



International Baccalaureate®  
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# **Addendum – conduct of Diploma Programme/Career-related Programme examinations during the May 2021 session**



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## IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



# IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

## INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

## KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

## THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

## COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

## PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

## OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

## CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

## RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

## BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

## REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

## Addendum – conduct of Diploma Programme/Career-related Programme examinations during the May 2021 session

**This document represents an “addendum” to the *Conduct of examinations booklet 2021* (for both DP/CP) ([Link](#)).**

**For processes preceding the completion of the May 2021 written examinations (registrations, entry of predicted grades, upload of work, etc.), please refer to *Assessment procedures 2021* ([Link](#)).**

In advance of the May 2021 examination session, the IB’s utmost priority is the health and safety of our student and all persons tasked with supporting the delivery of IB examinations.

If a student, invigilator, or any other school support staff member or contractor, shows symptoms (or has been in close proximity to someone showing symptoms) of Covid-19, they must not travel to or access the school premises, in accordance with specific local guidelines.

All local/national guidelines or instructions must be followed where applicable. These may include social distancing, hygiene procedures, one-way systems within the school/examination room and the wearing of personal protective equipment (PPE), e.g. face coverings/masks, gloves, etc.

### The principles

- All examinations must be completed in strict adherence to IB regulations.
- All persons supporting the delivery of IB examinations must be knowledgeable regarding their roles and responsibilities and receive appropriate support and training from the school administration. These persons will include:
  - The DP/CP coordinator
  - Internal and/or external invigilators
  - Any other administrative school staff.
- All examination rooms must be prepared in advance according to local/national guidance to ensure that the risk relating to Covid-19 is mitigated.
- All students completing May 2021 examinations must be fully aware of their responsibilities and receive appropriate guidance from the school administration, programme coordinator, teachers, supervisors and invigilators.

### The coordinator

- The coordinator (or their designated deputy) must update all training materials designed to prepare invigilators and work in collaboration with the school leadership team.
- In advance of the examinations, the coordinator must update all parties involved (invigilators, administrative staff, students, etc.) about the measures the school will be taking to safely deliver the IB examinations (e.g., hygiene protocols, arrival times, protective equipment, one-way systems, etc.).
- In collaboration with the school leadership team, the coordinator must develop a contingency plan to mitigate for last-minute incidents/problems; for example, the illness of an invigilator.

## The examination papers

- The security of IB examinations remains a priority.
- When the examination papers are despatched to a school, an email will be sent to the coordinator containing a tracking number for their consignment. If there are any concerns around delivery, the school can contact DHL directly to arrange delivery. Please note, DHL will attempt to deliver three times, before the material is returned to the IB. If delivery cannot be made, schools must contact [support@ibo.org](mailto:support@ibo.org) for further advice.
- Upon receipt of the examination papers, checks must be completed to ensure that all papers (and the correct number of packets) are included. The IB recommends that administrative support is available for this task.
- Once checked, the examination papers must be immediately transferred to IB-compliant secure storage ([Link](#)). There is no requirement to quarantine material received from the IB (such as stationery or examination papers), provided that the staff involved follow the appropriate national/local guidance.
- All assessment material must be stored on the school premises in IB-compliant storage. If there is any change of venue, the storage of material must still follow IB protocols.

## The examination room

- All desks must be placed a minimum 1.5 meters apart (although an increase may be required to adhere with national/local social distancing guidelines).
- Schools must prepare the examination room and sanitize surfaces (desks and chairs) before allowing students to enter.
- Schools must allow enough time to sanitize surfaces (desks and chairs) after every use; for example, when two or more examinations take place on the same day.
- Hand sanitizer should be made available and used by each person as they enter and exit the examination room, in adherence with national/local guidelines.
- Schools are permitted to run more than one examination in an examination room.
- Where required, schools are permitted to run the same examination across more than one examination room.
- Schools may wish to stagger examination start times, e.g., for the same examination paper, schools may wish for half of the cohort to complete the examination, followed by the other half of the cohort once the first cohort has finished. However, schools must ensure that there is no interaction between the groups of students during the transition time.

## The invigilation

- All invigilators must receive training on the updated procedures and be aware of national/local hygiene protocols.
- All invigilators must be fully knowledgeable about how to identify possible student academic misconduct. For example, face coverings may provide an opportunity for students to bring unauthorized materials into the examination room.
- The invigilator ratio must be 1:20, with a minimum of 2 invigilators per room.
- If the school requires the use of multiple examination rooms (to ensure enough space between desks and movement of invigilators), the IB will allow in these exceptional

circumstances for the invigilator ratio to be increased to 1:30, with one “floating” invigilator if the rooms are adjacent.

- Floating invigilators must be easily contactable by each in situ invigilator.

### Permitted materials in the examination room

- Calculators and dictionaries are permitted in some examinations. Resetting calculators and checking dictionaries should preferably take place a day before the relevant examination takes place. If not possible, all checks should be carried out before the examination in question, by properly trained school staff and in adherence with national/local hygiene guidelines.
- Any equipment/materials re-used during the examination process must be sanitized after every use.
- Any relevant formula and case study booklets must be printed by the school and distributed to students with their stationery.
- Students are permitted to bring clear water bottles and pencil cases into the examination room, but all material must be checked to ensure that they do not include unauthorized materials.
- Where possible, students should not bring excess baggage/unnecessary possessions into the examination room (e.g., bags and rucksacks), to minimise the risk of contamination.

### The day of the examination

- Students should arrive at the school on time, as instructed by the coordinator. Late arrivals should be managed as instructed in the *Conduct of examinations booklet 2021* ([Link](#))
- Students should observe all national/local hygiene guidelines, such as the use of hand sanitizer, use of face masks/coverings and the maintaining of social distancing rules.
- At the coordinator’s discretion, schools may wish to distribute examination papers prior to the students arriving in the examination room. However, in this case, the papers must be distributed face down and students instructed not to touch them until advised by the coordinator/invigilator.
- Any person handling examination papers on behalf of the school must not view or disclose the contents of the examination papers.
- Students should enter and exit the examination room in a staggered fashion and in small groups. Schools may wish to introduce a one-way system to reduce contact between students.
- The mandatory *Instructions to candidates* must be read to students before the examination begins. If the wearing of a face mask/covering may affect how well the students can hear the instructions, schools may wish to consider one of the following options:
  - a) Provide the instructions on a notice board, or on a projected screen
  - b) Play a pre-recorded version of the instructions
  - c) Use a voice enhancer (such as a microphone) when delivering the instructions
  - d) Remove any mask if safe to do so during the delivery of the instructions (at the front of the room).
- To minimize disruption, schools may wish to consider how to best manage student queries during an examination. Depending on individual circumstances, schools may wish to consider whether students are approached by invigilators (whilst still maintaining the appropriate distance), or whether students must move to an area in the examination room in order to raise a query/question with the invigilator.

- Students are permitted toilet breaks (accompanied by an invigilator whilst maintaining the appropriate distance); however, schools must ensure that toilets/washrooms are checked (before and after the examination) for hidden unauthorized materials.
- Once the examination has finished, and before students leave the examination room, all examination materials (examination papers, answer booklets and stationery) must be collected. If the school considers it appropriate, invigilators collecting examination materials should have access to additional personal protective equipment (PPE), such as face masks/coverings and gloves.
- Completed examination scripts should be packed immediately after the examination has ended and dispatched as soon as possible to the appropriate scanning centre. It is not necessary to quarantine these packages.

If any further advice/support is required, please contact [support@ibo.org](mailto:support@ibo.org).