

B1 General regulations: Career-related Programme

B1.1 Introduction

Since 2021, the *General regulations: Career-related Programme* publication constitutes this section within this *Career-related Programme Assessment procedures* publication. Therefore, IB World Schools delivering the CP and students completing assessments in May and November 2026 are subject to the “General regulations: Career-related Programme” in part B of this version of the *Career-related Programme Assessment procedures*.

These “General regulations: Career-related Programme” set out the expectations that IB World Schools and their students must follow for their assessment results to be validated by the IB, including how to maintain integrity and ensure full compliance when delivering assessments and examinations.

Some sections have been removed from the previous version of the *General regulations: Career-related Programme* publication, in order to avoid duplication of information which is available in either the *Rules for IB World Schools*, *Career-related Programme Assessment procedures* or the relevant subject guides.

The following sections from the previous *General regulations: Career-related Programme* publication are now wholly or in part found only in *Rules for IB World Schools*.

- Role and responsibilities of schools
- Use of student data
- Governing law
- Arbitration

Where new policy documents have been published or separate documents exist, summarized information is maintained in this new version of part B “General regulations: Career-related Programme”, with links to the related documents clearly indicated. Some examples include the following.

- Academic integrity ([article 16](#))
- [Access and inclusion policy](#) ([article 14](#))

- Appeals ([article 17](#))

Article 1: Scope

1.1 The International Baccalaureate Organization (hereinafter, together with its affiliated entities “the IB”) is a foundation that has developed and offers four programmes of international education: the Primary Years Programme (hereinafter “PYP”), the Middle Years Programme (hereinafter “MYP”), the Diploma Programme (hereinafter “DP”), and the Career-related Programme (hereinafter “CP”). It authorizes schools (known as IB World Schools and hereinafter “schools”) to offer one or more of these programmes to their students (hereinafter “students”).

1.2 This document describes the regulations that apply to those schools that have been authorized as IB World Schools to offer the CP, and is intended for schools, students and their legal guardians. When used herein the term “legal guardians” encompasses parents and individuals with legal guardianship of any student enrolled in the CP. If a student is of legal age, the school’s duties towards legal guardians specified herein also apply towards the student.

1.3 The IB has developed the CP to provide a route to employment, apprenticeships or further or higher education and it is aimed at students in the 16–19 age range. It is implemented in the last two years of secondary education. The CP is designed to lead to the award of the “Certificate of the Career-related Programme” (hereinafter “*IB CP Certificate*”).

Article 2: Role and responsibilities of schools

2.1 In addition to articles in these “General regulations: Career-related Programme” (hereinafter “general regulations”), schools must comply with the *Rules for IB World Schools*, available in a separate document, as well as with the administrative requirements detailed elsewhere in the *Career-related Programme Assessment procedures*, which contains detailed information on assessment procedures for CP coordinators and teachers and is made available to schools by the IB.

2.2 Schools are responsible for informing students and legal guardians about the general characteristics of the CP and how the school implements it. Additionally, schools must inform students and legal guardians of the assessment services offered by the IB and any restrictions or prohibitions that apply to the CP.

2.3 The IB sets the curriculum and assessment requirements leading to the award of the *IB CP Certificate* and is the sole organization entitled to administer the CP and to award the *IB CP Certificate*. The *IB CP Certificate* is awarded to students who have satisfied the assessment and other programme requirements in accordance with these general regulations and the administrative requirements detailed in the *Career-related Programme Assessment procedures*, including the successful completion of the career-related study. Schools must comply with the details, deadlines and procedures stated in the edition of the *Career-related Programme Assessment procedures* which is relevant to the specific examination session for which students are registered.

2.4 A student will be awarded *CP Course Results* if they follow the course of study and assessment for the selected subject(s) and/or one or more core elements. Subjects of the DP taken as part of the CP normally include both internal and external assessment.

