

Some important advice

- ✓ Know your candidate session number.
- ✓ Read the IB poster *Conduct of the examinations: notice to candidates*. If you have any questions about what it says, ask your Diploma Programme coordinator.
- ✓ Take only authorized material into the examination room. If you are found in possession of unauthorized material (for example, notes, a mobile/cell phone) even by mistake, you will be in breach of the IB regulations.
- ✓ Write in dark blue or black ink only. The use of colour is only permitted in geography examinations.
- ✓ Draw a line through any plans or working out that you do not want marked.
- ✓ At the end of the examination, place the below material (where applicable) together in the following sequence:
 - the blue coversheet at the front
 - the examination paper (but **only** if this is the kind of examination paper in which you write answers)
 - the answer booklet(s)
 - squared paper (used in Chinese/Japanese language examinations)
 - graph paper

Secure the above material together with a string tag.



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Answer Booklet Guide

Introduction

This guide has been produced to help you as a candidate become familiar with using answer booklets in IB Diploma Programme and IBCC examinations.

What does the answer booklet look like?

Each booklet consists of four pages. On the top of the front page there are sections in which to indicate your session number and name, along with brief instructions on how to correctly write question numbers. The remainder of this page and all other pages are for you to write your answers to examination questions. Please remember to write your answers on the lines, keeping within the large pink box on each page. Beside the lines for your answers are boxes in which you must write the number of each question you answer.



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Completing your session number and name

Before you begin writing answers to questions, please write your candidate session number and name in the appropriate boxes on the first page. If you do not know your session number, ask the examination invigilator. Your session number and name must appear on the front page of each booklet you use.

Completing the boxes

You must ensure you have written the question number correctly before you begin writing each of your answers.

Where a question is split into part numbering, for example (a), (b), (c) or (i), (ii), you must write this on the line at the start of your answer. It is not necessary to indicate the question number more than once for questions that are split into part numbering, and there is no need to write the name of the section, topic or theme that you are answering from (see **Example 1**).

If your answer goes over more than one page, there is no need to write the question number again at the top of each new page.

Example 2

	2
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(a) height of handlebar

(b) designing for a wider range

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(a) weight

Leave at least one line space between each answer. If there is not one line space available between the last line of your answer and the next question number box, go to the next available question number box and start your next answer there (see **Example 2**).

If you make a mistake when writing your question number, fill in the question number box and use the next available box.

Example 1

2

(a) _____

(b) ~~7~~ (ii) _____

7

(a) _____

(b) (i) _____

If you make a mistake

If you make a mistake when writing your question number, fill in the question number box and use the next available box.

If you start writing an answer to a question and then decide you are going to answer a different question altogether, fill in the question number box in addition to putting a line through the wrong answer. Write the question number of the new answer in the next box and begin your answer again (see **Example 3**).

If you run out of space

If you run out of space in your answer booklet, ask the invigilator for a new booklet and complete your session number and name on the front page. If you are continuing with an answer that you started in your first booklet, write the question number again in the new booklet before continuing with your answer.

If you need to go back and write more for any of your answers at any stage, go to the end of the last answer that you wrote in your answer booklet. In the next available box, write the question number again and then continue your answer.

Practice

Handwriting practice sheet for the letter 'a'. The sheet includes a vertical column of dashed 'a's for tracing, followed by two boxes containing solid 'a's for copying. To the right are ten horizontal blue lines for independent practice.

Example 3

Handwriting practice sheet for the cursive letter 'a'. The sheet includes a tracing guide with stroke numbers 1 and 2, a dotted tracing area, and a grid for independent practice. The first row of the grid contains the text "(a) height of handlebar" and "designing for a wider".