

# General regulations: Middle Years Programme

## **Middle Years Programme**

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Published April 2014

Published on behalf of the International Baccalaureate Organization, a not-for-profit educational foundation of 15 Route des Morillons, 1218 Le Grand-Saconnex, Geneva, Switzerland by the

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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 International Baccalaureate Career-related Certificate (“IBCC”). 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. The MYP is designed to give schools the option of registering students in MYP year 5 to receive grades issued by the IB Organization (see articles 8 through 11).
- 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 (2015)* (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 for each subject group in the MYP as well as for the community project and the personal project. The IB Organization also defines the requirements leading to the award of IB MYP Certificates and the issue of the MYP

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Record of Achievement or MYP Course Results and is the sole organization entitled to award these, where candidates have satisfied the assessment 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, 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.
- 2.7 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 and when results are issued to ensure that all candidates receive their results, whether from external moderation or from MYP on-screen examinations.
- 2.8 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 with statements and other relevant information concerning the breach and reasonably cooperate with the IB Organization in investigating and addressing such a breach.

## II. The Middle Years Programme

### **Article 3: Implementation of the programme**

- 3.1 Schools must implement the MYP in line with the *Programme standards and practices, MYP: From principles into practice*, the current MYP subject guides and the handbook.
- 3.2 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.
- 3.3 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 3.2). 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.

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- 3.4 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 MYP on-screen examination.
  - 3.5 The use of the MYP objectives and assessment criteria is required for all MYP subject groups and interdisciplinary learning, as well as the community project and personal project.
  - 3.6 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).
  - 3.7 Students enrolled in MYP year 5 must satisfy the assessment requirements of the subject groups and must:
    - a. submit a personal project—the majority of work for the personal project should be conducted during the fifth (final) year of the programme
    - b. complete the school's requirements for community service.
  - 3.8 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.

#### **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 policy to be upheld.
- 4.2 It is the practice of the IB Organization to make its assessment available to all students 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 IB MYP external moderation and/or for MYP on-screen examinations. 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 policy 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 on-screen examinations.

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

The IB Organization attempts to ensure recognition of the MYP Certificate, the MYP Record of Achievement and MYP Course Results but does not guarantee their acceptance by other educational institutions, whether or not these are authorized by the IB Organization, or by the relevant educational authorities. Consequently, candidates and legal guardians bear the sole responsibility for verifying whether the MYP Certificate, MYP Record of Achievement 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

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Organization a non-exclusive, charge-free, worldwide licence, for the duration of the applicable jurisdiction 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 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 (including third-party vendors and/or services providers). The materials may also be used in the training of examiners. Material 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 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 material is 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, provided such application is made for the May/June session by 15 October in the same year and for a November/December 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**

- 7.1 "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.
- 7.2 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

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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.

- 7.3 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.
- 7.4 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 7.6 below.
- 7.5 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 7.6 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.
- 7.6 Candidate data may be used for the following purposes:
- a. 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
  - b. 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)
  - c. research and statistical analysis related to the IB Organization's mission, including research on assessments and results and the effectiveness of the MYP
  - d. advertising and promotional purposes for the IB Organization (such as student and/or alumni networks and social media platforms)
  - e. educational, training, commercial and other compatible purposes
  - f. to engage in and process transactions with the candidate or school
  - g. to fulfill statutory, regulatory, reporting and/or legal obligations.
- 7.7 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

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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.

- 7.8 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.
- 7.9 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.

