

# General regulations: Middle Years Programme



## **Middle Years Programme**

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# I. General

## Article 1: Scope

- 1.1 International Baccalaureate Organization (hereinafter together with its affiliates “IB Organization”) is a foundation that has developed and offers four programmes of international education: the Primary Years Programme (“PYP”), the Middle Years Programme (“MYP”), the Diploma Programme (“DP”) and the Career-related Programme (“CP”). It authorizes schools (known as IB World Schools and hereinafter “schools”) to offer one or more of these programmes to their students (hereinafter “candidates” when registered for IB assessment).
- 1.2 This document describes the regulations that apply to those schools that have been authorized as IB World Schools to offer the MYP and is intended for schools, students and their legal guardians. When used herein the term “legal guardians” encompasses parents and individuals with legal guardianship of any IB student enrolled by a school in the MYP. A student is defined as any pupil enrolled by the school in any year of the MYP. If a student is of legal age, the school’s duties towards legal guardians specified herein also apply towards the student.
- 1.3 The IB Organization has established a curriculum framework, as well as standards, practices and requirements for the implementation of the MYP as a programme aimed at students in the 11 to 16 age range designed to lead, in year 5, to the IB MYP Certificate (hereinafter “MYP Certificate”) or IB MYP Course Results (hereinafter “MYP Course Results”) for subjects/elements forming part of the MYP.
- 1.4 The MYP is designed as a five-year programme in which students engage in timetabled learning in eight subject groups each year. Where a five-year programme is not possible, schools may be permitted by the IB Organization to implement a shorter programme, in accordance with the requirements established by the IB Organization.
- 1.5 These regulations are intended as guidance for schools about their roles and responsibilities, and as information for students and legal guardians about the IB and the MYP.

## Article 2: Role and responsibilities of schools

- 2.1 In addition to articles in these *General regulations: Middle Years Programme* (hereinafter “general regulations”) schools must comply with the *Rules for IB World Schools: Middle Years Programme*, available in a separate document as well as with the administrative requirements detailed in the *Handbook of procedures for the Middle Years Programme* (hereinafter “handbook”), which is the handbook for MYP coordinators and teachers and is supplied to schools by the IB Organization.
- 2.2 Because the IB Organization is not a teaching institution and does not provide teaching services to candidates, the MYP is implemented and taught by IB World Schools. The schools are entirely independent from the IB Organization and are responsible for the implementation and quality of teaching of the MYP.
- 2.3 Schools are responsible for informing students and legal guardians regarding the general characteristics of the MYP and how the school implements the programme. Additionally, schools must inform candidates and legal guardians of the assessment services offered by the IB Organization and any restrictions or prohibitions that apply to the MYP.
- 2.4 The IB Organization cannot guarantee that a school will remain capable and willing to implement the MYP. Consequently, schools bear sole responsibility towards students and legal guardians if, for any reason, a school’s authorization to implement the MYP is withdrawn by the IB Organization or a school decides to terminate its authorization.
- 2.5 The IB Organization sets the curriculum framework and assessment requirements leading to the award of the MYP Certificate or MYP Course Results and is the sole organization entitled to award them. The MYP Certificate or MYP Course Results are awarded to candidates who have satisfied the assessment

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requirements in accordance with these general regulations and the administrative requirements detailed in the handbook. Schools must comply with the details, deadlines and procedures stated in the handbook for the relevant examination session.

- 2.6 Schools are expected to enter all MYP year 5 candidates for personal project moderation from the relevant examination session of the academic year that follows the year of authorization, and not earlier. Additionally, schools may enter MYP year 5 candidates for MYP eAssessment from the same examination session. Students who have been part of a full year of teaching and learning in an IB World School (the IB Organization recommends, however, a period of at least two years) and who have completed all programme requirements in MYP year 5, are eligible to participate in MYP eAssessments.
- 2.7 Schools, where relevant, are responsible for ensuring that candidates comply with all assessment requirements for the MYP. If a candidate does not comply with these requirements, then no grade will be awarded in the subject(s)/requirement(s) concerned.
- 2.8 To qualify for the award of the MYP Certificate a candidate must follow a course of study and assessment for the MYP at a school authorized to offer the MYP. In addition to subject requirements and interdisciplinary learning, the MYP Certificate has the further requirement of submitting a personal project and the completion of community service as approved by the school. The official grades for a candidate's performance in the MYP Certificate are recorded on the accompanying MYP Course Results.
- 2.9 A candidate will be awarded MYP Course Results if the combination of assessments and/or grades achieved does not together constitute the requirements of the MYP Certificate. All candidates who are enrolled in year 5 of the MYP are expected to be registered for a personal project.
- 2.10 Schools are responsible for appointing an MYP coordinator to manage the implementation of the MYP in the school who, where relevant, will be available during the on-screen examinations in May/ November and when results are issued to ensure that all candidates receive their results. Additionally, schools must ensure that an appropriate contact person, who may or may not be the coordinator, is available after results have been issued to candidates to request the enquiry upon results service on their behalf and/or register them for the forthcoming examination session, if appropriate.
- 2.11 Schools are responsible for the security of on-screen examinations. Any breach in the procedure for the secure storage of and access to on-screen examinations must be notified immediately to IB Answers. The school must provide the IB Organization with statements and other relevant information concerning the breach and reasonably cooperate with the IB Organization in investigating and addressing such a breach.

