

Errata – Handbook of procedures for the Diploma Programme 2010

Section A

A8 Availability of subjects for 2010 and 2011

Film is automatically available at HL and SL in English, French and Spanish in May 2010 and May 2011 and automatically available at HL and SL in English and Spanish in November 2010 and 2011. Please use the replacement pages enclosed.

Section B

html version only (correct in the pdf) - B11 May examination session calendar

For the month of September 2009, the session showing for 'Request enquiries upon results' should show May 2009, not May 2011.

Section F

F4 Registration, subject and amendment fees

The html version shows a first and final registration deadline. There are three deadlines, as follows.

First registration deadline: **15 November/15 May**

Second registration deadline: **15 January/15 July**

Final registration deadline: **15 April/15 October**

The deadlines are correct in the pdf version.

F10 Scale of fees

The replacement page enclosed shows the registration deadlines under the registration fee per candidate.

Section G

G11.3 Retaking a subject in the next examination session

The last paragraph on page 138 reads, "The registration of a six month retake candidate will not be accepted after the deadline of **15 April/15 October**. This is a mistake – the deadlines should have been written as **29 January/29 July** as in the equivalent section (G10.3) of the 2009 Handbook.

Please use the replacement page enclosed.

Section K

K7 Diploma requirement codes

New code 20. Candidate has a grade E in either the extended essay or theory of knowledge with 24 to 27 points inclusive.

Core

The extended essay

The regulations concerning the submission of Latin and classical Greek extended essays is unclear in sections 1.3 and 1.4.2 with regard to the response languages. An extended essay in Latin or classical Greek can only be submitted for group 2 and must be written in English, French or Spanish. However, if a candidate wishes to write their extended essay in French, the coordinator must obtain permission from the coordinator help desk (help@ibo.org) by **15 November/15 May**, eighteen months before the written examinations. An option to submit this as a special request is not currently available on IBIS.

The extended essay 1.3 regulations.

See bullet point 7 concerning the submission of Latin and Greek extended essays and last bullet point concerning the new regulation for candidates with a grade E for extended essay or theory of knowledge with a total score of less than 28 points. Replacement pages 227 to 230 enclosed.

Theory of knowledge

TOK prescribed essay titles for November 2010 and May 2011 are now available on the OCC.

Please use the replacement pages enclosed for the following forms

Form TK/CS Theory of knowledge coversheet

Form TK/PPD Presentation planning document

Form TK/PMF Presentation marking form

Creativity, action, service

Form CAS/PCF

Section A should say 'Yes, all the diploma candidates have completed their CAS programmes in accordance with the guidelines'.

Please use the replacement form enclosed.

Group 1, Language A1

Form 1/IARF Internal assessment record form: language A1

The first side of the form should be completed in the working language of the school. The reverse side should be completed in the target language.

Please use the replacement forms enclosed.

Form 1/A1AP Language A1 : Advance notice of works studied for non-roman scripts only

Instructions state "Complete this form in the working language of your school (English, French or Spanish). This is incorrect, the form should be completed in the target language.

Please use the replacement form enclosed.

Form 1/A1ST is no longer required and should not have been included in the html version.

Language A1 World Literature coversheet

Amendment to WL cover, front page box D, for examiner use. Please use the replacement coversheet enclosed.

Group 2

2a Language A2

Written Tasks coversheet

Amendment to WL cover, front page box D, for examiner use. Please use the replacement coversheet enclosed.

2d Classical languages

2d.3.1 Internal assessment requirements

Option C is called 'Latin composition'. Should be 'composition'. Please use the replacement page enclosed.

3 Individuals and societies

3.1 Publications

May and November 2010 examination sessions. Incorrect in html and pdf

Html – the heading is showing correctly as May and November 2010 but Information technology in a global society should appear under this heading. Only geography and psychology publications should be listed under the May and November 2011 heading.

Pdf – the first heading should show as May and November 2010, not 2011, and should include Information technology in a global society. Only geography and psychology publications should appear under the May and November 2011 examination sessions heading. Please use the replacement page enclosed.

6a Visual arts

6a.2 Summary of latest arrival dates: May and November 2010 sessions

Submit the predicted grades and marks for internal assessment by **10 April 2010/10 October 2010** (not 2009). Please use replacement page enclosed.

Environmental systems and societies SL	English		Spanish
Geography HL	English	French	Spanish
Geography SL	English	French	Spanish
History route 1: HL	English		
History route 1: SL	English		
History route 2: SL	English	French	Spanish
History route 2: Africa HL	English		
History route 2: Americas HL	English	French	Spanish
History route 2: Asia/Oceania HL	English		
History route 2: Europe/ Middle East HL	English	French	Spanish
ITGS HL	English		
ITGS SL	English		Spanish
Philosophy HL	English	French	Spanish
Philosophy SL	English	French	Spanish
Psychology HL	English	French	Spanish
Psychology SL	English	French	Spanish
Social and cultural anthropology HL	English		Spanish
Social and cultural anthropology SL	English		Spanish

Group 3: Special request

All special requests for May 2010 group 3 subjects have now been processed at IB Cardiff and the schools concerned have received a letter of authorization.

Group 4: Available

The following group 4 subjects are automatically available in May 2010 at the level and in the response language specified.

Biology HL	English	French	Spanish
Biology SL	English	French	Spanish
Chemistry HL	English	French	Spanish
Chemistry SL	English	French	Spanish
Design technology HL	English		
Design technology SL	English		
Environmental systems and societies SL	English		Spanish
Physics HL	English	French	Spanish
Physics SL	English	French	Spanish

Group 4: Special request

All special requests for May 2010 group 4 subjects have now been processed at IB Cardiff and the schools concerned have received a letter of authorization.

Group 5: Available

The following group 5 subjects are automatically available in May 2010 at the level and in the response language specified.

Computer science HL	English		
Computer science SL	English	French	Spanish
Further mathematics SL	English		
Mathematical studies SL	English	French	Spanish
Mathematics HL: discrete mathematics	English	French	Spanish
Mathematics HL: series and differential equations	English	French	Spanish
Mathematics HL: sets, relations and groups	English	French	Spanish
Mathematics HL: statistics and probability	English	French	Spanish
Mathematics SL	English	French	Spanish

Group 5: Special request

All special requests for May 2010 group 5 subjects have now been processed at IB Cardiff and the schools concerned have received a letter of authorization.

Group 6: Available

The following group 6 subjects are automatically available in May 2010 at the level and in the response language specified.

Film HL	English	French	Spanish
Film SL	English	French	Spanish
Music HL	English		
Music SL composition	English		
Music SL group	English		
Music SL solo	English		
Theatre HL	English	French	Spanish
Theatre SL	English	French	Spanish
Visual arts HL option A	English	French	Spanish
Visual arts HL option B	English	French	Spanish
Visual arts SL option A	English	French	Spanish
Visual arts SL option B	English	French	Spanish

Group 6: Special request

All special requests for May 2010 group 6 subjects have now been processed at IB Cardiff and the schools concerned have received a letter of authorization.

Design technology HL	English	
Design technology SL	English	
Environmental systems and societies SL	English	Spanish
Physics HL	English	Spanish
Physics SL	English	Spanish

Group 4: Special request

All special requests for November 2010 group 4 subjects have now been processed at IB Cardiff and the schools concerned have received a letter of authorization.

Group 5: Available

The following group 5 subjects are automatically available in November 2010 at the level and in the response language specified.

Computer science HL	English	Spanish
Computer science SL	English	Spanish
Mathematical studies SL	English	Spanish
Mathematics HL: discrete mathematics	English	Spanish
Mathematics HL: series and differential equations	English	Spanish
Mathematics HL: sets, relations and groups	English	Spanish
Mathematics HL: statistics and probability	English	Spanish
Mathematics SL	English	Spanish

Group 5: Special request

There are no group 5 special request subjects for November 2010.

