

# General regulations: Diploma Programme



**Diploma Programme**  
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International Baccalaureate Organization (UK) Ltd  
Peterson House, Malthouse Avenue, Cardiff Gate  
Cardiff, Wales CF23 8GL  
United Kingdom  
Website: [www.ibo.org](http://www.ibo.org)

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# I. General

## Article 1: Scope

- 1.1 International Baccalaureate Organization (hereinafter together with its affiliates “IB Organization”) is a foundation that has developed and offers four programmes of international education: the Primary Years Programme (“PYP”), the Middle Years Programme (“MYP”), the Diploma Programme (“DP”) and the International Baccalaureate Career-related Certificate (“IBCC”). It authorizes schools (known as IB World Schools and hereinafter “schools”) to offer one or more of these programmes to their students (hereinafter “candidates”).
- 1.2 This document describes the regulations that apply to those schools that have been authorized as IB World Schools to offer the DP and is intended for schools, candidates and their legal guardians. When used herein the term “legal guardians” encompasses parents and individuals with legal guardianship of any candidate enrolled in the DP. If a candidate is of legal age, the school’s duties towards legal guardians specified herein also apply towards the candidate.
- 1.3 The IB Organization has developed the DP as a pre-college/pre-university programme aimed at candidates in the 16–19 age range. It is implemented in the last two years of secondary education. The DP is designed to lead to “The Diploma of the International Baccalaureate” (hereinafter “IB Diploma”) or “Diploma Programme Course Results” (hereinafter “DP Course Results”) for subjects/elements forming part of the DP.
- 1.4 These regulations are intended as guidance for schools about their roles and responsibilities, and as information for candidates and legal guardians about the IB Organization and the DP.

## 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*, available in a separate document, as well as with the administrative requirements detailed in the *Handbook of procedures for the Diploma Programme* (hereinafter “handbook”), which is the handbook for DP coordinators and teachers and is supplied to schools by the IB Organization.
- 2.2 Because the IB Organization is not a teaching institution and does not provide teaching services to candidates, the DP is implemented and taught by IB World Schools. The schools are entirely independent from the IB Organization and are responsible for the implementation and quality of teaching of the DP, whether courses are provided solely in the classroom or by means of a combination of classroom-based and online courses offered by an IB Organization-approved online course provider.
- 2.3 Schools are responsible for informing candidates and legal guardians regarding the general characteristics of the DP and how the school implements it. Additionally, schools must inform candidates and legal guardians of the assessment services offered by the IB Organization and any restrictions or prohibitions that apply to the DP.
- 2.4 The IB Organization cannot guarantee that a school will remain capable and willing to implement the DP. Consequently, schools bear sole responsibility towards candidates and legal guardians if, for any reason, a school’s authorization to implement the DP is withdrawn by the IB Organization or a school decides to terminate its authorization.
- 2.5 The IB Organization sets the curriculum and assessment requirements leading to the award of the IB Diploma or DP Course Results and is the sole organization entitled to award them. The IB Diploma or DP Course Results 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.

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- 2.6 Schools are responsible for ensuring that candidates comply with all assessment requirements for the DP. If candidates do not comply with these requirements, then no grade will be awarded in the subject(s)/requirement(s) concerned.
  - 2.7 To qualify for the award of the IB Diploma a candidate must follow the course of study and assessment for the DP at a school authorized to offer the DP or via an IB Organization-approved online course provider. In addition to subject requirements, the IB Diploma has the further requirements (collectively known as the “core”) of an extended essay and theory of knowledge, which are both assessed, as well as activities known as creativity, action, service (hereinafter “CAS”) that must be successfully completed.
  - 2.8 A candidate will be awarded DP Course Results if they follow the course of study and assessment for the selected subject(s) and/or one or more core elements. Subjects of the DP normally include both internal and external assessment.
  - 2.9 Schools are responsible for appointing a DP coordinator to manage the implementation of the DP in the school who will be available during the written examinations in May/November and when results are issued to ensure that all candidates receive their results. Additionally, schools must ensure that an appropriate contact person, who may or may not be the coordinator, is available after results have been issued to candidates to request the enquiry upon results service on their behalf and/or register them for the forthcoming examination session, if appropriate.
  - 2.10 Schools are responsible for the secure storage of IB Organization examination stationery and examination papers for a forthcoming examination session. The school must immediately notify the IB Organization via IB Answers of any breach in the procedure for the secure storage of such material. The school must provide the IB Organization with statements and other relevant information concerning the breach and reasonably cooperate with the IB Organization in investigating and addressing such a breach.

