submitting those materials, subject to article 6.4, candidates thereby grant the IB Organization a non-exclusive, charge-free, worldwide licence, for the duration of the statutory copyright protection, to reproduce submitted materials in any medium for assessment, educational, training and/or promotional purposes relating to the IB Organization’s activities, or to those related activities of which it approves. Such licence shall become effective from 1 June following the May examinations and 1 December following the November examinations.
- 6.3 Where the IB Organization uses these materials for purposes other than assessment, it may modify, translate or otherwise change them to meet particular needs and will anonymize them before publication in print or in electronic form. If the purpose of the publication is to focus on work of a particularly high standard the candidate and school may be identified and the school informed beforehand.
- 6.4 Under exceptional circumstances a candidate may withdraw the licence referred to in article 6.2 for a specific piece of work. In such case the IB Organization must be notified in accordance with the procedure described in the relevant handbook. The candidate must submit a written notification to the school’s Diploma Programme coordinator, who has the duty to inform the IB Organization by the due date. In these cases the IB Organization will use the material only for assessment purposes.
- 6.5 For assessment purposes, the IB Organization may electronically scan or reproduce submitted materials in different media, such as photographing works of art. It may also copy materials in the same medium, such as printing or photocopying examination scripts and essays. These materials are either internally assessed by teachers in the schools (whose marks are moderated) or externally assessed by IB examiners. Wherever the materials are held during their assessment, for example by the school or a third party, they are always held on behalf of the IB Organization.
- 6.6 All materials submitted to the IB Organization for assessment, whether in the hands of a school, an examiner or a third party acting on behalf of the IB Organization, become the property of the IB Organization, which, once the assessment is complete, is entitled to retain the materials for record-keeping purposes or to destroy them according to its needs. Candidates are entitled to request the return of their externally assessed work, including a copy of their examination scripts, provided such application is made for a May session by 15 September in the same year and for a November session by 15 March of the following year. In all cases, to be valid, the application must be submitted to the IB Organization by the school’s Diploma Programme coordinator according to the procedures stated in the handbook.

## **Article 7: Use of student data**

The IB may use data in ways relevant to carrying out its legitimate purposes and functions, such as research on IB students’ success in colleges and universities, and will take due care in the use, collection and storage of data and do its utmost to keep all data accurate, timely and secure.

---

## II The Diploma Programme

### Article 8: Content of the Diploma Programme

- 8.1 Candidates for the IB diploma must satisfy assessment requirements in six subjects and the core. All higher level subjects, the core and at least one standard level subject must be taught over the two years of the programme. Up to two standard level subjects may be taught, should circumstances require, during the first year and assessed at the end of that first year as anticipated subjects. It is also permissible, should circumstances require, to teach one standard level subject during the first year and one standard level during the second year, with assessment requirements met at the end of each corresponding year. Languages ab initio and pilot subjects must be taught over the two years of the programme.
- 8.2 The six subjects must be selected from six groups as described in the relevant handbook for the examination session, at least three and not more than four subjects being offered at higher level and the others at standard level. Recommended teaching time is 240 hours to complete higher level courses and 150 hours to complete standard level courses.
- 8.3 In addition to the six subjects, candidates must complete the following core requirements:
- Take a course in, and complete the required assessment in, TOK, for which the IB Organization recommends at least 100 hours of teaching over the two-year period of the Diploma Programme.
  - Complete the programme of CAS activities, for which the IB recommends at least 150 hours for the combination of activities.
  - Complete and submit for assessment an extended essay in a subject available for this purpose. Work on the essay, which is expected to occupy approximately 40 hours, must be done under the direct supervision of a teacher at the school who has appropriate qualifications and/or experience in the subject chosen by the candidate and is familiar with the Diploma Programme.
- 8.4 The IB Organization may develop new subjects on a pilot basis, which a limited number of schools may offer on the understanding that the syllabus content and assessment methods may change during the lifetime of the syllabus. A pilot subject must be taught over the two years of the programme and therefore cannot be taken as an anticipated subject.
- 8.5 A transdisciplinary subject meets the requirements of two groups through a single subject. A further subject must then be chosen to meet the requirement of six subjects for the diploma. The additional subject may be chosen from any group, including one already covered by the transdisciplinary subject.
- 8.6 A school-based syllabus (hereinafter "SBS") may be designed by a school according to its own needs and teaching resources and is developed in consultation with and approved by the IB Organization. A SBS may only be offered at standard level. Only schools that have already entered candidates for two Diploma Programme examination sessions may offer a SBS. The syllabuses are subject to periodic review and have to be approved by the IB Organization before teaching can commence. Subject to the appropriate group criteria being satisfied, a SBS may be authorized as an alternative to a subject in groups 2, 3, 4 or 6. In such circumstances an individual candidate may use the subject to fulfill the requirements of either group, but not both. No candidate may be registered for more than one SBS, or for a SBS and a pilot subject for the IB diploma. A SBS cannot contribute to a bilingual diploma.
- 8.7 If the special conditions of entry into an institution of higher/further education require an IB diploma candidate to offer a choice of subjects different from that specified in the current handbook, a candidate may be allowed to make a reasonable substitution on presentation of appropriate university documentary evidence to the IB Organization. This is referred to as a "non-regular" diploma and the combination of subjects must be authorized by the IB Organization.

