

# General regulations: Middle Years Programme

For students and their legal guardians





# I General

## Article 1: Scope

The International Baccalaureate Organization (hereinafter “the IB Organization”) is a foundation that has developed and offers three programmes of international education entitled the “Primary Years Programme” (PYP), the “Middle Years Programme” (MYP) and the “Diploma Programme”. It authorizes schools to offer one or more of these programmes to its students.

An IB World School® is a school that has been authorized by the IB Organization to offer one or more of its programmes.

This document describes the regulations that apply to those schools that have been authorized as IB World Schools to offer the MYP.

When used herein the term “legal guardians” encompasses parents and individuals with guardianship of any IB student enrolled in the MYP.

## Article 2: Role and responsibilities of schools

- 2.1 The IB Organization has developed the MYP as an inclusive programme aimed at students in the 11–16 age group.
- 2.2 The MYP is designed to give schools and students the option of registering to receive grades validated by the IB Organization through a process of external moderation. If this option is chosen, the MYP leads to the award of MYP certificates and issuance of MYP records of achievement.
- 2.3 The IB Organization has established a curriculum framework and assessment requirements for each subject group in the MYP and the personal project, which cover the MYP in general and also define the requirements leading to the award of the MYP certificates and issuance of MYP records of achievement. The IB Organization is the sole organization entitled to award MYP certificates and to issue MYP records of achievement, where students have satisfied the assessment requirements in accordance with these *General Regulations: Middle Years Programme* (hereinafter “general regulations”). Administrative details relating to these general regulations are contained in the current *MYP coordinator’s handbook*, which is the procedures manual issued by the IB Organization for schools.
- 2.4 Because the IB Organization is not a teaching institution and does not provide teaching services to students, the MYP is implemented and taught by IB World Schools (hereinafter “school(s)”). The schools are private or state entities, all of which are entirely independent from the IB Organization and solely responsible for the implementation and quality of teaching of the MYP.
- 2.5 The schools are responsible for informing students and legal guardians regarding the general characteristics of the MYP and how the school implements it.
- 2.6 The IB Organization cannot guarantee that a school will remain capable and willing to implement the MYP. Consequently, the schools bear sole responsibility to students and legal guardians if, for any reason, a school’s authorization to implement the MYP is withdrawn by the IB Organization or a school decides to terminate its authorization.

## Article 3: Recognition of the MYP certificate and MYP record of achievement

The IB Organization attempts to ensure recognition of the MYP certificates and MYP records of achievement but does not guarantee their acceptance by other institutions, whether or not they are authorized by the IB Organization, or by the relevant educational authorities. Consequently, students and legal guardians bear the sole responsibility for verifying the position in this regard of all institutions in which a student is interested in enrolling, and for consulting the relevant legislation.

## Article 4: Use of student materials submitted to the IB Organization

- 4.1 Students completing assessment tasks produce materials in a variety of forms. These materials (hereinafter “the materials”) include all forms of written work, audio and visual materials, computer programs and data and, in certain cases, may contain images of the students.

- 4.2 Students retain copyright in all materials submitted for assessment purposes, but by submitting those materials, and subject to article 4.5, students thereby grant the IB Organization a non-exclusive, charge-free, worldwide licence, for the duration of the statutory copyright protection, to reproduce submitted materials in any medium for assessment, educational, training and/or promotional purposes relating to the IB Organization's activities, or to those related activities of which it approves.
- 4.3 Wherever the materials are held for moderation or monitoring of assessment purposes, for example, by the school, by an IB Organization moderator or at the International Baccalaureate Curriculum and Assessment Centre (hereinafter "IB Cardiff"), they are always held on behalf of the IB Organization.
- 4.4 Where the IB Organization uses these materials for purposes other than assessment, it may modify, translate or otherwise change them to meet particular needs and, in order to protect the identity of the student and of the school, will anonymize them before publication in print or in electronic form.
- 4.5 Under exceptional circumstances, a student may withdraw this licence for a specific piece of work, as provided in article 4.2. In such case the IB Organization must be notified in accordance with the procedure described in the current *MYP coordinator's handbook*. The student must submit a written notification to the school's MYP coordinator who has the duty to inform the IB Organization by the due date. In these cases, the IB Organization will use the material only for moderation or monitoring of assessment purposes.
- 4.6 All materials submitted to the IB Organization for moderation or monitoring of assessment purposes become the property of the IB Organization, which, once the moderation or the monitoring of assessment is complete, is entitled to retain the materials for record-keeping purposes or to destroy them according to its needs.

