

IB Diploma Programme Exam Registration Packet – 2016-2017

Roosevelt High School



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INSTRUCTIONS (Please check off the tasks as you have completed them.)

- ☐ Read the IB essential information on page 1.
- ☐ On page 2, the Scheduling Worksheet, identify with a checkmark the IB exams you will be taking.
Remember that you cannot take these exams another day so check dates for possible outside commitments that will take you away from Roosevelt High School.
- ☐ Complete the Examination Invoice and Contract on page 3.
 - Make sure you have accurately calculated your exam fees.
- ☐ Student and parent/guardians need to sign page 3, the Examination Invoice and Contract, to indicate that you have read and understood all of the IB testing information.
- ☐ Read and sign the Academic Honesty and IB Exam Understandings on page 6.
- ☐ **Turn in your IB Exam Registration Invoice, exam fees, Examination Invoice and Contract, and/or Scholarship or Payment Plan Request to Ms. Huffman in room 337 by October 28, 2016.**

IB EXAM ESSENTIAL INFORMATION

- Note that most IB exams occur on more than one date.
- IB Visual Arts HL/SL does not have a formal written exam date. It has components and deadlines earlier in the year that CONSTITUTE THE EXAM.
- **All** May IB exams also include exam components whose deadlines occur prior to the May exams. **Students who do not fulfill this commitment may not sit for May exams in that subject.**
- Students pay \$53 for each exam taken. The balance of the costs of the exam is covered by the Minneapolis Public Schools (\$270 for the first exam and \$110 for each subsequent exam).
- Students who qualify for free/reduced lunch are exempt from exam fees.
- Students who do not qualify for free/reduced lunch but have pressing financial need may submit a request for a scholarship (see attached form).
- Students who register for exams, but do not sit for exams are responsible for paying an obligation fee of \$70.00 per exam.
- Students who receive financial assistance are responsible for any late fee or obligation (missed exam) fees.

Questions about IB exam registration? Contact Sarah Huffman by stopping in room 363, at
sarah.huffman@mpls.k12.mn.us.

IB EXAM CALENDAR/SCHEDULING WORKSHEET:

Please use this calendar as a worksheet to identify which days you will need to be available to take your exams.

- ★ Remember you cannot take these exams another day so check dates for possible outside commitments that will take you away from Roosevelt High School.

RHS IB EXAM SCHEDULE, MAY 2017		
	MORNING (8:00 AM TO NOON)	AFTERNOON (NOON TO 4:00)
Monday, May 1		<input type="checkbox"/> Biology SL & HL parts 1 and 2 of 3
Tuesday, May 2	<input type="checkbox"/> Biology SL & HL part 3	
Wednesday, May 3		<input type="checkbox"/> English Language and Literature part 1 of 2
Thursday, May 4	<input type="checkbox"/> English Language and Literature HL & SL part 2	<input type="checkbox"/> Math Studies SL part 1 of 2 <input type="checkbox"/> Math SL part 1 of 2
Friday, May 5	<input type="checkbox"/> Math Studies SL part 2 <input type="checkbox"/> Math SL part 2	
Monday, May 8		<input type="checkbox"/> Arabic Lang B SL part 1 of 2
Tuesday, May 9	<input type="checkbox"/> Arabic Lang B SL part 2	<input type="checkbox"/> History HL parts 1 and 2 of 3
Wednesday, May 10	<input type="checkbox"/> History HL part 3	
Thursday, May 11		
Friday, May 12		
Monday, May 15		<input type="checkbox"/> Physics SL parts 1 and 2
Tuesday, May 16	<input type="checkbox"/> Physics SL part 3	<input type="checkbox"/> Spanish B SL part 1 of 2
Wednesday, May 17	<input type="checkbox"/> Spanish B SL part 2	
Thursday, May 18		<input type="checkbox"/> French B SL part 1
Friday, May 19	<input type="checkbox"/> French B SL part 2	
No formal written exam in May, but exam still requires registration	<input type="checkbox"/> IB Art SL Option A (Studio 60% Investigation 40%) <input type="checkbox"/> IB Art HL Option A (Studio 60% Investigation 40%) <input type="checkbox"/> IB Art SL Option B (Studio 40% Investigation 60%) <input type="checkbox"/> IB Art HL Option B (Studio 40% Investigation 60%)	

REQUEST FOR IB EXAM SCHOLARSHIP OR PAYMENT PLAN

A limited number of scholarships are available from Roosevelt High School to help families who do not qualify for free or reduced lunch but for whom the IB exam fees would create a financial hardship. Please complete the following information and submit to Sarah Huffman in room 363 (or Advisory teacher) by October 28, 2016.

