

## IB Exam Tips & Rules

- The calendars list the specific gym students will test in for each exam. Please refer to the chart by subject for estimated release times.
- Report to the assigned gym 10 minutes prior to the start of the exam. That is 7:50 am for a morning test (starting at 8:00 am) and 12:50 pm for an afternoon exam (starting at 1:00 pm).
- No talking once you enter the gym even before the exam has begun per IB rules.
- Due to exam security reasons, all students are released at the same time. If you finish early, you will wait until everyone is released. You cannot be released for another activity. Plan ahead and prioritize your IB exam commitment. Please do not ask to leave early.
- No cell phone or electronic devices allowed on a person. All phones must be turned off and stowed in a backpack stored in the front of the room. If a phone or device is found on a person that is a breach of IB regulations and must be reported to IB.
- No smart watches on your person.
- No bags or backpacks allowed at a testing table.
- No food.
- No beverages besides water. Water is allowed ONLY in a clear, see through bottle and placed on the floor. Rip off the label of the water bottle.
- **Bring ball point pens only. No gel or liquid ink. Blue or black ink only.** A pen will be provided for you if you do not have one.
- Bring pencils for an exam with charts and graphs
- No pencil cases. Any extra pens/pencils must be stored in a see through bag.
- Please be prepared for different temperatures and bring layers of clothing. The gyms can be hot or cold (due to air conditioning)
- IB does not reschedule exams unless "there is a circumstance of extreme nature that threatens the safety of candidates and/or teachers (for example civil unrest, natural disaster). " (*The Conduct of IB Programme Examinations 2014 Section 3.4*). There are no make-up exams. If you miss the exam for any reason, you are not able to retake it and your score for that testing component will be a zero. IB will not reschedule because you were home with a cold for example. Do everything you can to get to the exam room. If you are not feeling well the day of the exam, please inform the lead proctor so we are aware of your condition.
- For science and math exams requiring calculators, we will provide one for you. If you prefer to use your own calculator (it must be an approved IB calculator), you must put a tape label on it with your first and last name and the IB subjects you need the calculator for. You must turn it into the IB Office AT LEAST a day before the exam.
- Do not schedule any other activities during an IB exam. Students are only dismissed according to IB regulations. IB exams should be the priority.
- BE SURE TO INFORM ALL YOUR TEACHERS IF YOU WILL BE MISSING THEIR CLASS TO TAKE AN EXAM. IT IS YOUR RESPONSIBILITY TO TELL THEM BEFORE THE EXAM AND MAKE UP ANY WORK MISSED!