

B1 General regulations: Middle Years Programme

B1.1 Introduction

From 2022, the publication *General regulations: Middle Years Programme* will constitute a section within this publication. Therefore, IB World Schools delivering the MYP and students completing assessments in May and November 2022 are subject to the “General regulations: Middle Years Programme” section in this version of *Middle Years Programme Assessment procedures*.

This “General regulations: Middle Years Programme” section sets out the expectations that IB World Schools and their students must follow for their assessment results to be validated by the IB, including how to maintain integrity and ensure full compliance when delivering assessments and examinations.

Some sections have been removed from the previous version of the *General regulations: Middle Years Programme* to avoid duplication of information that is available in either the *Rules for IB World Schools*, *Middle Years Programme Assessment procedures*, or the relevant subject guides.

The following sections from the previous *General regulations: Middle Years Programme* are now wholly or in part found only in *Rules for IB World Schools*.

- Role and responsibilities of schools
- Use of candidate data
- Governing law
- Arbitration

Where new policy documents have been published or separate documents exist, summarized information is maintained in this new “General regulations: Middle Years Programme” section, with links to the related documents clearly indicated. Some examples include the following.

- *Academic integrity*
- Candidates with access requirements ([article 13](#))

Article 1: Scope

1.1 The International Baccalaureate Organization (hereinafter together with its affiliates “IB”) is a foundation that has developed and offers four programmes of international education: the Primary Years Programme (“PYP”), the Middle Years Programme (“MYP”), the Diploma Programme (“DP”) and the Career-related Programme (“CP”). It authorizes schools (known as IB World Schools and hereinafter “schools”) to offer one or more of these programmes to their students (hereinafter “candidates” when registered for IB assessment).

1.2 This document describes the regulations that apply to those schools that have been authorized as IB World Schools to offer the MYP and is intended for schools, students and their legal guardians. When used herein the term “legal guardians” encompasses parents and individuals with legal guardianship of any IB student enrolled by a school in the MYP. A student is defined as any pupil enrolled by the school in any year of the MYP. If a student is of legal age, the school’s duties towards legal guardians specified herein also apply towards the student.

1.3 The IB has established a curriculum framework, as well as standards, practices and requirements for the implementation of the MYP as a programme aimed at students in the 11 to 16 age range designed to lead, in year 5, to the *MYP Certificate* or *IB MYP Course Results* (hereinafter “*MYP Course Results*”) for subjects/elements forming part of the MYP.

1.4 The MYP is designed as a five-year programme in which students engage in timetabled learning in eight subject groups each year. Where a five-year programme is not possible, schools may be permitted by the IB to implement a shorter programme, in accordance with the requirements established by the IB.

1.5 These regulations are intended as guidance for schools about their roles and responsibilities, and as information for students and legal guardians about the IB and the MYP.

Article 2: Role and responsibilities of schools

2.1 In addition to articles in these “General regulations: Middle Years Programme” (hereinafter “general regulations”) schools must comply with the *Rules for IB World Schools*, available in a separate document, as well as with the administrative requirements detailed in the *Middle Years Programme*

Assessment procedures, which contains detailed information on assessment procedures for MYP coordinators and teachers and is made available to schools by the IB.

2.2 Schools are responsible for informing students and legal guardians regarding the general characteristics of the MYP and how the school implements the programme. Additionally, schools must inform candidates and legal guardians of the assessment services offered by the IB and any restrictions or prohibitions that apply to the MYP.

2.3 Schools are expected to enter all MYP year 5 candidates for personal project moderation from the relevant examination session of the academic year that follows the year of authorization, and not earlier. Additionally, schools may enter MYP year 5 candidates for MYP eAssessment from the same examination session. Students who have been part of a full year of learning and teaching in an IB World School (the IB recommends, however, a period of at least two years) and who have completed all programme requirements in MYP year 5, are eligible to participate in MYP eAssessments.