### III. IB assessment

#### **Article 8: Optional IB assessment and grading for MYP year 5 students**

- 8.1 These regulations cover two assessment sessions in 2015.
- a. The May/June 2015 assessment session is an interim session transitioning to MYP eAssessments that will become the sole IB validated assessments from May 2016 onwards. For this session, the IB provides two options for students:
    - i. a process of external moderation of assessment of schools' internal assessment; this option leads to the award of the MYP Certificate and an MYP Record of Achievement
    - ii. participating in MYP on-screen examination(s) for the interdisciplinary assessment and/or for subjects in which the candidate is not registered for moderation. If this option is chosen, it leads to the issue of MYP Course Results only. The award of the IB MYP Certificate through eAssessment will be available from May 2016.
  - b. The December 2015 assessment session offers external moderation only, as in option i above.
- 8.2 Only MYP year 5 students can register as candidates for IB-validated assessment, through external moderation and/or on-screen examinations.
- 8.3 Candidate registration is an application by a candidate to receive IB validation of grades through external moderation or to take the MYP on-screen examinations. 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 or make amendments to an existing registration by contacting the IB Organization, nor can this be done on their behalf by their legal guardian(s).
- 8.4 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, listed in the handbook.
- 8.5 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 16, and must be in good standing at the school at the time of the on-screen examinations).



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- 8.6 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 IB Organization 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 9: IB validation of grades through external moderation**

- 9.1 Students who wish to have their grades validated by the IB Organization must be registered by the school, must take the required subject courses and must complete assessments at the school. The school must complete such registrations and pay the related fees by the relevant deadlines. Only students whose grades have been validated by the IB Organization and have met specific assessment requirements are eligible to be awarded the MYP Certificate and to be issued with an MYP Record of Achievement.
- 9.2 It is the responsibility of schools to ensure that students comply with all the assessment requirements of the MYP. It is also the responsibility of schools to submit samples of students' work for moderation in line with IB Organization requirements and deadlines. Non-compliance with these requirements may mean that MYP Certificates and MYP Records of Achievement cannot be awarded.
- 9.3 To be eligible for the MYP Certificate and MYP Record of Achievement, students must complete (as a minimum) the assessment tasks prescribed by the IB Organization for each subject group. These tasks are set by teachers, normally in the final year of the programme, and assessed internally according to IB Organization subject-specific assessment criteria that address the objectives in the appropriate group. Teachers must also supervise and assess the personal project in the same way.
- 9.4 Teachers must assess each student's work against prescribed criteria for each subject in which the student is registered. The personal project is also assessed by teachers against the prescribed criteria. The levels achieved for each criterion are added together to give a criterion levels total for each student in each subject and the personal project.
- 9.5 The final grade is determined by the IB Organization, following a process of external moderation, as outlined in articles 9.7 and 9.8.
- 9.6 Grades range from 1 (lowest) to 7 (highest). IB Organization grade descriptors are published, which indicate the standard achieved for each grade.
- 9.7 Moderators appointed by the IB Organization review and assess samples of students' work according to the same subject-specific assessment criteria used by teachers.
- 9.8 Validated grades are determined by the IB Organization by applying the grade boundaries to the moderated criterion levels totals. Students' grades may or may not be adjusted depending on whether or not teachers' assessments in their school meet predetermined standards for each subject and the personal project.

### **Article 10: Award of the MYP Certificate and MYP Record of Achievement through external moderation**

- 10.1 To be eligible for the MYP Certificate a candidate must participate in the programme for a minimum of one year (MYP year 5). The recommended period is at least two years.
- 10.2 MYP Certificates and MYP Records of Achievement will only be awarded to candidates whose grades have been validated by the IB Organization through the external moderation process.

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- 10.3 The IB Organization will award an MYP Certificate to each candidate who has:
- gained a grade total of at least 28 from six subject groups (as specified in article 10.4) and the personal project combined, out of a possible maximum of 49
  - gained at least a grade 2 in at least one subject from each subject group
  - gained at least a grade 3 for the personal project
  - completed the school's requirements for community service.
- 10.4 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.
- 10.5 The IB Organization will issue an MYP Record of Achievement to each student indicating:
- the grade obtained for each subject in which the student has been registered
  - the grade obtained for the personal project
  - that community service requirements have been met, unless the school notifies the IB Organization to the contrary.

### **Article 11: MYP eAssessment leading to MYP Course Results**

- 11.1 A candidate for the MYP Course Results must be registered by a school for each intended examination session and must take the required 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.
- 11.2 For candidates registering for one or more on-screen examinations and not seeking the award of the MYP Certificate the only registration category available is that of an MYP Course Candidate.
- 11.3 Candidates must complete all assessment requirements within the last full year of the programme.
- 11.4 A range of published subjects from language and literature, individuals and societies, mathematics and sciences are assessed through on-screen examinations.
- 11.5 Performance in each assessment, including the personal project, is graded on a scale of 7 points (maximum) down to 1 point (minimum).
- 11.6 School-assessed coursework that is devised and marked by teachers does not contribute to the MYP Course Results.