Student Name: _____ **RHS Student ID:** _____
(first and last-please print)

Registered for _____ **IB exams to be taken in May 2017 X \$53 per exam = \$** _____
(number of exams) (total exam cost)

CHECK ONE (*Please select Scholarship, Payment Plan, or a combination of the two.*):

☐ **Request for Scholarship:**

Total Cost of Exams for Student (\$53 x _____ of exams): \$ _____
Amount you are able to contribute: \$ _____
Total amount of scholarship requested: \$ _____ **Due:** _____

Brief Description of Reason for Request: _____

☐ **Request for Payment Plan:**

Payment Plan: 1st payment of _____ by December 16th
 2nd payment of _____ by January 13th
 3rd payment of _____ by February 16th
 4th payment of _____ by March 17th

Brief Description of Reason for Request: _____

Parent/Guardian Name-Please Print

Parent/Guardian Signature

Phone number or email contact information

Date Request Submitted

PLEASE NOTE: Scholarships are not available for obligation fees should a student not meet the requirements of their exam(s) registration after exam registration has been confirmed.

IB ACADEMIC HONESTY

Are you completing your IB assignments **honestly?**

The IB expects Diploma Programme candidates to exercise academic honesty in all of their work, which includes acknowledging any sources used within an assignment.

The IB *General Regulations: Diploma Programme* defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

ASK FOR ADVICE

As a Diploma Programme candidate you are responsible for ensuring that all of the work you submit is authentic and that any sources used are appropriately acknowledged. If you have any doubts please ask for advice.

EXAMPLES OF MALPRACTICE


- **Plagiarism** - the representation of the ideas or work of another person as your own.
- **Collusion** - supporting malpractice by another candidate, as in allowing your work to be copied or submitted for assessment by another candidate.
- **Duplication of work** - the presentation of the same work for different assessment components and/or IB diploma requirements.
- **Misconduct during an examination**, including the possession of unauthorized material.
- **Disclosing information** to another candidate, or **receiving information** from another candidate, about the content of an examination paper within 24 hours after the examination.

HOW TO AVOID PLAGIARISM

- Credit all the sources you use, even if you have paraphrased or summarized.
- Clearly distinguish between your work and the source being used (using quotation marks, indentation or a similar method).
- Use a style of referencing that is appropriate for the subject.

THINGS TO REMEMBER

- IB students are principled and act with integrity and honesty.
- IB students should be content creators not content imitators.
- If you engage in any form of malpractice you may not be eligible for a grade in the subject concerned.
- Do it right, remember to cite! Credit where credit is due!

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IB EXAM UNDERSTANDINGS FOR RHS

- ☐ I understand that, as a student enrolled in an IB Diploma Programme examination level course, I am expected to complete all of the assessment requirements for the course.
- ☐ I understand that the assessment requirements for the course include completion of all required Internal Assessments and External Assessments, including all IB exams for the course.
- ☐ I understand that, if I fail to complete the assessment requirements for any IB Diploma Programme examination level course, I must submit an obligation fee of \$70 per exam for which I *do not* complete the assessment requirements.
- ☐ I understand that the fee for examinations is \$50 per exam unless I qualify for free/reduced lunch. I further understand that if I have difficulties making the exam payments that I should talk to Ms. Huffman in Rm. 363 about a scholarship and that *no student will be denied the opportunity to take an IB exam for inability to pay.*
- ☐ I have carefully reviewed the information on both sides of this registration form, attest to its correctness and will share the information with my family members.