2.4 To qualify for the award of the *MYP Certificate*, a candidate must follow a course of study and assessment for the MYP at a school authorized to offer the MYP. In addition to subject requirements and interdisciplinary learning, the *MYP Certificate* has the further requirement of submitting a personal project and the completion of community service as approved by the school. The official grades for a candidate's performance in the *MYP Certificate* are recorded on the accompanying *MYP Course Results*.

2.5 A candidate will be awarded *MYP Course Results* if the combination of assessments and/or grades achieved does not together constitute the requirements of the *MYP Certificate*. All candidates who are enrolled in year 5 of the MYP are expected to be registered for a personal project.

2.6 Schools are responsible for the security of on-screen examinations. Any breach in the procedure for the secure storage of, and access to, on-screen examinations must be notified immediately to IB Answers. The school must provide the IB with statements and other relevant information concerning the breach and reasonably cooperate with the IB in investigating and addressing such a breach.

2.7 Schools are expected to uphold the principle of academic integrity and not to engage in any form of maladministration. The publication *Academic integrity* provides examples of forms of maladministration and subsequent possible consequences for schools.

Article 3: Candidates and their legal guardians

3.1 Except where provided otherwise in these general regulations or in the *Middle Years Programme Assessment procedures*, students and their legal guardians must use the school's MYP coordinator as the intermediary for any communication with the IB. If either a student or his/her legal guardians has a question about the general characteristics of the MYP, its administration or how the school implements it, they are advised to raise the matter with the school's MYP coordinator.

3.2 Candidates, whether for the *MYP Certificate* or *MYP Course Results*, must complete all assessment requirements within the last full year of the programme or within an extended period of study when a candidate retakes one or more subjects.

3.3 Candidates are required to act in a responsible and ethical manner throughout their participation in the MYP, as determined by the IB at its sole discretion, which includes not engaging in academic misconduct (as defined in [article 15](#)), and must be in good standing at the school at the time of the on-screen eAssessment.

3.4 The IB is entitled to refuse to mark or moderate assessment submissions if a candidate has acted in an irresponsible or unethical manner in connection with that part of the assessment, or if a candidate submits inappropriate material that is unrelated to the content of the assessment. In such cases, the Final Award Committee (defined in [article 12](#)) is entitled to take action.

Article 4: Equal opportunities statement

4.1 It is the practice of the IB to make its programmes available to all students from IB World Schools. No student will be excluded by the IB on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld.

4.2 It is the practice of the IB to make its assessment available to all candidates from IB World Schools who have fulfilled the school's and the IB's academic requirements and paid the required fees to register for an IB examination session. No candidate will be excluded by the IB on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation,

political beliefs, disability or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld. The IB will make all reasonable efforts and/or accommodations, or as may otherwise be required by law, to enable candidates to participate in its eAssessments.

Article 5: Recognition of the *MYP Certificate*

The IB actively promotes wide recognition and acceptance of the *MYP Certificate* or *MYP Course Results* as a basis for continuing education but does not guarantee recognition of the *MYP Certificate* or *MYP Course Results* by any institution or relevant authority in a country. Consequently, candidates and legal guardians bear the sole responsibility for verifying whether the *MYP Certificate* or *MYP Course Results* have recognition and acceptance.

Article 6: Property and copyright in materials produced by candidates

6.1 Candidates produce materials in a variety of forms that are submitted to the IB as part of the assessment requirements. These assessment materials (hereinafter “materials”) include all forms of written work, audio and visual materials, computer programs and data and, in certain cases, may contain images or voices of the candidates.

6.2 Candidates retain copyright in all materials submitted for assessment purposes, but by submitting those materials, subject to article 6.4, candidates and their legal guardians thereby grant the IB a non-exclusive, charge-free, worldwide licence, for the duration of the applicable jurisdiction’s copyright protection, to reproduce submitted materials, to use the image and voice of the candidate where they appear on audio or video materials and to reproduce any musical performances in any medium for assessment, educational, training, commercial and/or promotional purposes relating to the IB’s activities, or to those related activities of which it approves. Such licences shall become effective from the date of submission to the IB.

