



**INTERNATIONAL  
SCHOOL LAREN**

DP Exam Information 2024

International School Laren

Laren, March 2024

Dear candidates,

The exams are near! In this information document, you'll find all the information you need about your DP exams and results. You'll find answers to questions like: "Can I bring a pencil case for my pens?" "What happens when I am ill?" "What time do my exams start?" etc.

If you still have questions, please contact your mentor, teacher or your DP coordinator.

I wish you all the best in preparing for the exams.

Lara Westgeest  
Diploma Programme Coordinator  
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06-41437553

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## Important dates 2024 Exam period

Date	What
15-18 April	Lessons (optional)
24 April - 16 May	Exams
17 May	Before 12:00 Hand in books, locker keys, gym sets and macbook (see handing in books and other materials)
5 July	Exam results: students will be called by their mentor after 2 pm.
6 July	After 12:00: Results are released in 15-minute intervals, based on the timezone of your school and available for students at <a href="http://candidates.ibo.org/">http://candidates.ibo.org/</a> , only accessible with personal PIN
8/7	19:00 Graduation ceremony

## Preparing for the exams

We ask you to memorise a lot of material in preparation for your exams!

To be able to do we share some tips about how your memory works and how to study effectively.

### Crash course video on how your memory works:

<https://www.youtube.com/watch?v=SZbdK9e9bxs>

Key points are:

1. Your working memory can handle 4 to 7 bits of information at any one time: chunk what you are learning
2. Memory formation causes physical transformation in your brain which takes time: space out your learning.
3. Memory sticks to things that are visual and tangible: consider using mnemonics and other ways of connecting
4. Memory fades away unless you repeatedly use it: practice, practice, practice
5. No pain, no gain, the harder you have to work to retrieve memory, the more it will stick: use spaced repetition and study hard things more
6. Studying should feel like work and should challenge your brain.

### Revision timetabling

How do you design a revision timetable that will have an impact? Watch this video on efficient revising: <https://www.youtube.com/watch?v=b7o09a7t4RA>

### Effective study strategies

Take a good look at your own study strategies, some are more effective than others.

We know from research that strategies like re-reading and using highlighters are *ineffective*. But then what does work? Basically, it comes down to active recognition of the study content. Here are some strategies that might help:

1. **Quizzing**: self-testing so that you can calibrate your knowledge and understanding.
2. **Flashcards**: to learn content, but also as an opportunity for self-testing. Use them with spaced repetition boxes from the video about memory (box 1: everyday repetition; box 2: every 3 days; box 3: 1x week; box 4: 1x/2 weeks; box 5: before the test)
3. **Graphic organisers**: reconstruct your topic in graphic organisers such as venn-diagrams, webs, sequential thinking, mindmaps, making meaningful connections and links.
4. **One-minute-repeats**: talk for one minute out loud about a topic or term, with no pauses or hesitations.
5. **Practice past paper questions a lot!** And make sure you check your answer and understand what (and why!) you might have done wrong (or right).

## Taking the exams

### Before the exams, make sure you know the following information:

1. Location and time of your exams
2. What to bring and what NOT to bring to the exam room
3. What to do in case of an emergency

### Exam location and time.

In the exam timetable, you find your location and time for every exam. Most exams will take place in the large gym. *Exceptions* are the listening comprehension (container 4 and 5) and the exams on May 15 and 16 (room 26).

Morning exams: start at 9:00

Afternoon exams start at 13:00

*NOTE: there is one exception on May 6 for students with extra time!*

Make sure you arrive **at least 15-20 minutes before** the official start time. Make sure you have used the bathroom before the official start time.

You must enter the exam room in a quiet and orderly manner and look for your assigned seat. Your seat is assigned with your session number.

### What to bring and what NOT to bring

Leave your bags and belonging outside of the examination room. Make sure your phone is turned OFF.

What you **MUST/CAN bring**: a transparent container with

1. At least one pen (blue or black), a pencil and a ruler to all examinations.
2. Pencil is used for drawing and for multiple choice answers.
3. Pencil should be soft (create dark lines)
4. Allowed is further: eraser, sharpener, colored pencils, geometry instruments
5. Bilingual dictionary (only non-language exams)
6. Calculator in exam mode (charged!), an extra battery or spare
7. Water
8. Warm clothing, with layers. It can be rather cold in the gym

What you **CANNOT bring**:

1. Text books, note books, instruction books
2. Correction fluid or pens
3. Scratch or rough paper
4. Food or drinks (other than water)
5. Cell phones or other electronic devices
6. Manual for calculator
7. NO calculator for Economics, Biology, Chemistry, Physics and Math AA Paper 1

There are some subject-specific materials you can use, and are provided by the school:

Subject	Level	Paper	Materials
Chemistry	SL / HL	P2 / P3	Data booklet

Physics	SL / HL	P1 / 2 / 3	Formula booklet
Math AA	HL	P1 / 2 / 3	Formula booklet
Math AA / AI	SL	P1 / 2	Formula booklet

NOTE: you are NOT allowed to use highlighter on your answer sheets

The invigilator/coordinator has the right to inspect and confiscate any item you bring to the examination room, including calculators

### What to do in emergencies?

Emergencies for individual candidates could be medical issues and injuries. If such happens, the student or parent/caretakers should call the DP coordinator, Lara Westgeest, as soon as possible: 06-41437553.

