

International Baccalaureate Examination Information for Candidates May 2025



Academic Honesty

in the Diploma Programme

What is academic honesty?

International Baccalaureate (IB) programmes encourage students to inquire and to think critically and creatively, and to present their thinking in a variety of ways. They should be able to make their thoughts and their learning visible and explicit, show how they have constructed their ideas, and demonstrate the views they have followed or rejected. This is essentially what scholarship and academic honesty are: making knowledge, understanding and thinking transparent.

Students need to understand how knowledge is constructed and, consequently, their own role in furthering knowledge construction and building understanding. An essential aspect of this is an understanding of the technical aspects of academic honesty, of citing and referencing.

Academic honesty is an essential principle of the IB's academic programmes that enhances the organization's credibility and position as a leader in international education. As stated in the IB learner profile, all members of the IB community strive to be "principled", acting with "integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities".

What is academic misconduct?

Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components. Unfortunately in every Diploma Programme examination session there are students who are investigated for alleged “academic misconduct”.

Good practice—recommendations for students

- Make sure that information you have used is acknowledged in the body of the text and is fully listed in the bibliography using the referencing style agreed with your teacher.
- Cite your sources so that readers can find them; if you cannot state the origin of the source it is probably better not to use it.

The IB has no means of knowing whether an act of academic misconduct was deliberate or not. Students should know how to indicate and cite material that is not their own. Students are also expected to follow the rules of acceptable behaviour in the exam room and around the time of the examination.

For these reasons, a student’s intent cannot be taken into account if the IB investigates an alleged breach of the *General regulations: Diploma Programme*.

Be aware that a breach of IB regulations will have serious consequences.

Categories of “academic misconduct” in the IB:

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Collusion is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another.

Misconduct during an IB examination includes taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the examination.

Communication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations.

Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.

Acknowledging the work of others

Proper citation is a key element to academic scholarship and intellectual exchange.

More guidance can be found in the IB publication Effective citing and referencing available in the Digital toolkit section on the IB website (<http://www.ibo.org/myib/digitaltoolkit/brochuresflyersposters/>)

Conduct of the examinations

Items not permitted

If you take any of the following items into an IB examination - *even by mistake* - you will be in breach of regulations and may not be eligible for a grade in the subject being examined.

If you do not understand these instructions, please contact your coordinator.



Electronic equipment

Note that this includes, but is not limited to, mobile phones/cellphones and any device that allows communication.

An approved calculator is permitted in certain examinations.

