General regulations: Diploma Programme

For students and their legal guardians

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2.7 Schools are responsible for appointing a Diploma Programme coordinator to manage the implementation of the programme in the school and for identifying an appropriate contact person who will be available when results are issued to ensure that all candidates receive their results, request the enquiry upon results service on their behalf and/or register them for the forthcoming examination session, if the coordinator is not available for that purpose. Before submitting an enquiry upon results that may result in a change of grade for a candidate, the school must first obtain the consent of the candidate or his/her legal guardian.

2.8 Schools are responsible for ensuring that candidates comply with all assessment requirements for the Diploma Programme. Non-compliance with these requirements can lead to the disqualification of candidates registered by the school.

2.9 The IB Organization cannot guarantee that a school will remain capable and willing to implement the Diploma Programme. Consequently, schools bear sole responsibility towards candidates and

9.1 Only candidates registered under the diploma or retake categories may submit an extended essay. Retake candidates wishing to improve the grade for their extended essay may submit either a revised or new extended essay. A new extended essay can be registered in the same or in a different diploma subject. However, if a retake candidate is submitting a new or revised extended essay in the session six months after the session in which an extended essay was submitted, it must be registered in the same diploma subject.

9.2 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 diploma subject chosen by the candidate. Neither a relative of the candidate nor a person who is not a teacher at the school may undertake the role of the supervisor.

9.3 An extended essay must be registered for one of the Diploma Programme subjects listed in the handbook as available for the relevant examination session. A candidate need not submit an extended

responsibility for that candidate and cannot delegate it elsewhere. In this case the course need not be taught or followed at the registering school. Candidates taking online courses are subject to the conditions specified in the current handbook.

11.3 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 Diploma Programme.

b. Diploma: for candidates intending to complete the requirements for the award of an IB diploma.

c. Certificate: for candidates taking one or more subjects 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. The highest grade for a subject will contribute towards the IB diploma.

11.4 A subject or subjects taken by a candidate in addition to the six subjects for the IB diploma cannot contribute to the award of an IB diploma. Similarly, a certificate subject that was not taken as a subject in addition to the six subjects for the IB diploma cannot subsequently contribute to the award of an IB diploma.

11.5 At the discretion of the schi f il(d)-11(x02xi)-3(3)44(, 1(ip ( )TjEMC)-18(e)-12( )-33(s))-33(f)-3(2( )-11(n)-11(-12( )-33(i)-12(n)-11(

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 candidate has not been found guilty of malpractice by the IB Organization.

documentation. Temporary special needs resulting from illness or accident must be reported to the Diploma Programme coordinator as soon as possible after they arise, together with supporting professional documentation and other relevant information.

20.3 If a candidate with a special need requires special assessment arrangements, the Diploma Programme coordinator must make such necessary arrangements and, where appropriate, request authorization for special arrangements from the IB Organization according to procedures stated in the handbook.

Adverse circumstances are def

There can be instances where work submitted by a candidate for assessment contravenes the standard academic practice of clearly acknowledging all ideas and words of other persons without the candidate having made a deliberate attempt to gain an unfair advantage, for example where a candidate has not used some means of indicating a quotation, but has cited the source of the text in the bibliography or in a footnote. The final award committee may designate a case of this type as an academic infringement and not as malpractice.

If the final award committee decides that an academic infringement has been established, no marks will be awarded for the component or part(s) of the component. The candidate will still be eligible for a grade in the subject or IB diploma requirement concerned. The head of school will be notified that this action has been taken. The case will not be recorded as malpractice.

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The IB Organization 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 the following.

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 IB diploma requirements.

d. Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example taking unauthorized material into an examination, misconduct during an examination, 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).

28.1 The school's Diploma Programme coordinator must inform the IB Organization if he or she identifies any malpractice (for example, plagiarism) in relation to a candidate's work after the candidate has signed the cover sheet to the effect that it is his or her own work and constitutes the final version of that work. In such cases, or when an exami4(eg)639(t)-17(h)-18(a)-14(t)-hz28ch ca2ta8( )-3la2(t)a c18( )-39(o)-23(r)-18( ) canwa(n)-39(w)h39(w)-23(h)-7(w)-26D2( )-25(-23(r)-19(w)-23(h63g)639(t)-17-23(h31)-18(i)-17(e)-273n)-18wa8-39(t)-p39(c)-2

29.5 If the sub-committee accepts to reconsider the matter it may ask the candidate and/or the school for whatever additional explanations and evidence it deems useful but will not be obliged to accept further written submissions by the candidate and will not hear the candidate orally. The sub-

30.10 The procedure is in English. The appellant may, at his/her own expense, be represented by legal counsel.

30.11 In making its determinations on issues in dispute, the appeals panel will base its decision on what it deems most probable in light of the evidence (balance of probabilities) and it will make its decision on