



International[®]
Baccalaureate

The IB Diploma Programme: an update on administration

Graeme E Donnan, Head of Examinations Administration
graeme.donnan@ibo.org



Diploma Programme: administration

Topics:

- *General Regulations: Diploma Programme*
- Academic honesty
- E-initiatives and assessment
- Audio recordings (cassette > CD > digital)
- Feedback on the IB information system (IBIS)
- *Handbook of procedures for the Diploma Programme: 2009*
- Checklist for non-examination components
- New scales of fees effective from May 2008 session
- Schools' forecast of subject entries
- Withdrawal of the 'split-session' arrangement
- Other issues?

General Regulations: Diploma Programme

Came into force on:	Found in <i>Vade Mecum</i> / <i>Handbook</i>	Apply to examination sessions:
1 April 2003	2005, 2006	May 2005 to November 2007 inclusive
1 May 2006	2007, 2008	May 2008 and November 2008
1 August 2007	2009	May 2009 onwards

Academic honesty

2007

- Only some cover sheets must be signed
- Possible plagiarism: candidate may resubmit work
- ‘Reconsideration’ by final award committee, but no independent appeal procedure

Future

- All cover sheets must be signed (from M08)
- No requirement to allow resubmission of work (from M08)
- Introduction of ‘independent appeal’ procedure (from M09)

Cover sheets for non-exam components

- Before signing, possible malpractice is a school issue
- Candidate must sign as final version and authentic work
- Teacher must sign as authentic to best of his / her knowledge
- After signing, possible malpractice is an IB issue



Cover sheets for non-exam components

Article 30: 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. ... If questions arise about the authenticity of a candidate's work before the cover sheet has been signed, that is, before the work has reached its final stage, the situation must be resolved within the school.

Decisions of the final award committee

Decision: on 2/3 July (May) / 3 January (November)

Reconsideration: IB receives request within 3 months of FAC decision

Independent appeal: IB receives request within 1 month of receiving decision on reconsideration

Arbitration: Geneva, Switzerland

Enquiry upon results

Enquiry upon results: school receives result of EuR category 1 (re-mark)

Review (by assessment director): request received within 3 months of result (fee of \$150)

Independent appeal: IB receives request within 1 month of school receiving decision on review (fee of \$200)

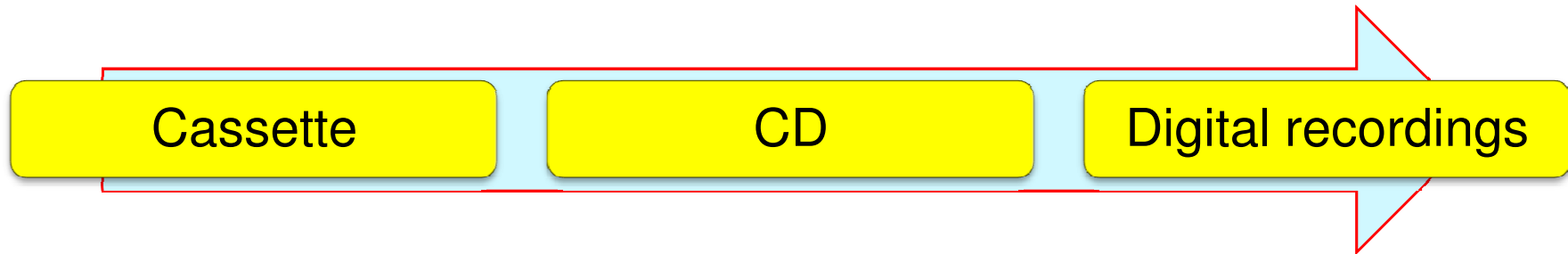
Arbitration: Geneva, Switzerland

E-initiatives and assessment

What are we working on?

- Diploma online (contact Paul Fairbrother at IB Cardiff)
- E-assessment
- E-portfolios (or digital portfolios), including digital recordings
- E-marking