### **Article 3: Candidates and their legal guardian(s)**

- 3.1 Except where provided otherwise in these general regulations or the handbook, students and their legal guardian(s) must use the school's MYP coordinator as the intermediary for any communication with the IB Organization. If either a student or his/her legal guardian(s) has a question about the general characteristics of the MYP, its administration or how the school implements it, they are advised to raise the matter with the school's MYP coordinator.
- 3.2 Candidates, whether for the MYP Certificate or MYP Course Results, must complete all assessment requirements within the last full year of the programme or within an extended period of study (see article 13.4c) when a candidate retakes one or more subjects.
- 3.3 Candidates are required to act in a responsible and ethical manner throughout their participation in the MYP, as determined by the IB Organization at its sole discretion, which includes not engaging in academic misconduct (as defined in article 20), and must be in good standing at the school at the time of the on-screen eAssessment.

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- 3.4 The IB Organization is entitled to refuse to mark or moderate assessment submissions if a candidate has acted in an irresponsible or unethical manner in connection with that part of assessment for the MYP, as determined by the IB Organization at its sole discretion, including, but not limited to, engaging in academic misconduct, or if a candidate includes offensive or obscene material that is unrelated to the content of the assessment. In such cases the Final Award Committee (defined in article 16) is entitled to award a grade of zero for the component or part(s) of the component that are not marked or moderated due to such irresponsible or unethical behaviour.

#### **Article 4: Equal opportunities statement**

- 4.1 It is the practice of the IB Organization to make its programmes available to all students from IB World Schools. No student will be excluded by the IB Organization on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld.
- 4.2 It is the practice of the IB Organization to make its assessment available to all candidates from IB World Schools who have fulfilled the school's and the IB Organization's academic requirements and paid the required fees to register for an IB examination session. No candidate will be excluded by the IB Organization on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld. The IB Organization will make all reasonable efforts and/or accommodations, or as may otherwise be required by law, to enable candidates to participate in its eAssessments.

#### **Article 5: Recognition of the MYP Certificate**

The IB Organization actively promotes wide recognition and acceptance of the MYP Certificate or MYP Course Results as a basis for continuing education but does not guarantee recognition of the MYP Certificate or MYP Course Results by any institution or relevant authority in a country. Consequently, candidates and legal guardians bear the sole responsibility for verifying whether the MYP Certificate or MYP Course Results have recognition and acceptance.

#### **Article 6: Property and copyright in materials produced by candidates**

- 6.1 Candidates produce materials in a variety of forms that are submitted to the IB Organization as part of the assessment requirements. These assessment materials (hereinafter "materials") include all forms of written work, audio and visual materials, computer programs and data and, in certain cases, may contain images or voices of the candidates.
- 6.2 Candidates retain copyright in all materials submitted for assessment purposes, but by submitting those materials, subject to article 6.4, candidates and their legal guardians thereby grant the IB Organization a non-exclusive, charge-free, worldwide licence, for the duration of the applicable jurisdiction's copyright protection, to reproduce submitted materials, to use the image and voice of the candidate where they appear on audio or video materials and to reproduce any musical performances in any medium for assessment, educational, training, commercial and/or promotional purposes relating to the IB Organization's activities, or to those related activities of which it approves. Such licences shall become effective from the date of submission to the IB Organization.
- 6.3 Where the IB Organization uses these materials for purposes other than assessment, it may modify, translate or otherwise change them to meet particular needs and will, in most cases, anonymize them before publication in print or in electronic form. If the purpose of the publication is to focus on work of a particularly high standard, then the candidate and school may be identified. In such case, the IB Organization shall inform the school beforehand and the school shall inform the candidate.
- 6.4 Under exceptional circumstances a candidate and/or a candidate's legal guardian may withdraw the aspects of the licence relating to use of a candidate's work outside of an assessment context as

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referred to in article 6.2 for a specific piece of work. In such cases the IB Organization must be notified in accordance with the procedure described in the handbook. The candidate must submit a written notification to the school's MYP coordinator who has the duty to inform the IB Organization by the due date set forth in the handbook. In these cases the IB Organization will use the material only for assessment purposes as defined in article 6.5.

- 6.5 Under the licence granted upon submission for assessment purposes, the IB Organization can electronically scan, store or reproduce submitted materials in any media in order to allow the materials to be communicated to examiners, moderators and any other persons involved in the assessment process or any subsequent appeals (including third-party vendors and/or services providers). The materials may also be used in the training of examiners. Materials for which a candidate has withdrawn the aspects of the licence relating to use of candidate work outside of an assessment context will not be placed in any IB Organization publications or for any commercial or promotional purposes.
- 6.6 Materials submitted for assessment, or reproductions of them, are either internally assessed by teachers in the schools (whose marks are moderated) or externally assessed by IB examiners/moderators. Wherever the materials or reproductions are held during their assessment, for example by the school or a third party, they are always held on behalf of the IB Organization and in a manner that is compliant with applicable privacy regulations.
- 6.7 All materials submitted to the IB Organization for assessment, and reproductions of such materials, become the property of the IB Organization. Once the materials have been assessed, the IB is entitled to retain the materials for record-keeping purposes or to eventually destroy them according to its needs and legal obligations.
- 6.8 Candidates are entitled to request the return of their externally assessed work, including a copy of their on-screen examinations and/or ePortfolio for language acquisition, provided such application is made for a May session by 15 October in the same year and for a November session by 15 April of the following year. In all cases, to be valid, the application must be submitted to the IB Organization by the school's MYP coordinator according to the procedures stated in the handbook.

