MEMO

TO: IB Candidates testing in May 2018

DATE: April 11, 2018

Dear IB Students,

Please review this information as it is critical for your successful participation in exams (April 27th – May 25th).

Documents Included:

- AP and IB Master Exams Calendar – exams will start promptly at the time listed
- IB Answer Booklet Guide – provides instructions on how to label your answer booklet
- IB Conduct of the Examination Flyer – summarizes permitted/not permitted items for examinations
- IB Conduct of the Examinations – outlines the general exam policies
- Schematic of San Francisco Solano Church - primary testing site for exams. Please note, however, that a few exams will be administered on the SMCHS campus.

Reminders:

1. Allow yourself additional time for parking and any unforeseen issues. Parking in the church parking lot or SMCHS visitor/staff parking spaces is not allowed and violators will receive detentions.
2. Items **NOT PERMITTED**: Cell phones or other electronic equipment (except a calculator when approved), wearable technology, food, notes, scratch paper. If you take any of these items into the exam – even if it is by mistake – you will be in breach of regulations and may not be eligible for a grade in the subject being examined.
3. **STUDENTS MUST ADHERE TO SCHOOL DRESS CODE AS INDICATED BY THE SCHOOL CALENDAR. NOTE: ONLY *SENIORS* MAY BE OUT OF UNIFORM DRESS IF NON-UNIFORM DRESS IS PERMITTED.**
4. **STUDENTS MUST BRING SMCHS SCHOOL ID TO EVERY EXAM/PAPER. STUDENTS WITHOUT AN ID WILL NOT BE ADMITTED TO EXAMS. ID WILL BE CHECKED AT THE DOOR.**
5. Pens and pencils will be provided for all students during both AP and IB exams.
6. Students are excused from all classes on the day of an AP or IB Exam if you so choose. **It is still your responsibility, however, to inform your teachers and meet all assignment due dates.**
7. If you have been approved to take an alternate AP or IB Exam due to a conflict, please note the dates, times and locations of these exams.
8. Students approved for extended time on an AP or IB Exam will take the exam on the same date, starting at the same time, but will be in a different location and with a different ending time.

9. The AP and IB May 2018 Exam Master Calendar is available online via the SMCHS website (Both AP and IB sections).
10. Your individual teachers will inform you of the appropriate materials (namely the approved calculators) to bring to the exams.
11. For all AP exams, it is imperative that you use your full legal name and provide consistent personal information on all answer sheets and on the College Board website, each year that you are testing.
12. If you are taking an AP Exam please note you may not be dismissed until the exam has officially ended. Do not ask to leave early if you finish before the end of the exam as your request will be denied. If you play a sport or have a job, it will be your responsibility to inform your coach or employer of your AP obligation and arrangements should be made accordingly.
13. Get a good night's rest before your exam, and eat a nutritious breakfast. You are allowed to bring bottled water in a clear, plastic recyclable bottle (labels are to be removed). You are allowed to bring a snack and beverage for your allocated break. However, eating is prohibited while you are taking an exam.
14. It is advisable to bring a sweatshirt in case the exam room temperature is below your comfort level.
15. Keep in mind that these exams are mandatory. Not taking the exam and staying at home is not an option.
16. You are required to abide by the policies of the College Board, the IBO, and SMCHS during the exams. Any misconduct, including cheating, will be reported and could jeopardize your AP and/or IB exam grade. In addition, SMCHS published consequences will be enforced for misconduct.

Good Luck!

Mr. Calbreath
IB Coordinator and Counselor

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Attachments:
Conductoftheexaminationsnoticetocandidatesposter 2018.pdf
Conduct of the Examination poster Students.pdf
IB Answer Booklet GuideStudents.pdf
May 2018 San Francisco Solano schematic .pdf
IBAP Exam Calendar 41217.docx