



INTERNATIONAL BACCALAUREATE ORGANIZATION

**General regulations:
Middle Years Programme**

I General

Article 1: Role and responsibilities of schools

- 1.1 The International Baccalaureate Organization (hereinafter “IBO”) has developed the Middle Years Programme (hereinafter “MYP”) as an inclusive programme aimed at students in the 11–16 age group. The MYP is designed to give schools and students the option of registering to receive IBO-validated grades 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.
- 1.2 The IBO 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 IBO 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 IBO for schools.
- 1.3 Because the IBO is not a teaching institution and does not provide teaching services to students, the MYP is implemented and taught by authorized or candidate schools (hereinafter the “school(s)”). The schools are private or state entities, all of which are entirely independent from the IBO and solely responsible for the implementation and quality of teaching of the MYP. Consequently, the schools bear sole responsibility to students and legal guardians for any shortcomings in the implementation or quality of teaching of the MYP. The IBO is excluded from any responsibility in such shortcomings, particularly concerning the marks and grades obtained by students or their failure to satisfy all or part of the assessment requirements necessary to obtain the MYP certificates and MYP records of achievement.
- 1.4 The schools are responsible for informing students and legal guardians regarding the general characteristics of the MYP and how the school implements it.
- 1.5 The IBO cannot guarantee that a school will remain capable and willing to implement the MYP. Consequently, the schools bear sole responsibility to students if, for any reason, a candidate school does not become authorized by the IBO or a school’s authorization to implement the MYP is withdrawn by the IBO or a school decides to terminate its authorization. The IBO is excluded from any responsibility for any sunk costs and/or lost opportunities suffered by students as a result of the MYP no longer being taught by a school.

Article 2: Recognition of the MYP certificate and MYP record of achievement

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

Article 3: Use of student materials submitted to the IBO

- 3.1 Students completing assessment tasks produce materials in a variety of forms. These 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 (hereinafter the “materials”).
- 3.2 Students retain copyright on all their work that is submitted to the IBO on their behalf, but, upon submitting materials to the IBO for external moderation for the purpose of receiving IBO-validated grades or for monitoring of assessment, students thereby grant the IBO a non-exclusive, charge-free, worldwide licence for the duration of the statutory copyright protection to reproduce the materials in any medium for assessment, educational, training and/or promotional purposes in relation to the IBO’s activities or those related activities of which it approves.
- 3.3 Wherever materials are held for moderation or monitoring of assessment purposes, for example, by the school, an IBO moderator or at the International Baccalaureate Curriculum and Assessment Centre (hereinafter “IBCA”), they are always held on behalf of the IBO.
- 3.4 Where the IBO 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.
- 3.5 Under exceptional circumstances, a student may wish to retain exclusive copyright over a single piece of work, in which case the IBO 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 IBO by the due date. In these cases, the IBO will use the material only for moderation or monitoring of assessment purposes.
- 3.6 All materials submitted to the IBO for moderation or monitoring of assessment purposes become the property of the IBO, which, once the moderation or the monitoring of assessment is complete, is entitled to retain the materials for record-keeping purposes or destroy them according to its needs.

Article 4: Implementation of the programme

- 4.1 Students must use the school’s MYP coordinator as the intermediary for all communications with the IBO.
- 4.2 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 IBO to implement a shorter programme.
- 4.3 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.
- 4.4 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.
- 4.5 As an exception, the IBO may approve a course of study that does not include all eight subject groups in both MYP years 4 and/or 5, provided that certain conditions are met.

- 4.6 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 5: Languages

- 5.1 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 official languages: English, French, Spanish or Chinese for all subject groups except languages A and B.
- 5.2 For grades to be validated some languages A and B may need approval from the IBO.
- 5.3 The IBO 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 6: Assessment procedures

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

Article 7: Eligibility for moderation

Only students who have participated in years 4 and 5 of the programme are eligible for moderation.

Article 8: Registration process for IBO-validated grades

Students who wish to have their grades validated by the IBO must be registered by an authorized school and must take the requisite courses and complete assessments at that 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 IBO and have met specific assessment requirements are eligible to be awarded the MYP certificate and be issued with an MYP record of achievement.

Article 9: 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 IBO requirements and deadlines. Non-compliance with these requirements may mean that MYP certificates and MYP records of achievement cannot be awarded.

III IBO-validated grades

Article 10: 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 IBO for each subject group. These tasks are set by teachers, normally in the final year of the programme, and assessed internally according to IBO 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 11: Determination of grades

- 11.1 Teachers must assess each student's work against IBO-prescribed criteria for each subject in which the student is registered. The personal project is also assessed by teachers against IBO-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.
- 11.2 The final grade is determined by the IBO, following a process of external moderation (see Article 11 and Article 12).
- 11.3 Grades range from 1 (lowest) to 7 (highest). IBO grade descriptors are published that indicate the standard achieved for each grade.

IV Moderation

Article 12: Moderation of students' work

- 12.1 Moderators appointed by the IBO review and assess samples of students' work according to the same IBO subject-specific assessment criteria used by teachers.
- 12.2 Validated grades are determined by the IBO 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 13: Conditions for the award of the MYP certificate and MYP record of achievement

- 13.1 MYP certificates and MYP records of achievement will only be awarded to students whose grades have been validated by the IBO.
- 13.2 The IBO will award a 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:
 - (a) 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
 - (b) have gained at least a grade 2 in at least one subject from each subject group
 - (c) have gained at least a grade 3 for the personal project

- (d) 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.

13.3 The IBO will issue a MYP record of achievement to each student indicating:

- (a) the grade obtained for each subject in which the student has been registered
- (b) the grade obtained for the personal project
- (c) that community and service requirements have been met, unless the school notifies the IBO to the contrary.

VI A Special cases: disability

Article 14: Definition of disability

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

Article 15: Eligibility

Students with diagnosed disabilities 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 disability makes assessment of some of the objectives impossible the student's eligibility for the MYP certificate may be affected.

Article 16: Applicable procedure

- 16.1 The IBO 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 disability makes assessment of some of the course objectives impossible.
- 16.2 In these cases, schools are expected to make every effort to accommodate the needs of the student. The IBO will consider any requests for special arrangements according to principles stated in the current *MYP coordinator's handbook*.
- 16.3 When the disabilities of a student are such that an objective for a subject cannot be assessed, a grade for that subject cannot be awarded. However, the IBO may, in certain circumstances and under certain conditions, where a request from the school has been supported by all the necessary information and documentation, and evidence of work achieved, award the MYP certificate and MYP record of achievement to a student with disabilities 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.

VI B Special cases: adverse circumstances

Article 17: 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 18: Applicable procedure

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

VI C Special cases: malpractice

Article 19: Definition of malpractice

- 19.1 The IBO 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.
- 19.2 The IBO 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 it is not classed as malpractice, although the school may require the student to resubmit the work. If plagiarism is found by a moderator, the piece of work is not moderated. The school is contacted by the IBO and asked to deal with the issue.

Article 20: 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 21: Applicable procedure

- 21.1 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.
- 21.2 It is the responsibility of each school to submit to the IBO only authentic work and results for each student.

VII Final provisions

Article 22: Governing law

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

Article 23: 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 24: Entry into force and transitory rules

This version shall come into force on 1 September 2006 for June session schools or 1 January 2007 for December session schools. The IBO may amend these general regulations from time to time.

Geneva, 1 May 2006