## **Article 7: Use of candidate data**

- a. "Candidate data" under these general regulations is any information or data relating to a candidate that can identify the candidate or make the candidate identifiable, whether by itself or in combination with other information, such as name, address, email addresses, date of birth, phone numbers, financial information, assessment results, materials, image, voice, and/or mental and physical health information.
- b. The IB Organization operates globally and is subject to a variety of legal requirements about personal data, personal information and privacy, so it manages the protection of candidate data on a global basis. Schools are based all over the world and are subject to data protection and privacy laws and regulations regarding candidate data in their respective countries. Each school hereby represents and warrants to the IB Organization that it complies with the applicable data protection and privacy laws in its respective country with respect to candidate data, and will fully cooperate with the IB Organization in complying with any such laws.
- c. The IB Organization shall not be responsible for schools' compliance with any data protection or privacy law applicable to them, and schools undertake to hold the IB Organization harmless with regard to any legal action taken by candidates, their legal guardians or other third parties with respect to any data protection or privacy law.
- d. Each school hereby represents and warrants to the IB Organization that any collection, processing and/or sharing of candidate data with the IB Organization is done in accordance with all data protection and privacy laws that may be applicable to them. To the extent required under data protection or privacy law applicable to them, each school undertakes to seek express consent from candidates and/or their legal guardians for processing of candidate data for the purposes listed in article 7.1(f) below.

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- e. Each school hereby undertakes, to the extent required under the applicable law of its respective country, to only use or process the candidate data as necessary for the purpose for which it was collected as defined in article 7.1(f) below. Each school further hereby undertakes that, to the extent required under applicable law, they have implemented appropriate technical and organizational measures to protect candidate data against unauthorized or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure, and that they have taken reasonable measures to ensure the reliability of, and compliance by, any employees who have access to candidate data.
- f. Candidate data may be used for the following purposes:
- registering candidates in the MYP and administering the MYP and its requirements for the candidate and school, including sensitive personal data if making determinations about assessment accommodations
  - to provide MYP support and services for the candidate and school, including website services and online forums, assessment services and accommodations, and assisting candidates and their school with providing information to institutions of higher education (such as universities and colleges or governmental authorities related to admission to institutions of higher education)
  - research and statistical analysis related to the IB Organization’s mission, including research on assessments and results and the effectiveness of the MYP
  - advertising and promotional purposes for the IB Organization (such as student and/or alumni networks and social media platforms)
  - educational, training, commercial and other compatible purposes
  - to engage in and process transactions with the candidate or school
  - to fulfill statutory, regulatory, reporting and/or legal obligations.
- g. To the extent required under data protection or privacy law applicable to them, schools undertake to fully and duly inform, and obtain the consent of, each candidate and/or their legal guardian, that the schools and/or the IB Organization may transfer candidate data outside of the country in which it was initially collected and to a country which may not have sufficient and adequate or comparable levels of data protection, in some cases to third parties, for the purposes discussed above. To the extent required under applicable law, the schools shall inform candidates about third parties to whom their candidate data may be transferred. With regard to the IB Organization, such third parties include schools, institutions of higher education (such as colleges and universities or governmental authorities related to admission to institutions of higher education), ministries and departments of education, assessment service providers (such as examiners, moderators, third-party vendors, and other persons involved in the assessment process or any subsequent appeals), and other contractors of the IB Organization. Each school shall ensure that any transfers are done in compliance with requirements governing international and onward data transfers. Each school represents and warrants to the IB Organization that any candidate data transferred to the IB Organization by the school may be further transferred as described above without violating the privacy or data protection rights of any candidates.
- h. Candidates or their legal guardians may inquire as to the nature of the candidate data processed about him or her by their school to the extent permitted under data protection or privacy law applicable to the candidate and their respective school.
- i. Each school undertakes that a candidate or their legal guardian may direct their requests to the school in accordance with their local legal requirements. Schools may not generally make requests from the IB Organization for candidate data on behalf of a candidate. In the event that the IB Organization receives a request regarding candidate data from a candidate or their legal guardian, each school undertakes to provide the IB Organization with full cooperation and assistance.

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## II. The Middle Years Programme

### Article 8: Choice of subjects

- 8.1 Subject groups provide a broad and balanced foundation of knowledge. Up to year 3 of the MYP schools are required to teach at least one subject from each of eight subject groups in every year of the programme. The eight subject groups are:
- language and literature
  - language acquisition (or a second language and literature)
  - individuals and societies
  - mathematics
  - sciences
  - arts
  - physical and health education
  - design.
- 8.2 In years 4 and 5 it is recommended and preferred that candidates continue to study at least one subject from each of the eight subject groups (listed in article 8.1). However, if the school and candidates are better served by offering candidates choices that do not involve all subject groups, candidates may be taught one subject from each of a minimum of six subject groups in years 4 and 5. The choice must be from:
- language and literature
  - language acquisition (or a second language and literature)
  - individuals and societies
  - mathematics
  - sciences
  - and one subject from arts, physical and health education or design.
- 8.3 Schools are advised that the IB Organization requires a minimum of 50 teaching hours per year per subject group offered. The IB Organization recommends 70 teaching hours per subject over each of the final two years of the programme for candidates opting to register for IB assessment for an examination session.
- 8.4 The use of the MYP objectives and assessment criteria is required for all MYP subject groups and interdisciplinary learning, as well as for the community project and personal project.
- 8.5 Throughout each year of the MYP, the school schedule or timetable provides teaching and learning in at least six subject groups concurrently, one of which must be language acquisition (or a second language from the language and literature subject group).