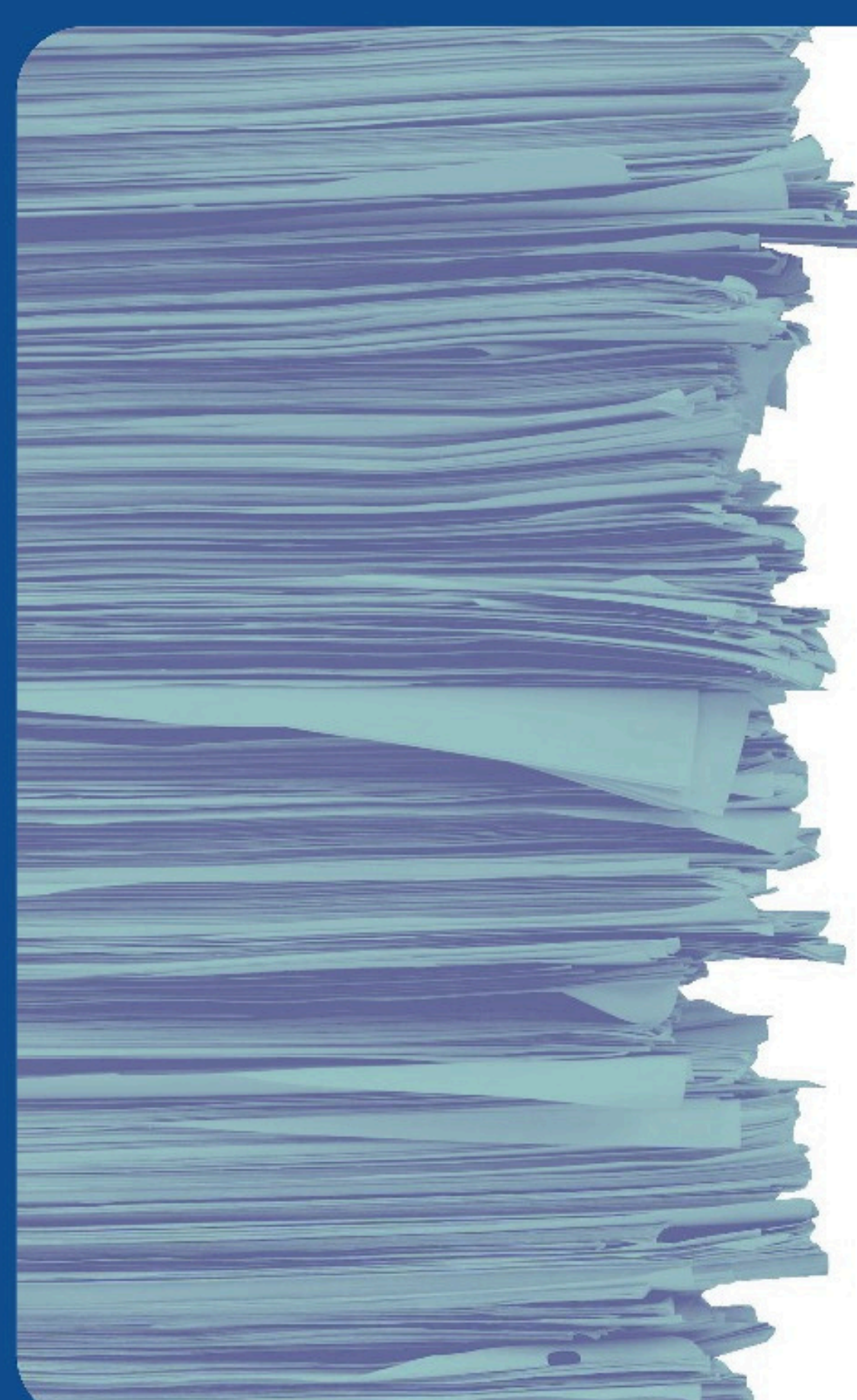


Wearable technology and all types of watches

Note that this includes, but is not limited to, smart watches, smart glasses, and wireless headphones.



Books or guides



Rough/scratch paper or notes



Refreshments

Water is permitted at the discretion of the coordinator.

Conduct of the examinations

Notice to candidates

The following instructions must be observed for all IB examinations. Failure to comply may result in no grade being awarded for the subject being examined.

If you do not understand these instructions, please contact your coordinator.



Arrive on time for your examination. You are not permitted to leave the examination within the first 60 minutes, or the last 15 minutes.



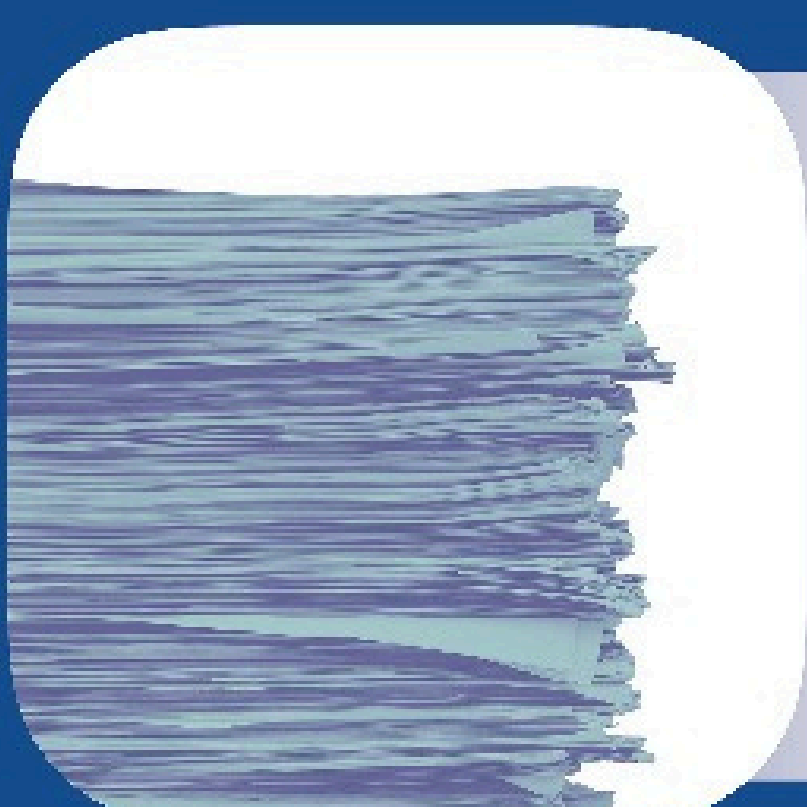
Do not communicate with other candidates in the examination room.