6.3 Where the IB uses these materials for purposes other than assessment, it may modify, translate or otherwise change them to meet particular needs and will, in most cases, anonymize them before publication in print or in electronic form. If the purpose of the publication is to focus on work of a

particularly high standard, then the candidate and school may be identified. In such case, the IB shall inform the school beforehand and the school shall inform the candidate.

6.4 Under exceptional circumstances, a candidate and/or a candidate's legal guardians may withdraw the aspects of the licence relating to use of a candidate's work outside of an assessment context, as referred to in article 6.2, for a specific piece of work. In such cases, the IB must be notified in accordance with the procedure described in the *Middle Years Programme Assessment procedures*. The candidate must submit a written notification to the school's MYP coordinator, who has the duty to inform the IB by the due date set forth in the *Middle Years Programme Assessment procedures*. In these cases, the IB will use the material only for assessment purposes as defined in article 6.5.

6.5 Under the licence granted upon submission for assessment purposes, the IB can electronically scan, store or reproduce submitted materials in any medium in order to allow the materials to be communicated to examiners, moderators and any other persons involved in the assessment process or any subsequent appeals (including third-party vendors and/or services providers). The materials may also be used in the training of examiners. Materials for which a candidate has withdrawn the aspects of the licence relating to use of candidate work outside of an assessment context will not be placed in any IB publications or used for any commercial or promotional purposes.

6.6 Materials submitted for assessment, or reproductions of them, are either internally assessed by teachers in the schools (whose marks are moderated) or externally assessed by IB examiners. Wherever the materials or reproductions are held during their assessment, for example, by the school or a third party, they are always held on behalf of the IB and in a manner that is compliant with applicable privacy regulations.

6.7 All materials submitted to the IB for assessment, and reproductions of such materials, become the property of the IB. Once the materials have been assessed, the IB is entitled to retain the materials for record-keeping purposes or to eventually destroy them according to its needs and legal obligations.

6.8 Candidates are entitled to request the return of their externally assessed work, including a copy of their on-screen examinations and/or ePortfolio for language acquisition, provided such application is made for a May session by 15 October in the same year and for a November session by 15 April of the following year. In all cases, to be valid, the application must be submitted to the IB by the school's

MYP coordinator according to the procedures stated in the *Middle Years Programme Assessment procedures*.

Article 7: Use of candidate data

Candidate data, including data relating to assessment, may be used:

- a. to register candidates in the MYP and administer the MYP and its requirements for the candidate and school, including sensitive personal data if making determinations about assessment accommodations
- b. to provide MYP support and services for the candidate and school, including website services and online forums, assessment services and accommodations, delivery of courses online to the candidate and assisting candidates and their school with providing information to institutions of higher education (such as universities and colleges or governmental authorities related to admission to institutions of higher education)
- c. for use in research and statistical analysis related to the IB's mission, including research on assessments and results, and the effectiveness of the MYP
- d. for advertising and promotional purposes for the IB (such as student and/or alumni networks and social media platforms)
- e. for educational, training, commercial and other compatible purposes
- f. to engage in, and process, transactions with the candidate or school
- g. to fulfil statutory, regulatory, reporting and/or legal obligations.

Article 8: Provision of teaching hours and timetables

8.1 Schools are advised that the IB requires a minimum of 50 teaching hours per year per subject group offered. The IB recommends 70 teaching hours per subject over each of the final two years of the programme for candidates opting to register for IB assessment for an examination session.

8.2 The use of the MYP objectives and assessment criteria is required for all MYP subject groups and interdisciplinary learning, as well as for the community project and personal project.

8.3 Throughout each year of the MYP, the school schedule or timetable provides teaching and learning in at least six subject groups concurrently, one of which must be language acquisition (or a second language from the language and literature subject group).