### Article 9: Optional IB assessment and grading for MYP year 5 candidates

- 9.1 Only MYP year 5 students can register as candidates for IB assessment. A range of published subjects from language and literature, individuals and societies, mathematics and sciences are assessed through on-screen examinations. A range of published subjects from language acquisition, art, physical and health education, and design are assessed through an ePortfolio. The ePortfolios for language acquisition, arts, physical and health education, and design are internally assessed and externally moderated.



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- 9.2 Performance in each assessment, including the personal project, is graded on a scale of 7 points (maximum) down to 1 point (minimum). The community service requirement is not graded, but is given a “completed” status, if appropriate.
- 9.3 School-assessed coursework that is devised and marked by teachers does not contribute to the MYP Certificate or MYP Course Results, with the exception of defined pieces of work that constitute MYP externally marked/moderated ePortfolios in language acquisition, arts, design, and physical and health education.
- 9.4 The MYP features a robust assessment design that includes rigorous, criterion-related internal assessment for all subject groups. School-based assessments throughout the MYP use the same criteria as IB eAssessments, as published in the subject group guides.

### **Article 10: MYP Certificate Candidates**

10.1 The MYP Certificate is the highest award for the MYP and results in certification by the IB Organization. To be eligible for the MYP Certificate a candidate must:

- a. participate in the programme for the recommended period of at least two years, with a minimum of one year (MYP year 5)
- b. complete the on-screen examinations for a minimum of four subjects, one from each of the following groups: language and literature, individuals and societies, science and mathematics
- c. submit an ePortfolio for language acquisition (or complete the on-screen examination for a second language from the language and literature group)
- d. submit at least one ePortfolio from any of the following subject groups: arts, physical and health education, or design
- e. take the interdisciplinary on-screen examination
- f. submit a personal project
- g. complete the school’s requirements for community service.

10.2 All requirements must be taught over five years, or the duration of the authorized programme. The majority of work for the personal project should be conducted during the fifth (final) year of the programme.

10.3 A grade from at least one subject from each of the following six subject groups must contribute to the award of the MYP Certificate:

- language and literature
- language acquisition (or a second language and literature)
- individuals and societies
- mathematics
- sciences
- arts, physical and health education or design.

A candidate may register for any number of subjects (including language acquisition, arts, physical and health education, and design), but only six subjects contribute to the award of the MYP Certificate. If a candidate takes more than one subject from the same subject group, the highest grade will count towards the certificate. Where a candidate chooses to take multiple subjects from arts, physical and health education or design, the highest single grade from these subject groups will count towards the certificate.

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- 10.4 For each subject, one from each of the minimum six subject groups, up to 7 points can be obtained. Additionally, the interdisciplinary assessment can contribute up to 7 points and the personal project another 7 points.
- 10.5 To achieve the MYP Certificate a candidate must gain at least 28 points overall, but a grade 1 or grade 2 in any subject, the interdisciplinary assessment or the personal project can not contribute to the award of the MYP Certificate.
- 10.6 Any subjects in addition to the six that contribute to the award of the MYP Certificate will also be indicated on the accompanying MYP Course Results document. Because any additional subjects will not contribute to the MYP Certificate, the results document will not indicate the total number of points achieved.
- 10.7 A candidate who attempts the MYP Certificate but does not attain it will receive the MYP Course Results. This document will record what a candidate has achieved and will not indicate assessments where no grade has been awarded or non-completion of the community service requirement. Similarly, there will be no indication the candidate has not achieved the MYP Certificate.
- 10.8 From year 5 of the MYP onwards a maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the MYP Certificate. The examination sessions need not be consecutive, but the only permissible combination is Certificate, Course, and Retake. A candidate cannot be registered for assessments prior to the "Certificate" session as anticipated candidates.

#### **Article 11: MYP Course Candidates**

- 11.1 A candidate who does not aim to achieve the MYP Certificate, but is registered for any combination of subjects, the interdisciplinary assessment, the personal project and/or community service is referred to as an MYP Course Candidate.
- 11.2 Completion and submission of the personal project is mandatory for all MYP Course Candidates in year 5. MYP Course Candidates receive an MYP Course Results document recording their achievements.
- 11.3 The regulations and procedures that apply to MYP Certificate candidates also apply to MYP Course Candidates depending on the requirements of the courses for which they are registered.
- 11.4 Any subject, the interdisciplinary assessment, community service and/or the personal project taken by a MYP Course Candidate cannot subsequently contribute to the award of the MYP Certificate.

#### **Article 12: Requirements for achieving the MYP Record of Participation**

- 12.1 The MYP Record of Participation is for MYP students who study the programme for at least two years and complete requirements in year 3 or year 4. These students are not registered with the IB for any form of assessment. The school-based Record of Participation is a school-based document, not verified by the IB Organization and is issued by the school according to article 12.2 below.
- 12.2 To achieve the MYP Record of Participation a student must:
- study the programme for at least two years and complete requirements in year 3 or year 4
  - study a minimum of six subjects from eight different subject groups (listed in article 8.1), if completing the MYP in year 4 or study a minimum of eight subjects from the eight different subjects groups if completing the MYP in year 3, including taking part in school-based assessments
  - complete a school-based community project.