### **Article 5: Implementation of the programme**

- 5.1 Students must use the school's MYP coordinator as the intermediary for any communication with the IB Organization.
- 5.2 The MYP is designed as a five-year programme where students are exposed to structured learning in eight subject groups each year. Where a five-year programme is not possible, schools may be authorized by the IB Organization to implement a shorter programme.
- 5.3 Objectives and final assessment criteria are prescribed for all MYP subjects and the personal project. However, prescription regarding curriculum content is kept to a minimum to preserve the flexibility of the programme.
- 5.4 To be eligible for the MYP certificate and MYP record of achievement students must satisfy the assessment requirements in all eight subject groups. An exception to this is that bilingual students may register for final assessment in two languages A instead of one language A and one language B.
- 5.5 As an exception, the IB Organization may approve a course of study that does not include all eight subject groups in MYP years 4 and/or 5, provided that certain conditions are met.
- 5.6 In addition to satisfying the assessment requirements of the eight subject groups, students must:
  - a. submit a personal project—a significant body of work produced over an extended period in the final year of the programme
  - b. have met the expectations of community and service to the satisfaction of the school.

### **Article 6: Languages**

- 6.1 The MYP may be taught in any language or languages. However, to be eligible for the MYP certificate and MYP record of achievement, students must reach sufficient competency to ensure work sent for moderation is in one of the four languages of the MYP: English, French, Spanish or Chinese for all subject groups except languages A and B.
- 6.2 For grades to be validated, some languages A and B may need approval from the IB Organization.
- 6.3 The IB Organization may also approve language courses that are equivalent to MYP language A but not necessarily taught by the school. In this case, an explanatory statement is given in place of a language A grade on the MYP record of achievement.

## II Assessment

### **Article 7: Assessment procedures**

The work of MYP students is internally assessed by teachers. The IB Organization does not provide examinations. When students reach the final year of the programme, schools have the option of registering students to receive grades validated by the IB Organization, through a process of external moderation of schools' internal assessment.

### **Article 8: Eligibility for the MYP certificate**

Only students who have participated in years 4 and 5 of the programme are eligible for the MYP certificate. Other students are eligible for the MYP record of achievement only.

### **Article 9: Registration process for grades validated by the IB Organization**

Students who wish to have their grades validated by the IB Organization must be registered by the school and must take the requisite courses and complete assessments at the school. The school must complete such registrations and pay the related fees by the relevant deadlines. Only students whose grades have been validated by the IB Organization and have met specific assessment requirements are eligible to be awarded the MYP certificate and be issued with an MYP record of achievement.

### **Article 10: Notice of assessment requirements**

It is the responsibility of schools to ensure that students comply with all the assessment requirements of the MYP. It is also the responsibility of schools to submit samples of students' work for moderation in line with IB Organization requirements and deadlines. Non-compliance with these requirements may mean that MYP certificates and MYP records of achievement cannot be awarded.

## III Grades validated by the IB Organization

### **Article 11: Internal assessment**

To be eligible for the MYP certificate and MYP record of achievement, students must complete (as a minimum) the assessment tasks prescribed by the IB Organization for each subject group. These tasks are set by teachers, normally in the final year of the programme, and assessed internally according to IB Organization subject-specific assessment criteria that address the objectives in the appropriate group. Teachers must also supervise and assess the personal project in the same way.

### **Article 12: Determination of grades**

- 12.1 Teachers must assess each student's work against IB Organization-prescribed criteria for each subject in which the student is registered. The personal project is also assessed by teachers against the IB Organization-prescribed criteria. The levels achieved for each criterion are added together to give a criterion levels total for each student in each subject and the personal project.
- 12.2 The final grade is determined by the IB Organization, following a process of external moderation, as outlined in article 13.
- 12.3 Grades range from 1 (lowest) to 7 (highest). IB Organization grade descriptors are published, which indicate the standard achieved for each grade.

## IV Moderation

### **Article 13: Moderation of students' work**

- 13.1 Moderators appointed by the IB Organization review and assess samples of students' work according to the same IB Organization subject-specific assessment criteria used by teachers.
- 13.2 Validated grades are determined by the IB Organization by applying the grade boundaries to the moderated criterion levels totals. Students' grades may or may not be adjusted depending on whether or not teachers' assessments in their school meet predetermined standards for each subject and the personal project.

