



Diploma Programme general regulations (issued 1 November 2001)

I General

Article 1: Scope

- 1.1 These general regulations apply to the assessment of students leading to the award of the International Baccalaureate diploma (hereinafter “IB diploma”) or the award of certificates. In order to qualify for the award of the IB diploma, students must follow the IB programmes. The IB programmes include assessments in the form of external assessments, internal assessment by authorized schools and other requirements: an extended essay, “Theory of Knowledge” (“TOK”) and an activity entitled “Creativity, Action, Service” (“CAS”) (hereinafter referred to together as “assessment requirements”). Certain administrative details relating to these general regulations are contained in the Vade Mecum, which is the IBO’s procedures manual for Diploma Programme schools, supplied to the authorized schools by the International Baccalaureate Organization (hereafter “IBO”).
- 1.2 The IB diploma and individual certificates are awarded to students who have followed the Diploma Programme (hereafter “Diploma Programme”) and satisfied the assessment requirements in accordance with these general regulations. The Diploma Programme may be taught only by schools officially authorized to do so by the IBO.
- 1.3 The IBO sets the curriculum and the assessment requirements leading to the IB diploma and the certificates.
- 1.4 All forms of assessment in the Diploma Programme are authorized by the IBO and administered or conducted with the assistance of schools in accordance with these *IBO Diploma Programme General Regulations*.
- 1.5 The IBO is the sole organization entitled to award IB diplomas and certificates.

Article 2: Recognition of the IB diploma

The IBO attempts to ensure wide recognition and acceptance of the IB diploma as a basis for entry to courses at universities and other institutions of higher education, but the requirements of individual institutions are subject to change beyond the IBO's control. The IBO 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.

Article 3: Property and copyright on materials produced by candidates

- 3.1 Materials in a variety of forms are produced by candidates and submitted by schools to the IBO as part of the assessment requirements. These materials include, for example, examination scripts, essays, computer programs, films, audiotapes, videotapes, photographs, drawings, paintings and data.

- 3.2 No materials may be reclaimed until the final award committee has reached its decisions. During a period of two months following the date of announcement of the results, candidates may reclaim their materials by making a written request to the IBO; the IBO is entitled to retain a copy for reasons of record-keeping. If the materials have not been reclaimed within the two-month period, the materials and the copyright thereto become the property of the IBO, which will be entitled to reproduce or destroy the work according to its needs.

II The Diploma Programme

Article 4: Content of the Programme

- 4.1 Candidates for the IB diploma must satisfy assessment requirements in six subjects, each studied over a period of two years, except that not more than two standard level courses (excluding languages *ab initio*) may be completed in the first year of the programme. The six subjects must be selected from six groups as described in the Vade Mecum for the appropriate 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.
- 4.2 In addition to the six subjects, candidates for the IB diploma must:
- (a) take a course in, and submit the required assessment in, Theory of Knowledge, for which the IBO recommends at least 100 hours of teaching over the two-year period of the Diploma Programme
 - (b) complete an approved programme of extra-curricular activities known as creativity, action, service (CAS)
 - (c) 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 an appropriate teacher at the school.
- 4.3 If the special conditions of entry into an institution of higher education require a candidate to offer a choice of subjects different from that specified above, a candidate may be allowed to make a reasonable substitution on presentation of appropriate documentary evidence to the IBO.

Article 5: Languages

- 5.1 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. 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 literature or language must be written in the language of the subject chosen.
- 5.2 The same response language must be used for all components of a subject.
- 5.3 Candidates may write their examinations and other forms of assessment in languages other than English, French and Spanish, in groups 3 and 4 and in Theory of Knowledge, as part of special pilot programmes introduced by the IBO.

III Examinations

Article 6: Registration process

A candidate for the IB diploma and certificates must be registered by an authorized school for each intended examination session and must take the requisite courses and examinations at that school. The school must complete such registrations and pay the related fees within the relevant deadlines.