2.5 Schools are responsible for the secure storage of IB examination stationery and examination papers for a forthcoming examination session and for the conduct of the examinations according to the procedures described in the [Conduct of examinations booklet 2026](#) and in the *Preparation for examinations policy*. The school must immediately notify the IB via IB Answers of any breach in the procedure for the secure storage of such material. The school must provide the IB with statements and any relevant information from the programme coordinator and anyone else about the breach and cooperate with the IB in investigating and addressing such a breach.

2.6 The IB may request, gather and use student work and information for the following non-commercial reasons: educational research, training and support for IBEN, investigations into possible academic misconduct or maladministration, quality controls of IB processes and decision-making, and to allow it to perform its core educational duties. Therefore, schools are responsible for the secure storage of all work submitted by their students (externally and internally assessed) up to the close of the examination session concerned—**15 September/15 March**.

2.7 Schools are expected to uphold the principle of academic integrity and not to engage in any form of maladministration. The publication [Academic integrity policy](#) provides examples of forms of maladministration and subsequent possible consequences for schools.

Article 3: Students and their legal guardian(s)

3.1 Except where provided otherwise in these general regulations or the *Career-related Programme Assessment procedures*, students and their legal guardian(s) must use the school's CP coordinator as the intermediary for any communication with the IB. If either a student or their legal guardian(s) has a question about the general characteristics of the CP, its administration or how the school implements it, they must raise the matter with the school's CP coordinator.

3.2 Students must complete all requirements within the two-year period of the programme or within an extended period of study if a student retakes one or more subjects.

3.3 Students are required to act in a responsible and ethical manner throughout their participation in the CP, as determined by the IB at its sole discretion, which includes not engaging in academic misconduct (as defined in [article 16](#)), and must be in good standing at the school at the time of the examinations.

3.4 The IB is entitled to refuse to mark or moderate assessment submissions if a student has acted in an irresponsible or unethical manner in connection with that part of the assessment, or if a student submits inappropriate material that is unrelated to the content of the assessment. In such instances the IB is also entitled to take additional action in accordance with its academic integrity policy for serious cases.

Article 4: Equal opportunities statement

4.1 It is the practice of the IB to make its programmes available to all students from IB World Schools. No student will be excluded by the IB on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability, or any other personal characteristic, as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld.

4.2 It is the practice of the IB to make its assessments available to all students from IB World Schools who have fulfilled the school's and the IB's academic requirements. The IB will make all reasonable efforts and/or accommodations, or as may otherwise be required by law, to enable students to participate in its assessments.

Article 5: Recognition of the *IB CP Certificate*

The IB actively promotes wide recognition and acceptance of the *IB CP Certificate* as a basis for the exit from secondary/high school education and/or entry to courses at universities and other institutions of further or higher education and apprenticeships. However, the requirements of individual institutions and the relevant authorities of a country are beyond the control of the IB and are subject to change. The IB, therefore, does not guarantee recognition of the *IB CP Certificate*, and does not accept responsibility for the consequences of any change in recognition practice by a university or other institution or relevant authorities in a country. Consequently, students and legal guardians bear the sole responsibility for verifying the entry requirements of institutions of further or higher education to which they are interested in applying.

Article 6: Property and copyright in materials produced by students

6.1 Students produce materials in a variety of forms that are submitted to the IB as part of the assessment requirements. These assessment materials (hereinafter “materials”) include all forms of written work, audio and visual materials, computer programs and data and, in certain cases, may contain images or voices of the students.

6.2 Students retain copyright in all materials submitted for assessment purposes, but by submitting those materials, subject to article 6.4, students and their legal guardians thereby grant the IB a non-exclusive, charge-free, worldwide licence, for the duration of the applicable jurisdiction’s copyright protection, to reproduce submitted materials, to use the image and voice of the student where they appear on audio or video materials and to reproduce any musical performances in any medium for assessment, educational, training, commercial and/or promotional purposes relating to the IB’s activities, or to related activities of which it approves. Such licences become effective from the date of submission to the IB.

6.3 Where the IB uses these materials for purposes other than assessment, it may modify, translate or otherwise change them to meet particular needs and will, in most cases, anonymize them before publication in print or in electronic form. If the purpose of the publication is to focus on work of a particularly high standard, then the student and school may be identified if anonymizing would reduce the quality of the response. In such cases, the IB will inform the school beforehand and the school will inform the student.