Group 6: Available

The following group 6 subjects are automatically available in November 2010 at the level and in the response language specified.

Film HL	English	Spanish
Film SL	English	Spanish
Music HL	English	Spanish
Music SL composition	English	Spanish
Music SL group	English	Spanish
Music SL solo	English	Spanish
Theatre HL	English	Spanish
Theatre SL	English	Spanish
Visual arts HL option A	English	Spanish
Visual arts HL option B	English	Spanish
Visual arts SL option A	English	Spanish
Visual arts SL option B	English	Spanish

A8.5 Availability of subjects for May 2011

Group 1 languages A1: Available

The following languages A1 are automatically available in May 2011 at higher level and standard level.

Amharic A1	Hindi A1	Polish A1
Arabic A1	Hungarian A1	Portuguese A1
Bosnian A1	Indonesian A1	Russian A1
Bulgarian A1	Italian A1	Serbian A1
Catalan A1	Japanese A1	Sesotho A1
Chinese A1	Korean A1	Sinhalese A1
Croatian A1	Latvian A1	Slovak A1
Czech A1	Lithuanian A1	Slovene A1
Danish A1	Macedonian A1	Spanish A1
Dutch A1	Malay A1	Swahili A1
English A1	Modern Greek A1	Swedish A1
Finnish A1	Nepali A1	Thai A1
French A1	Norwegian A1	Turkish A1
German A1	Persian A1	Welsh A1
Hebrew A1	Pilipino A1	

Afrikaans A1 HL/SL and Siswati A1 SL are only available in the November session. With effect from September 2008 for candidates registering for the May 2010 session, the split-session arrangement no longer applies. Therefore, any May 2011 candidate wishing to take Afrikaans A1 HL/SL or Siswati A1 SL must take all assessment components (world literature, internal assessment, paper 1 and paper 2) in the November 2010 examination session. These candidates must be registered to take Afrikaans/Siswati in the November 2010 session.

Group 1 languages A1: Special request

Examinations for languages A1 **not** listed above can sometimes be prepared, but a request and justification must be submitted on IBIS by **15 November 2009**. Form C2 must only be used for languages that are not written in Roman script. (It may not be possible to enter the names of authors and texts on IBIS in such cases.)

Setswana A1 SL is available as a special request subject in the November session only. May 2011 candidates taking Setswana A1 SL must take all assessment components in the November 2010 session.

Group 2 languages A2: Available

The following languages A2 are automatically available in May 2011 at higher level and standard level.

Arabic A2	German A2	Spanish A2
Chinese A2	Japanese A2	Swedish A2
Dutch A2	Modern Greek A2	Thai A2
English A2	Pilipino A2	
French A2	Portuguese A2	

Social and cultural anthropology HL	French
Social and cultural anthropology SL	French

Group 4: Available

The following group 4 subjects are automatically available in May 2011 at the level and in the response language specified.

Biology HL	English	French	Spanish
Biology SL	English	French	Spanish
Chemistry HL	English	French	Spanish
Chemistry SL	English	French	Spanish
Design technology HL	English		
Design technology SL	English		
Environmental systems and societies SL	English		Spanish
Physics HL	English	French	Spanish
Physics SL	English	French	Spanish

Group 4: Special request

The following group 4 subjects are **not** automatically available in May 2011 at the level and in the response language specified. A special request must be submitted on IBIS no later than **15 November 2009**.

Design technology HL*	French	Spanish
Design technology SL*	French	Spanish
Environmental systems and societies SL	French	

* It is preferable for schools wishing to offer design technology in French or Spanish to contact the coordinator help desk at IB Cardiff before beginning the teaching of the course, so that any issues arising can be addressed. Schools should be aware that the subject guide is not available in French and Spanish.

Group 5: Available

The following group 5 subjects are automatically available in May 2011 at the level and in the response language specified.

Computer science HL	English		
Computer science SL	English		Spanish
Further mathematics SL	English		
Mathematical studies SL	English	French	Spanish
Mathematics HL: discrete mathematics	English	French	Spanish
Mathematics HL: series and differential equations	English	French	Spanish
Mathematics HL: sets, relations and groups	English	French	Spanish
Mathematics HL: statistics and probability	English	French	Spanish
Mathematics SL	English	French	Spanish

Group 5: special request

The following group 5 subjects are not automatically available in May 2011 at the level and in the response language specified. A special request must be submitted on IBIS no later than **15 November 2009**.

Computer science HL	French	Spanish
Computer science SL	French	

Group 6: available

The following group 6 subjects are automatically available in May 2011 at the level and in the response language specified.

Film HL	English	French	Spanish
Film SL	English	French	Spanish
Music HL	English		
Music SL creating	English		
Music SL group performing	English		
Music SL solo performing	English		
Theatre HL	English	French	Spanish
Theatre SL	English	French	Spanish
Visual arts HL option A	English	French	Spanish
Visual arts HL option B	English	French	Spanish
Visual arts SL option A	English	French	Spanish
Visual arts SL option B	English	French	Spanish

Group 6: special request

The following group 6 subjects are not automatically available in May 2011 at the level and in the response language specified. A special request must be submitted on IBIS no later than **15 November 2009**.

Music HL	French	Spanish
Music SL creating	French	Spanish
Music SL group performing	French	Spanish
Music SL solo performing	French	Spanish

A8.6 Availability of subjects for November 2011

Group 1 languages A1: available

The following languages A1 are automatically available in November 2011. Where no level is specified, the language is available at both levels.

Afrikaans A1	German A1	Portuguese A1
Chinese A1	Indonesian A1	Siswati A1 SL
English A1	Japanese A1	Spanish A1
French A1	Korean A1	

Design technology HL	English	
Design technology SL	English	
Environmental systems and societies SL	English	Spanish
Physics HL	English	Spanish
Physics SL	English	Spanish

Group 4: Special request

The following group 4 subjects are **not** automatically available in November 2011 at the level and in the response language specified. A special request must be submitted on IBIS no later than **15 May 2010**.

Design technology HL*		Spanish
Design technology SL*		Spanish

* It is preferable for schools wishing to offer design technology in Spanish to contact the coordinator help desk at IB Cardiff before beginning the teaching of the course, so that any issues arising can be addressed. Schools should be aware that the subject guide is not available in Spanish.

Group 5: Available

The following group 5 subjects are automatically available in November 2011 at the level and in the response language specified.

Computer science HL	English	
Computer science SL	English	Spanish
Mathematical studies SL	English	Spanish
Mathematics HL: discrete mathematics	English	Spanish
Mathematics HL: series and differential equations	English	Spanish
Mathematics HL: sets, relations and groups	English	Spanish
Mathematics HL: statistics and probability	English	Spanish
Mathematics SL	English	Spanish

Group 5: Special request

The following group 5 subject is **not** automatically available in November 2011 at the level and in the response language specified. A special request must be submitted on IBIS no later than **15 May 2010**.

Computer science HL		Spanish
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Group 6: available

The following group 6 subjects are automatically available in November 2011 at the level and in the response language specified.