Article 7: Categories of registration

The following categories of registration are available:

- (a) Anticipated: candidates intending to complete the requirements for one or two standard level subjects (excluding *ab initio* languages) at the end of their first year of the Diploma Programme. They must complete all remaining IB diploma requirements in the corresponding examination session (May or November) in the following year.
- (b) Diploma: candidates intending to complete the requirements for the award of an IB diploma.
- (c) Certificate: candidates taking one or more subjects who are not seeking the award of the IB diploma. Performance in a subject that leads to the award of a certificate in this category cannot subsequently contribute to the award of an IB diploma.
- (d) Retake: previous IB diploma candidates who are seeking to improve on their results. The best grade obtained for any subject will contribute towards an overall IB diploma.
- (e) Extra certificate: candidates who are taking one or more subjects in addition to their designated Diploma Programme subjects.

Article 8: Notice of assessment requirements

It is the responsibility of schools to ensure that candidates comply with all assessment requirements of their IB programme. Non-compliance with these requirements can lead to the disqualification of candidates registered by the school.

IV Responsibilities of candidates

Article 9: Responsible and ethical behaviour

Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Programme and examinations. In particular candidates must avoid any form of malpractice.

V Conditions for the award of the IB diploma

Article 10: Assessment

Candidates' work in IB diploma examinations is assessed by examiners appointed by the IBO and using common markschemes. This external assessment may be complemented by internal assessment by schools of other required work, moderated by IBO examiners.

Article 11: Grades

Performance in each of the six IB diploma subjects is graded on a scale of 1 point (minimum) to 7 points (maximum). A maximum of 3 points is awarded for combined performance in Theory of Knowledge and the extended essay. The maximum total Diploma Programme point score is therefore 45.

Article 12: Award of the diploma

12.1 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 section C of these general regulations.

12.2 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 diploma
- (b) an approved programme of creativity, action and service (CAS) has been completed
- (c) grades A to E have been awarded for both Theory of Knowledge 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 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 on 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 final award committee has not judged the candidate to be guilty of malpractice

12.3 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 diploma
- (b) an approved programme of creativity, action and service (CAS) has been completed
- (c) grades A to E have been awarded for both Theory of Knowledge 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 two 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 final award committee has not judged the candidate to be guilty of malpractice.

12.4 A maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the IB diploma.

Article 13: Form of the IB diploma document

13.1 Successful IB diploma candidates will receive an IB diploma and the document Diploma Results listing the total diploma score, the subject grades, the points awarded for the combination of Theory of Knowledge and the extended essay, and the completion of a CAS programme.

13.2 A bilingual diploma will be awarded to a successful candidate who

- (a) takes two languages A1, or
- (b) takes a language A1 and a language A2, or
- (c) takes examinations in at least one of the subjects from group 3 or group 4 in a language other than that offered in group 1.

Article 14: Award of the certificate

Certificate candidates will receive a certificate 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 be awarded a certificate indicating the grades obtained in individual subjects, together with results in Theory of Knowledge and the extended essay and the completion of a CAS programme.

VI Assessment

Article 15: Determination of grades

Chief examiners, examiners responsible and the chief assessor in Theory of Knowledge, or their nominees, are responsible for determining grades in their subjects.

Article 16: Enquiry upon results

Candidates' examination results may be further checked and their work may be re-marked if a school requests an enquiry upon results and pays the appropriate fees. This reconsideration may lead to a higher grade for a subject, but not to a lower grade.

Article 17: Final award committee

- 17.1 The final award committee is the body which formally awards the IB diplomas and certificates on the basis of grades determined by chief examiners, examiners responsible, the chief assessor in Theory of Knowledge, or their nominees.
- 17.2 The final award committee consists of representatives of the Council of Foundation, of the Examining Board and of the IBO's curriculum and assessment Centre ("IBCA"), and is chaired by the chair of the Examining Board.
- 17.3 The final award committee considers and makes the final decision in all special cases with respect to the award of IB diplomas and certificates.

VII Special cases

A Disability

Article 18: Definition of disability

Disability is any permanent or temporary disability which could put a candidate at a disadvantage and prevent her/him from being able to demonstrate skills and knowledge adequately.

Article 19: Applicable procedure

- 19.1 Students/parents are responsible for verifying before students enroll in the Diploma Programme whether it includes any requirements that are incompatible with any known permanent disabilities.