6.4 Under exceptional circumstances, a student and/or a student's legal guardian may withdraw the aspects of the licence relating to use of a student's work outside an assessment context, as referred to in article 6.2 for a specific piece of work. In such cases, the IB must be notified in accordance with the procedure described in the *Career-related Programme Assessment procedures*. The student must submit a written notification to the school's CP coordinator, who has the duty to inform the IB by the due date set forth in the *Career-related Programme Assessment procedures*. In these cases, the IB will use the material only for assessment purposes, as defined in article 6.5.

6.5 Under the licence granted upon submission for assessment purposes, the IB can electronically scan, store or reproduce submitted materials in any medium in order to allow the materials to be communicated to examiners, moderators and any other persons involved in the assessment process or any subsequent appeals (including third-party vendors and/or services providers). The materials may also be used in the training of examiners. Materials for which a student has withdrawn the aspects of the licence relating to use of student work outside an assessment context will not be placed in any IB publications or used for any commercial or promotional purposes.

6.6 Materials submitted for assessment, or reproductions of them, are either internally assessed by teachers in the schools (whose marks are moderated) or externally assessed by IB examiners. Wherever the materials or reproductions are held during their assessment, for example, by the school or a third party, they are always held on behalf of the IB and in a manner that is compliant with applicable privacy regulations.

6.7 All materials submitted to the IB for assessment, and reproductions of such materials, become the property of the IB. Once the materials have been assessed, the IB is entitled to retain the materials for record-keeping purposes or to eventually destroy them according to its needs and legal obligations.

6.8 Students are entitled to request the return of a copy of their externally assessed work, provided such application is made for a May session by **15 September** in the same year and for a November session by **15 March** of the following year. In all cases, to be valid, the application must be submitted to the IB by the school's CP coordinator according to the procedures stated in the *Career-related Programme Assessment procedures*.

Article 7: Use of student data

Student data, including data relating to assessment, may be used:

- a. to register students in the CP and administer the CP and its requirements for the student and school, including sensitive personal data if making determinations about assessment accommodations
- b. to provide CP support and services for the student and school, including website services and online forums, assessment services and accommodations, delivery of courses online to the student and assisting students and their school with providing information to institutions of higher education (such as universities and colleges or governmental authorities related to admission to institutions of higher education)
- c. for use in research and statistical analysis related to the IB's mission, including research on assessments and results, and the effectiveness of the CP
- d. for advertising and promotional purposes for the IB (such as student and/or alumni networks and social media platforms)
- e. for educational, training, commercial and other compatible purposes
- f. to engage in, and process, transactions with the student or school
- g. to fulfil statutory, regulatory, reporting and/or legal obligations.

Article 8: Content and requirements of the CP

8.1 To be enrolled in the CP, a student must concurrently undertake a career-related study that is:

- a. part of the student timetable during the two-year duration of the CP
- b. accredited/recognized by one or more of the following options.
 - The career-related study and assessment plan is accredited/recognized by a government body.
 - The career-related study and assessment plan is accredited/recognized by an awarding body.
 - The career-related study and assessment plan is accredited/recognized by an appropriate employer, organization or professional body.
 - The career-related study and assessment plan is accepted/recognized by a further or higher education institution.

c. subject to a demonstrable form of external quality assurance.

8.2 Students for the CP must:

- a. satisfy the requirements (including assessment) of two DP courses
- b. take a course in personal and professional skills, for which the IB requires there to be at least 90 hours of teaching over the two-year period of the CP
- c. complete a service learning programme, for which the IB requires there to be at least 50 hours of student participation over the two-year period of the CP
- d. undertake language development in a target language other than their best language, for which the minimum requirement is 50 hours
- e. complete and submit for moderation of assessment a reflective project based on their career-related studies. Work on this reflective project, which the IB requires to take at least 50 hours, must be done under the direct supervision of a teacher at the school who is familiar with the CP.