Film HL	English	Spanish
Film SL	English	Spanish
Music HL	English	Spanish
Music SL creating	English	Spanish
Music SL group performing	English	Spanish
Music SL solo performing	English	Spanish
Theatre HL	English	Spanish
Theatre SL	English	Spanish
Visual arts HL option A	English	Spanish
Visual arts HL option B	English	Spanish
Visual arts SL option A	English	Spanish
Visual arts SL option B	English	Spanish

Scale of fees (1 September 2009 to 31 August 2010)	Currency			
	US\$	SFr	UK£	C\$
1 Annual fee (per school)	9,600	12,480	5,480	11,520
2 Registration fee (per candidate)				
• Before the first registration deadline 15 November/15 May	135	175	77	161
• Between the first and second registration deadline 15 January/15 July	181	236	104	218
• After the second registration deadline up until 15 April/15 October	388	504	222	465
The fee for six-month retake candidates is the fee payable before the first registration deadline of 15 November/15 May .				
3 Subject fee (per candidate)				
• Fee for each subject (including theory of knowledge and extended essay when taken as retake subjects) a candidate is registered for	92	119	52	110
4 Registration amendments (per candidate)				
The fee is for the addition of a new subject, each amendment to a registration category, subject, level or response language, including theory of knowledge and the extended essay.				
• Between the first and second registration deadline	29	39	17	36
• After the second registration deadline	116	152	67	140
5 Enquiry upon results				
• Category 1: per candidate/subject/level	96	125	55	115
• Category 2: per subject component (photocopies)	69	90	40	83
• Category 2: per subject component (electronic format when available)	43	55	24	51
• Category 3: per moderation sample	146	190	84	176
• Review of a category 1 re-mark	164	213	94	197
• Return of individual candidate material: per candidate, subject, level	41	53	23	49
6 Other by-request services				
• Legalization of diploma results (per candidate)	106	138	61	127
• Replacement diploma or certificate (per diploma or certificate)	64	83	37	76
• Results to universities (per candidate: no charge for first six universities)	14	18	9	16
7 Appeals (per candidate)				
• Fee for an appeal under article 29 of the <i>General regulations: Diploma Programme</i>	218	284	125	262

G11 Candidates retaking one or more subjects

If a candidate is not satisfied with the grade he or she has achieved in one or more subjects, or for theory of knowledge or the extended essay requirement, the candidate may take the subject(s) again. This can be in the examination session six months later, or in principle after any period of time. However, when a subject is taken again, if new curriculum or assessment requirements have been introduced the candidate must comply with those new requirements.

A school is under no obligation to accept a candidate who wishes to take one or more subjects again, regardless of whether the candidate was a diploma or certificate registration, or did or did not previously attend the school. Registering a candidate to retake one or more subjects involves accepting all academic and administrative responsibilities for that candidate, regardless of whether the candidate previously attended a different school.

G11.1 Responsibilities of the school

No distinction is made between a diploma or certificate candidate wishing to retake one or more subjects. A diploma candidate who is retaking a subject uses the retake (R) registration category, but a certificate candidate uses the certificate (C) category again.

A candidate who wishes to take one or more subjects again does not have to register in the same school where the subject was originally taken. If a school accepts a candidate who wishes to retake one or more subjects, the school must assume all academic and administrative responsibilities for that candidate. Responsibilities include, but are not confined to:

- registering the candidate using his or her personal code
- checking the candidate's personal and subject registration details
- collecting and paying fees to the IB
- offering the candidate the opportunity to submit new or revised work for internal assessment and non-examination components
- confirming the authenticity of work submitted by the candidate
- communicating with the IB on behalf of the candidate and his or her legal guardians
- advising the coordinator help desk of any adverse circumstances affecting the candidate
- confirming the identity of the candidate
- communicating results to the candidate
- offering the opportunity for an enquiry upon results.

Subject to the approval of the coordinator, a candidate retaking subjects in a different school is not obliged to follow the new school's courses of study.

A candidate retaking a subject is not required to attend classes if he or she has already received the recommended number of teaching hours. However, coordinators are strongly advised to consider whether the candidate requires additional teaching before taking the examinations.

If there have been changes to the requirements of a subject's curriculum and/or its assessment, the candidate must comply with the new requirements. This includes changes to the internal assessment.

G11.2 Registration

Under procedures that applied up to and including May and November 2007, coordinators could enter retake (R) candidates only in the session that is not their school's main session. In other words, only candidates trying to achieve the diploma or improve upon their diploma results could be entered in the alternative session. This has now been extended to include certificate candidates who wish to take one or more subjects again.

For example, a November session school registers a certificate candidate for geography SL for November 2010 and the candidate achieves a low grade. That candidate would now be able to register for geography SL in May 2011 in any school, regardless of the school's main session. The equivalent would apply to a certificate candidate first registered at a school with May designated as its main session.

The same arrangement applies to diploma candidates, who can retake one or more subjects in either May or November regardless of the school's main session. The only difference is that certificate candidates taking one or more subjects again must be registered as certificate (C) candidates, not retake (R) candidates.

G11.3 Retaking a subject in the next examination session

Candidates have the opportunity to retake one or more subjects after six months if the subject, level and response language are available. (Such candidates are sometimes referred to as "six-month retake candidates".) For diploma candidates this includes the opportunity to resubmit theory of knowledge and the extended essay. The following restrictions apply.

- A subject taken as an anticipated subject cannot be retaken after six months.
- If a candidate is registered for the session six months after his or her diploma session, the subject(s) for which he or she is registering must have already been taken in the diploma session.
- A candidate is not permitted to change from standard level to higher level in a subject being retaken after six months. However, a candidate is permitted to change from higher level to standard level, if the diploma requirements allow such a change.
- A language A1 SL self-taught candidate cannot retake the oral examination for that language after six months. This is because the choice of authors and works must be submitted to IB Cardiff seven months before the written examinations to allow time for setting the examination questions. The candidate's mark for alternative oral assessment must be carried over from the previous session.
- If a six-month retake candidate is submitting an extended essay, that essay must be registered for the same subject.

The registration of a six-month retake candidate will not be accepted after the deadline of **29 January/29 July** even if the outcome of an enquiry upon results is pending. Coordinators must register the candidate before this deadline and then await the outcome of the enquiry upon results. If a grade is raised as a consequence of an enquiry upon results, the registration for the subject concerned will be withdrawn on request from the coordinator. No fee will normally be charged, either for the registration or the withdrawal of the registration.

1 The extended essay

Replacement page

1.1 Current guide

The information given in this section of the handbook must be read in conjunction with the *Extended essay guide*.

May and November 2010 examination sessions	
Title of publication	Date of issue
<i>Extended essay guide</i>	March 2007 (Updated November 2008 and February 2009)

1.2 Summary of latest arrival dates

Action	Session	To	Latest arrival date	Method/forms
Submit requests for an extended essay in a language A1 not available for the session	May 2011/ November 2011	IB Cardiff	15 October 2009/ 15 April 2010	IBIS
Submit extended essays for assessment	May 2010/ November 2010	Examiner	15 March 2010/ 15 September 2010	Candidate checklist and coversheet
Submit predicted grades	May 2010/ November 2010	IB Cardiff	10 April 2010/ 10 October 2010	IBIS

1.3 Regulations

- Only candidates registered under the diploma or retake categories may submit an extended essay.
- Retake candidates wishing to improve the grade for their extended essay may submit either a revised or a new extended essay. A new extended essay can be registered in the same or in a different subject. However, a six-month retake candidate resubmitting an extended essay must register for the same subject.
- If a diploma candidate withdraws from the extended essay, but does not withdraw from all examinations, this results in a change of category from diploma to certificate.
- An extended essay submitted for assessment in a subject or response language for which it is not registered may not be assessed.