Do not bring any unauthorized materials to your desk.



Follow all invigilator instructions. Raise your hand if you require the invigilator's attention.



Do not take any examination material out of the examination room.



Ensure that you report any incidents of possible academic misconduct to your coordinator.



Do not discuss the content of the examination with any person outside of your school in the next 24 hours.

Conduct of the examinations

Language acquisition listening comprehension examinations



You will have five minutes' reading time to review the content of the examination. No writing is allowed during this time.



Once the five minutes' reading time has concluded, you may write answers and notes at any time during the examination.



You may write notes in the spaces provided. Notes will not be marked.



Pauses are built in between each audio text.



You are only permitted to use wireless headphones if they are supplied by your school.



If the audio is played on an individual device, you are not permitted to interact with the device once the examination has started.



Once three beeps are heard, the examination has concluded, and you must stop writing.

Further to the information provided here, please ensure that you read the full instructions on the front page of each examination. If you would like any further information, please speak to your coordinator.

The conduct of examinations rules apply to these examinations and must be observed at all times.

Answer Booklet Guide

The image shows the front cover of an IB Answer Booklet. At the top left, it says 'ANSWER BOOKLET' and 'LIBRET DE REPONSES' in English and Spanish, followed by '(CUADERNILLO DE RESPUESTAS)'. The IB logo is at the top right. Below the title, it says '4 PAGES / PAGINAS'. There are two sections for candidate information: 'Candidate session number / Número de sesión de candidato / Número de convocatoria del alumno' with a grid of boxes, and 'Candidate name / Nombre de candidato / Nombre del alumno' with a text box. A small paragraph of instructions in English and Spanish is below these. Then, there are two boxes for 'Session / Sesión' with numbers '27' and '28' respectively. The main body of the booklet is a large pink box with horizontal lines for writing answers. On the left side of this box, there are three small boxes for writing question numbers. At the bottom, there is a barcode and the IB logo.

Introduction

This guide has been produced to help you as a candidate become familiar with using answer booklets in IB Diploma Programme and Career-related Programme examinations.

What does the answer booklet look like?

Each booklet consists of four pages. On the top of the front page there are sections in which to indicate your session number and name, along with brief instructions on how to correctly write question numbers. The remainder of this page and all other pages are for you to write your answers to examination questions. Please remember to write your answers on the lines, keeping within the large pink box on each page. Beside the lines for your answers are boxes in which you must write the number of each question you answer.

Completing your session number and name

Before you begin writing answers to questions, please write your candidate session number and name in the appropriate boxes on the first page. If you do not know your session number, ask the examination invigilator. Your session number and name must appear on the front page of each booklet you use.

Completing the boxes

You must ensure you have written the question number correctly before you begin writing each of your answers.

Where a question is split into part numbering, for example (a), (b), (c) or (i), (ii), you must write this on the line at the start of your answer. It is not necessary to indicate the question number more than once for questions that are split into part numbering, and there is no need to write the name of the section, topic or theme that you are answering from (see **Example 1**).

If your answer goes over more than one page, there is no need to write the question number again at the top of each new page.

Example 1

2	(a)
	(b) (i) (ii)
7	(a)
	(b) (i)

Example 2

2	(a) height of handlebar
	(b) designing for a wider range
7	(a) weight

Leave at least one line space between each answer. If there is not one line space available between the last line of your answer and the next question number box, go to the next available question number box and start your next answer there (see **Example 2**).

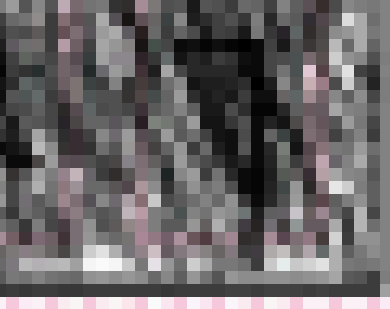
If you make a mistake when writing your question number, fill in the question number box and use the next available box.

