

Electronic IB transcripts on IBIS

This leaflet will explain about electronic transcripts and help you decide whether this is the right delivery method for your institution. Switching to electronic delivery means that transcripts would no longer be mailed; files containing IB transcripts/results are downloaded from our secure site IBIS (IB Information Systems). Only transcripts /results ordered by a student or IB coordinator are in the online database.

FILE FORMATS AVAILABLE TO DOWNLOAD

PDF	Each page in the file is a separate transcript and comes complete with logo, Director General's signature, and contact information
CSV	This data file opens with Excel and can be loaded into a database program
Fixed-width	The legacy format was phased out in 2010, however a new fixed-width file format remains

IB transcripts/results can be saved by exam session in one file as “all transcripts” or “new transcripts and grade changes since last download/print”. PDF files can be printed. In addition, there is a **candidate search function** to look up an individual student's transcript. This does not count as a *download* but transcript data can still be printed out from screen.

ADVANTAGES OF ELECTRONIC TRANSCRIPTS

Immediate access

IB transcripts/results are immediately available for download through a secure site account on IBIS registered to a university staff member as soon as a transcript request is processed by an IB office. (Conversely, mailed transcripts can take up to two weeks to be received in the mail.) The database includes all transcript requests ordered for your university in the past several years. The plan is to expand this to ten or fifteen years in future. Currently, transcripts for exams *prior to November 2004* are mailed automatically to the main transcript contact at a university.

No more missing transcripts

Unlike paper copies, electronic results cannot be lost in the mail. Transcripts may be re-downloaded as many times as desired. An account holder can print all transcripts/results for an exam session, the new transcripts and grade changes since the last download, or a single transcript using the candidate search.

Earlier access after results release

May exam session transcripts/results are available for download on July 5th every year -- about three to four weeks earlier than universities receiving transcripts by mail. The same can be said for the November session. Electronic transcripts/results are available from January 5th instead of near the end of January by mail.

Access for multiple university staff

Up to **five** transcript accounts can be created for university staff to access transcript/results downloads. Account permissions can be changed to allow alternate access to additional registered staff when a regular transcript account holder is away.

In addition to electronic transcripts, all account holders can also have full access to the library of curriculum documents (course guides/syllabi, past exams, mark schemes.) One account holder per university may also be designated as the “admin account holder” to add or edit the IB recognition policy statement (published on ibo.org), change account permissions, and update contact information.

Register for a new account <http://www.ibo.org/university-registration/>
Log in to your account <https://ibis.ibo.org> (must be registered)
Reset password/PIN <https://ibis.ibo.org/security/usermanagement/requestpasswordreset/>

Last file download

It is possible to view, save, and print the last file downloaded (by the original user or another user) without having to generate a new file.

Candidate (student) search

To find an individual transcript, the user simply enters two or more known criteria (such as first name, last name). If the exam session is not known, it is possible to search the database as far back as Nov. 2004.

Email notifications for new transcripts and grade changes

An email notification is not sent for the bulk results release in July/Jan, but notifications for any new transcripts added throughout the year (and/or for previous years) are automatically sent when these transcripts are processed. All account holders with transcript access at a university would receive email notifications.

IS ELECTRONIC DELIVERY RIGHT FOR YOU?

Yes, if:

- You receive at least ten or more IB transcripts annually
- You have reliable access to email and the internet, and a desire to download files from a website
- Your university has low staff turnover (only registered account holders may access results, and those accounts cannot be transferred to others. New staff must register for their own accounts.)

Questions or comments about this document? Please contact: iba.recognition@ibo.org
For general inquiries contact IB Answers: Phone: 301-202-3025 | Email: ibid@ibo.org