- It is the school's responsibility to ensure that each candidate submitting an extended essay is supervised by a teacher at the school with appropriate qualifications and/or experience in the subject chosen by the candidate. Neither a relative of the candidate nor a person who is not a teacher at the school can undertake the role of the supervisor.
- Each supervisor must be familiar with the extended essay requirement for the Diploma Programme and their responsibilities for guiding candidates on the preparation and writing of an extended essay. Both supervisors and diploma candidates must have access to the relevant sections from the *Extended essay guide*.
- Extended essays submitted in a group 1 or group 2 language must be written in that language, with the exception of Latin and classical Greek. Extended essays in all other subjects, including Latin and classical Greek, must be written in English, French or Spanish. If a candidate wishes to write their Latin or classical Greek extended essay in French, the coordinator must obtain permission from the coordinator help desk (help@ibo.org) by **15 November/15 May**, eighteen months before the written examinations. An option to submit this as a special request is not currently available on IBIS.
- A language A1 SL school supported self-taught candidate is not permitted to offer an extended essay in his or her language A1.
- A candidate is not permitted to submit a group 2 extended essay in a language A1 that is a subject for their diploma.
- An extended essay must be submitted in one of the subjects of the Diploma Programme available for the extended essay and must meet the criteria. A list of subjects in which extended essays can be submitted is available in section 1.4.
- A candidate need not submit an extended essay in a subject that has been selected as one of that candidate's six diploma subjects, subject to the approval of the coordinator.
- A group 2 extended essay cannot be offered in a candidate's language A1, regardless of whether that language A1 fulfils a diploma requirement for groups 1, 2 or 6.
- With effect from the May 2010 examination session, a grade E in either an extended essay or theory of knowledge will result in no diploma being awarded for a candidate whose total score is 24, 25, 26 or 27 points. A candidate must obtain at least a grade D in both these requirements.

1.4 Subject availability

1.4.1 Group 1

Extended essays in group 1 are intended for candidates whose mother tongue is the language A1 chosen for the extended essay. Candidates should not be encouraged to write a group 1 extended essay in their group 2 language, with the exception of those candidates who wish to submit a group 1 extended essay in their language A2.

The list of languages available for group 1 extended essays matches the combined list of available languages A1 for May and November.

If a candidate wishes to submit an extended essay in a language A1 not available for the session, the coordinator must obtain permission from IB Cardiff by **15 November/15 May**, 18 months before the written examinations. All such requests for May and November 2010 have now been processed and the schools concerned have received authorization.

1.4.2 Group 2

Extended essays in a group 2 language are intended for second-language learners. A candidate is not permitted to submit a group 2 extended essay in a language A1 that is a subject for their diploma.

The list of languages available for group 2 extended essays matches the combined list of available languages A2, languages B and languages *ab initio* for May and November. There is no special request service for group 2 languages.

A candidate may be registered for an extended essay in Latin or classical Greek with English or Spanish as the response language for either the May or November session. If a candidate wishes to write their Latin or classical Greek extended essay in French, the coordinator must obtain permission from the coordinator help desk (help@ibo.org) by **15 November/15 May**, eighteen months before the written examinations. An option to submit this as a special request is not currently available on IBIS.

1.4.3 Groups 3 to 6

The following subjects are available in English, French and Spanish for 2010 and 2011.

Biology	Information technology in a global society
Business and management	Mathematics
Chemistry	Music
Computer science	Peace and conflict studies
Dance	Philosophy
Design technology	Physics
Economics	Politics
Environmental systems and societies	Psychology
Film	Social and cultural anthropology
Geography	Theatre
History	Visual arts
Human rights	World religions

1.5 Change of subject

A change of subject for an extended essay will only be accepted before the final registration deadline of **15 January/15 July**. The change should be indicated on IBIS.

If a candidate submits an extended essay in a subject or response language that is not the subject/response language for which it was registered, contact the coordinator help desk by email for advice. Do not send the essay to an examiner for the “new” subject/response language, even if there appears to be an appropriate examiner on the examiner notification.

1.6 Completion of the extended essay cover

All extended essays must be submitted to the examiner with the cover completed and signed by the candidate and by the candidate’s supervisor. If either the candidate or the supervisor does not sign the extended essay cover it will not be accepted for assessment and may be returned to the school.

Both the candidate and the supervisor must complete the cover in the same language as the extended essay. This includes all languages for extended essays in group 1 and group 2.

Candidates must ensure the submitted essay is secured within the IB extended essay cover so that its pages can be easily removed and photocopied. The IB extended essay cover must be used; no other cover will be accepted (for example, leather or some similar form of presentation). Although it is appreciated that many candidates will take pride in the presentation of their extended essay, no additional marks will be awarded for binding the extended essay.

I.7 Submission of extended essays

I.7.1 Examiner notification

The examiner notifications for extended essays are released on IBIS by **20 February/20 August**, about two months before the written examinations. The examiner notifications provide the name and address of each examiner allocated to the school for the marking of extended essays in each subject. (More than one examiner may be allocated to a subject if extended essays are being submitted in more than one response language.)

I.7.2 Candidates who fail to submit an extended essay

A checklist (or attendance sheet) is available on IBIS under the menu for candidate registration. For each extended essay subject and response language, print the checklist. For any candidate who has not submitted an extended essay, regardless of the reason, write a cross in the box against his or her name. Include this checklist with the batch of available extended essays that you send to the examiner for the subject concerned.

If a candidate has not submitted an extended essay because of adverse circumstances, send a completed [Form D2](#) to IB Cardiff without delay.

I.7.3 Sending extended essays to an examiner

Send each extended essay (enclosed within its cover) to the examiner to arrive no later than **15 March/15 September**. If possible, mail the extended essays immediately after the examiner notifications have been received so that examiners receive their allocation of extended essays well before the deadline.

Please include the checklist mentioned in section 1.7.2 above, even if all candidates have submitted an extended essay.

Coordinators must retain at least one copy of each extended essay in case an extended essay becomes mislaid on the way to an examiner.

I.8 Submission of predicted grades

Coordinators are required to submit a predicted grade for each candidate's extended essay. These grades are submitted using IBIS. These grades must be entered on IBIS by **10 April/10 October**, about three weeks before the written examinations.

The IB scale and, therefore, the only permitted predictions for the extended essay, are as follows:

Grade	A	Excellent performance
	B	Good performance
	C	Satisfactory performance
	D	Mediocre performance
	E	Elementary performance.

**TK/CS****Theory of knowledge cover sheet**Submit to: **Examiner**Arrival date: **15 Mar / 15 Sep**

Session:

Candidate session number:

0	0							
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School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this form in the working language of your school (English, French or Spanish).
- Complete one copy of this form to accompany each essay submitted.

Candidate name:

Prescribed title number:

Approximate number of words:
(1,200 minimum–1,600 maximum)
The following declarations must be signed; otherwise a grade may not be issued

I confirm that this essay is my own work. It is the final version of my essay and the information given above is correct. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

Candidate's signature: Date:

I confirm that, to the best of my knowledge, the material submitted is the authentic work of the candidate and the word count is accurate.

Teacher's name: Date:

Teacher's signature:

Examiners' use only:

	Examiner number	A (0–10)	B (0–10)	C (0–10)	D (0–10)	Total (0–40)
Examiner 1:						
Examiner 2:						
Examiner 3:						

IB Cardiff use only B: _____ A: _____

Examiner's name:

Examiner's signature: Date:

**TK/PPD****Presentation planning document**Submit to: **Tok teacher**Arrival date: **See below**

Session:

School number:

0	0				
---	---	--	--	--	--

School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this form in the working language of your school (English, French or Spanish).
- Do not send to IB Cardiff or to the moderator unless you have been instructed to do so. Retain the forms until after the publication of results

Candidate name:

Candidate session number:

0	0								
---	---	--	--	--	--	--	--	--	--

Title of presentation:

Please describe your planning for the presentation, either in the space below, or on an attached A4 word-processed page by completing 1, 2 and 3 below.

1. What is the real life situation under consideration?

2. What is the TOK knowledge issue that will be the focus of your presentation? (This must be expressed as a question)

3. Write a summary in note form (for example, a bullet point list), of the way you plan to deal with knowledge issues during your presentation

**TK/PMF****Presentation marking form**Submit to: **Tok teacher**Arrival date: **See below**

Session:

School number:

0	0				
---	---	--	--	--	--

School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this form in the working language of your school (English, French or Spanish).
- Do not send to IB Cardiff or to the moderator unless instructed to do so. Retain the forms until after the publication of results.