If you make a mistake

If you make a mistake when writing your question number, fill in the question number box and use the next available box.

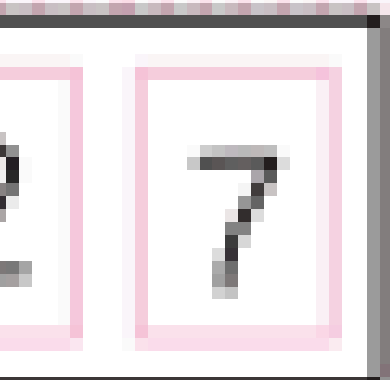
If you start writing an answer to a question and then decide you are going to answer a different question altogether, fill in the question number box in addition to putting a line through the wrong answer. Write the question number of the new answer in the next box and begin your answer again (see **Example 3**).

Example 3



(a) height of handletter

designing for a wider



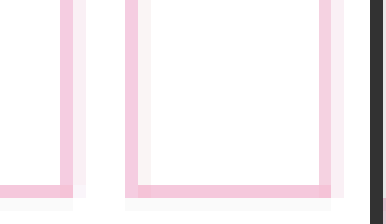

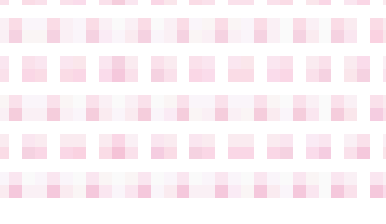


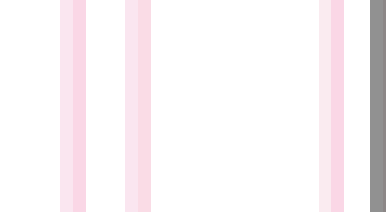
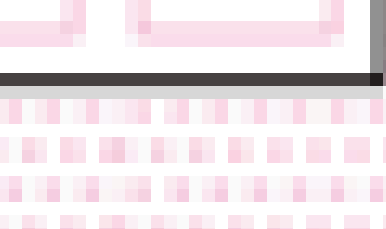
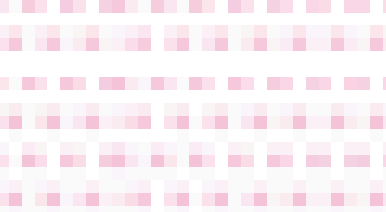
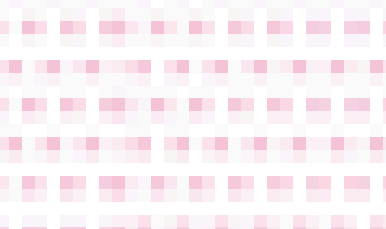
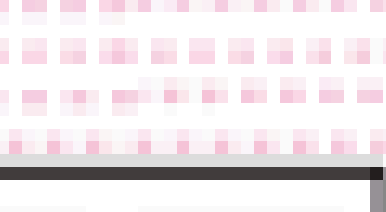
If you run out of space

If you run out of space in your answer booklet, ask the invigilator for a new booklet and complete your session number and name on the front page. If you are continuing with an answer that you started in your first booklet, write the question number again in the new booklet before continuing with your answer.

If you need to go back and write more for any of your answers at any stage, go to the end of the last answer that you wrote in your answer booklet. In the next available box, write the question number again and then continue your answer.

Practice

[illegible]

Some important advice

- ✓ Know your candidate session number.
- ✓ Read the IB poster *Conduct of the examinations: notice to candidates*. If you have any questions about what it says, ask your coordinator.
- ✓ Take only authorized material into the examination room. If you are found in possession of unauthorized material (for example, notes, a mobile/cell phone) even by mistake, you will be in breach of the IB regulations.
- ✓ Write in dark blue or black ink only. Do not use gel pens. The use of colour is only permitted in geography examinations.
- ✓ Draw a line through any plans or working out that you do not want marked.
- ✓ At the end of the examination, place the below material (where applicable) together in the following sequence:
 - the blue coversheet at the front
 - the examination paper (but **only** if this is the kind of examination paper in which you write answers)
 - the answer booklet(s)
 - squared paper (used in Chinese/Japanese language examinations)
 - graph paper

Secure the above material together with a string tag.