Article 9: Optional IB eAssessment

9.1 Only MYP year 5 students can register as candidates for IB eAssessment. A range of published subjects from language and literature, individuals and societies, mathematics and sciences are assessed through on-screen examinations. A range of published subjects from language acquisition, arts, physical and health education, and design are assessed through an ePortfolio. The ePortfolios for language acquisition, arts, physical and health education, and design are internally assessed and externally moderated.

9.2 School-assessed coursework that is devised and marked by teachers does not contribute to the *MYP Certificate* or *MYP Course Results*, with the exception of defined pieces of work that constitute MYP externally marked/moderated ePortfolios in language acquisition, arts, design, and physical and health education.

Article 10: Response languages

10.1 Candidates must use English, French or Spanish as their response language in all forms of assessment where offered by the IB for subjects other than language and literature, and language acquisition.

10.2 For the personal project, a range of response languages will be available; these are listed in the *Middle Years Programme Assessment procedures* for each examination session.

Article 11: Enquiry upon results

11.1 A candidate's assessment material may be re-marked, returned to the school (in electronic format) and/or re-moderated (for personal projects and ePortfolios that are internally assessed) as part of the enquiry upon results service, the details and fees for which are specified in the *Middle Years Programme Assessment procedures*.

The categories and conditions of this service are subject to change and, therefore, are in accordance with the details given in the *Middle Years Programme Assessment procedures* for the examination session concerned. All enquiries upon results must be submitted by the school on behalf of the candidate.

11.2 Re-marking a candidate's on-screen examination or the language acquisition part of the ePortfolio may lead to a higher or a lower grade for the subject. Therefore, before submitting a request for an enquiry upon results service that may result in a change of grade, the school must obtain the written consent of the candidate or his/her legal guardians ensuring that the candidate and/or the legal guardians are aware that the grade may go up or down. Where a candidate has not reached the legal age of majority, the consent should be from the legal guardians.

11.3 Beyond the enquiry upon results service, the coordinator may not request a subsequent re-marking of work or re-moderation of marks for internal assessment.

Article 12: IB MYP Final Award Committee

12.1 The IB MYP Final Award Committee is the body that formally awards the *MYP Certificate* and *MYP Course Results* on the basis of the grades determined by grade award procedures. The award is made by the committee on behalf of the IB Board of Governors. There are terms of reference for the Final Award Committee approved by the IB Board of Governors.

12.2 The Final Award Committee consists of examiner representatives and senior IB staff and is chaired by the chair of the IB Examining Board.

12.3 The Final Award Committee may delegate decisions on cases of alleged academic misconduct to a sub-committee, but the Final Award Committee is the body that has authority to make the final decision in all special cases with respect to the award of the *MYP Certificate* and *MYP Course Results*.

Article 13: Candidates with assessment access requirements

Inclusion is defined as an ongoing process that aims to increase access and engagement in learning for all students by identifying and removing barriers. Access arrangements do not change what the student is expected to learn and do not lower expectations, but instead provide the optimal support to address challenges and to enable the student to work around them. At a fundamental

level, they address equal access and fairness to learning and teaching and, in addition, validity and meaningfulness to assessment. A candidate with access requirements is one who requires access arrangements in learning, teaching and assessment.

The IB approach to access and inclusion is articulated in the [Access and inclusion policy](#) with details on the access arrangements that are available for IB assessments if they are used as part of learning and teaching. The procedure to request authorization from the IB for access arrangements for IB assessments is set out in section “C2”.

Article 14: Candidates affected by adverse circumstances

Adverse circumstances are situations that have their onset or occurrence during the examinations or up to three months before the examinations in May/November, which are beyond the control of a candidate and/or the school, which affect candidates and have a bearing on their performance in IB assessments. They may impact an individual candidate, or multiple candidates where the same circumstance may affect a group of candidates or the entire cohort.

The IB approach to adverse circumstances is set out in section “C3”, which details what is included and not included as an adverse circumstance and the possible actions that the IB is able to apply in such situations.

Article 15: Candidates suspected of academic misconduct

The IB approach to academic misconduct is set out in the publication [Academic integrity](#).