Candidate name:

Candidate session number:

0	0						
---	---	--	--	--	--	--	--

Title of presentation:

Presenter's assessment

Each presenter should give themselves an achievement level for each of the four assessment criteria. Presenters should briefly justify the level they have given, in the "Comments/evidence" space provided.

Criterion	Comments/evidence	Achievement level (/5)
A		
B		
C		
D		
Total (/20)		

I certify that this presentation was the work of myself (and my co-presenters, if applicable).

Candidate's signature: Date:

Teacher's assessment

In the "Comments/evidence" box, please indicate briefly why you have given each level.

Criterion	Comments/evidence	Achievement level (/5)
A		
B		
C		
D		
Total (/20)		

Duration of presentation:

I certify that this presentation was, to the best of my knowledge, the work of the presenters named (with permitted teacher support).

Teacher's name (printed) and signature: Date:



CAS/PCF

CAS: programme completion form

Submit to: **Regional office** Arrival date: **1 May / 1 Nov** Session:

School number:

0	0				
---	---	--	--	--	--

School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this form in the working language of your school (English, French or Spanish).

Have all your candidates completed their CAS programme satisfactorily?

Please complete section A or section B

Section A

☐

Yes, all the diploma candidates have completed their CAS programmes in accordance with the guidelines

Section B

☐

No, the following candidates have **not** completed their CAS programmes satisfactorily

Attach an explanatory report on each candidate, describing the circumstances that have prevented satisfactory completion of the CAS programme and enclosing the CAS records for each candidate concerned.

Candidate session number								Candidate name
0	0							
0	0							
0	0							
0	0							
0	0							
0	0							
0	0							
0	0							
0	0							
0	0							

Name:

Position: **CAS coordinator**

Signature:

Date:

Name:

Position: **DP coordinator**

Signature:

Date:

**1/IARF****Internal assessment record form: language A1**Submit to: **see below** Arrival date: **see below** Session:

School number:

0	0				
---	---	--	--	--	--

School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this side in the working language of your school (English, French or Spanish).
- Complete the reverse side (teacher's comments) in the target language.
- Complete one copy of this form for each candidate.
- Ensure that the appropriate teacher(s) sign and date the form when entering achievement levels.
- Do not send forms (with the exception of those accompanying samples) to IB Cardiff unless instructed to do so. Retain the remaining forms until after the publication of results.
- Select samples as directed by IBIS. Include the corresponding copies of the extract and guiding questions for each candidate in the sample.

Subject: _____ A1 Level: _____

Candidate name: _____

Candidate session number:

0	0								
---	---	--	--	--	--	--	--	--	--

Part 2: works studied (4 at higher level, 2 at standard level)

Tick/check (✓) the particular work on which the candidate's individual oral commentary is based.

	Work	Author	
1	_____	_____	☐
2	_____	_____	☐
3	_____	_____	☐
4	_____	_____	☐

Part 4: works studied (4 at higher level, 3 at standard level)

Tick/check (✓) the particular work(s) on which the candidate's individual oral presentation is based.

	Work	Author	
1	_____	_____	☐
2	_____	_____	☐
3	_____	_____	☐
4	(World literature) _____	_____	☐

Candidate declaration: I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

Candidate's signature: Date:

Teacher declaration: To the best of my knowledge, the material submitted is the authentic work of the candidate.

Signature of teacher: Date:

International Baccalaureate

1/IARF (reverse)

School name:

Subject: A1 Level:

Candidate name:

Candidate session number:

0	0							
---	---	--	--	--	--	--	--	--

Teacher's comments	Individual oral presentation																														
Teacher's name..... Signature..... Date.....	<table> <tr> <td>Teacher</td> <td>A 0-5</td> <td>B 0-10</td> <td>C 0-10</td> <td>D 0-5</td> </tr> <tr> <td></td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Teacher	A 0-5	B 0-10	C 0-10	D 0-5																									
Teacher	A 0-5	B 0-10	C 0-10	D 0-5																											
Teacher's comments	Individual oral commentary																														
Teacher's name..... Signature..... Date.....	<table> <tr> <td>Teacher</td> <td>A 0-5</td> <td>B 0-10</td> <td>C 0-10</td> <td>D 0-5</td> </tr> <tr> <td></td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Moderator</td> <td>A 0-5</td> <td>B 0-10</td> <td>C 0-10</td> <td>D 0-5</td> </tr> <tr> <td></td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Senior moderator</td> <td>A 0-5</td> <td>B 0-10</td> <td>C 0-10</td> <td>D 0-5</td> </tr> <tr> <td></td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Teacher	A 0-5	B 0-10	C 0-10	D 0-5						Moderator	A 0-5	B 0-10	C 0-10	D 0-5						Senior moderator	A 0-5	B 0-10	C 0-10	D 0-5					
Teacher	A 0-5	B 0-10	C 0-10	D 0-5																											
Moderator	A 0-5	B 0-10	C 0-10	D 0-5																											
Senior moderator	A 0-5	B 0-10	C 0-10	D 0-5																											

**1/IARF****Internal assessment record form: language A1**Submit to: **see below** Arrival date: **see below** Session: .. **May 2010.....**School number:

0	0	0	0	0	1
---	---	---	---	---	---

School name:**CARDIFF..AMERICAN..SCHOOL**.....

- Write legibly using black ink and retain a copy of this form.
- Complete this side in the working language of your school (English, French or Spanish).
- Complete the reverse side (teacher's comments) in the target language.
- Complete one copy of this form for each candidate.
- Ensure that the appropriate teacher(s) sign and date the form when entering achievement levels.
- Do not send forms (with the exception of those accompanying samples) to IB Cardiff unless instructed to do so. Retain the remaining forms until after the publication of results.
- Select samples as directed by IBIS. Include the corresponding copies of the extract and guiding questions for each candidate in the sample.

Subject: **ENGLISH** A1 Level: **HIGHER**Candidate name: **NICKOLA ELIZABETH HUGHES**Candidate session number:

0	0	0	0	0	1	0	3	7
---	---	---	---	---	---	---	---	---

Part 2: works studied (4 at higher level, 2 at standard level)

Tick/check (✓) the particular work on which the candidate's individual oral commentary is based.

	WORK	AUTHOR	
1	HAMLET	SHAKESPEARE	☒
2	SELECTED POEMS	BRUTUS / KEATS / FROST	☐
3	ARROW OF GOD	CHINUA ACHEBE	☐
4	RUNNING IN THE FAMILY	MICHAEL ONDAATJE	☐

Part 4: works studied (4 at higher level, 3 at standard level)

Tick/check (✓) the particular work(s) on which the candidate's individual oral presentation is based.

	WORK	AUTHOR	
1	THE TRIAL OF MALLAM ILYA	MOHAMMED BEN ABDALLAH	☐
2	THE CRUCIBLE	ARTHUR MILLER	☒
3	A MAN FOR ALL SEASONS	ROBERT BOLT	☒
4(WL)	AN ENEMY OF THE PEOPLE	HENRIK IBSEN	☐

Candidate declaration: I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

Candidate's signature:*N. E. Hughes*..... Date:*20 January 2010*.....

Teacher declaration: To the best of my knowledge, the material submitted is the authentic work of the candidate.

Signature of teacher:*A. N Other*..... Date: ...*20. January 2010*.....

International Baccalaureate

1/1ARF (reverse)

School name:.....CARDIFF..AMERICAN..SCHOOL.....