Audio recordings

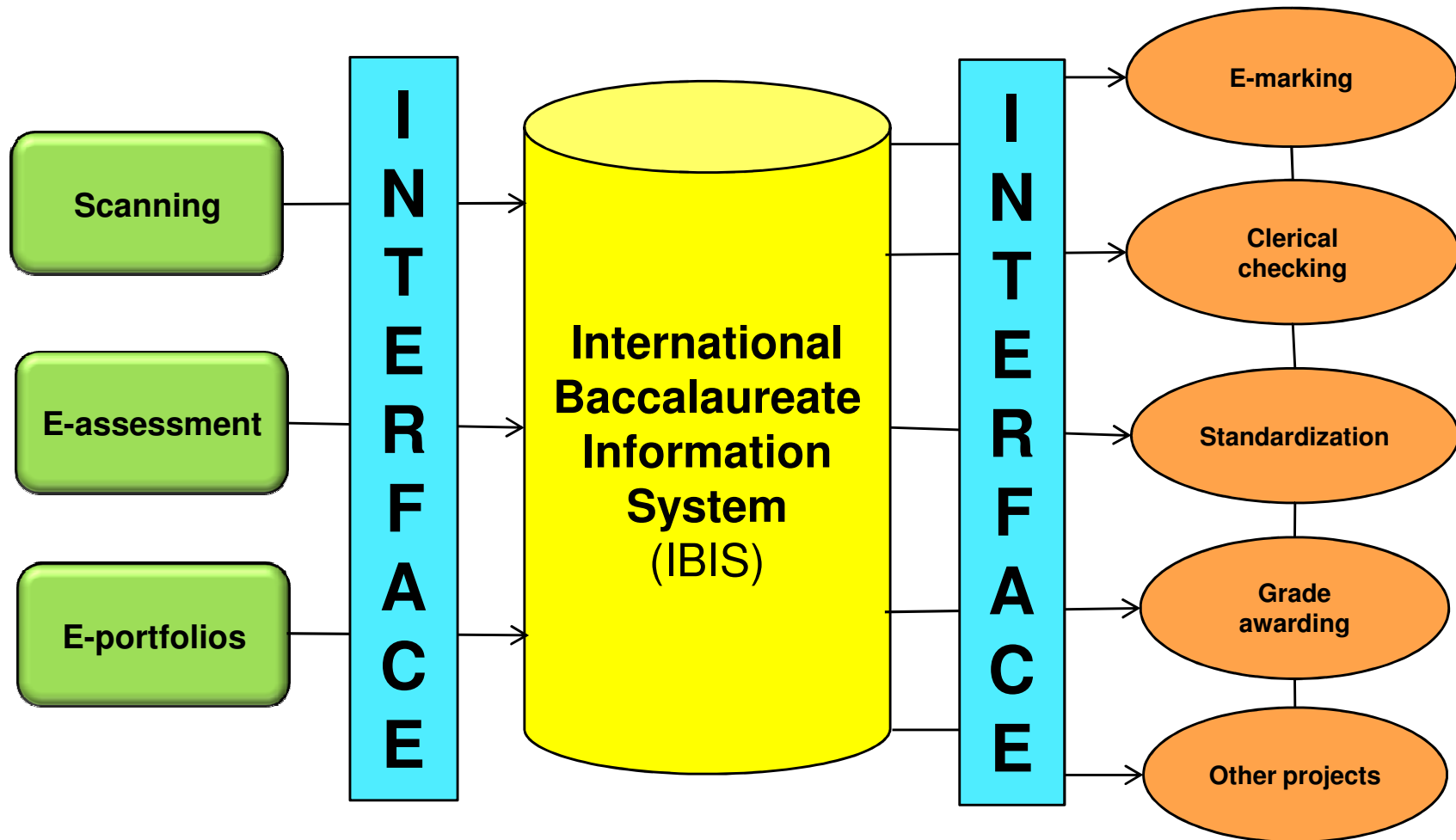


2008: encouraged to use CD instead of cassette

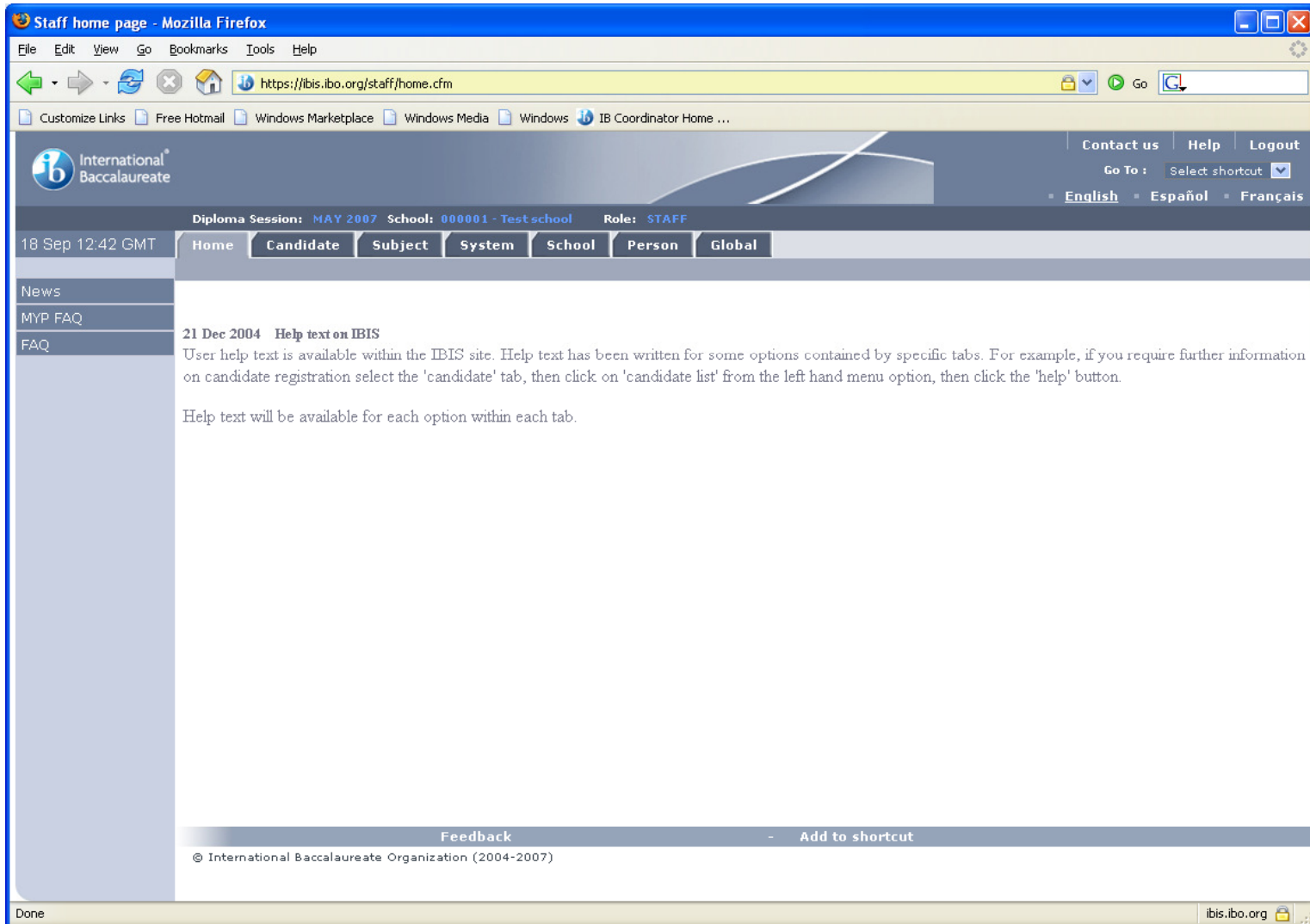
2009: emphasis on CDs (trial with digital recordings)