### **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 DP 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 DP, its administration or how the School implements it, they must raise the matter with the School’s DP coordinator.
- 3.2 Candidates, whether for the *IB Diploma* or *DP Course Results*, must complete all requirements within the two-year period of the programme or within an extended period of study when a candidate retakes one or more subjects.
- 3.3 Candidates are required to act in a responsible and ethical manner throughout their participation in the DP, as determined by the IB Organization at its sole discretion, which includes not engaging in academic misconduct (as defined in article 20), 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 submissions if a candidate has acted in an irresponsible or unethical manner in connection with that part of assessment for the DP, as determined by the IB Organization at its sole discretion, including, but not limited to, engaging in academic misconduct, or if a candidate includes offensive or obscene material that is unrelated to the content of the assessment. In such cases the Final Award Committee (defined in article 16) 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.

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

- 4.1 It is the practice of the IB Organization to make its programmes available to all students from IB World Schools. No student will be excluded by the IB Organization on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld.
- 4.2 It is the practice of the IB Organization to make its assessment available to all candidates from IB World Schools who have fulfilled the school's and the IB Organization's academic requirements and paid the required fees to register for an IB examination session. No candidate will be excluded by the IB Organization on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld. The IB Organization will make all reasonable efforts and/or accommodations, or as may otherwise be required by law, 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 the 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 beyond the IB Organization's control and subject to change. The IB Organization, therefore, does not guarantee recognition of the IB Diploma or DP Course Results, and does not accept responsibility for the consequences of any change in recognition 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 or voices 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 and their legal guardians thereby grant the IB Organization a non-exclusive, charge-free, worldwide licence, for the duration of the applicable jurisdiction's copyright protection, to reproduce submitted materials, to use the image and voice of the candidate where they appear on audio or video materials and to reproduce any musical performances in any medium for assessment, educational, training, commercial and/or promotional purposes relating to the IB Organization's activities, or to those related activities of which it approves. Such licences shall become effective from the date of submission to the IB Organization.
- 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, in most cases, 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, then the candidate and school may be identified. In such cases, the IB Organization shall inform the school beforehand and the school shall inform the candidate.
- 6.4 Under exceptional circumstances a candidate and/or a candidate's legal guardian may withdraw the aspects of the licence relating to use of a candidate's work outside of an assessment context as referred to in article 6.3 for a specific piece of work. In such cases the IB Organization must be notified in accordance with the procedure described in the handbook. The candidate must submit a written notification to the school's DP coordinator who has the duty to inform the IB Organization by the due date set forth in the handbook. In these cases the IB Organization will use the material only for assessment purposes as defined in article 6.5.

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- 6.5 Under the licence granted upon submission for assessment purposes, the IB Organization can electronically scan, store or reproduce submitted materials in any media in order to allow the materials to be communicated to examiners, moderators and any other persons involved in the assessment process or any subsequent appeals (including third-party vendors and/or services providers). The materials may also be used in the training of examiners. Materials for which a candidate has withdrawn the aspects of the licence relating to use of candidate work outside of an assessment context will not be placed in any IB Organization publications or for any commercial or promotional purposes.
- 6.6 Materials submitted for assessment, or reproductions of them, are either internally assessed by teachers in the schools (whose marks are moderated) or externally assessed by IB examiners. Wherever the materials or reproductions are held during their assessment, for example, by the school or a third party, they are always held on behalf of the IB Organization and in a manner that is compliant with applicable privacy regulations.
- 6.7 All materials submitted to the IB Organization for assessment, and reproductions of such materials, become the property of the IB Organization. Once the materials have been assessed, the IB is entitled to retain the materials for record-keeping purposes or to eventually destroy them according to its needs and legal obligations.
- 6.8 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 DP coordinator according to the procedures stated in the handbook.

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

- a. "Candidate data" under these general regulations is any information or data relating to a candidate that can identify the candidate or make the candidate identifiable, whether by itself or in combination with other information, such as name, address, email addresses, date of birth, phone numbers, financial information, assessment results, materials, image, voice, and/or mental and physical health information.
- b. The IB Organization operates globally and is subject to a variety of legal requirements about personal data, personal information and privacy, so it manages protecting candidate data on a global basis. Schools are based all over the world and are subject to data protection and privacy laws and regulations regarding candidate data in their respective countries. Each school hereby represents and warrants to the IB Organization that it complies with the applicable data protection and privacy laws in its respective country with respect to candidate data, and will fully cooperate with the IB Organization in complying with any such laws.
- c. The IB Organization shall not be responsible for schools' compliance with any data protection or privacy law applicable to them, and schools undertake to hold the IB Organization harmless with regard to any legal action taken by candidates, their legal guardians or other third parties with respect to any data protection or privacy law.
- d. Each school hereby represents and warrants to the IB Organization that any collection, processing and/or sharing of candidate data with the IB Organization is done in accordance with all data protection and privacy laws that may be applicable to them. To the extent required under data protection or privacy law applicable to them, each school undertakes to seek express consent from candidates and/or their legal guardians for processing of candidate data for the purposes listed in article 7.1(f) below.
- e. Each school hereby undertakes, to the extent required under the applicable law of its respective country, to only use or process the candidate data as necessary for the purpose for which it was collected as defined in article 7.1(f) below. Each school further hereby undertakes that, to the extent required under applicable law, they have implemented appropriate technical and

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organizational measures to protect candidate data against unauthorized or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure, and that they have taken reasonable measures to ensure the reliability of, and compliance by, any employees who have access to candidate data.