Subject: ENGLISH A1 Level: HIGHERCandidate name: NICKOLA ELIZABETH HUGHESCandidate session number:

0	0	0	0	0	1	0	3	7
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Teacher's comments	Individual oral presentation																														
VERY GOOD KNOWLEDGE AND UNDERSTANDING OF WORKS. CONVINCING INTERPRETATION OF AND PERSONAL ENGAGEMENT WITH ISSUES. MORE COULD HAVE BEEN DONE TOWARDS AN EFFECTIVE PRESENTATION THOUGH. Teacher's name:A. N. OTHER..... Signature:A. N. Other..... Date:15.03.10.....	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 10px;">Teacher</td> <td style="text-align: center;">A 0-5</td> <td style="text-align: center;">B 0-10</td> <td style="text-align: center;">C 0-10</td> <td style="text-align: center;">D 0-5</td> </tr> <tr> <td></td> <td style="text-align: center; border: 1px solid black; width: 40px;">4</td> <td style="text-align: center; border: 1px solid black; width: 40px;">9</td> <td style="text-align: center; border: 1px solid black; width: 40px;">6</td> <td style="text-align: center; border: 1px solid black; width: 40px;">5</td> </tr> </table>	Teacher	A 0-5	B 0-10	C 0-10	D 0-5		4	9	6	5																				
Teacher	A 0-5	B 0-10	C 0-10	D 0-5																											
	4	9	6	5																											
Teacher's Comments	Individual oral commentary																														
EXCELLENT USE OF LANGUAGE AND EFFECTIVE PRESENTATION HAVE ENHANCED COMMENDABLE UNDERSTANDING, KNOWLEDGE AND INTERPRETATION OF THE EXTRACT. A GOOD COMMENTARY. Teacher's name:A. N. OTHER..... Signature:A. N. Other..... Date:20.01.10.....	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 10px;">Teacher</td> <td style="text-align: center;">A 0-5</td> <td style="text-align: center;">B 0-10</td> <td style="text-align: center;">C 0-10</td> <td style="text-align: center;">D 0-5</td> </tr> <tr> <td></td> <td style="text-align: center; border: 1px solid black; width: 40px;">4</td> <td style="text-align: center; border: 1px solid black; width: 40px;">7</td> <td style="text-align: center; border: 1px solid black; width: 40px;">8</td> <td style="text-align: center; border: 1px solid black; width: 40px;">5</td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">Moderator</td> <td style="text-align: center;">A 0-5</td> <td style="text-align: center;">B 0-10</td> <td style="text-align: center;">C 0-10</td> <td style="text-align: center;">D 0-5</td> </tr> <tr> <td></td> <td style="text-align: center; border: 1px solid black; width: 40px;"></td> <td style="text-align: center; border: 1px solid black; width: 40px;"></td> <td style="text-align: center; border: 1px solid black; width: 40px;"></td> <td style="text-align: center; border: 1px solid black; width: 40px;"></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">Senior moderator</td> <td style="text-align: center;">A 0-5</td> <td style="text-align: center;">B 0-10</td> <td style="text-align: center;">C 0-10</td> <td style="text-align: center;">D 0-5</td> </tr> <tr> <td></td> <td style="text-align: center; border: 1px solid black; width: 40px;"></td> <td style="text-align: center; border: 1px solid black; width: 40px;"></td> <td style="text-align: center; border: 1px solid black; width: 40px;"></td> <td style="text-align: center; border: 1px solid black; width: 40px;"></td> </tr> </table>	Teacher	A 0-5	B 0-10	C 0-10	D 0-5		4	7	8	5	Moderator	A 0-5	B 0-10	C 0-10	D 0-5						Senior moderator	A 0-5	B 0-10	C 0-10	D 0-5					
Teacher	A 0-5	B 0-10	C 0-10	D 0-5																											
	4	7	8	5																											
Moderator	A 0-5	B 0-10	C 0-10	D 0-5																											
Senior moderator	A 0-5	B 0-10	C 0-10	D 0-5																											

**1/A1AP****Language A1: Advance notice of works studied for non-roman scripts only**Submit to: **see below** Arrival date: **1 December/1 June** Session:

School number:

0	0				
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School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this form in the target language.
- Complete this form in accordance with the general instructions in the Language A1 guide.
- Indicate the choice of authors and texts and in **parts 2 and 3 indicate the genre**.
- Where more than one programme is studied at one level, please submit the appropriate number of forms.
- Send to IB Cardiff languages section by **1 December/1 June**, five months before the examination session.

Subject: _____ A1 Level: _____

Part 1: World literature (HL and SL works)

- Title:
Author:
- Title:
Author:
- Title:
Author:

Part 2: Detailed study (HL 4 works, SL 2 works)

- Genre:
Title:
Author:
- Genre:
Title:
Author:
- Genre:
Title:
Author:
- Genre:
Title:
Author:

International Baccalaureate**1/A1AP (reverse)**

School name:

Part 3: Groups of works (HL 4 works, SL 3 works)

Please specify chosen genre:

1. Title:

Author:

2. Title:

Author:

3. Title:

Author:

4. Title:

Author: (World literature)

Part 4: School's free choice (HL 4 works, SL 3 works)

1. Title:

Author:

2. Title:

Author:

3. Title:

Author:

4. Title:

Author: (World literature)

To be completed by the IB coordinator/teacher

Name:

Position:

Signature:.....

Date:



A

Candidate session number Numéro de session du candidat Número de convocatoria del alumno				0	0						
Candidate name Nom du candidat Nombre del alumno											
School number Numéro de l'établissement Número del colegio						0	0				
School name Nom de l'établissement Nombre del colegio											

Language A1: world literature assignment(s) coversheet
Langue A1 : travail de littérature mondiale - page de couverture
Lengua A1: trabajo de literatura mundial - portada

Candidate instructions

Instructions pour le candidat

Instrucciones para el alumno

- Complete boxes A, B and C using capital letters.
- Complete the questionnaire overleaf on the date determined by the school.
- Attach this cover to your assignment(s) (two assignments at HL, one at SL).
- Number each page of your assignment(s).
- Write your candidate session number on each page.
- Remplir les tableaux A, B et C en majuscules.
- Compléter le verso de ce formulaire à la date déterminée par l'établissement.
- Joindre cette page de couverture à votre travail (ou vos travaux) (deux travaux au NS et un au NM).
- Numéroter chaque page de votre travail (ou vos travaux).
- Inscrivez le numéro de session du candidat sur chaque page.
- Escriba la información que se pide en las casillas A, B y C en mayúsculas.
- Cumplimente el formulario al dorso en la fecha que fije el colegio.
- Adjunte esta portada a sus trabajos (dos para NS, uno para NM).
- Numere todas las páginas de sus trabajos.
- Escriba su número de convocatoria del alumno en todas las páginas.