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## III. Assessment

### Article 13: Candidate registration

- 13.1 Candidate registration is an application by a candidate to take MYP external eAssessments. The registration process is conducted using the IB information system (IBIS), a secure web-based service used by MYP coordinators. Registration must be undertaken by the school's MYP coordinator. No other method is available to register candidates. Candidates cannot register themselves for an examination session or make amendments to an existing registration by contacting the IB Organization. This cannot be done on their behalf by their legal guardians either.
- 13.2 A candidate for the MYP Certificate or MYP Course Results must be registered by a school for each intended examination session and must take the requisite courses and assessments at that school. The school must complete the registration requirements on behalf of the candidate and pay the related fees by the relevant deadlines. It is the sole responsibility of the school to ensure that candidates are registered correctly for an examination session.
- 13.3 A school may accept an external candidate from another IB World School authorized for the MYP if the school the candidate normally attends does not offer a particular IB subject. However, all academic and administrative responsibility for that candidate will remain with the school that has registered or will register that candidate for an IB MYP examination session. The candidate must not be registered by both schools, unless advised to do so by the IB Organization. Similarly, in the case of a retake candidate, the school at which he or she is registered must accept all academic and administrative responsibility for that candidate and cannot be delegated elsewhere.
- 13.4 The following categories of registration are available.
- Certificate: for candidates intending to complete the requirements for the award of the MYP Certificate (or MYP Bilingual Certificate)
  - Course: for candidates taking one or more subjects, and/or the personal project, who are not seeking the award of the MYP Certificate
  - Retake: for previous MYP Certificate Candidates who are seeking to improve on their results.
- 13.5 If an MYP Certificate Candidate retakes a subject to improve his/her results, the highest grade for the subject will contribute to the award of the MYP Certificate.
- 13.6 An IB MYP Certificate indicated as "Bilingual" will be issued to a candidate on successful completion of at least one of the following additional conditions:
- successful completion of two language and literature on-screen examinations
  - successful completion of a sciences, individuals and societies or interdisciplinary on-screen examinations in a response language that is not the same as the candidate's chosen language and literature examination subject.

### Article 14: Response languages

- 14.1 Candidates must use English, French or Spanish as their response language in all forms of assessment where offered by the IB Organization for subjects other than language and literature, and language acquisition. For the personal project a range of response languages will be available; these are listed in the handbook for each examination session.

### Article 15: Enquiry upon results

- 15.1 A candidate's assessment material may be re-marked, returned to the school (in electronic format) and/or re-moderated (for personal projects and ePortfolios that are internally assessed) as part of the enquiry upon results service, the details and fees for which are specified in the relevant handbook.

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The categories and conditions of this service are subject to change and therefore are in accordance with the details given in the handbook for the examination session concerned. All enquiries upon results must be submitted by the school on behalf of the candidate.

- 15.2 A request for the re-moderation of a school's marks for the personal project and/or ePortfolios for arts, physical and health education and/or design will only be accepted if a school's marks have been adjusted by 15 per cent or more.
- 15.3 Re-marking a candidate's on-screen examination or the language acquisition part of the ePortfolio may lead to a higher or a lower grade for the subject. Therefore, before submitting a request for an enquiry upon results service that may result in a change of grade, the school must obtain the written consent of the candidate or his/her legal guardian(s) ensuring that the candidate and/or the legal guardian(s) are aware that the grade may go up or down. Where a candidate has not reached the legal age of majority, the consent should be from the legal guardian(s).
- 15.4 Beyond the enquiry upon results service, the coordinator may not request a subsequent re-marking of work or re-moderation of marks for internal assessment. However, the candidate or his/her legal guardian is entitled to submit an appeal under the conditions defined in article 22.

#### **Article 16: IB MYP Final Award Committee**

- 16.1 The IB MYP Final Award Committee is the body that formally awards the MYP Certificate and MYP Course Results on the basis of the grades determined by grade award procedures. The award is made by the committee on behalf of the IB Board of Governors. There are terms of reference for the Final Award Committee approved by the IB Board of Governors.
- 16.2 The Final Award Committee consists of school representatives and senior IB Organization staff and is chaired by the chair of the IB Examining Board.
- 16.3 The Final Award Committee may delegate decisions on cases of alleged academic misconduct to a sub-committee, but the Final Award Committee is the body that has authority to make the final decision in all special cases (as defined in Section IV) with respect to the award of the MYP Certificate and MYP Course Results.

## IV. Special cases

#### **Article 17: Candidates with assessment access requirements**

- 17.1 A learning support requirement(s) is any permanent or temporary requirement(s) that could put a candidate at a disadvantage and prevent him or her from being able to demonstrate skills and knowledge adequately or as may otherwise be defined by law.
- 17.2 The IB Organization is able to offer minimal guidance on the teaching of candidates with learning support requirements. However, it is the responsibility of the school to identify and meet the individual needs of candidates enrolled in the school.
- 17.3 Any learning support requirement(s) often necessitates assessment access arrangements. The IB Organization is able to authorize inclusive assessment arrangements for a candidate with assessment access requirements.
- 17.4 If a candidate needs inclusive assessment arrangements, the MYP coordinator must make such arrangements and, where appropriate, request authorization for inclusive assessment arrangements from the IB Organization according to procedures stated in the handbook.