- f. Candidate data may be used for the following purposes:
- registering candidates in the DP and administering the DP and its requirements for the candidate and school, including sensitive personal data if making determinations about assessment accommodations
  - to provide DP support and services for the candidate and school, including website services and online forums, assessment services and accommodations, delivery of courses online to the candidate and assisting candidates and their school with providing information to institutions of higher education (such as universities and colleges or governmental authorities related to admission to institutions of higher education)
  - research and statistical analysis related to the IB Organization's mission, including research on assessments and results and the effectiveness of the DP
  - advertising and promotional purposes for the IB Organization (such as student and/or alumni networks and social media platforms)
  - educational, training, commercial and other compatible purposes
  - to engage in and process transactions with the candidate or school
  - to fulfill statutory, regulatory, reporting and/or legal obligations.
- g. To the extent required under data protection or privacy law applicable to them, schools undertake to fully and duly inform, and obtain the consent of, each candidate and/or their legal guardian, that the schools and/or the IB Organization may transfer candidate data outside of the country in which it was initially collected and to a country which may not have sufficient and adequate or comparable levels of data protection, in some cases to third parties, for the purposes discussed above. To the extent required under applicable law, the schools shall inform candidates about third parties to whom their candidate data may be transferred. With regard to the IB Organization, such third parties include schools, approved online course providers, institutions of higher education (such as colleges and universities or governmental authorities related to admission to institutions of higher education), ministries and departments of education, assessment service providers (such as examiners, moderators, third-party vendors, and other persons involved in the assessment process or any subsequent appeals), and other contractors of the IB Organization. Each school shall ensure that any transfers are done in compliance with requirements governing international and onward data transfers. Each school represents and warrants to the IB Organization that any candidate data transferred to the IB Organization by the school may be further transferred as described above without violating the privacy or data protection rights of any candidates.
- h. Candidates or their legal guardians may inquire as to the nature of the candidate data processed about him or her by their school to the extent permitted under data protection or privacy law applicable to the candidate and their respective School.

Each school undertakes that a candidate or their legal guardian may direct their requests to the school in accordance with their local legal requirements. Schools may not generally make requests from the IB Organization for candidate data on behalf of a candidate. In the event that the IB Organization receives a request regarding candidate data from a candidate or their legal guardian, each school undertakes to provide the IB Organization with full cooperation and assistance.

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## II. The Diploma Programme

### **Article 8: Content and requirements of the IB Diploma**

- 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. Should circumstances require, up to two standard level subjects may be taught 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. Language ab initio and pilot subjects must always be taught throughout 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, with 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 for higher level courses and 150 hours for standard level courses.
- 8.3 In addition to the six subjects, candidates for the IB Diploma must complete the following core requirements:
  - a. a course in theory of knowledge including the required assessment, for which the IB Organization recommends at least 100 hours of teaching over the two-year period of the DP
  - b. CAS activities, for which the IB Organization recommends at least 150 hours for the required combination of activities
  - c. an extended essay in a subject available for this purpose to be submitted for assessment, for which the IB Organization recommends approximately 50 hours of work by candidates.
- 8.4 A subject or subjects (or core requirement) taken by a candidate in addition to the six subjects for the IB Diploma cannot contribute to the award of an IB Diploma.
- 8.5 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 subject chosen by the candidate and is familiar with the DP. The supervisor may not be a relative of the candidate nor a person who is not a teacher at the school.
- 8.6 An IB Diploma candidate must be registered for an extended essay in one of the DP subjects listed in the handbook as available for the relevant examination session. The extended essay does not have to be written in a subject that has been selected as one of that candidate's six diploma subjects, subject to the advice and approval of the school.
- 8.7 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).
- 8.8 Retake candidates (as defined in 11.4) wishing to improve the grade for their extended essay may submit either a revised or a new extended essay. If a higher grade is not obtained the grade from the original essay will stand. A new extended essay can be registered in the same or in a different DP subject.
- 8.9 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. A pilot subject in groups 1, 2, 3 or 4 can contribute to the award of a Bilingual IB Diploma (defined in article 14.2).



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- 8.10 An interdisciplinary subject meets the requirements of two groups through a single subject. In accordance with article 8.4, a further subject must then be chosen to meet the requirement of six subjects for the IB Diploma. The additional subject may be chosen from any group, including one already covered by the interdisciplinary subject. An interdisciplinary subject can contribute to the award of a Bilingual IB Diploma.
- 8.11 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 DP examination sessions may offer a SBS. The syllabuses have to be approved by the IB Organization before teaching can commence and are subject to periodic review. 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 the award of a Bilingual IB Diploma.
- 8.12 If the special conditions of entry into an institution of higher/further education require an IB Diploma candidate to have completed subjects different from that specified in the current handbook, a candidate may be allowed to make a reasonable substitution on presentation of appropriate university admissions documentary evidence to the IB Organization by the DP coordinator at the candidate’s school. This is referred to as a “non-regular” diploma and the combination of subjects must be authorized by the IB Organization.