B

Language A1 Langue A1 Lengua A1			Level Niveau Nivel		
Examination session Session d'examens Convocatoria de exámenes	May Mai Mayo	☐	November Novembre Noviembre	☐	Year Année Año

C

Number of sheets attached Nombre de feuilles jointes Número de hojas adjuntas

D

Assessment criteria Critères d'évaluation Criterios de evaluación		Number of examiner 1 Code de l'examinateur 1 N.º del examinador 1	Number of examiner 2 Code de l'examinateur 2 N.º del examinador 2	Number of examiner 3 Code de l'examinateur 3 N.º del examinador 3
Assignment 1 Travail 1 Trabajo 1	A			
	B			
	C			
	D			
Assignment 2 Travail 2 Trabajo 2	A			
	B			
	C			
	D			
Total		Total	Total	Total

E

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Champs réservés à IB Cardiff

B: _____ A: _____

Programme summary / Résumé du programme / Resumen del programaPart 1 / 1^{ère} partie / Parte 1

		Title / Titre / Título	Author / Auteur / Autor
Work Œuvre Obra			

Parts 3 and 4 / 3^e et 4^e parties / Partes 3 y 4

World Literature works studied / Œuvres de Littérature mondiale étudiées / Obras de Literatura Mundial estudiadas

		Title / Titre / Título	Author / Auteur / Autor
Part Partie Parte			

Assignment summary / Résumé des travaux / Resumen de los trabajos

Assignment 1 / Travail 1 / Trabajo 1 - Number of words / Nombre de mots / Número de palabras

Based on: / Basé sur : / Basado en:

	Title / Titre / Título	Author / Auteur / Autor
Work(s) Œuvre(s) Obra(s)		

HL only / NS seulement / NS solamente

Assignment 2 / Travail 2 / Trabajo 2 - Number of words / Nombre de mots / Número de palabras

Based on: / Basé sur : / Basado en:

Work(s) Œuvre(s) Obra(s)	Author / Auteur / Autor

The following declarations must be signed; otherwise a grade may not be issued / La note finale ne sera pas attribuée si les déclarations suivantes ne sont pas signées / Si no se firman las declaraciones siguientes, no se emitirá una calificación para el alumno

I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

Je confirme que ce travail ci-joint est le fruit de mon travail personnel, et qu'il s'agit de la version finale. J'ai signalé tous les emprunts d'idées ou de paroles, qu'elles aient été exprimées originellement par écrit, visuellement ou oralement.

Confirmo que soy el autor de este trabajo y que es la versión final. He citado debidamente las palabras o ideas de otra persona, se hayan expresado éstas de forma escrita, oral o visual.

Candidate's signature:

Signature du candidat : _____

Firma del alumno:

Date:

Date : _____

Fecha:

I confirm that, to the best of my knowledge, the attached assignment(s) is (are) the authentic work of the candidate.

À ma connaissance, le ou les devoirs ci-joints constituent le travail authentique du candidat.

A mi leal saber y entender, el material aquí presentado es el trabajo auténtico del alumno.

Teacher's signature:

Signature de l'enseignant : _____

Firma del profesor:

Date:

Date : _____

Fecha:



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Baccalauréat International
Bachillerato Internacional

WT

A

Candidate session number Numéro de session du candidat Número de convocatoria del alumno				0	0						
Candidate name Nom du candidat Nombre del alumno											
School number Numéro de l'établissement Número del colegio				0	0						
School name Nom de l'établissement Nombre del colegio											

Language A2: written tasks coversheet

Lange A2 : tâches écrites - page de couverture

Lengua A2: tareas escritas - portada

Candidate instructions

- Complete boxes A, B and C using capital letters.
- Complete the questionnaire overleaf on the date determined by the school.
- Attach this cover to your tasks.
- Number each page of your tasks.
- Write your candidate session number on each page.

Instructions pour le candidat

- Remplissez les tableaux A, B et C en majuscules.
- Complétez le questionnaire au verso à la date fixée par l'établissement.
- Joignez cette page de couverture à vos tâches écrites.
- Numérotez chaque page de vos tâches écrites.
- Inscrire le numéro de session du candidat sur chaque page.

Instrucciones para el alumno

- Escriba la información que se pide en las casillas A, B y C en mayúsculas.
- Cumplimente el formulario al dorso en la fecha que fije el colegio.
- Adjunte esta portada a sus tareas escritas.
- Numere todas las páginas de sus tareas escritas.
- Escriba su número de convocatoria del alumno en todas las páginas.

B

Language A2 Langue A2 Lengua A2			Level Niveau Nivel		
Examination session Session d'examens Convocatoria de exámenes	May Mai Mayo	☐	November Novembre Noviembre	☐	Year Année Año

C

Number of sheets attached Nombre de feuilles jointes Número de hojas adjuntas

D

Assessment criteria Critères d'évaluation Criterios de evaluación		Number of examiner 1 Code de l'examinateur 1 N.º del examinador 1	Number of examiner 2 Code de l'examinateur 2 N.º del examinador 2	Number of examiner 3 Code de l'examinateur 3 N.º del examinador 3
Task 1 and task 2 Tâche 1 et tâche 2 Tarea 1 y tarea 2	A			
Task 1 Tâche 1 Tarea 1	B			
	C			
Task 2 Tâche 2 Tarea 2	B			
	C			
Total		Total	Total	Total

E

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Champs réservés à IB Cardiff

B: _____ A: _____

Programme summary / Résumé du programme / Resumen del programa

Give details of the cultural and literary options studied. For each cultural option, state the topic studied (eg, media—advertising, film and radio). For each literary option, state the titles of works and authors.

Veillez indiquer le nom des options culturelles et des options littéraires étudiées. Précisez le thème étudié dans chaque option culturelle (ex. média - publicité, cinéma et radio) ainsi que les œuvres et les auteurs étudiés dans chaque option littéraire.

Sírvase indicar el título de las opciones culturales y literarias estudiadas. Indique el tema estudiado en cada opción cultural (p.ej.: Medios de comunicación: publicidad, cine y radio), y los títulos de las obras y los autores en cada opción literaria.

Option 1 / Opción 1

.....

.....

Option 2 / Opción 2

.....

.....

Option 3 / Opción 3

.....

.....

Option 4 / Opción 4

(HL only)

(NS seulement)

(NS solamente)

.....

Total number of words
Nombre total de mots
Número total de palabras

The following declarations must be signed; otherwise a grade may not be issued / La note finale ne sera pas attribuée si les déclarations suivantes ne sont pas signées / Si no se firman las declaraciones siguientes, no se emitirá una calificación para el alumno

Candidate declaration / Déclaration du candidat / Declaración del alumno

I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

Je confirme que ce travail est le fruit de mon travail personnel, et qu'il s'agit de la version finale. J'ai signalé tous les emprunts d'idées ou de paroles, qu'elles aient été exprimées originellement par écrit, visuellement ou oralement.

Confirmo que soy el autor de este trabajo y que es la versión final. He citado debidamente las palabras o ideas de otra persona, se hayan expresado éstas de forma escrita, oral o visual.

Candidate's signature:
Signature du candidat : _____
Firma del alumno: _____

Date: _____
Date : _____
Fecha: _____

Teacher declaration / Déclaration de l'enseignant / Declaración del profesor

To the best of my knowledge, the attached written tasks are the authentic work of the candidate.

À ma connaissance, les tâches écrites ci-jointes constituent le travail authentique du candidat.

A mi leal saber y entender, el material aquí presentado es fruto del trabajo del alumno.

Teacher's signature:
Signature de l'enseignant : _____
Firma del profesor: _____

Date: _____
Date : _____
Fecha: _____

- Move on to a general discussion on further *ab initio* topics from the core syllabus (5 minutes).
- Bring the oral to a close at the end of the allotted time.
- After the candidate has finished, enter the marks awarded on the record Form 2/RFAI.

2c.5.4 Role of the teacher during the individual oral

- During the candidate's presentation, act as no more than a sympathetic listener.
- In the subsequent conversation, do not limit yourself to a question and answer format. In other words, try to generate an authentic discussion.

For further information, see the *Language ab initio guide*, page 31.

2c.5.5 Samples for moderation

The moderation of the internal assessment is based on recordings of one activity: the individual oral. Samples of other oral activities will not be required.

The samples of the individual oral to be submitted for moderation must be those identified by IBIS.

Please take care to send in the correct form. Complete a Form 2/IA for each candidate. The Form 2/RFAI is for your own records and should be kept by the teacher/school.

Give to the coordinator, by any internal school deadlines:

- the predicted grades and marks for internal assessment
- the sample recordings of the individual oral
- one completed copy of Form 2/IA for each of the sample recordings
- copies of the visual stimuli used by the sample candidates.