The DP coordinator will contact the IB. This can only be done with supporting documentation, such as a medical note, or police report.

Emergencies are not: errors or shortcomings of the candidate, e.g. misreading the examination timetable, misreading instructions, or inadequate preparation for the assessment.

If you miss your exam due to an emergency, the IB will be informed. This does NOT automatically mean that your exam will be rescheduled! Measurements the IB can take are: authorisation of inclusive access arrangements (e.g. extra time), deferral to a future examination (e.g. the November retake), allocation for an alternative venue or assessment rescheduling.

### During the exams

The exam timetable can be found in the appendix of this document.

Codes of conduct:

1. Late arrivals: all late arrivals must be reported by the IB
2. You cannot leave the examination room in the first hour of your exam.
3. You cannot leave in the final 15 minutes of the exam.
4. This means that you are not allowed to leave the room at all during exams of 1:15 minutes or less.
5. If you decide to leave the examination room before the scheduled finishing time, you will not be allowed to return.
6. Do not open the examination paper until instructed to do so.
7. Listen carefully to the instructions given to you before the exam starts

8. Write your session number on the front page of your answer booklet in the boxes provided.
9. Write as clearly as possible
10. Answer in the boxes provided in the exam paper. If needed you continue in the 4-page answer booklet. Indicate this clearly in your answer booklet.
11. Write the number of each question you answer in the appropriate boxes provided. If you enter an incorrect question number in a box, fill in (shade) the box completely and write the correct question number in the next available box.
12. you are NOT allowed to use a highlighter on your answer sheets
13. After the instructions you will have 5 minutes reading time: read the questions carefully. You are NOT allowed to write, refer to a dictionary, highlight or use a calculation during this reading time.
14. Multiple choice examination papers are made with a soft pencil that produces dark lines.
15. Stop writing immediately when the invigilator announces the end of the examination. Put your pen on the table and fasten your coversheet to your answer booklet(s) (and graph paper), using a string tag.
16. Always follow the invigilator's instructions.
17. Raise your hand if you require the invigilator's attention.
18. Do not take any examination material out of the examination room
19. You are not allowed to communicate with other candidates in the examination room. Even before or after the exam.
20. Report any incidents of possible academic misconduct to the coordinator.
- 21. DO NOT DISCUSS THE CONTENT OF THE EXAMINATION WITH ANY PERSON OUTSIDE OF YOUR SCHOOL IN THE NEXT 24 HOURS!!!!**

The invigilator/coordinator has the right to remove you from the examination room if your behaviour interferes with the examination.

In case of emergency, and with permission of your coordinator/invigilator, you are allowed to (temporarily) leave the examination room. You will remain supervised at all times.

*Failure to comply with any of these regulations will be considered academic misconduct and may result in no grade being awarded - International Baccalaureate Organization, "Conduct of examination Notice to Candidates", 2024*

## After the exams

### July 5

The school receives the exam results at around 12:00 in time-intervals. As soon as the results come in, all teachers will have a results meeting. Between 2-4 pm, the mentors will call the students and inform them about their results. Students should let their mentor know how they can be contacted that day.

These results will also be issued to those universities that use the online service (IF you have requested this at the Diploma Coordinator! (DEADLINE June 14))

### **July 6**

After 12:00, the IB will publish the results for candidates, also in time-intervals (according to the time zone). You can log in <http://candidates.ibo.org/> and see their results using your personal code and a PIN, provided by the DP Coordinator.

Entering the wrong personal code and/or PIN, 3 times, will block the site for 30 minutes.

The IB will not discuss results with candidates, parents and caretakers, nor other representatives. Any issue regarding the results can be communicated with the DP coordinator.

If a grade is lower than expected, the coordinator can request an inquiry upon result service. This will come with a fee (depending on the type of request).

The IB Diploma and results official certificates are sent to the school in September.

### **NOTE:**

Some countries require the IB diploma Programme results to be legalised by the relevant chancellery, embassy and/or consulate, to be valid for entrance to universities.