### **Article 9: Diploma Programme Course Candidates**

- 9.1 Candidates who study and are assessed for subjects, but choose not to take the entire IB Diploma, are referred to as Diploma Programme Course Candidates (“DP Course Candidates”). The subjects chosen are referred to as DP courses and may include the core requirements of theory of knowledge, the extended essay and/or completion of a CAS programme. DP Course Candidates receive Diploma Programme Course Results (DP Course Results). The grades for theory of knowledge and the extended essay will be recorded on the DP Course Results and the completion of CAS, if appropriate.
- 9.2 With regards to DP core requirements, a DP Course Candidate may register for more than one extended essay in the same session. An IB Diploma Candidate may register for a second extended essay as a DP Course Candidate, if this is required for exceptional reasons. No candidate, regardless of their registration category, is permitted to register for theory of knowledge or the CAS programme more than once in the same session.
- 9.3 Any subject or core requirement taken by a DP Course Candidate cannot subsequently contribute to the award of an IB Diploma.
- 9.4 The regulations and procedures that apply to IB Diploma Candidates in respect of theory of knowledge, the extended essay and CAS, also apply to DP Course Candidates.

### **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 DP in English, French or Spanish as the response language. (In specified subjects, German is available as a response language.) Assessed work in theory of knowledge 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. An extended essay in Latin or classical Greek (group 2) must be written in English, French or Spanish.
- 10.2 Candidates may be permitted to write their examinations and other forms of assessment in languages other than English, French or Spanish for certain IB projects in groups 3 and 4, theory of knowledge and the extended essay. If the conditions detailed in article 13 are met, this will lead to the award of a

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Bilingual IB Diploma. The IB Organization reserves the right to make such languages for such projects mainstream from time to time and therefore available to all candidates as response languages upon notice by the IB Organization.

- 10.3 The same response language must be used for all components of a subject. However, if a subject is being retaken and the desired response language is not available in the target session for the subject concerned, internal assessment can be carried over from a previous session resulting in more than one response language for the same subject.

### III. Assessment

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

- 11.1 Candidate registration is an application by a candidate to take DP assessments. The registration process is conducted using the IB information system (IBIS), a secure web-based service used by DP coordinators. Registration must be undertaken by the school's DP coordinator. No other method is available to register candidates. Candidates cannot register themselves for an examination session or make amendments to an existing registration. This cannot be done on their behalf by their legal guardian(s) either.
- 11.2 A candidate for the IB Diploma or DP Course Results 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 sole responsibility of the school to ensure that candidates are registered correctly for an examination session.
- 11.3 A school may accept an external candidate from another IB World School authorized to offer the DP if the school 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 a DP 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 be delegated elsewhere. Candidates taking online courses with an IB approved online provider are subject to the conditions specified in the current handbook.
- 11.4 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 DP
  - b. Diploma: for candidates intending to complete the requirements for the award of an IB Diploma
  - c. Course: for candidates taking one or more subjects and/or core requirements 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.
- 11.5 If an IB Diploma Candidate retakes a subject to improve his/her results, the highest grade for the subject/core requirement will contribute to the award of the IB Diploma. Similarly, if an anticipated candidate retakes a subject in their IB Diploma session, the highest grade will normally contribute to the award of the IB Diploma.

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## Article 12: Grades

Performance in each subject is graded on a scale of 7 points (maximum) down to 1 point (minimum). Performance in theory of knowledge and the extended essay are each graded on a scale of A (maximum) to E (minimum). The CAS requirement is not assessed. For the IB Diploma, a maximum of 3 points is awarded for combined performance in theory of knowledge and the extended essay. The maximum total DP 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 Diploma requirements must be completed in order to qualify for the award of the IB Diploma, except under the conditions stipulated in articles 18 and 19 of these regulations.

13.2 The IB Diploma will be awarded to a candidate provided all the following requirements have been met.

- a. CAS requirements have been met.
- b. The candidate's total points are 24 or more.
- c. There is no "N" awarded for theory of knowledge, the extended essay or for a contributing subject.
- d. There is no grade E awarded for theory of knowledge and/or the extended essay.
- e. There is no grade 1 awarded in a subject/level.
- f. There are no more than two grade 2s awarded (HL or SL).
- g. There are no more than three grade 3s or below awarded (HL or SL).
- h. The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
- i. The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).

13.3 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 results

14.1 Successful IB Diploma Candidates will receive an IB Diploma and a document entitled "Diploma Programme (DP) Results" listing the total IB Diploma points score, the subject grades, confirmation of the completion of all CAS requirements and any points awarded and individual grades for the combination of theory of knowledge and the extended essay.