---

### **Article 9: Extended essays**

- 9.1 Only candidates registered under the diploma or retake categories may submit an extended essay. Retake candidates wishing to improve the grade for their extended essay may submit either a revised or new extended essay. A new extended essay can be registered in the same or in a different diploma subject. However, if a retake candidate is submitting a new or revised extended essay in the session six months after the session in which an extended essay was submitted, it must be registered in the same diploma subject.
- 9.2 It is the school's responsibility to ensure that each candidate submitting an extended essay is supervised by a teacher at the school with appropriate qualifications and/or experience in the diploma subject chosen by the candidate. Neither a relative of the candidate nor a person who is not a teacher at the school may undertake the role of the supervisor.
- 9.3 An extended essay must be registered for one of the Diploma Programme subjects listed in the handbook as available for the relevant examination session. A candidate need not submit an extended essay in a subject that has been selected as one of that candidate's six diploma subjects, subject to the approval of the school.
- 9.4 A candidate who is studying a language A literature SL as a school-supported, self-taught subject is not permitted to register for an extended essay in that subject.
- 9.5 Extended essays in group 2 are intended for language acquisition learners. Candidates are not permitted to submit a group 2 extended essay in their group 1 language(s).

### **Article 10: Response languages**

- 10.1 Candidates must write their examinations and other forms of assessment in subjects in groups 3, 4, 5 and 6 of the Diploma Programme in English, French or Spanish as the response language. Assessed work in TOK and the extended essay must also be presented in English, French or Spanish, except that an extended essay in a group 1 or group 2 subject must be written in the language of the subject chosen. However, an extended essay in Latin or classical Greek (group 2) must be written in English, French or Spanish.
- 10.2 The same response language must be used for all components of a subject.
- 10.3 For certain IB projects offering alternative response language, candidates may be permitted to write their examinations and other forms of assessment in languages other than English, French or Spanish, in groups 3 and 4, TOK and the extended essay. If the conditions detailed in article 14 are met, this will lead to the award of a bilingual diploma.

## **III Assessment**

### **Article 11: Candidate registration**

- 11.1 A candidate for the IB diploma or certificate must be registered by a school for each intended examination session and must take the requisite courses and assessments at that school. The school must complete the registration requirements on behalf of the candidate and pay the related fees by the relevant deadlines. It is the responsibility of the school to ensure that candidates are registered correctly for an examination session.
- 11.2 A school may accept an external candidate from another IB school if the school that the candidate normally attends does not offer a particular IB subject. However, all academic and administrative responsibility for that candidate will remain with the school that has registered or will register that candidate for an IB Diploma Programme examination session. The candidate must not be registered by both schools, unless advised to do so by the IB Organization. Similarly, in the case of a retake candidate, the school at which he or she is registered must accept all academic and administrative

---

responsibility for that candidate and cannot delegate it elsewhere. In this case the course need not be taught or followed at the registering school. Candidates taking online courses are subject to the conditions specified in the current handbook.

11.3 The following categories of registration are available.

- a. Anticipated: for candidates intending to complete the requirements for one or two standard level subjects (excluding languages ab initio and pilot subjects) at the end of their first year of the Diploma Programme.
- b. Diploma: for candidates intending to complete the requirements for the award of an IB diploma.
- c. Certificate: for candidates taking one or more subjects who are not seeking the award of the IB diploma.
- d. Retake: for previous IB diploma candidates who are seeking to improve on their results. The highest grade for a subject will contribute towards the IB diploma.