A request should be made to the DP coordinator BEFORE June 14, sometimes with a photocopy of the passport (\*).

Countries that often require legalisation are: Brazil, Bulgaria, Burkina Faso\*, Cyprus, Czech Republic, Dominican Republic, Egypt, Georgia, Greece, Israel, Italy\*, Kenya\*, Malaysia\*, Mexico, Palestine\*, Portugal, Romania, Russian Federation, Saudi Arabia\*, Taiwan\*, UAE, Ukraine

**Request for retakes must be done before September 10 2024.**

## Handing in books and other materials

**May 17, before noon**, you come to school to hand in the following:

- Subject books
- Books from the library
- Your locker key (if you have one)
- Your macbook, *if* less than 2 years old and you're not willing to keep it
- You can also donate your gym outfit

## Appendix:

- Exam timetable May 2024
- Conduct of examination: Notice to candidates (IB document)
- Conduct of examination: Items not permitted (IB document)
- Award of the IB Diploma



## Exam timetable May 2024

Date		Time	Exam	Location	Duration
<b>WED APR 24</b>	Afternoon	13:00- 15:15	Dutch L&L Paper 1	Ig1	HL 2h15min
				Ig1	SL 1h 15min
			SSST Paper 1	Ig1	SL 1h15min
<b>THUR APR 25</b>	Morning	9:00 - 10:45	Dutch L&L Paper 2	Ig1	HL 1h 45min
				Ig1	SL 1h 45min
			SSST Paper 2	Ig1	SL 1h 45 min
	Afternoon	13:00-14:00	Physics paper 1 (MCQ)	Ig1	HL 1h
				Ig1	SL 45 min
		14:30- 15:45	Physics paper 3	Ig1	HL 1h 15 min
		14:30-15:30		Ig1	SL 1h
<b>FRI APR 26</b>	Morning	9:00-11:15	Physics paper 2	Ig1	HL 2h 15 min
		9:00-10:15		Ig1	SL 1h 15 min
	Afternoon	13:00-14:15	Global Politics paper 1	Ig 1	HL 1h 15 min
				Ig1	SL 1h 15 min
<b>WED MAY 1</b>	Morning	9:00 -11:45	Global politics paper 2	Ig1	HL 2h 45min
				Ig1	SL 1h 45 min
	Afternoon	13:00- 15:00	maths AA paper 1	Ig1	HL 2h
				Ig1	SL 1h 30 min
			maths AI paper 1	Ig1	SL 1h 30 min
<b>THUR MAY 2</b>	Morning	9:00 -11:00	maths AA paper 2	Ig1	HL 2h
				Ig1	SL 1h 30 min
			maths AI paper 2	Ig1	SL 1h 30 min
<b>MON MAY 6</b>	<i>Max</i>	11:00-12:00	Start Math AA paper 3	Ig1	HL 1h
	<i>Xander</i>	12:00-12:15	<i>extra time</i>		

	<i>Elifsu</i>	12:15-13:00	supervised break		
	Afternoon	13:00-14:30	Dutch B paper 1	Ig1	HL 1h 30 min
				Ig1	SL 1h 15 min
		15:00-16:00	Dutch B paper 2 reading	Ig1	HL 1h
				Ig1	SL 1h
		16:00-17:00	Math AA paper 3 HL	Ig1	HL 1h
<b>TUE MAY 7</b>	Morning	9:00 -10:00	Dutch B paper 2 listening	con 4	HL 1h
		9:00-9:45		con 5	SL 45 min
<b>WED MAY 8</b>	Afternoon	13:00- 14:00	Chemistry paper 1 MCQ	Ig1	HL 1h
				Ig1	SL 45 min
		14:00-14:15	supervised break		
		14:15-15:30	Chemistry paper 3	Ig1	HL 1h 15 min
				Ig1	SL 1 h
<b>THUR MAY 9</b>	Morning	9:00 - 11:15	Chemistry paper 2	Ig1	HL 2h 15 min
				Ig1	SL 1 h 15 min
	Afternoon	13:00- 15:15	Eng L&L paper 1	Ig1	HL 2h 15 min
				Ig1	SL 1h 15 min
<b>FRI MAY 10</b>	Morning	9:00 -10:45	Eng L&L paper 2	Ig1	HL 1h 45 min
				Ig1	SL 1h 45 min
<b>MON MAY 13</b>	Afternoon	13:00- 14:00	Biology paper 1 MCQ	Ig1	HL 1h
				Ig1	SL 45 min
		14:15-14:30	break		
		14:30- 15:45	Biology paper 3	Ig1	HL 1h 15 min
				Ig1	SL 1h
<b>TUE MAY 14</b>	Morning	9:00 - 11:45	Biology paper 2	Ig1	HL 2h 15 min
				Ig1	SL 1h 15 min

<b>WED MAY 15</b>	Afternoon	13:00- 14:45	Economics paper 2	L26	HL 1h 45min
				L26	SL 1h 45min
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<b>THUR MAY 16</b>	Morning	9:00 - 10:45	Economics paper 1	L26	HL 1h 15min
					SL 1h 15min
		11:00- 13:15	economics paper 3	L26	HL 1h 45 min

# Conduct of the examinations

## Notice to candidates

The following instructions must be observed for all IB examinations. Failure to comply may result in no grade being awarded for the subject being examined.