14.2 A Bilingual IB Diploma will be awarded to a successful candidate who fulfills one or both 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 An IB Diploma Candidate who fails to satisfy the requirements for the award of an IB Diploma will receive DP Course Results indicating the grades obtained in individual subjects, together with results in theory of knowledge and the extended essay, and confirmation of the completion of all CAS requirements, as appropriate.

14.4 DP Course Candidates receive Diploma Programme Course Results (DP Course Results) indicating the results obtained in individual subjects and the core requirements, as appropriate.

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### **Article 15: Enquiry upon results**

- 15.1 A candidate's assessment material may be re-marked, returned to the school (in electronic format or as a photocopy) and/or subject to re-moderation (for internal assessment) 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. All enquiries upon results must be submitted by the school on behalf of the candidate.
- 15.2 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 written consent of the candidate or his/her legal guardian ensuring that the candidate and/or the legal guardian are aware that the grade may go up or down.
- 15.3 If the school's DP coordinator believes the process leading to the grade upon re-marking or re-moderation did not respect the procedures defined in these general regulations and/or the handbook, the coordinator may request, on behalf of the candidate, a report on the re-mark. Before requesting a report the school must obtain the consent of the candidate(s) or his/her legal guardian(s).
- 15.4 Beyond the enquiry upon results service, the coordinator may not request a subsequent re-marking of work or a further moderation of marks for internal assessment. However, the candidate is entitled to submit an appeal under the conditions defined in article 22.

### **Article 16: IB DP Final Award Committee**

- 16.1 The IB DP Final Award Committee is the body that formally awards the IB Diploma and DP Course Results on the basis of the grades determined by grade award procedures. The award is made by the committee on behalf of the IB Board of Governors.
- 16.2 The Final Award Committee consists of representatives of the IB Board of Governors, of the Examining Board and of senior IB assessment staff, and is chaired by the chair of the Examining Board. The IB Board of Governors has established the Examining Board, which comprises senior IB examiners, with the principal aim of safeguarding and enhancing the academic standards of the DP.
- 16.3 The Final Award Committee may delegate decisions on cases of alleged academic misconduct to a sub-committee, but the Final Award Committee is the body that has authority to make the final decision in all special cases (as defined in Section IV) with respect to the award of the IB Diploma and DP Course Results.

## **IV. Special cases**

### **Article 17: Candidates with assessment access requirements**

- 17.1 A learning support requirement(s) is any permanent or temporary requirement(s) that could put a candidate at a disadvantage and prevent him or her from being able to demonstrate their skills and knowledge adequately or as may otherwise be defined by law.
- 17.2 The IB Organization is able to offer minimal guidance on the teaching of candidates with learning support requirements. However, it is the responsibility of the school to identify and meet the individual needs of candidates enrolled in the school.
- 17.3 A learning support requirement(s) often necessitates assessment access arrangements. The IB Organization is able to authorize inclusive assessment arrangements for a candidate with assessment access requirements.

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- 17.4 If a candidate needs inclusive assessment arrangements, the DP coordinator must make such arrangements and, where appropriate, request authorization for inclusive assessment arrangements from the IB Organization according to procedures stated in the handbook.
- 17.5 If the inclusive assessment arrangements authorized by the IB Organization are considered inappropriate for a candidate by a school, a candidate or the candidate's legal guardian(s), the DP coordinator may request a re-evaluation of the candidate's needs to decide whether the authorized arrangements are appropriate. A first re-evaluation of the arrangements will be undertaken by the IB Organization staff who authorized the arrangements. If the first re-evaluation does not then meet with agreement from the school, a second re-evaluation will be undertaken jointly by persons with appropriate qualifications, one an IB Organization employee not involved in the original decision and one who is not an employee of the IB Organization. No further re-evaluations are possible after the second re-evaluation. The IB Organization must receive any re-evaluation request from the DP coordinator within one month of the coordinator having received initial confirmation of the authorized inclusive assessment arrangements or the result of the first re-evaluation request, as appropriate.
- 17.6 If a candidate is granted inclusive assessment arrangements (and these are properly implemented by the school), candidates and/or their legal guardian(s) are not entitled to claim that they are affected by adverse circumstances in the event that assessment results following such arrangements are not at levels desired and/or anticipated by candidates. The authorization of inclusive assessment arrangements is the sole accommodation by the IB Organization for candidates with learning support requirements.