11.4 A subject or subjects taken by a candidate in addition to the six subjects for the IB diploma cannot contribute to the award of an IB diploma. Similarly, a certificate subject that was not taken as a subject in addition to the six subjects for the IB diploma cannot subsequently contribute to the award of an IB diploma.

11.5 At the discretion of the school, a certificate candidate may pursue the course in TOK, undertake an extended essay and/or engage in CAS, but the IB Organization will not accept the registration of certificate candidates for these IB diploma requirements.

## **Article 12: Grades**

Performance in each subject is graded on a scale of 1 point (minimum) to 7 points (maximum). For the IB diploma, a maximum of 3 points is awarded for combined performance in TOK and the extended essay. The maximum total Diploma Programme points score is 45.

## **Article 13: Award of the IB diploma**

13.1 All assessment components for each of the six subjects and the additional IB diploma requirements must be completed in order to qualify for the award of the IB diploma, except under the conditions stipulated in articles 23 and 24 of these regulations.

13.2 If a diploma candidate is awarded a grade E for TOK or a grade E for the extended essay, the candidate must achieve 28 points or more to be eligible for the diploma. However, if a candidate is awarded an E for both TOK and the extended essay requirement, the candidate will not qualify for the diploma regardless of the total number of points achieved.

13.3 The IB diploma will be awarded to a candidate whose total score is 24, 25, 26 or 27 points, provided all the following requirements have been met.

- a. Numeric grades have been awarded in all six subjects registered for the IB diploma.
- b. All CAS requirements have been met.
- c. At least a grade D has been awarded for both TOK and the extended essay.
- d. There is no grade 1 in any subject.
- e. There is no grade 2 at higher level.
- f. There is no more than one grade 2 at standard level.
- g. Overall, there are no more than three grades 3 or below.
- h. At least 12 points have been gained in higher level subjects (candidates who register for four higher level subjects must gain at least 16 points at higher level).

- 
- i. At least 9 points have been gained on standard level subjects (candidates who register for two standard level subjects must gain at least 6 points at standard level).
  - j. The candidate has not been found guilty of malpractice by the IB Organization.
- 13.4 The IB diploma will be awarded to a candidate whose total score is 28 points or above, provided all the following requirements have been met.
- a. Numeric grades have been awarded in all six subjects registered for the IB diploma.
  - b. All CAS requirements have been met.
  - c. Grades A (highest) to E (lowest) have been awarded for both TOK and an extended essay, with a grade of at least D in one of them.
  - d. There is no grade 1 in any subject.
  - e. There is no more than one grade 2 at higher level.
  - f. There are no more than three grades 2 at standard level.
  - g. Overall, there are no more than three grades 3 or below.
  - h. At least 11 points have been gained on higher level subjects (candidates who register for four higher level subjects must gain at least 14 points at higher level).
  - i. At least 8 points have been gained on standard level subjects (candidates who register for two standard level subjects must gain at least 5 points at standard level).
  - j. The candidate has not been found guilty of malpractice by the IB Organization.
- 13.5 A maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the IB diploma. The examination sessions need not be consecutive.

#### **Article 14: Form of the IB diploma**

- 14.1 Successful IB diploma candidates will receive an IB diploma and a document (diploma results) listing the total IB diploma points score, the subject grades, the completion of all CAS requirements and any points awarded and individual grades for the combination of TOK and the extended essay.
- 14.2 A bilingual diploma will be awarded to a successful candidate who fulfills one or more of the following criteria.
- a. Completion of two languages selected from group 1, with the award of a grade 3 or higher in both.
  - b. Completion of one of the subjects from group 3 or group 4 in a language that is not the same as the candidate's group 1 language. The candidate must attain a grade 3 or higher in both the group 1 language and the subject from group 3 or 4.
- 14.3 Pilot subjects in groups 1, 2, 3 or 4, and transdisciplinary subjects, can contribute to the award of a bilingual diploma. A SBS cannot contribute to a bilingual diploma.
- 14.4 A subject or subjects taken by a candidate in addition to the six subjects for the diploma cannot contribute to the award of a bilingual diploma.

#### **Article 15: Form of a certificate**

Certificate candidates receive a certificate (a certificate of results) indicating the results obtained in individual subjects. An IB diploma candidate who fails to satisfy the requirements for the award of an IB diploma will receive a certificate indicating the grades obtained in individual subjects, together with results in TOK and the extended essay and the completion of all CAS requirements, as appropriate.