Student Signature _____

Date _____

Print Name (First, Last) _____

Parent Signature: _____

**IB EXAM FEE INFORMATION (please read carefully):**

1. IB exams are **not** required for MPS course credit or a grade in the class.
2. **FEES:** IB exams are \$53 each. The charge to the student is only part of the actual cost incurred by the district for each exam. (\$270 for first exam, \$110 for each additional exam)
3. Students who have applied and qualified for free/reduced lunch are exempt from exam fees.
4. Students whose parent has served in active military duty within the last calendar year are exempt from exam fees.
5. Students who do not qualify for free/reduced lunch but have pressing financial need may fill out a request for partial scholarship, available from the school. Funds are limited – please contact your school's IB Coordinator for information.
6. All students registered for an IB exam who do not ultimately take the IB exam will incur a missed exam fee. The definition of an IB exam is the written exam(s) taken in May **as well as** the internal assessment or external assessment that is completed prior to the May exams.

The MISSED EXAM FEE POLICY IS AS FOLLOWS:

The student will owe \$70 per missed exam. An exam is considered missed if the internal assessment component or external assessment component has not been completed and turned in on time, or if the May written exam is not taken.

Students who qualify for any type of financial aid for exam fees do not owe this missed exam fee.

Once registration has been completed, refunds are not possible.

FEE CALCULATION:

_____ IB exams X \$53 per exam = _____
(see back side)

Check below if applicable for fee waiver:

☐

I am eligible for free/reduced lunch

☐

My parent has served in active military duty within the last calendar year

TOTAL DUE: _____

- Checks should be made out to _____ High School. Forms and fees are due by: _____.

Additional fees will be assessed for late registrations (the difference between the late registration fee and the regular fee).

STUDENT AND PARENT/GUARDIAN, READ AND SIGN:

I have read and understand all the information found on this registration sheet. I understand that an **additional** fee must be paid if a student does not take an exam for which he/she registered, or if the registration is turned in after the deadline. (Late registration fees vary depending on the date).

Student printed name, signature and date: _____

Parent/guardian name, signature and date: _____

Complete this registration form and return to school coordinator with exam fee payment by: _____



NAME (LAST/FIRST): _____ Student ID# _____ GRADUATION YEAR: _____
(Please print name as you would like it to appear on your IB Diploma or certificate)

GENDER: _____ ETHNICITY/NATIONALITY: _____

PRIMARY (1st) LANGUAGE: _____ SECONDARY (2nd) LANGUAGE: _____

LAST 4 DIGITS OF SSN: _____ (optional)

BIRTHDATE (mo/day/yr): _____ STUDENT PHONE: _____ PARENT PHONE: _____

STUDENT EMAIL ADDRESS (please write clearly):

DO YOU CURRENTLY HAVE A 504 PLAN? _____

DO YOU CURRENTLY HAVE AN IEP PLAN? _____

Indicate the IB exam(s) you plan to take in May

You MUST be currently registered for the IB course, or have already taken it, in order to take the exam.

☐ IB English Language and
Literature SL

☐ IB French SL

☐ IB Biology HL

☐ IB Art SL-A Studio

☐ IB English Language and
Literature HL

☐ IB Spanish SL

☐ IB Physics SL

☐ IB Art SL-B Research

☐ IB Spanish HL

☐ IB Physics HL

☐ IB Art HL-A Studio

☐ IB Arabic SL

☐ IB Art HL-B Research

☐ IB History HL: Americas

☐ IB Math SL

☐ IB Math Studies SL

☐ IB Biology SL

In the event that you are testing in a subject/level NOT
listed above, please indicate the subject and level here: _____



PARENT CONSENT FORM : FIELD TRIPS

Date of Signature

Student Name

Student ID No

The above - named student has my consent to take the field trip described below:

IB Exam components may be held off campus throughout the winter and spring within walking distance of the school at the YMCA. Students will be given the exact examination schedule and will walk to the examination site and be dismissed to return to Roosevelt High School upon completing their exam. Roosevelt High School faculty will supervise the students at the exam location and students will only be excused from regular classes during the exam periods.

By signing below, I acknowledge that I understand the arrangements, and believe the necessary precautions and plans for the care and supervision of the students during the trip will be taken. Beyond this I will not hold the school or those supervising the trip responsible.

Parent or Guardian Signature

Date