## V Award of the MYP certificate and MYP record of achievement

### **Article 14: Conditions for the award of the MYP certificate and MYP record of achievement**

- 14.1 MYP certificates and MYP records of achievement will only be awarded to students whose grades have been validated by the IB Organization.
- 14.2 The IB Organization will award an MYP certificate to each registered student who has participated in years 4 and 5 of the programme, and who has achieved an overall standard in all aspects of the MYP. The student must:
- have gained a grade total of at least 36 from the eight subject groups and personal project combined, out of a possible maximum of 63
  - have gained at least a grade 2 in at least one subject from each subject group
  - have gained at least a grade 3 for the personal project
  - have met the expectations of community and service to the satisfaction of the school.

If more than one subject has been entered in a given subject group, only the single best grade will count towards the MYP certificate.

- 14.3 The IB Organization will issue an MYP record of achievement to each student indicating:
- the grade obtained for each subject in which the student has been registered
  - the grade obtained for the personal project
  - that community and service requirements have been met, unless the school notifies the IB Organization to the contrary.

## VI Special cases

### **A: Special needs**

#### **Article 15: Definition of special needs**

A special need is any permanent or temporary diagnosed need that could put a student at a disadvantage and prevent him or her from being able to demonstrate skills and knowledge adequately.

#### **Article 16: Eligibility**

Students with diagnosed special needs are not prevented from following the MYP or from being eligible for the MYP certificate and MYP record of achievement. However, where a student's special needs make assessment of some of the objectives impossible the student's eligibility for the MYP certificate may be affected.

**Article 17: Applicable procedure**

- 17.1 The IB Organization must be informed by no later than the end of the penultimate year (normally year 4) for the student(s) concerned, of any case where a diagnosed special need makes assessment of some of the course objectives impossible.
- 17.2 In these cases, schools are expected to make every effort to accommodate the needs of the student. The IB Organization will consider any requests for special arrangements according to principles stated in the current *MYP coordinator's handbook*.
- 17.3 When the special needs of a student are such that an objective for a subject cannot be assessed, a grade for that subject cannot be awarded. However, the IB Organization may, in certain circumstances and under certain conditions, where a request from the school has been supported by all the necessary information and documentation, as well as evidence of work achieved, award the MYP certificate and MYP record of achievement to a student with special needs who has not met all the objectives for a particular subject, provided all other conditions for the award of the MYP certificate have been met.

**B: Adverse circumstances****Article 18: Definition of adverse circumstances**

Adverse circumstances are defined as those beyond the control of the student that might be detrimental to his or her performance, including severe stress, exceptionally difficult family circumstances, bereavement, or events that may threaten the health or safety of students during the final two years of the programme. Adverse circumstances do not include shortcomings on the part of the school at which a student is registered.

**Article 19: Applicable procedure**

Any application for special consideration in cases of adverse circumstances must be submitted to IB Cardiff as soon as possible by the school's MYP coordinator on behalf of the student(s).

**C: Malpractice****Article 20: Definition of malpractice**

- 20.1 The IB Organization defines malpractice as behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessments. Malpractice includes the following.
- a. Plagiarism: this is defined as the representation of the ideas or work of another person as the student's own.
  - b. Collusion: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.
- 20.2 The IB Organization recognizes that work submitted by students for moderation of internal assessment may contravene the standard academic practice of clearly acknowledging all ideas and words of other persons. Where the school considers this is not a deliberate attempt by a student to gain an unfair advantage, the school should take action to ensure that the practice is not repeated. If plagiarism is found by a moderator, the piece of work is not moderated. The school is contacted by the IB Organization and asked to deal with the issue.

**Article 21: Responsibilities of students**

Students are required to act in a responsible and ethical manner throughout their participation in the MYP and assessments. In particular, students must avoid any form of malpractice.

**Article 22: Applicable procedure**

- 22.1 It is the responsibility of each school to ensure that all work used for final assessment is the individual work of the student. If a school has any doubts about the authenticity of students' work, results should be withheld by the school for those students until it resolves the matter.
- 22.2 It is the responsibility of each school to submit to the IB Organization only authentic work and results for each student.

## VII Final provisions

### **Article 23: Governing law**

Swiss law governs these general regulations and all other procedures relating to the assessment requirements.

### **Article 24: Arbitration**

Any dispute arising from or in connection with these general regulations shall be finally settled by one arbitrator in accordance with the *Swiss Rules of International Arbitration* of the Swiss Chambers of Commerce. The seat of the arbitration shall be Geneva, Switzerland. The proceedings shall be confidential and the language of the arbitration shall be English.

### **Article 25: Entry into force and transitory rules**

This version shall come into force on 1 September 2007 for June session schools or 1 January 2008 for December session schools. The IB Organization may amend these general regulations from time to time. Each amended version applies to all students enrolling in the MYP after the date of entry into force of the amended version.

Geneva, 1 August 2007