8.3 Each of the DP courses contributing to the CP may be studied at standard level (SL) or higher level (HL).

8.4 Only one SL subject may be completed in the first year of the CP. Languages ab initio must be taught over the two years of the CP.

8.5 All CP students must complete the language portfolio.

8.6 CP students are not permitted to register for any of the DP core components.

Article 9: Response language

9.1 For subjects in studies in language and literature, and language acquisition groups, students must complete their examinations and other forms of assessment in the target language. For subjects in the remaining four groups, students must use English, French or Spanish as their response language. Students are not permitted to write in their first or best language and then translate their work, be that using digital translation tools or the services of translators, before submission to the IB for assessment. Other response languages (including Chinese, German and Japanese) are also available for certain subjects, as stated in the *Career-related Programme Assessment procedures*.

9.2 Students may be permitted to write their examinations and other forms of assessment in languages other than English, French or Spanish for certain IB projects in the individuals and societies, and sciences groups. The IB reserves the right to make such languages for such projects mainstream from time to time and, therefore, available to all students as response languages upon notice by the IB.

9.3 The same response language must be used for all components of a subject. However, if a subject is being retaken and the desired response language is not available in the target session for the subject concerned, internal assessment (hereinafter "IA") can be carried over from a previous session, resulting in more than one response language for the same subject.

9.4 The reflective project, which is subject to moderation by the IB, must be presented in English, French or Spanish.

Article 10: Student registration

10.1 Student registration is an application by a student to take CP assessments. The registration process is conducted using the IB information system (IBIS), a secure web-based service used by CP coordinators. Registration must be undertaken by the school's CP coordinator. No other method is available to register students. Students cannot register themselves for an examination session or make amendments to an existing registration. This cannot be done on their behalf by their legal guardian(s) either.

10.2 A student for the *IB CP Certificate* or *CP Course Results* must be registered by a school for each intended examination session, and must take the requisite courses and assessments at that school. The school must complete the registration requirements on behalf of the student and pay the related fees by the relevant deadlines. It is the sole responsibility of the school to ensure that students are registered correctly for an examination session.

10.3 A school may accept an external student from another IB World School authorized to offer the CP if the school the student normally attends does not offer a particular IB subject. However, all academic and administrative responsibility for that student will remain with the school that has registered, or will register, that student for a CP examination session. The student must not be registered by both schools, unless advised to do so by the IB. Similarly, in the case of a retake student, the school at which they are registered must accept all academic and administrative responsibility for that student, and

responsibility cannot be delegated elsewhere. Students taking online courses with an IB-approved online provider are subject to the conditions specified in the current version of the *Career-related Programme Assessment procedures*.

10.4 A subject grade awarded for the CP cannot subsequently contribute to the DP. Equally, a subject grade awarded for the DP cannot subsequently contribute to the CP. A subject grade awarded for a course category cannot subsequently contribute to the award of the *IB Diploma* or *IB CP Certificate*.

10.5 If a CP student retakes a subject to improve their results, the highest grade for the subject/core requirement will contribute to the award of the *IB CP Certificate*. Similarly, if an anticipated student retakes a subject in their CP session, the highest grade will normally contribute to the award of the *IB CP Certificate*.

Article 11: Grades awarded by the IB

Performance in each DP course is graded on a number scale from 1 (lowest) to 7 (highest). The reflective project is graded on a letter scale from E (lowest) to A (highest). The grades in the other components of the CP (the career-related course of study's assessment plan, personal and professional skills, the service learning programme, and language development) are not provided by the IB.

Article 12: Enquiry upon results

For the DP courses that are part of the CP and the reflective project, the following applies.

12.1 A student's assessment material may be re-marked, returned to the school (in electronic format) and/or subject to remoderation (for IA) as part of the enquiry upon results service, the details and fees for which are specified in the *Career-related Programme Assessment procedures*. The categories and conditions of this service are subject to change and, therefore, are in accordance with the details given in *Career-related Programme Assessment procedures* for the examination session concerned. All enquiries upon results must be submitted by the school on behalf of the student.