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- 17.5 If the inclusive assessment arrangements authorized by the IB Organization are considered inappropriate for a candidate by a school, a candidate or the candidate's legal guardian(s), the MYP coordinator may request a re-evaluation of the candidate's needs to decide whether the authorized arrangements are appropriate. A first re-evaluation of the arrangements will be undertaken by the IB Organization staff who authorized the arrangements. If the first re-evaluation does not then meet with agreement from the school, a second re-evaluation will be undertaken jointly by persons with appropriate qualifications, one an IB Organization employee not involved in the original decision and one who is not an employee of the IB Organization. No further re-evaluations are possible after the second re-evaluation. The IB Organization must receive any re-evaluation request from the MYP coordinator within one month of the coordinator having received initial confirmation of the authorized inclusive assessment arrangements or the result of the first re-evaluation request, as appropriate.
- 17.6 If a candidate is granted inclusive assessment arrangements (and these are properly implemented by the school), candidates and/or their Legal Guardian(s) are not entitled to claim that they are affected by adverse circumstances in the event that assessment results following such arrangements are not at levels desired and/or anticipated by candidates. The authorization of inclusive assessment arrangements is the sole accommodation by the IB Organization for candidates with learning support requirements.

### **Article 18: Candidates affected by adverse circumstances**

- 18.1 Adverse circumstances are defined as those beyond the control of the candidate that might be detrimental to his or her assessment performance, including severe stress, exceptionally difficult family circumstances, bereavement or events that may threaten the health or safety of candidates. The same circumstances may affect a group of candidates or all candidates within a school. Adverse circumstances do not include:
- a. shortcomings on the part of the school at which the candidate is registered, including, but not limited to, errors, mistakes, or negligence of a school with respect to registration of candidates, timeliness of requests for inclusive assessment arrangements or consideration of adverse circumstances, implementation of authorized inclusive assessment arrangements, and requests for extensions under article 18.2
  - b. the failure of candidates to improve performance despite receiving authorized inclusive assessment arrangements.
- 18.2 Where a candidate or group of candidates is affected by adverse circumstances prior to the submission of the marks for the personal project and any required ePortfolio, an extension to the submission deadline may be authorized by the IB Organization upon receipt of the required documentation (available in the handbook) from the school. An extension must be formally authorized by the IB Organization and is the only possible accommodation that can be offered.
- 18.3 Any application for special consideration in cases of adverse circumstances must be submitted to the IB Organization by the school's MYP coordinator on behalf of the candidate(s). The application must be received within 10 calendar days of the completion of the final assessment and must be supported by a statement written by the MYP coordinator as well as by appropriate evidence.
- 18.4 If the IB Organization accepts that the performance of a candidate has been affected by adverse circumstances, the IB Organization may, at its discretion, give special consideration to the case, provided that this would not give an advantage in comparison with other candidates. If a candidate's circumstances are deemed "adverse" and qualify for special consideration, an adjustment will be made to the candidate's total mark in the affected subject(s) and/or other MYP Certificate requirement(s). If the candidate is within one or two marks of the next higher grade boundary, the candidate's grade in the affected assessment will be raised. This is the only possible accommodation for candidates in the event of adverse circumstances. If a candidate's marks are not within the required range, then no adjustment will be made.

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- 18.5 If a candidate is unable to undertake the on-screen examination for a subject for any reason, including circumstances beyond the control of the candidate, the IB Organization will not issue a grade in that subject.

### **Article 19: Candidates with incomplete assessment for the MYP Certificate**

- 19.1 Incomplete assessment exists when an MYP Certificate or MYP Course Candidate has not completed one or more assessments for which they were registered.
- 19.2 Any application for special consideration in cases of incomplete assessment must be submitted to the IB Organization by the school's MYP coordinator on behalf of the candidate. The application must be received within 10 calendar days of the completion of the assessment concerned and must be supported by a statement written by the MYP coordinator as well as by appropriate evidence.
- 19.3 Where a candidate has failed to complete an assessment, including the personal project, no grade will be awarded regardless of the circumstances. However, if an acceptable reason for incomplete assessment is provided by the school, the candidate may have a further session in which to complete the assessment. The appropriate fee(s) will be carried over to that session, which may be six or twelve months later.

### **Article 20: Candidates suspected of academic misconduct**

The IB Organization defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another candidate is also regarded as academic misconduct. Academic misconduct is a breach of these general regulations and includes, but is not restricted to, the following:

- a. plagiarism—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- b. collusion—this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another
- c. misconduct during an IB on-screen examination (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, communicating with another candidate)
- d. any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a community service record, disclosure of information to and receipt of information from candidates about the content of an onscreen examination within 24 hours after the examination via any form of communication/media).

### **Article 21: Investigating cases of suspected academic misconduct**

- 21.1 If questions arise about the authenticity of a candidate's personal project or ePortfolio before submission for assessment (or moderation), the situation must be resolved within the school. If possible academic misconduct (for example, plagiarism, collusion) is identified after a candidate's work has been submitted to the IB Organization for assessment (or moderation), the school's MYP coordinator must inform the IB Organization as soon as possible. For the personal project and ePortfolios that are internally assessed, "submission" refers to the deadline by which teachers' grades must be submitted to the IB Organization.
- 21.2 When a school, an examiner/moderator or the IB Organization establishes evidence to suspect academic misconduct by a candidate, the school will be required to conduct an investigation and provide the IB Organization with statements and other relevant documentation concerning the case. If a school fails to support the investigation into possible academic misconduct, no grade will be awarded to the candidate in the assessment(s) concerned.