### **Article 18: Candidates affected by adverse circumstances**

- 18.1 Adverse circumstances are defined as those beyond the control of the candidate that might be detrimental to his or her assessment performance, including severe stress, exceptionally difficult family circumstances, bereavement 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:
- a. shortcomings on the part of the school at which the candidate is registered, including, but not limited to, errors, mistakes, or negligence of a school with respect to registration of candidates, timeliness of requests for inclusive assessment arrangements or consideration of adverse circumstances, implementation of authorized inclusive assessment arrangements, and requests for extensions under article 18.2
  - b. the failure of candidates to improve performance despite receiving authorized inclusive assessment arrangements.
- 18.2 Where a candidate or group of candidates is affected by adverse circumstances prior to the submission of early components (for example, the extended essay, theory of knowledge essay or internal assessment marks/sample work), an extension to the submission deadline may be authorized by the IB Organization upon receipt of the required documentation (available in the handbook) from the school. An extension must be formally authorized by the IB Organization and is the only possible accommodation that can be offered.
- 18.3 Any application for special consideration in cases of adverse circumstances must be submitted to the IB Organization by the school's DP coordinator on behalf of the candidate(s). The application must be received within 10 calendar days of the completion of the final assessment component of the subject concerned and must be supported by a statement written by the DP coordinator as well as by appropriate evidence.
- 18.4 If the IB Organization accepts that the performance of a candidate has been affected by adverse circumstances, the IB Organization may, at its discretion, give special consideration to the case, provided that this would not give an advantage in comparison with other candidates. If a candidate's

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circumstances are deemed “adverse” and qualify for special consideration, an adjustment will be made to the candidate’s total mark in the affected subject(s) and/or IB Diploma requirement(s). If the candidate is within one or two scaled marks of the next higher grade boundary, the candidate’s grade in the affected subject(s) (and only in such affected subjects) will be raised; in the case of theory of knowledge and the extended essay, one mark away from the next higher grade boundary is required for a grade adjustment to be made. This is the only possible accommodation for candidates in the event of adverse circumstances. If a candidate’s marks are not within the required range, then no adjustment will be made.

### **Article 19: Candidates with incomplete assessment**

- 19.1 “Incomplete assessment” means that a candidate has not submitted one or more components of the assessment requirements in a subject.
- 19.2 Any application for special consideration in cases of incomplete assessment must be submitted to the IB Organization by the school’s DP coordinator on behalf of the candidate. The application must be received within 10 calendar days of the completion of the final assessment component of the subject concerned and must be supported by a statement written by the DP coordinator as well as by appropriate evidence.
- 19.3 In cases of incomplete assessment in a subject, the IB Organization may, at its discretion, award a grade for the subject if both of the following circumstances are established:
- a. 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, unavoidable attendance at a hospital or court of law
  - b. the candidate has submitted sufficient work, leading to at least 50 per cent of the total marks available in that subject and including an externally assessed component.
- 19.4 If both of the foregoing conditions are fulfilled, marks for the missing component will be calculated using an established procedure and based on the candidate’s marks for completed components as well as on the distribution of marks of other candidates in the same subject. If more than one examination is missed, it will be at the discretion of the Final Award Committee whether grades are issued to the candidate in the subjects concerned. The determination of a mark for a missing component by statistical means and “consideration” (as described in article 18.4) will not be applied to the same subject/level being assessed.
- 19.5 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.

### **Article 20: Candidates suspected of academic misconduct**

The IB Organization defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another candidate is also regarded as academic misconduct. Academic misconduct is a breach of these regulations and includes, but is not restricted to, the following:

- a. plagiarism—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- b. collusion—this is defined as supporting academic misconduct by another candidate, for example, allowing one’s work to be copied or submitted for assessment by another

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- c. duplication of work—this is defined as the presentation of the same work for different assessment components and/or DP core requirements
  - d. misconduct during an IB examination (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate)
  - e. any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, 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 via any form of communication/media).

### **Article 21: Investigating cases of suspected academic misconduct**

- 21.1 If questions arise about the authenticity of a candidate's work before submission for assessment, the situation must be resolved within the school. If possible academic misconduct (for example, plagiarism, collusion) is identified after a candidate's work has been submitted to the IB Organization for assessment, the school's DP coordinator must inform the IB Organization as soon as possible. For work that is internally assessed, "submission" refers to the deadline by which teachers' marks must be submitted to the IB Organization. For work that is externally assessed, other than the scripts from the written examinations, "submission" refers to the candidate signing the declaration of authenticity for their work.
- 21.2 When a school, an examiner or the IB Organization establishes evidence to suspect academic misconduct by a candidate, the school will be required to conduct an investigation and provide the IB Organization with statements and other relevant documentation concerning the case. If a school fails to support the investigation into possible academic misconduct, no grade will be awarded to the candidate in the subject(s) concerned.
- 21.3 If the IB Organization notifies a school that a candidate is suspected of academic misconduct and that the IB Organization has the intention of initiating an investigation, at the discretion of the head of school it is permissible for the candidate to be withdrawn from the session or from the subject(s) in which academic misconduct may have occurred. However, at the discretion of the IB Organization the investigation into the suspected academic misconduct by the candidate may still proceed and a decision be reached on whether to uphold or dismiss academic misconduct. If a candidate is withdrawn from a subject no mark for that subject may contribute to the award of a grade in a future examination session.
- 21.4 Candidates suspected of academic misconduct must be invited, through the school's DP coordinator, to present a written statement that addresses the suspicion of academic misconduct. If a candidate declines to present a statement, the investigation and decision on whether the candidate is in breach of regulations will still proceed.
- 21.5 The majority of cases of suspected academic misconduct will be presented to a sub-committee of the Final Award Committee. The sub-committee will normally comprise IB Organization staff, school representatives, and chief/deputy chief examiners, but any group or combination of these persons may make decisions on cases subject to the approval of the Final Award Committee. The sub-committee will be chaired by the chair or vice-chair of the Final Award Committee, or a chief examiner nominated by the vice-chair.
- 21.6 Decisions of the sub-committee are made on behalf of and under the supervision of the Final Award Committee. After reviewing all statements and evidence collected during the investigation, the sub-committee will decide whether to dismiss the suspicion of academic misconduct, uphold it, or ask for further investigations to be made. If the sub-committee is unable to reach a decision then the case will be referred to the Final Award Committee.

