

Expectations

Notice to candidates (see page 4 & 5) must be observed by all candidates for all IB examinations.

Arrival times:

- Arrive at examination area on Level 6 at least 15 minutes prior to exam start time.
- Do not bring school bag to Level 6. Personal belongings, including phones and watches, must be left on Level 4.
- Bring the required equipment in a clear plastic bag. Water must be in a clear plastic bottle.

Your conduct and behaviour must align to the *IB Conduct of the examinations: Notice to candidates* (see page 4 & 5).

- Be silent when entering exam room area and follow all instructions regarding Entry and Exit procedures – see page 3 for ‘What to Bring’ list and non-permitted items.
- Remain quiet when exiting Level 6.

Check-in Procedure

1. Candidates enter Level 6 via north lifts or stairwell.
2. Invigilator/Supervisor checks candidate possessions at exam room entry.
3. Candidates enter the exam room as directed and sit at allocated desk according to the candidate cards.
4. On completion of exams and once instructed by Invigilator/Supervisor, candidates must exit via south lifts or stairwell.

Calculator Checks

Candidates enter Level 6 via north lifts or stairwell 15 minutes prior to start time for calculator check. Candidates must ensure their calculator is fully charged and in test mode.

Examination papers requiring calculators 2023:

1. Biology SL/HL Paper 2 (*checked prior to Paper 1*)
2. Business Management SL/HL Paper 1 and 2
3. Chemistry SL/HL Paper 2 (*checked prior to Paper 1*)
4. Design Technology SL/HL Paper 2 and 3
5. Environmental Systems and Societies SL Paper 1 and 2
6. Maths Analysis and Apps SL/HL Paper 2
7. Maths Analysis and Apps HL Paper 3
8. Maths Apps and Interpretation SL/HL Paper 1
9. Maths Apps and Interpretation SL/HL Paper 2
10. Physics SL/HL Paper 2 (*checked prior to Paper 1*)

Procedure inside the exam room:

1. Candidates sit at the desk designated with their candidate number place card.
2. Listen to and follow Invigilator's and Supervisor's instructions.
3. Write the Candidate Session Number in the boxes of each answer booklet.
4. Complete the information required on the exam cover sheet.
5. Read instructions carefully and only answer the questions required.
6. If a candidate wishes to write a draft for an answer, or any part of an answer, the draft must be written on the answer booklet. If the candidate does not want this draft to be marked, a line must be drawn through the draft or the draft workings. In examinations where the answers are written on the examination paper itself (referred to as a structured examination paper), the draft/workings must be written on an answer booklet and subsequently attached to the examination paper. Again, if the candidate does not want this to be marked, a line must be drawn through these draft workings. In both situations the candidate's draft/workings must be submitted and not retained either by the school or by the candidate.
7. If any candidate must leave the examination room, they must seek permission from the Invigilator/ Supervisor and record their name and time of exit and re-entry on a Candidate Movement form. A supervisor will escort candidate to restroom.
8. Candidates are not permitted to exit the room during the first 60mins or last 15mins of the examination
9. All candidates must remain in the examination room for the entire examination session and until all examination materials are collected. The Invigilator will advise candidate when it is appropriate to leave the exam room.
10. At the end of the exam, each candidate is required to check that they have completed all the information on the cover sheet and each separate answer booklet; cross out draft/workings that are not for marking; attach the exam paper and/or answer booklets to the cover sheet with supplied toggle. The Invigilator/Supervisor will collect all material relevant to the examination requirements. Candidates are not permitted to remove any IB examination documents or resources from the exam room.
11. Candidates will silently exit the exam room via Southern Lift or stairwell.

Candidates with IAA arrangements

Candidates with IB approved Inclusive Assessment Access (IAA) arrangements must check their exam schedule carefully to confirm arrangement and alterations to exam start/finish times.

What happens if a candidate is late or unable to attend an IB exam?

Candidates are required to observe the instruction in the *Conduct of examinations: Notice to candidates* in regard to arrival at examinations, see page 5.

Late entry to an examination is at the discretion of the IB DP Coordinator during the first 60 minutes of an examination period. As soon as a candidate knows they will be late, they must contact the IB DP Coordinator immediately on 3552 9333.

