

IB External Exam Information

May

Exams are conducted in various rooms at Agoura. Please see IB Exam Schedule for exam dates and times. You are responsible for knowing where/when your exams are being conducted. Note: There are multiple exam locations for some exams. Be sure to arrive at the correct location based on last name.

Regulations:

Arrive at least 15 minutes prior to the exam time with your school ID. Candidates who arrive late will not be admitted. Please go to the restroom before arriving.

All personal materials are stored in the front of the testing room. Students are not allowed personal items at exam station.

Cell phones will be turned **off**, and remain in a backpack or bag for the duration of an exam period. Students may not take phones outside of exam room during a break.

You may have the following authorized materials at your exam station:

- A clear water bottle with no label, stored under your station.
- All students must have 2-3 black ink pens
- You may have a clear plastic bag with no writing on it containing pencils, pencil sharpener, pens, and an eraser.
- Ruler, protractor
- Spare Batteries for calculator

The following unauthorized materials/conduct are prohibited at your exam station and may be subject to confiscation or dismissal from the exam session:

- Unauthorized water bottles and food
- Unauthorized technology: Calculators, cell phones, iPads, PC.
- Calculator with wireless capabilities, Computer Algebra Systems Enabled Calculators
- Notes or subject guides
- No personal clocks other than wristwatch
- Sharing Calculators
- Talking or looking at other students answers/scratchpaper

There are no make-up exams permitted. Candidates who are absent from an exam will not receive a score from IB and will not receive a refund.

Starting exams:

Check your testing materials to make sure you have the correct cover sheet, exam, and stationary materials. Fill in your candidate number correctly.

You will get a 5 minute reading period on all exams except multiple choice. No writing or note taking allowed during the initial 5 minutes. Pens must remain on your desk.

During exams:

You may have a temporary absence for restroom use in the case of an emergency **ONLY**. Your name, session number, time of exit and re-entrance will be documented. You will need to be escorted by a second adult.

You may have a short break between two exams of the same subject, however, you cannot take exam materials outside of the exam room or return with new materials.

Make sure handwriting is legible. If material cannot be read, it cannot be marked.

Ending exams:

It is the candidate's responsibility to make sure cover sheets and answer documents are filled out correctly.

Combine cover sheets and exam stationary using string tag provided.

Candidates will not be allowed to leave the exam room within the last 15 minutes of an exam session.

Leave exam materials at your station, the exam supervisor will collect all materials.