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- 21.7 If the sub-committee decides that a case of academic misconduct has been established, a penalty will be applied in the subject(s) concerned. The penalty will, in the judgment of the sub-committee, be commensurate with the severity of the misconduct. If a case of academic misconduct is considered by the Final Award Committee to be very serious, the Final Award Committee may decide not to issue a grade for a candidate in the subject(s) concerned and additionally prohibit the candidate from being registered in any future examination sessions.
- 21.8 If no grade is issued for a subject that contributes to a candidate's IB Diploma, no IB Diploma will be awarded to the candidate. DP Course Results will be awarded for other subjects in which no academic misconduct has occurred. Except in cases of serious or repeat misconduct, the candidate will 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. In the case of an IB Diploma Candidate, if the session in which the academic misconduct has been established is the candidate's third examination session towards achieving the award of the IB Diploma, no further IB examination sessions will be permitted.
- 21.9 If the candidate has already been found in breach of regulations in any previous session, this will normally lead to disqualification from participation in any future examination session.
- 21.10 If there is substantive evidence, the IB Organization is entitled to conduct an investigation into academic misconduct after a candidate's results have been issued. If academic misconduct is subsequently established by the Final Award Committee, or its sub-committee, the candidate's grade for the subject(s) concerned may be withdrawn from the candidate. In the case of an IB Diploma Candidate, the withdrawal of a grade for a subject will also result in the withdrawal of their IB Diploma.

## V. Appeals

### Article 22 Admissibility of an appeal

- 22.1 The IB Organization accepts appeals in relation to four areas of decision-making during an examination session. Appeals are possible against:
- results—when a school has reason to believe that a candidate's result(s) are inaccurate after all appropriate enquiry upon results procedures have been completed
  - a decision upholding academic misconduct, but not against the severity of a penalty
  - a decision in respect of special consideration—following a decision not to give special consideration to a candidate as a consequence of alleged adverse circumstances
  - an administrative decision not covered by one or more of the foregoing circumstances that affects the results of one or more candidates.
- 22.2 The appeals process is divided into two stages. Each stage requires the payment of a fee by the candidate or their legal guardian(s). The fee applicable to the relevant stage of appeal will be refunded in the event that the appeal at that stage is upheld.
- 22.3 A stage one appeal can only be requested by the head of school or by the DP coordinator from the school at which the candidate, known as the appellant during the appeals process, was registered for the examination session. A stage two appeal can be requested directly by a candidate or their legal guardian(s) in addition to the head of school and DP coordinator if the outcome of a stage one appeal is not satisfactory. A request for appeal at either stage must be submitted with a completed appeal request form that can be obtained from the IB Organization via the IB Answers service.
- 22.4 No appeal request will be granted if the school concerned has failed to comply with deadlines and/or procedures stated in the handbook.



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22.5 An appeal does not include a re-mark, re-moderation or any form of report on the assessment or moderation of candidates' work. A request for appeal against a candidate's grade will only be considered if the school presents new evidence demonstrating that standard procedures in deriving the grade may not have been correctly followed by the IB Organization.

22.6 No legal representation acting on behalf of either the candidate or IB Organization is permitted during a stage one or stage two appeal process.

### **Article 23: Stage one appeal**

23.1 A stage one appeal is a reconsideration of the case by senior assessment officers of the IB Organization who were not directly involved in making the original decision. The reconsideration will take into account information given in the written submission from the school acting on behalf of the candidate. The reconsideration will determine whether procedures were correctly applied when arriving at the decision or result(s) awarded. After the reconsideration is complete, the head of school will be notified whether the stage one appeal has been denied (disallowed) or upheld (allowed), with summary reasons for the decision.

23.2 In order to be considered for a stage one appeal, the request for appeal must:

- a. have the support of the head of school
- b. be submitted by the head of school (or the DP coordinator) on behalf of the candidate
- c. be received by the IB Organization within two months from the issue of results or the date when the decision being appealed was made, whichever is the later
- d. contain a full description of the grounds for appeal and any new facts invoked
- e. include an account of how these regulations and/or the procedures defined in the handbook may not have been correctly applied by the IB Organization.