The above should all be sent to the moderator appointed by IB Cardiff. Do not send the 2/RFAI record forms to IB Cardiff unless instructed to do so. Retain these forms until after the issue of results. It is advisable to keep a photocopy of all forms sent to the moderator.

2d Classical languages

Classical languages may be offered as a group 2 subject.

2d.1 Publications

The information given in this section of the handbook must be read in conjunction with the *Classical languages guide*.

May and November 2010 examination sessions	
Title of publication	Date of issue
<i>Classical languages guide</i>	January 2008

2d.2 Summary of latest arrival dates: May and November 2010 sessions

Action	To	Latest arrival date	Method/form
Submit predicted grades and marks for internal assessment	IB Cardiff	10 April 2010/ 10 October 2010	IBIS
Submit internal assessment sample work	Moderator	20 April 2010/ 20 October 2010	Form 2/IACL Form 2/CLCS

2d.3 Internal assessment

The internal assessment of candidates' work by the teacher is a requirement for Latin and Classical Greek. Twenty per cent of the total marks are allocated to the internal assessment.

2d.3.1 Internal assessment requirements

Each candidate is required to produce an in-depth individual study based on one of three options:

- option A—research dossier
- option B—oral presentation
- option C—composition.

3.1 Publications

The information given in this section of the handbook must be read in conjunction with the appropriate guide for each subject.

May and November 2010 examination sessions	
Title of publication	Date of issue
<i>History guide</i> <i>History teacher support material</i> <i>History specimen papers</i>	March 2009 September 2008 1st published September 2008, corrected 2009
<i>Geography guide</i> <i>Further guidance on completing geography internal assessments</i> <i>Geography HL teacher support material</i> <i>Geography SL teacher support material</i>	February 2005 (1 st published 2001, corrected 2005) January 2007 September 2004 September 2004
<i>Economics guide</i> <i>Economics teacher support material</i>	February 2003 (updated 2007) November 2003
<i>Philosophy guide</i> <i>Philosophy teacher support material</i> <i>Philosophy specimen papers</i>	March 2007 September 2007 March 2007
<i>Psychology guide</i> <i>Psychology teacher support material</i> <i>Ethical guidelines for internal assessment</i>	May 2004 August 2002 November 2001
<i>Social and cultural anthropology guide</i> <i>Social and cultural anthropology teacher support material</i> <i>Social and cultural anthropology specimen papers</i>	February 2008 September 2008 September 2008
<i>Business and management guide</i> <i>Further clarifications to business and management guide</i> <i>Business and management teacher support material</i> <i>Business and management specimen papers</i>	March 2007 August 2008 September 2007 September 2007

<i>Information technology in a global society guide</i>	March 2006
<i>Information technology in a global society teacher support material</i>	1st published November 2004, updated November 2006
<i>Clarifications to the internal assessment criteria (HL)</i>	June 2008
<i>Clarifications to the internal assessment criteria (SL)</i>	June 2008
May and November 2011 examination sessions	
Title of publication	Date of issue
<i>Geography guide</i>	February 2009
<i>Geography teacher support material</i>	September 2009
<i>Geography specimen papers</i>	February 2009
<i>Psychology guide</i>	February 2009
<i>Psychology teacher support material</i>	September 2009
<i>Psychology specimen papers</i>	May 2009

3.2 Summary of latest arrival dates: May and November 2010 sessions

Action	To	Latest arrival date	Method/forms
Submit predicted grades and marks for internal assessment	IB Cardiff	10 April 2010/ 10 October 2010	IBIS
Submit sample internal assessment work	Moderator	20 April 2010/ 20 October 2010	Form 3/IA Form 3/CS

3.3 Business and management HL and SL: case study

In November, IB Cardiff will make available to schools a copy of the case study for higher level and standard level paper 1 for use in the written examinations the following year. For example, in November 2009, schools will be able to access the case study to be used in the May and November 2010 examinations. An online copy of the case study will be posted on the online curriculum centre and IBIS. Schools are responsible for providing candidates with a clean copy of the case study in the paper 1 examination.

6a Visual arts

Replacement page

6a.1 Publications

The information given in this section of the handbook must be read in conjunction with the current *Visual arts guide*.

May and November 2010 examination sessions	
Title of publication	Date of issue
<i>Visual arts guide</i>	March 2007
<i>Visual arts teacher support material</i> (available on the online curriculum centre)	November 2007
<i>Assessment clarification—2009</i>	November 2008

6a.2 Summary of latest arrival dates: May and November 2010 sessions

Action	Level	To	Latest arrival date	Method/form
Submit the visiting examiner proposal	HL option A HL option B SL option A SL option B	IB Cardiff	7 October 2009/ 7 April 2010	Form 6/VAEP
Visiting examiner allocated				
Submit the candidate record booklets to arrive before examiner's visit to the school	HL option A HL option B SL option A SL option B	Visiting examiner	Before visit	Not applicable
First date for examiner visits	HL option A HL option B SL option A SL option B	Not applicable	10 March 2010/ 10 September 2010	Not applicable
Submit the predicted grades and marks for internal assessment	HL option A HL option B SL option A SL option B	IB Cardiff	10 April 2010/ 10 October 2010	IBIS

Action	Level	To	Latest arrival date	Method/form
Submit the sample internal assessment work for investigation workbooks	HL option A SL option A	Examiner	20 April 2010/ 20 October 2010	Form 6/VACS
Submit the sample internal assessment work for studio work	HL option B SL option B	Examiner	20 April 2010/ 20 October 2010	Form 6/VACS
Last date for examiner visits	HL option A HL option B SL option A SL option B	Not applicable	25 April 2010/ 25 October 2010	Not applicable
Submit the teacher feedback on examiner visit	HL option A HL option B SL option A SL option B	IB Cardiff	1 May 2010/ 1 November 2010	Form 6/VATF
No visiting examiner allocated				
Submit all candidate record booklets, portfolios and CDs (audio cassettes)	HL option A SL option A	IB Cardiff	28 April 2010/ 28 October 2010	Not applicable
Submit all candidate record booklets, investigation workbooks and CDs (audio cassettes)	HL option B SL option B	IB Cardiff	28 April 2010/ 28 October 2010	Not applicable

6a.3 Methods of assessment

Higher level	Standard level	Higher level	Standard level	
Option A	Option A	Option B	Option B	
Studio (60%)	Studio (60%)	Investigation (60%)	Investigation (60%)	External assessment
Investigation (40%)	Investigation (40%)	Studio (40%)	Studio (40%)	Internal assessment
All candidates must complete a visual arts candidate record booklet. The booklet serves as a record of the candidate's studio work and investigation and is used in the moderation process of the visual arts assessment.				Candidate record booklet

Language A1

In the HTML version of the *Handbook of procedures for the Diploma Programme 2010*, the table under the heading **1.7.5 Alternative oral assessment** is showing the old format of the alternative oral examination. The correct version appears below.

1.7.5 Alternative oral assessment

New format for school supported self-taught candidates, first examinations in 2010

The format of the new alternative oral examination is as follows.

Format of assessment The total recording time for the oral is 20–25 minutes.	Preparation time (minutes)	Maximum recording time (minutes)
Section 1 (based on part 2 works) • A well structured formal commentary based on works studied in part 2. • Students take copies of their chosen passages (approximately 40 lines) and their notes on those passages into the preparation room for the alternative oral examination. • The presentation is recorded and sent to the examiner, along with the passage and notes used in the commentary.	20	10–15
Section 2 (based on part 4 works) • Oral presentation based on two of the three part 4 works. • The student prepares notes for an oral presentation which should be a discussion of two of the three works studied. Notes must be in point format only and are sent to the examiner.	Students will have prepared notes prior to the examination.	5–10