- 19.2 These disabilities must be reported to IBCA by the schools at least 18 months before the written examinations with appropriate medical documentation and details of any special arrangements proposed by the school. Temporary disabilities, resulting from illness or accidents, should be reported to IBCA as soon as possible after they arise together with supporting documentation and other relevant information.
- 19.3 The IBO may authorize special assessment arrangements in such situations.

B Unforeseen circumstances

Article 20: Definition of unforeseen circumstances

Unforeseen circumstances are defined as those beyond the control of the candidate which might be detrimental to her/his performance, including severe stress, exceptionally difficult family circumstances, bereavement, or disruption during examinations. Unforeseen circumstances do not include shortcomings on the part of the school at which a candidate is registered.

Article 21: Applicable procedure

- 21.1 Any application for special consideration in cases of unforeseen circumstances must be filed with IBCA by the school on behalf of the candidate. The application must be filed within ten days of the completion of the final assessment component of the subject concerned and must be supported by a statement from the IB coordinator as well as by appropriate evidence.
- 21.2 If a candidate's performance has been affected by unforeseen circumstances, the final award committee may give special consideration to the case, provided that this would not give an advantage in comparison with other candidates.

C Incomplete assessment

Article 22: Definition of incomplete assessment

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

Article 23: Applicable procedure

- 23.1 Any application for special consideration in cases of incomplete assessment must be filed with IBCA by the school on behalf of the candidate. The application must be filed within ten days of the completion of the final assessment component of the subject concerned and must be supported by a statement of the IB coordinator as well as by appropriate evidence.
- 23.2 In cases of incomplete assessment in a subject, the final award committee may, at its discretion, award a grade for the subject if 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 law court

and

- (b) the candidate has submitted sufficient work, normally leading to at least 50% of the total marks available in that subject and including an externally assessed component.

23.3 If the foregoing conditions are fulfilled, marks for 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.

D Malpractice

Article 24: Definition of malpractice

The IBO 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:

- (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 diploma requirements
- (d) any other behaviour which gains an unfair advantage for a candidate or which affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record, disclosure or receipt of confidential information about examinations).

Article 25: Applicable procedure

- 25.1 The IBO must be informed by a candidate's school if it suspects any malpractice in relation to a candidate's work after the work or an internal assessment mark has been submitted to the IBO. In such cases, or when an examiner suspects malpractice, the school will be required to conduct an investigation and provide the IBO with relevant documentation concerning the case.
- 25.2 Candidates suspected of malpractice will be invited, through the school's IB coordinator, to present a written explanation or defense.
- 25.3 Cases of suspected malpractice will be presented to 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.
- 25.4 If evidence of malpractice is deemed insufficient by the final award committee, the allegation will be dismissed and a grade will be awarded in the normal way.
- 25.5 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 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 be permitted to register for future examinations at least one year after the session in which malpractice was established

- 25.6 If a case of malpractice is very serious either because of its nature or because the candidate has already been found guilty of malpractice in a previous session the final award committee is entitled to decide that the candidate will not be permitted to register for examinations in any future session.
- 25.7 An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.

VIII Decisions of the final award committee

Article 26: Appeal

Decisions of the final award committee are not subject to appeal to another body.

Article 27: Reconsideration

An application for reconsideration of a decision by the final award committee may be presented to the committee in the light of new factual evidence. Any such application must be sent to the IBO within three months of the date of the original decision by the final award committee.

IX Final provisions

Article 28: Governing law

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

Article 29: Arbitration

- 29.1 Any disputes arising with respect to or in connection with these IB Diploma Programme General Regulations or any other procedures relating to the examinations shall be finally settled by three arbitrators in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.
- 29.2 The seat of the arbitration shall be Geneva, Switzerland.
- 29.3 The proceedings shall be confidential and the language of the arbitration shall be English.

Article 30: Transitory rules

These IB Diploma Programme General Regulations shall come into force on 11 November 2001. They shall apply to all candidates having registered for the Diploma Programme after that date.

Geneva, 1 November 2001