12.2 Re-marking a student's assessment material may lead to a higher or a lower grade for the subject. Therefore, before submitting a request for an enquiry upon results service that may result in a change of grade, the school must obtain the written consent of the student or their legal guardian(s) ensuring that the student and/or the legal guardian(s), are aware that the grade may go up or down.

12.3 If the school's CP coordinator believes the process leading to the grade upon re-marking or remoderation did not respect the procedures defined in these general regulations and/or the *Career-related Programme Assessment procedures*, the CP coordinator may request, on behalf of the student, a report on the re-mark. Before requesting a report, the school must obtain the consent of the student(s) or their legal guardian(s).

12.4 Beyond the enquiry upon results service, the coordinator may not request a subsequent re-marking of assessment material or a further moderation of marks for IA. However, the student is entitled to submit an appeal under the conditions defined in [article 17](#).

Article 13: IB DP/CP Final Award Committee

13.1 The IB DP/CP Final Award Committee is the body that formally awards the *IB CP Certificate* and *CP Course Results* on the basis of the grades determined by grade award procedures. The award is made by the committee on behalf of the IB Board of Governors.

13.2 The Final Award Committee consists of members of the IB Executive team, senior IB assessment colleagues, examiner and school representatives, and external assessment experts.

Article 14: Students with access requirements

Inclusion is defined as an ongoing process that aims to increase access and engagement in learning for all students by identifying and removing barriers. Access arrangements do not change what the student is expected to learn and do not lower expectations, but instead provide the optimal support to address challenges and to enable the student to work around them. At a fundamental level, they address equal access and fairness to learning and teaching and in addition, validity and meaningfulness to assessment. A student with access requirements is one who requires access arrangements in teaching, learning and assessment.

The IB approach to access and inclusion is articulated in the [Access and inclusion policy](#) with details on the access arrangements that are available for IB assessments if they are used as part of teaching and learning. The procedure to request authorization from the IB for access arrangements for IB assessments is set out [elsewhere](#) in the *Career-related Programme Assessment procedures*.

Article 15: Students affected by adverse circumstances

Adverse circumstances are situations that have their onset or occurrence during the examinations or up to three months before the examinations in May/November, which are beyond the control of a student and/or the school, which affect students and have a bearing on their performance in IB assessments. They may impact an individual student, or multiple students where the same circumstance may affect a group of students or the entire cohort.

The IB approach to adverse circumstances is set out elsewhere in the *Career-related Programme Assessment procedures*, which details what is included and not included as an adverse circumstance and the possible actions that the IB is able to apply in such situations.

Article 16: Students suspected of academic misconduct

The IB approach to academic misconduct is set out in the publication [Academic integrity policy](#).

The IB defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct, as is failure to report observed academic misconduct.

For further information on investigation procedures and outcomes, please refer to the publication [Academic integrity policy](#).

Article 17: Admissibility of an appeal

17.1 An assessment appeal is an opportunity for a school or student (via their school) to ask the IB to review how a decision was made as part of the assessment process—i.e. the processing of an IB grade for the student, or the handling of academic misconduct.

17.2 An appeal cannot ask for an exception to an IB process, but it can challenge the reasonableness of the interpretation of IB rules. An appeal cannot change published IB policies and where an appeal results in a clarification of IB rules, this must be applied to all students in that session.

17.3 An appeal represents the final step in concerns about the IB assessment process. The outcome of an assessment appeal may not be escalated elsewhere in the IB. This does not affect the legal right to complain to a national regulator or to seek arbitration.

17.4 For logistical reasons, all appeals must be raised by either the Head of School or the IB coordinator. However, a school must submit an appeal on behalf of a student or their legal guardian(s) if requested, even if they do not support the appeal. It is a school decision whether to charge a student or their legal guardian(s) for an appeal.

17.5 The appeals process is divided into two stages. Each stage will usually require the payment of a fee. The fee will be refunded if the decision being appealed changes.

For further information on the appeals process, please refer to the publication *Diploma Programme assessment appeals procedure* .