---

## **Article 16: Assessment by examiners**

Examiners appointed by the IB Organization mark candidates' work in Diploma Programme examinations and other forms of external assessment using common markschemes or assessment criteria. This external assessment is complemented by the internal assessment, which is other required work marked by teachers and moderated by examiners.

## **Article 17: Enquiry upon results**

- 17.1 A candidate's assessment material may be re-marked and/or returned to the school (in electronic format or as a photocopy) as part of the enquiry upon results service, the details and fees for which are specified in the relevant handbook. The categories and conditions of this service are subject to change and therefore are in accordance with the details given in the handbook for the examination session concerned.
- 17.2 Re-marking a candidate's assessment material may lead to a higher or a lower grade for the subject. Therefore, before submitting a request for an enquiry upon results service that may result in a change of grade, the school must obtain the consent of the candidate(s) or his/her legal guardian(s).
- 17.3 If a candidate believes the process leading to the grade upon re-marking did not respect the procedures defined in these general regulations and/or the handbook, the school's Diploma Programme coordinator may request on behalf of the candidate a review by the assessment director, or his/her nominee, of the assessment. A fee is payable to the IB Organization by 31 December following a May session and 30 June following a November session. Before requesting a review, the school must obtain the consent of the candidate(s) or his/her legal guardian(s).
- 17.4 Beyond the re-marking and review process defined in article 17, the candidate is not entitled to request a reconsideration of the assessment. However, the candidate is entitled to submit an appeal under the conditions defined in article 30.

## **Article 18: IB final award committee**

- 18.1 The IB final award committee is the body that formally awards the IB diplomas and certificates on the basis of the grades determined by grade award procedures.
- 18.2 The final award committee consists of representatives of the IB Board of Governors, of the examining board and of senior IB staff, and is chaired by the chair of the examining board.
- 18.3 The final award committee may delegate decisions on alleged breaches of regulations to a sub-committee, but the final award committee is the body that has authority to make the final decision in all special cases with respect to the award of IB diplomas and certificates.

# IV Special cases

## **A: Special circumstances**

### **Article 19: Candidates with special needs**

A special need is any permanent or temporary diagnosed need that could put a candidate at a disadvantage and prevent him or her from being able to demonstrate their skills and knowledge adequately.

### **Article 20: Applicable procedure for candidates with special needs**

- 20.1 Although the IB Organization is able to offer guidance on special needs, the school is responsible for carefully considering the options available to candidates and must be aware of any barriers that may deny access to any part of the Diploma Programme.
- 20.2 Special needs must be reported by the candidate or his/her legal guardian to the school's Diploma Programme coordinator before the candidate starts the programme, with appropriate professional

---

documentation. Temporary special needs resulting from illness or accident must be reported to the Diploma Programme coordinator as soon as possible after they arise, together with supporting professional documentation and other relevant information.

- 20.3 If a candidate with a special need requires special assessment arrangements, the Diploma Programme coordinator must make such necessary arrangements and, where appropriate, request authorization for special arrangements from the IB Organization according to procedures stated in the handbook.

### **Article 21: Candidates affected by adverse circumstances**

Adverse circumstances are defined as those beyond the control of the candidate that might be detrimental to his or her performance, including severe stress, exceptionally difficult family circumstances, bereavement, disruption during examinations or events that may threaten the health or safety of candidates. The same circumstances may affect a group of candidates or all candidates within a school. Adverse circumstances do not include shortcomings on the part of the school at which the candidate is registered.

### **Article 22: Applicable procedure for candidates affected by adverse circumstances**

- 22.1 Any application for special consideration in cases of adverse circumstances must be submitted to the IB Organization by the school's Diploma Programme coordinator on behalf of the candidate(s). The application must be received within ten days of the completion of the final assessment component of the subject concerned and must be supported by a statement written by the Diploma Programme coordinator as well as by appropriate evidence.
- 22.2 If the final award committee accepts that the performance of a candidate(s) has been affected by adverse circumstances, the committee may give special consideration to the case, provided that this would not give an advantage in comparison with other candidates.

### **Article 23: Candidates with incomplete assessment**

Incomplete assessment exists when a candidate has not submitted one or more components of the assessment requirements in the subject.