23.3 If the senior officers accept the stage one appeal, the head of school may be asked for any information or evidence that is deemed useful. Neither the candidate nor a representative of the candidate is permitted to be present during a stage one appeals process. The senior officers will render their decision, in principle, within one month from the date the IB Organization receives the request for appeal.

### **Article 24: A stage one appeal against a decision on academic misconduct**

24.1 Permission to appeal will only be granted where the candidate was found in breach of regulations and new evidence has been brought to the attention of the IB Organization. Appeals are only granted in relation to the decision on academic misconduct; no appeals against the level of penalty applied are permitted. New evidence must be outlined in detail in the appeal request form. The form is available from and must be returned to the IB Answers service.

24.2 On receipt of the appeal, senior IB Organization officers and the chair (or vice-chair) of the Final Award Committee will determine, using only the information in the appeal request form and any accompanying documents, whether there are sufficient grounds for appeal. If a stage one appeal is not permitted, no further appeal is possible.

24.3 If a stage one appeal is determined to be necessary, the case will be heard by members of the sub-committee of the Final Award Committee. No person determining whether there are sufficient grounds for a stage one appeal or members of the sub-committee will have been involved in making the original decision.

24.4 Neither the candidate nor a representative of the candidate is permitted to be present during a stage one appeals process. The sub-committee will render its decision, in principle, within one month from the date the IB Organization receives the request for appeal.

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## **Article 25: Stage two appeal, including appeals against a decision on academic misconduct**

- 25.1 A stage one appeal must precede a stage two appeal. The stage two procedure for appeals against a decision on academic misconduct is described in detail in a separate document available upon request from the IB Answers service.
- 25.2 If the head of school, a candidate and/or their legal guardian is dissatisfied with the outcome of the stage one appeal, a request can be made to the IB Organization to escalate the appeal to stage two. A stage two appeal does not need to have the support of the head of school. A fee is payable by the candidate or their legal guardian(s) before a stage two appeal is heard; this is refunded if the appeal is upheld.
- 25.3 In order for the stage two appeal to be considered, the request for appeal must be received by the IB Organization within one month of the head of school being officially notified of the outcome of the stage one appeal.
- 25.4 The stage two process grants the candidate a formal hearing by a constituted panel. The attendance of the candidate and/or their representative is not required for the hearing to proceed, though they will be notified of the time and date and may attend if they wish.
- 25.5 The stage two appeals panel has three members:
- one member independent from the IB Organization
  - the chair or vice-chair of the Examining Board
  - a chief examiner who was not present at the Final Award Committee or its sub-committee for the relevant examination session and who did not render a decision at any previous level regarding the candidate for the relevant examination session.
- Prior knowledge by the chair or vice-chair of the Examining Board of the case under appeal will not exclude that person from the panel.
- 25.6 The independent member is appointed by the IB Organization and will not have been a DP coordinator, teacher or examiner, or an employee of the IB Organization at any time during the past five years. The independent member will serve as chair to the appeals panel for no longer than three years.
- 25.7 The appeals panel makes its decisions based on a majority vote of the three members of the stage two appeals panel. The appeals panel has the power to uphold or dismiss the previous decision in the event that they believe that the procedures or regulations that led to the previous decision being appealed were not respected. The appeals panel does not hold the power to render any other form of decision.
- 25.8 The decision of the stage two appeals panel will be officially communicated to the candidate and/or their legal guardian(s) in writing in principle within 10 working days of the hearing. A copy of the decision will be communicated to the head of school.
- 25.9 All decisions rendered by the stage two appeals panel are final and no requests for further review or alternative resolution requests will be accepted by the IB Organization.

## **Article 26: Governing law**

These general regulations and all other procedures relating to the assessment requirements of the IB Diploma shall be governed by and construed in accordance with the laws of Switzerland without reference to its conflict of laws or similar provisions that would mandate or permit application of the substantive law of any other jurisdiction.

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### **Article 27: Arbitration**

Any dispute, controversy or claim arising out of, or in relation to, these general regulations, including the interpretation, validity, breach or termination thereof, shall be finally settled by arbitration by the Geneva Chamber of Commerce in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers' Arbitration Institution ("Rules") in force on the date when the notice of arbitration is submitted in accordance with such Rules. The number of arbitrators shall be one, the seat of the arbitration shall be Geneva and the arbitral proceedings shall be conducted in English. The parties hereby agree to use information technology systems and electronic communications to the extent permitted in conducting any arbitral proceedings.

### **Article 28: Entry into force and transitory rules**

This version of the general regulations shall come into force on 1 September 2014 for May session Schools and applies to all candidates registered for the May 2015 session onwards, or 1 January 2015 for November session schools and applies to all candidates registered for the November 2015 session onwards. The IB Organization may amend these general regulations from time to time. Each amended version applies to candidates starting the DP after the date of entry into force of the amended version.