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- 21.3 If the IB Organization notifies a school that a candidate is suspected of academic misconduct and that the IB Organization has the intention of initiating an investigation, at the discretion of the head of school it is permissible for the candidate to be withdrawn from the session or from the assessment(s) in which academic misconduct may have occurred. However, at the discretion of the IB Organization the investigation into the suspected academic misconduct by the candidate may still proceed and a decision be reached on whether to uphold or dismiss academic misconduct.
- 21.4 Candidates suspected of academic misconduct must be invited, through the school's MYP coordinator, to present a written statement that addresses the suspicion of academic misconduct. If a candidate declines to present a statement, the investigation and decision on whether the candidate is in breach of regulations will still proceed.
- 21.5 The majority of cases of suspected academic misconduct will be presented to a sub-committee of the Final Award Committee. The sub-committee will comprise IB staff, school representatives, MYP principal examiners, or any combination of these persons.
- 21.6 Decisions of the sub-committee are made on behalf of and under the supervision of the Final Award Committee. After reviewing all statements and evidence collected during the investigation, the sub-committee will decide whether to dismiss the suspicion of academic misconduct, uphold it, or ask for further investigations to be made. If the sub-committee is unable to reach a decision then the case will be referred to the Final Award Committee.
- 21.7 If the sub-committee decides that a case of academic misconduct has been established, a penalty will be applied in the subject(s) concerned. The penalty will, in the judgment of the sub-committee, be commensurate with the severity of the misconduct.
- 21.8 If a case of academic misconduct is considered by the Final Award Committee to be very serious, the Final Award Committee may decide not to issue a grade for a candidate in the assessment(s) concerned and additionally prohibit the candidate from being registered in any future examination sessions.
- 21.9 If no grade is issued for an assessment (or completion of community service) that contributes to a candidate's MYP Certificate, no MYP Certificate will be awarded to the candidate. MYP Course Results will be awarded for other assessments in which no academic misconduct has occurred. Except in cases of serious or repeat misconduct, the candidate will be permitted to register for future examination sessions, which may include the session that follows six months later, if the relevant registration deadlines are met. In the case of an MYP Certificate Candidate, if the session in which the academic misconduct has been established is the candidate's third examination session towards achieving the award of the MYP Certificate, no further IB examination sessions will be permitted.
- 21.10 If the candidate has already been found in breach of regulations in any previous session, this will normally lead to disqualification from participation in any future examination session.
- 21.11 If there is substantive evidence, the IB Organization is entitled to conduct an investigation into academic misconduct after a candidate's results have been issued. If academic misconduct is subsequently established by the Final Award Committee, or its sub-committee, the candidate's grade for the assessment(s) concerned may be withdrawn from the candidate. In the case of an MYP Certificate Candidate, the withdrawal of a grade for an assessment (or withdrawal of completion of community service) will also result in the withdrawal of their MYP Certificate.



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## V. Appeals

### Article 22 Admissibility of an appeal

- 22.1 The IB Organization accepts appeals in relation to four areas of decision-making during an examination session. Appeals are possible against:
- results—when a school has reason to believe that a candidate’s result(s) are inaccurate after all appropriate enquiry upon results procedures have been completed
  - a decision upholding academic misconduct, but not against the severity of a penalty
  - a decision in respect of special consideration—following a decision not to give special consideration to a candidate as a consequence of alleged adverse circumstances
  - an administrative decision not covered by one or more of the foregoing circumstances that affects the results of one or more candidates.
- 22.2 The appeals process is divided into two stages. Each stage requires the payment of a fee by the candidate or their legal guardian(s). The fee applicable to the relevant stage of appeal will be refunded in the event that the appeal at that stage is upheld.
- 22.3 A stage one appeal can only be requested by the head of school or by the MYP coordinator from the school at which the candidate, known as the appellant during the appeals process, was registered for the examination session. A stage two appeal can be requested directly by a candidate or their legal guardian(s) in addition to the head of school and MYP coordinator if the outcome of a stage one appeal is not satisfactory. A request for appeal at either stage must be submitted with a completed appeal request form that can be obtained from the IB Organization via the IB Answers service.
- 22.4 No appeal request will be granted if the school concerned has failed to comply with deadlines and/or procedures stated in the handbook.
- 22.5 An appeal does not include a re-mark, re-moderation or any form of report on the assessment or moderation of candidates’ work. A request for appeal against a candidate’s grade will only be considered if the school presents new evidence demonstrating that standard procedures in deriving the grade may not have been correctly followed by the IB Organization.
- 22.6 No legal representation acting on behalf of either the candidate or IB Organization is permitted during a stage one or stage two appeal process.