### **Article 24: Applicable procedure for candidates with incomplete assessment**

- 24.1 Any application for special consideration in cases of incomplete assessment must be submitted to the IB Organization by the school's Diploma Programme coordinator on behalf of the candidate. The application must be received within ten days of the completion of the final assessment component of the subject concerned and must be supported by a statement written by the Diploma Programme coordinator as well as by appropriate evidence.
- 24.2 In cases of incomplete assessment in a subject, the final award committee may, at its discretion, award a grade for the subject if both of the following circumstances are established.
- An acceptable reason is provided by the school for the incomplete assessment being beyond the candidate's control, such as illness or injury, the death or funeral of a close relative, or unavoidable attendance at a hospital or law court.
  - The candidate has submitted sufficient work, leading to at least 50% of the total marks available in that subject and including an externally assessed component.
- 24.3 If the foregoing conditions are fulfilled, marks for the missing component(s) will be calculated using a procedure based on the candidate's marks for completed components and on the distribution of marks of other candidates in the same subject.
- 24.4 The grounds for incomplete assessment, such as forced school closure during the written examinations in May or November, may affect a group of candidates or all candidates in the school. In a case where more than one candidate is affected the final award committee will give the same consideration to all candidates.

---

## **B: Academic infringements**

### **Article 25: Definition of an academic infringement**

There can be instances where work submitted by a candidate for assessment contravenes the standard academic practice of clearly acknowledging all ideas and words of other persons without the candidate having made a deliberate attempt to gain an unfair advantage, for example where a candidate has not used some means of indicating a quotation, but has cited the source of the text in the bibliography or in a footnote. The final award committee may designate a case of this type as an academic infringement and not as malpractice.

### **Article 26: Applicable procedure for academic infringements**

If the final award committee decides that an academic infringement has been established, no marks will be awarded for the component or part(s) of the component. The candidate will still be eligible for a grade in the subject or IB diploma requirement concerned. The head of school will be notified that this action has been taken. The case will not be recorded as malpractice.

## **C: Malpractice**

### **Article 27: Definition of malpractice**

The IB Organization defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes the following.

- a. Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own.
- b. Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
- c. Duplication of work: this is defined as the presentation of the same work for different assessment components and/or IB diploma requirements.
- d. Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example taking unauthorized material into an examination, misconduct during an examination, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination).

### **Article 28: Applicable procedure for malpractice**

- 28.1 The school's Diploma Programme coordinator must inform the IB Organization if he or she identifies any malpractice (for example, plagiarism) in relation to a candidate's work after the candidate has signed the cover sheet to the effect that it is his or her own work and constitutes the final version of that work. In such cases, or when an examiner or the IB Organization suspects malpractice, the school will be required to conduct an investigation and provide the IB Organization with relevant documentation concerning the case. If questions arise about the authenticity of a candidate's work before the cover sheet has been signed, that is, before the work has reached its final stage, the situation must be resolved within the school.
- 28.2 Candidates suspected of malpractice will be invited, through the school's Diploma Programme coordinator, to present a written explanation or defence.
- 28.3 Cases of suspected of malpractice will be presented to the final award committee, or a sub-committee of the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it or ask for further investigations to be made.

- 
- 28.4 If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.
- 28.5 If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No IB diploma will be awarded to the candidate, but a certificate will be awarded for other subject(s) in which no malpractice has occurred. The candidate will normally be permitted to register for future examination sessions, which may include the session that follows six months later if the relevant registration deadlines are met.
- 28.6 If a case of malpractice is very serious, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination session.
- 28.7 If the candidate has already been found guilty of malpractice in a previous session, this will normally lead to disqualification from participation in any future examination session.
- 28.8 An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.

## VII Decisions of the final award committee

### **Article 29: Reconsideration**

- 29.1 The reconsideration of final award committee decisions does not include the review of the assessment of candidates' work, such process being regulated by the enquiry upon results procedure defined in article 17.
- 29.2 Final award committee decisions are only open to reconsideration if the candidate establishes the existence of facts that were unknown to the final award committee when making its original decision. To be admissible the request for reconsideration must:
- be filed by the candidate or his/her representative via the school's Diploma Programme coordinator, who must inform the head of school
  - be received by the IB Organization from the school within three months of the date of the original decision by the final award committee
  - contain a full description of the new facts invoked and reasons for which a reconsideration is being requested
  - contain the name and address of the candidate or his/her representative to whom the IB Organization may send all communications and decisions concerning the request.
- 29.3 All requests for reconsideration will be examined and decided by a sub-committee of the final award committee. The sub-committee will comprise at least the chair of the final award committee, a member of the examining board and the assessment director, assessment operations director or academic director, all of whom must have served on the final award committee for the examination session to which the reconsideration relates.
- 29.4 The sub-committee is entitled to refuse to reconsider the matter if it deems that the request is not based on new facts. If the sub-committee refuses to reconsider the matter it will inform the candidate or his/her representative at the address indicated in the request, with a copy to the Diploma Programme coordinator.