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## IV. Special cases for IB assessment

### **Article 12: Candidates with assessment access requirements**

- 12.1 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.
- 12.2 The IB 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.

### **Article 13: Procedures for assessment access requirements in the case of external moderation**

- 13.1 Learning support requirements must be reported by the candidate's legal guardian to the school's MYP coordinator as early as possible after identification. The IB Organization must be informed as soon as possible, but no later than the end of the student's year 4, of any case where an identified learning support requirement necessitates the use of reasonable adjustments (including exemptions which are only used where there is no other alternative) to access the assessment.
- 13.2 In these cases, schools are expected to make every effort to support the needs of the student. The IB Organization will consider any requests for reasonable adjustments and inclusive assessment arrangements according to principles stated in the current handbook.
- 13.3 When the learning support requirements of a student are such that an objective for a subject cannot be assessed, a grade for that subject cannot be awarded. However, the IB Organization may, in certain circumstances and under certain conditions, where a request from the school has been supported by all the necessary information and documentation as well as evidence of work achieved, award the MYP Certificate and an MYP Record of Achievement to a student with learning support requirements who has not met all the objectives for a particular subject, provided all other conditions for the award of the MYP Certificate have been met.

### **Article 14: Procedures for assessment access requirements in the case of MYP eAssessment**

- 14.1 A learning support requirement often necessitates assessment access arrangements. The IB Organization is able to authorize inclusive assessment arrangements for a candidate with assessment access requirements.
- 14.2 If a candidate needs inclusive assessment arrangements, the MYP coordinator must make such necessary arrangements and, where appropriate, request authorization for inclusive assessment arrangements from the IB Organization according to procedures stated in the handbook.
- 14.3 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 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 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.
- 14.4 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.

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## Article 15: Candidates affected by adverse circumstances

- 15.1 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 section 15.2
  - b. the failure of candidates to improve performance despite receiving authorized inclusive assessment arrangements.
- 15.2 Where a candidate or group of candidates is affected by adverse circumstances prior to the submission of the marks for the personal project, an extension to the submission deadline may be authorized by the IB Organization upon receipt of the required documentation (found 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.
- 15.3 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.
- 15.4 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.
- 15.5 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/interdisciplinary assessment.

## Article 16: 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 regulations and includes, but is not restricted to, the following:

- a. plagiarism—this is defined as the representation, intentionally or unwittingly, 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, as in allowing one's work to be copied or submitted for assessment by another

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- 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 on-screen examination within 24 hours after the examination).

### **Article 17: Investigating cases of suspected academic misconduct**

- 17.1 If questions arise about the authenticity of a candidate's subject work for moderation, or the personal project before submission, 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 moderation, the school's MYP coordinator must inform IB Answers as soon as possible.
- 17.2 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.
- 17.3 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 reached on whether to uphold or dismiss academic misconduct.
- 17.4 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.
- 17.5 If no grade is issued for an assessment (or completion of community service) that contributes to a candidate's MYP Certificate, no certificate will be awarded to the candidate. The MYP Record of Achievement or, in the case of an on-screen examination, 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.

### **Article 18: Governing law**

These general regulations and all other procedures relating to the assessment requirements of the MYP Certificate, MYP Record of Achievement 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 19: 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.

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## **Article 20: Entry into force and transitory rules**

This version shall come into force on 1 September 2014 for May/June session schools, and applies to candidates for first assessment in the May/June 2015 examinations session. For December session schools this version shall come into force on 1 January 2015 and applies to candidates for first assessment in December 2015. These general regulations will be replaced by a revised version that will come into effect from 1 September 2014/1 January 2015 for MYP year 4 students and candidates taking IB assessment in 2016, when the IB Organization will cease to offer the option of certification through external moderation of assessment as this will be replaced by certification through MYP eAssessments. 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.