

Inderkum High School IB Exam Registration Policies for May 2024

Taking Exams: The district/school administration and your teachers expect that all students enrolled in IB DP courses will take the exams. Any students expecting a conflict with other school events needs to let Ms. Downing know in advance.

Refund Policy: As the NUSD is paying all exam fees, no refunds will be due to students who do not complete their exams. A student may be responsible for reimbursing the district for the cost of the exam if the student is a no-show (without an IB-excusable reason). Students will be responsible for any fees associated with exam retakes or requests for re-grading.

Illness Policy for Examinations: Only students with *documented medical emergencies* will be considered ill for an examination. The IB Coordinator will follow IB policies in requesting exemptions and/or deferrals to the November session. Students will be responsible for any additional fees.

Attendance Policies: During the school years preceding the exam, students must complete the minimum required hours of class time to sit for SL and HL exams. *Chronic absence may result in disqualification for IB grades.* Students are expected to be on time for IB exams. The coordinator will seat students who enter the examination room during the first thirty minutes of examination time. *After that no students will be seated for the exam.* Students who do not take exams as scheduled will be responsible for any subsequent exam fees.

Changes to IB Examination Registration: Students who have registered for IB examinations cannot change examination subjects or levels without the approval of Ms. Downing, IB Diploma Coordinator. Changes made after the period of student confirmation, if allowed, may incur a substantial additional fee (payable to the IBO), which will be the responsibility of the student.

Stoles: The IB graduation stole is a gift from the IB Parent Committee and is contingent on completing all IB requirements for each course in which the student is enrolled.

Behavior: Students who are disruptive during testing will be removed. They will be responsible for fees if they wish to test in a later session.

Signatures: By signing below, both the student registering for the exam(s) and the parent/guardian responsible for the student acknowledge having read and understood all the rules pertaining to IB Exams at Inderkum High School. They have verified all information on this form *and on Toddle* for accuracy. Any questions should be addressed to IB DP Coordinator Ms. Downing.

This document is provided as a record of what you signed on the IB Exam Registration paper.