

### **Eligibility**

Juniors and seniors completing the curriculum for one or more IB courses are eligible to register for IB exams. IB Diploma candidates participate in exams in a total of 6 IB subjects over the two years of their study, including at least 3 subjects studied at Higher Level (HL) and 3 subjects studied at Standard Level (SL).

- Juniors "anticipating" earning an IB Diploma may register for 1 or 2 SL subjects, if eligible;
- Senior IB Diploma candidates will register for 4-6 subject exams, depending on their participation in their junior year.

### **Exam Dates and Times**

The calendar of IB DP exams is available on our website. Exam dates and times are set by the IBO and are not negotiable. Exam dates and times cannot be rearranged and there are no "make-up" exams, regardless of circumstances. A student can re-register for a retake for the following exam session (November 2025).

### **Attendance Policies**

1. During the school year(s) preceding the test, students must complete 150 hours of class time to sit for SL exams and 240 hours of class time to sit for HL exams. Chronic absences may result in disqualification for IB exams.
2. 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.

### **Academic Standing**

Only those students in good academic standing with Stony Point High School will be allowed to register for examinations. This means that students who do not have passing grades at the time of registration (below a C) in an IB testing class will not be registered for that exam. Students who do not adhere to the Academic Honesty Policy/Honor code may be disqualified from exams without a refund.

### **Internal and External Assessment Requirements**

Students must submit all components of an IB Exam, including internally assessed assignments (IA) and those externally graded (EA) by IB. Failure to complete a required assessment in an IB class will result in a grade of 'N' for the full IB exam. Students earning an 'N' must repay all financial assistance SPHS IB provides for IB Exams.

### **Extended Essay and CAS Requirements**

Any student who has not met Extended Essay deadlines and/or has not documented CAS progress appropriately will not be allowed to register as a "diploma" candidate.

### **Refund Policy**

IB has a very strict calendar for exam registration. Stony Point High School receives no refunds for students who change their minds about exams after November 15th, therefore, refunds are not given to students who choose not to take the test after that date. You may receive a full refund up until October 24, 2024, and a partial refund up until November 14, 2024. After that, no refunds are given.

### **Testing Accommodations**

Students with a 504 or an IEP **must notify the IB Coordinator** during IB exam registration if they need testing accommodations. A student must apply directly to IB for any testing accommodation requests. Only IB-authorized accommodations will be allowed, regardless of what is stated in a student's 504 or IEP. Please submit the application for accommodations by November 1, 2024.

### **Illness Policy for Examinations**

If a student misses an IB Exam due to illness, IB will allow a retake the following November if, and only if, there is medical documentation of the illness. With adequate documentation, the student can be registered for a November retake at no additional fee. If a student has no medical documentation, then they are considered to have failed that exam and can opt to retake it in November of their freshman year in college. There is an additional fee for this service.

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### **Changes to IB Examination Registration**

Students who have registered for IB examinations and paid their fees cannot change examination subjects or levels without the approval of Mrs. Stading, IB Diploma Coordinator. Changes made after the period of student confirmation will incur the following additional fees per change:

October 25 - November 14, 2024	\$50 per change
November 15 - 30, 2024	\$150 per change
December 1, 2024 - April 14, 2025	\$200 per change

### **Financial assistance**

Financial assistance is reserved for IB Diploma **Candidates**. Any Stony Point IB Diploma Candidate who is testing may apply for financial assistance with his or her examination fees. The amount of funding available from year to year varies, so there is no guarantee of financial assistance for any individual student in any given year. Should a student lose candidate status, these funds would become an obligation that must be repaid prior to graduation.

### **Signatures**

By signing below, both the student registering for exams and the parent/guardian responsible for the student acknowledge having read and understood all the rules pertaining to IB exams at Stony Point High School.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature    Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date