

# Conduct of the IB Examinations

## Notice to candidates

### General

1. No form of refreshment may be taken into the examination room. (At the discretion of the Diploma Programme coordinator, drinking water is permitted.)
2. Candidates may take to their desk/table only the following items: General stationery (for example, pens, pencils, coloured pencils, an eraser, geometry instruments and a ruler) a translating dictionary for non-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) other materials specified by the IB as required for a particular examination (for example, an electronic calculator).
3. All writing equipment must be in a **clear plastic bag. You must not take your cell phone or notes into the examination room.**
4. If required by the coordinator/invigilator, any item brought into an examination room must be available for inspection. This includes electronic calculators.
5. Examination questions must not be stored or recorded into the memory of a calculator. During an examination, no attempt must be made to conceal information or programs stored in a calculator.
6. 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 examinations.

### Late arrival

1. Candidates are allowed into the examination room during the first 30 minutes after the start of an examination. The arrival time of the candidate will be recorded by the coordinator/invigilator. No additional time will be allowed for the examination.
2. After the first 30 minutes candidates will not be allowed into the examination, nor will they be permitted to take the examination at a rescheduled time.

### Malpractice

1. If a candidate finds that he or she has accidentally taken unauthorized material into an examination (for example, a mobile phone) this material must be given to the coordinator/invigilator immediately. Failure to do so may lead to an allegation of malpractice against the candidate.

### Early departures

1. According to the IB regulations, candidates are allowed to leave after the first hour of examination but not within the last fifteen minutes of the scheduled time. **However, we strongly recommend you to stay for the entire length of the examination.**

### End of the examination

1. Candidates must leave the examination room in a quiet and orderly manner.