2010 onwards: CD and digital (using e-portfolios)

E-initiatives and assessment



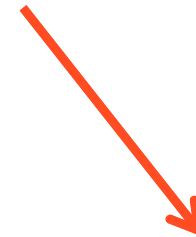
Feedback on IBIS



The screenshot shows a Mozilla Firefox browser window displaying the staff home page of the International Baccalaureate (IBIS). The browser's address bar shows the URL <https://ibis.ibo.org/staff/home.cfm>. The page header includes the International Baccalaureate logo, navigation links for "Contact us", "Help", and "Logout", and a "Go To" dropdown menu. Below the header, the page displays the current session information: "Diploma Session: MAY 2007", "School: 000001 - Test school", and "Role: STAFF". A navigation menu contains tabs for "Home", "Candidate", "Subject", "System", "School", "Person", and "Global". The main content area features a left-hand menu with "News", "MYP FAQ", and "FAQ" options. The main text area contains a news item dated "21 Dec 2004" titled "Help text on IBIS". The text explains that user help is available within the IBIS site and provides instructions on how to access it: "User help text is available within the IBIS site. Help text has been written for some options contained by specific tabs. For example, if you require further information on candidate registration select the 'candidate' tab, then click on 'candidate list' from the left hand menu option, then click the 'help' button. Help text will be available for each option within each tab." At the bottom of the page, there is a "Feedback" link and an "Add to shortcut" button. The footer contains the copyright notice: "© International Baccalaureate Organization (2004-2007)".

Handbook of procedures / Vade Mecum

- *Handbook* produced in hardcopy version for 2008
- No more curriculum mailings
- html version being produced for 2009 onwards
- Entirely new structure
- Suggestions welcome!



Checklist for non-exam components

- Necessary so examiners know what they will receive
- Avoids contacting school to ask if work submitted
- Hardcopy at present
- Online for May 2008 (?) with default as sent

References

- See 2008 *Handbook* section F5.2
- Hardcopy candidate checklists obtained from IBIS under:

Candidate >
Registration >
Checklists

New scale of fees from May 2008

Easier to understand and more transparent.

Fees are charged under three main categories:

- annual school fee
- candidate assessment fees
- by-request service fees

Various issues will arise, especially for 2008. Contact coordinator help desk (help@ibo.org) for advice.

Schools' forecast of subject entries

Handbook of procedures for the Diploma Programme (2008)

C2.3 “Coordinators are required to submit their forecast of subject entries by **1 March / 1 September**, fourteen months before the written examinations. For example, by 1 March 2008 coordinators must submit their forecast of subject entries for the May 2009 May examination session.”

Why?

- Examiner recruitment
- Estimating print runs for examination papers
- Budgeting and forecasting resources
- **Sending examination stationery to schools at an earlier date**

The split-session arrangement

Present

If a language A1, language A2 or language B is not available for the session in which the school is entering candidates but is available in the alternative session, it may normally be taken as a split-session entry. The written examinations are completed six months before other components.

Future

With effect from September 2008 for candidates registering for the May 2010 session, and March 2009 for candidates registering for the November 2010 session, this arrangement will no longer be applied. Instead, all assessment components must be taken in the same session as the written examinations.

Thank you for your attention

**Any
questions?**