- 
- 29.5 If the sub-committee accepts to reconsider the matter it may ask the candidate and/or the school for whatever additional explanations and evidence it deems useful but will not be obliged to accept further written submissions by the candidate and will not hear the candidate orally. The sub-committee will render its decision upon reconsideration, in principle, within one month of the date that the IB Organization receives the request for reconsideration.
- 29.6 The sub-committee's decision upon reconsideration will contain summary reasons and will be notified by the IB Organization to the candidate or his/her representative at the address in the request, with a copy to the Diploma Programme coordinator.

### **Article 30: Appeals**

- 30.1 In cases where a request for reconsideration is possible, as defined under article 29, the reconsideration must precede any appeal.
- 30.2 Subject to article 30.1, appeals are possible against any decision of the final award committee and against any decisions upon review of the re-marking of a candidate's assessment material, as defined under article 17.3, but only on the grounds that the procedures defined in these general regulations and/or the handbook, and which led to the decision of the final award committee being appealed, were not respected.
- 30.3 The appeals panel is formed of three members: one member independent from the IB Organization, the chair or vice-chair of the examining board and a chief examiner who was not on the final award committee, or sub-committee of the final award committee, that made the decision being appealed. The head of assessment operations, or his/her nominee, will act as the secretary of the appeals panel, without being involved in making any decision.
- 30.4 The independent member is appointed on an annual basis and will not have been a Diploma Programme teacher or examiner, or an employee of the IB Organization at any time during the past five years.
- 30.5 The panel makes its decisions based on the views of the majority of the three members. The independent member will act as chairperson of the panel and will make the decision alone if a majority decision cannot be reached.
- 30.6 The appeal must be lodged using a form of recorded delivery and be addressed to the head of assessment operations at the IB Organization. It must be lodged within one month from the date the candidate received the decision being appealed.
- 30.7 The appeal must contain, in English:
- the name, postal address, telephone number and email address of the appellant
  - a statement of all the facts and the reasons for the appeal
  - the appellant's request for relief
  - a copy of the decision being appealed
  - all written evidence on which the appellant intends to rely
  - any request for the holding of a hearing and for the examination of (a) witness(es).
- 30.8 Upon receiving the appeal, the IB Organization will request a non-reimbursable handling fee that must be paid before the appeal procedure begins.
- 30.9 The appeals panel will begin by issuing directions regarding how the procedure will be run. Subject to the panel respecting due process and to it holding a hearing if so requested by the appellant, the panel will be free to determine how the procedure is to be run. The panel may ask both the appellant and the final award committee to submit clarifications and information. Any hearing that takes place shall be held on the premises of an IB Organization office, the location of which will be determined by the IB Organization, and will be held on a date fixed by the panel after consultation with the appellant.

---

30.10 The procedure is in English. The appellant may, at his/her own expense, be represented by legal counsel.

30.11 In making its determinations on issues in dispute, the appeals panel will base its decision on what it deems most probable in light of the evidence (balance of probabilities) and it will make its decision on the basis of these general regulations and principles of fairness, without applying any rules of law.

30.12 The panel will issue a written, dated and signed final decision with summary reasons, in principle, within three months of the date that the IB Organization received the appeal. The IB Organization will notify the final decision to the appellant, with a copy to the head of school.

## VII Final provisions

### **Article 31: Governing law**

Swiss law governs these general regulations and all other procedures relating to the assessment requirements.

### **Article 32: Arbitration**

Any dispute arising from or in connection with these general regulations and/or handbook that has not been finally resolved by means of the reconsideration or appeal procedures defined in articles 29 and 30 of these general regulations, or which is not subject to those procedures, shall be finally settled by arbitration, taking place in and in accordance with the rules applicable in Geneva, Switzerland. The proceedings shall be confidential and the language of the arbitration shall be English.

### **Article 33: Entry into force and transitory rules**

This version of *General regulations: Diploma Programme* shall enter into force on 1 September 2011 for May session schools, for candidates starting the programme in August/September 2011, or 1 January 2012 for November session schools, for candidates starting the programme in January/February 2012, with the exception of “anticipated” candidates being registered for May 2012 or November 2012 for whom the extant general regulations apply. The IB Organization may amend these general regulations from time to time. Each amended version applies to candidates starting the Diploma Programme after the date of entry into force of the amended version.