If you do not understand these instructions, please contact your coordinator.



Arrive on time for your examination. You are not permitted to leave the examination within the first 60 minutes, or the last 15 minutes.



Do not communicate with other candidates in the examination room.



Do not bring any unauthorized materials to your desk.



Follow all invigilator instructions. Raise your hand if you require the invigilator's attention.



Do not take any examination material out of the examination room.



Ensure that you report any incidents of possible academic misconduct to your coordinator.



Do not discuss the content of the examination with any person outside of your school in the next 24 hours.

## Conduct of the examinations

# Items not permitted

If you take any of the following items into an IB examination - *even by mistake* - you will be in breach of regulations and may not be eligible for a grade in the subject being examined.

If you do not understand these instructions, please contact your coordinator.



**Electronic equipment**

Note that this includes, but is not limited to, mobile phones/cellphones and any device that allows communication.

An approved calculator is permitted in certain examinations.

**Books or guides**

**Rough/scratch paper or notes**

**Wearable technology and all types of watches**

Note that this includes, but is not limited to, smart watches, smart glasses, and wireless headphones.

**Refreshments**

Water is permitted at the discretion of the coordinator.

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## Award of the diploma (IB requirements)

### A2.2.1 Core requirements

- DP category candidates must study six subjects, plus the three core subjects —EE, TOK and CAS. They must accumulate no fewer than 24 points from assessment in these subjects, in addition to grade stipulations.
- They must meet all of the additional requirements—see section “A2.2.2” (below).
- Candidates who successfully meet these conditions will be awarded the diploma.
- Candidates who take the diploma in multiple languages may be eligible for a bilingual diploma.
- The IB diploma is awarded based on performance across all parts of the DP.
- Each subject is graded 1–7, with 7 being the highest grade.  
These grades are also used as points (that is, 7 points for a grade 7, 6 points for a grade 6, and so on) in determining if the diploma can be awarded.
- TOK and the EE are graded A–E, with A being the highest grade. These two grades are then combined in the diploma points matrix to contribute between 0 and 3 points to the total.
- CAS is not assessed but must be completed in order to pass the diploma. See section “A2.2.2”.
- The overall maximum points from subject grades, TOK and the EE is therefore 45:  $((6 \times 7) + 3)$ .
- The minimum threshold for the award of the diploma is 24 points. If a candidate scores less than 24 points, the diploma is not awarded.

### A2.2.2 Additional requirements

There are a number of additional requirements for the award of the diploma.

- CAS requirements have been met.
- There is no “N” awarded for TOK, the EE or for a contributing subject.
- There is no grade E awarded for TOK and/or the EE.
- There is no grade 1 awarded in a subject/level.
- There are no more than two grade 2s awarded (SL or HL).
- There are no more than three grade 3s or below awarded (SL or HL).
- The candidate has gained 12 points or more on HL subjects. (For candidates who register for four HL subjects, the three highest grades count.)
- The candidate has gained 9 points or more on SL subjects. (Candidates who register for two SL subjects must gain at least 5 points at SL.)
- The candidate has not received a penalty for academic misconduct from the Final Award Committee.

### A2.2.3 Bilingual diploma

In addition, candidates who have completed these conditions through multiple languages may be eligible for a bilingual diploma.

A bilingual diploma will be awarded to a successful candidate who fulfils one or more of the following criteria.

- Completion of two languages selected from the studies in language and literature subject group with the award of a grade 3 or higher in both languages.
- Completion of one of the subjects from the individuals and societies, or sciences subject groups in a language that is not the same as the candidate’s nominated studies in language and literature language. The candidate must attain a grade 3 or

higher in both the studies in language and literature language and the subject from individuals and societies, or sciences subject groups.

- Pilot subjects and interdisciplinary subjects can contribute to the award of a bilingual diploma, provided the above conditions are met.

The following cannot contribute to the award of a bilingual diploma.

- An extended essay
- A school-based syllabus
- A subject taken by a candidate in addition to the six subjects for the diploma (“additional subjects”)