IB Exam Instructions

- ❏ **Invigilators (Proctors)**
    - ❏ 1:20 ratio. 2 per room (regardless of # of students)
    - ❏ Must be trained in advance
    - ❏ Cannot proctor their own subject (except coordinator - but then somebody else has to be there)
- ❏ **Exam Schedule**
    - ❏ Provide at least 2 weeks in advance
    - ❏ Include invigilators
    - ❏ Allow time to set up
    - ❏ Allow 5 minutes reading time except for multiple choice tests
- ❏ **Room**:
    - ❏ No interruptions (announcements)
    - ❏ Large enough to seat students 1.5 meters apart (5 feet)
    - ❏ All students must be facing the same direction
    - ❏ Large clock
    - ❏ Flip chart or board to write beginning and ending times
- ❏ **Before Exam Day** (2 weeks prior?)
    - ❏ **Conduct of Exams Poster:** Read to students ahead of time
    - ❏ Give students their own copy
    - ❏ Post 1 week before Exams
    - ❏ Writing utensils: Dark blue/black ink (no gel pens), #2 pencils for multiple choice (maybe I can just provide these?)
    - ❏ Maybe give packet that includes:
        - ❏ Conduct of Exams Poster
        - ❏ Exam Schedule (with room number)
        - ❏ Items not permitted poster
- ❏ **Exam Day:**
    - ❏ **Before Exams:**
        - ❏ Post sign on Exam room
        - ❏ Post Conduct of Exams poster outside of exam room
        - ❏ Post Items not Permitted outside of exam room
        - ❏ Make sure there are no posters on the walls that could help students on exams
        - ❏ Make sure proctors have someone to contact in case of emergency
        - ❏ Place cards at student seats with their Candidate number and name (optional)
        - ❏ Keep record of seating chart
        - ❏ Set up exam stationery before students enter (optional)
        - ❏ Admit students at least 10 minutes prior to beginning
        - ❏ No electronic devices at desk
        - ❏ Check identity of student against identification numbers on exams
    - ❏ **During Exams:**

- ❏ Attendance:
    - ❏ Mark absent students on cover sheet 1 hour after exam start
    - ❏ If a student leaves exam room: supervise them
    - ❏ No leaving exams early to prevent disruptions to others
    - ❏ Late can be admitted within the first hour
- ❏ Invigilator verbal instructions (can be found in section 18.0)
- ❏ 1 invigilator in the back of room - one in the front. Keep track of any events (bathroom breaks, etc.)
- ❏ Walk around and make sure they are not doing anything that is not allowed
- ❏ Approved Calculators: TI84, TI83
❏ **End of Exams:**
    - ❏ Candidate - ensure cover sheet is correct
    - ❏ Candidates attach material using a string tag:
        - ❏ 1. Cover sheet
        - ❏ 2. Exam (only for structured/semi-structured. NOT unstructured exams - see definitions below).
        - ❏ 3. Answer booklet(s)
        - ❏ 4. Any graph paper that has been used.
    - ❏ Place packets on table so invigilator can easily collect
❏ **After Exams:** See directions for collecting and mailing here

Term	Meaning
Answer booklet	Four-page booklets for candidates to write responses in. A special version is available for languages that are written from right to left, such as Arabic, Hebrew, Urdu and Dhivehi.
Answer coversheet	With the exception of the paper 1 multiple-choice examinations for biology, chemistry, design technology, sports, exercise and health science, and physics, a candidate will have a blue answer coversheet provided by the IB for every examination. The appropriate coversheet must be completed correctly and attached to the front of a candidate's script using a string tag.
Script	A script includes the answer coversheet, the structured examination paper in which the candidate has written their answers, the answer booklet(s) and any graph paper used, as appropriate to the examination. Unstructured examination papers must not be attached to, or enclosed with, candidates' scripts.
Semi-structured examination paper	This is the type of examination paper in which candidates write some of their answers (normally the answers to questions in section A), with the remainder of the answers written in one or more answer booklets (normally the answers to questions in section B).
Structured examination paper	This is the type of examination paper in which candidates write all of their answers (supplemented with an answer booklet when necessary). This is also referred to as a "write-on" examination paper.
Unstructured examination paper	This is the type of examination paper in which candidates do not write any answers. Answers are written in one or more answer booklets. The examination paper must not be sent with the script.