For candidates who are unable to attend an examination due to illness, it is essential to:

1. Contact QACI immediately to brief the IB DP Coordinator about your circumstances.
2. See a doctor as soon as possible to obtain a medical certificate which will be submitted to the IB by the IB DP Coordinator.
3. If a candidate is unwell and cannot complete an examination, the IB DP Coordinator will discuss your options.

QACI IB Emergency Hotline: 3552 9333

'What to Bring' list:

1. Blue or black pens
2. Pencils (soft 2B variety) – *coloured pencils are **not** permitted*
3. Eraser – *correction fluid/pens are **not** permitted*
4. Ruler / Geometry instruments
5. Drinking water in **clear** container
6. Calculators – *see "Calculator Checks" information on page 1 for the list of examinations requiring calculators*

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

Notice to candidates

- You must arrive in good time for the start of an examination and may not be allowed to sit the examination if you arrive late.
- Your coordinator/invigator will decide where you will sit during an examination. You must remain seated until permission is given to leave the examination room.
- You may only take to your desk/table the following items:
 - General stationery, for example, black/blue pen, pencil, eraser, geometry instruments, ruler. Correcting fluid and gel pens are not permitted.
 - Materials specified by the IB as required for a particular examination, for example, an electronic calculator, a clean copy of a case study and/or data booklet.
 - A bilingual translation dictionary for non-modern language examinations, that does not contain notes of any kind.
- Your coordinator/invigator has the right to inspect and confiscate any item you bring into the examination room. This includes electronic calculators, which should be set to test mode (when applicable).
- Follow all the instructions from your coordinator/invigator.
- Your coordinator/invigator has the right to remove you from the examination room if your behaviour interferes with the examination.
- In cases of emergency, and with the permission of your coordinator/invigator, you may be allowed to temporarily leave the examination room. You will remain supervised at all times.
- If you decide to leave the examination room before the scheduled finishing time, you will not be allowed to return.

- You must not attempt to obtain information about the content of an examination in advance.
 - If you find that you have accidentally taken unauthorized material into an examination (for example, a mobile phone/cellphone), you must give it to your coordinator/invigator immediately.
 - You must not include inappropriate, offensive or obscene content in your responses.
 - All work submitted for assessment must be entirely your own. Collusion, plagiarism and the impersonation of another candidate are not permitted.

Failure to comply with any of these regulations will be considered academic misconduct and may result in no grade being awarded.

Diploma Programme answer cover sheet

Candidate Number: 003073- <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SUBJECT <input type="text" value="Pre-printed"/>
Student Name: _____	LEVEL <input type="text" value="Pre-printed"/>
Teacher's Name: _____	
Queensland Academy	Paper <input type="text" value="Pre-printed"/>
Creative Industries Campus	Exam Length: Hrs <input type="checkbox"/> mins <input type="checkbox"/>

Candidate Section / Option	Question

- General Instructions**
- Write in **blue** or **black** ink, and use soft pencil for graphs and diagrams. The use of colour is only permitted in geography examinations.
 - Do not write on any QR code on this cover sheet.
- When using 4-page answer booklets**
- **Write your session number** in the appropriate boxes on the front page of the answer booklet.
 - At the start of each answer to a question, write the question number in the box. If you make a mistake, fill in the box completely and use the next available box to write the question number.
 - Parts of an answer, for example (a), (b), (c), must be written on the lines provided.
 - Leave at least one line space between each part of an answer
- At the end of the examination**
- Complete the candidate boxes (on the left) with the section(s)/option(s) and question(s) answered. If all questions have been answered, write ALL.
 - Attach this cover sheet to your work.
 - In the box below, write the number of 4-page answer booklets attached to the cover sheet.

Number of 4 page answer booklets attached

If you make a mistake

If you make a mistake when writing your question number, fill in the question number boxes completely and use the next available pair of boxes, as shown (see **Example 3**).

If you make a mistake when writing your answer, fill in the question number box completely and put a line through your answer. Write the question number in the next pair of boxes and begin your answer again.

Example 3

The diagram shows a grid of boxes for writing. The first two boxes are filled with black squares. Below them are four horizontal lines. The next two boxes contain the numbers '0' and '2', each with a red box around it. Below these are four more horizontal lines. This illustrates that if a mistake is made in the question number, the entire number should be filled in, and the next available pair of boxes should be used for the answer.