### Article 23: Stage one appeal

- 23.1 A stage one appeal is a reconsideration of the case by senior assessment officers of the IB Organization who were not directly involved in making the original decision. The reconsideration will take into account information given in the written submission from the school acting on behalf of the candidate. The reconsideration will determine whether procedures were correctly applied when arriving at the decision or result(s) awarded. After the reconsideration is complete, the head of school will be notified whether the stage one appeal has been denied (disallowed) or upheld (allowed), with summary reasons for the decision.
- 23.2 In order to be considered for a stage one appeal, the request for appeal must:
- have the support of the head of school
  - be submitted by the head of school (or the MYP coordinator) on behalf of the candidate
  - be received by the IB Organization within two months from the issue of results or the date when the decision being appealed was made, whichever is the later
  - contain a full description of the grounds for appeal and any new facts invoked
  - include an account of how these regulations and/or the procedures defined in the handbook may not have been correctly applied by the IB Organization.



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23.3 If the senior officers accept the stage one appeal, the head of school may be asked for any information or evidence that is deemed useful. Neither the candidate nor a representative of the candidate is permitted to be present during a stage one appeals process. The senior officers will render their decision, in principle, within one month from the date the IB Organization receives the request for appeal.

#### **Article 24: A stage one appeal against a decision on academic misconduct**

24.1 Permission to appeal will only be granted where the candidate was found in breach of regulations and new evidence has been brought to the attention of the IB Organization. Appeals are only granted in relation to the decision on academic misconduct; no appeals against the level of penalty applied are permitted. New evidence must be outlined in detail in the appeal request form. The form is available from and must be returned to the IB Answers service.

24.2 On receipt of the appeal, senior IB officers and the chair of the Final Award Committee will determine, using only the information in the appeal request form and any accompanying documents, whether there are sufficient grounds for appeal. If a stage one appeal is not permitted, no further appeal is possible.

24.3 If decided in favour of a stage one appeal, the case will be heard by members of the sub-committee of the Final Award Committee. No person determining whether there are sufficient grounds for a stage one appeal or members of the sub-committee will have been involved in making the original decision.

24.4 Neither the candidate nor a representative of the candidate is permitted to be present during a stage one appeals process. The sub-committee will render its decision, in principle, within one month from the date the IB Organization receives the request for appeal.

#### **Article 25: Stage two appeal, including appeals against a decision on academic misconduct**

25.1 A stage one appeal must precede a stage two appeal. The stage two procedure for appeals against a decision on academic misconduct is described in detail in a separate document available upon request from the IB Answers service.

25.2 If the head of school or candidate and/or their legal guardian is dissatisfied with the outcome of the stage one appeal, a request can be made to the IB Organization to escalate the appeal to stage two. A stage two appeals does not need to have the support of the head of school. A fee is payable by the candidate or their legal guardian(s) before a stage two appeal is heard this is refunded if the appeal is upheld.

25.3 In order for the stage two appeal to be considered, the request for appeal to stage two must be received by the IB Organization within one month of the head of school being officially notified of the outcome of the stage one appeal.

25.4 The stage two process grants the candidate a formal hearing by a constituted panel. The attendance of the candidate and/or their representative is not required for the hearing to proceed, though they will be notified of the time and date and may attend if they wish.

25.5 The stage two appeals panel has three members:

- one member independent from the IB Organization
- the chair of the Examining Board, or his/her nominee
- a principal or chief examiner who was not present at the Final Award Committee or its sub-committee for the relevant examination session and who did not render a decision at any previous level regarding the candidate for the relevant examination session.

Prior knowledge by the chair of the Examining Board of the case under appeal will not exclude that person from the panel.

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- 25.6 The independent member is appointed by the IB Organization and will not have been a MYP coordinator, teacher or examiner, or an employee of the IB Organization at any time during the past five years. The independent member will serve as chair to the appeals panel for no longer than three years.
- 25.7 The appeals panel makes its decisions based on a majority vote of the three members of the stage two appeals panel. The appeals panel has the power to uphold or dismiss the previous decision in the event that they believe that the procedures or regulations that led to the previous decision being appealed were not respected. The appeals panel does not hold the power to render any other form of decision.
- 25.8 The decision of the stage two appeals panel will be officially communicated to the candidate and/or their legal guardian in writing in principle within 10 working days of the hearing. A copy of the decision will be communicated to the head of school.
- 25.9 All decisions rendered by the stage two appeals panel are final and no requests for further review or alternative resolution requests will be accepted by the IB Organization.

### **Article 26: Governing law**

These general regulations and all other procedures relating to the assessment requirements of the MYP Certificate and MYP Course Results shall be governed by and construed in accordance with the laws of Switzerland without reference to its conflict of laws or similar provisions that would mandate or permit application of the substantive law of any other jurisdiction.

### **Article 27: Arbitration**

Any dispute, controversy or claim arising out of, or in relation to, these general regulations, including the interpretation, validity, breach or termination thereof, shall be finally settled by arbitration by the Geneva Chamber of Commerce in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers' Arbitration Institution ("Rules") in force on the date when the notice of arbitration is submitted in accordance with such Rules. The number of arbitrators shall be one, the seat of the arbitration shall be Geneva and the arbitral proceedings shall be conducted in English. The parties hereby agree to use information technology systems and electronic communications to the extent permitted in conducting any arbitral proceedings.

### **Article 28: Entry into force and transitory rules**

This version shall come into force on 1 September 2014 for May session schools, and applies to candidates for first assessment in the May 2016 examinations session. For December session schools this version shall come into force on 1 January 2015 and applies to candidates for first assessment in November 2016. The IB Organization may amend these general regulations from time to time. Each amended version applies to candidates starting the MYP after the date of entry into force of the amended version.