The IB defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another candidate is also regarded as academic misconduct.

For further information on investigation procedures and outcomes, please refer to the publication [Academic integrity](#).

Article 16: Admissibility of an appeal

16.1 The IB accepts appeals in relation to five areas of decision-making during an examination session. Appeals are possible against:

- a. results—when a school has evidence that a candidate’s result(s) are inaccurate owing to procedural error after all appropriate enquiry upon results services have been completed
- b. a decision upholding academic misconduct, but not against the severity of a penalty
- c. a decision in respect of special consideration—following a decision not to give special consideration to a candidate as a consequence of alleged adverse circumstances
- d. a decision in respect of inclusive assessment arrangements
- e. an administrative decision not covered by one or more of the foregoing circumstances that affects the results of one or more candidates.

16.2 The appeals process is divided into two stages. Each stage usually requires the payment of a fee. The fee will be refunded if the decision being appealed changes.

16.3 A stage one appeal can only be requested by the head of school or by the MYP coordinator from the school at which the candidate (known as the appellant) was registered. This appeal stage consists of a review of the case by senior assessment officers of the IB.

16.4 A stage two appeal can be requested directly by a candidate and/or his or her legal guardian/representative in addition to the head of school and MYP coordinator if the outcome of a stage one appeal is not satisfactory. This stage of appeal grants the candidate a formal hearing by a constituted panel with one member independent from the IB.

16.5 A request for appeal at either stage must be submitted with a completed appeal request form that can be obtained from the IB via the IB Answers service.

16.6 No appeal request will be granted if the school concerned has failed to comply with deadlines and/or procedures stated in the *Middle Years Programme Assessment procedures*.

16.7 An appeal does not include a re-mark, re-moderation or any form of report on the assessment or moderation of candidates' work. A request for appeal against a candidate's grade will only be considered if the school presents new evidence demonstrating that standard procedures in deriving the grade may not have been correctly followed by the IB.

16.8 No legal representation acting on behalf of either the candidate or the IB is permitted during a stage one or stage two appeal process.

Article 17: Stage one appeal

17.1 A stage one appeal is a reconsideration of the case by senior assessment officers of the IB who were not directly involved in making the original decision. The reconsideration will take into account information given in the written submission from the school acting on behalf of the candidate. The reconsideration will determine whether procedures were correctly applied when arriving at the decision or result(s) awarded. After the reconsideration is complete, the head of school will be notified whether the stage one appeal has been denied (disallowed) or upheld (allowed), with summary reasons for the decision.

17.2 In order to be considered for a stage one appeal, the request for appeal must:

- a. have the support of the head of school
- b. be submitted by the head of school (or the MYP coordinator) on behalf of the candidate
- c. be received by the IB within one month from the issue of results or the date when the decision being appealed was made, whichever is the later
- d. contain a full description of the grounds for appeal and any new facts invoked
- e. include an account of how these regulations and/or the procedures defined in the *Middle Years Programme Assessment procedures* may not have been correctly applied by the IB.

17.3 If the senior officers accept the stage one appeal, the head of school may be asked for any information or evidence that is deemed useful. Neither the candidate nor a representative of the candidate is permitted to be present during a stage one appeals process. The senior officers will render their decision, in principle, within one month from the date the IB receives the request for appeal.

Article 18: Stage two appeal

18.1 A stage one appeal must precede a stage two appeal.

18.2 If the stage one appeal was rejected, a request can be made to the IB to escalate the appeal to stage two. A stage two appeal does not need to have the support of the head of school. A fee is payable by the candidate or their legal guardians before a stage two appeal is heard; this is refunded if the appeal is upheld.

18.3 In order for the stage two appeal to be considered, the request for appeal to stage two must be received by the IB within one month of the head of school being officially notified of the outcome of the stage one appeal.

18.4 The stage two process grants the candidate a formal hearing by a constituted panel. The attendance of the candidate and/or their representative is not required for the hearing to proceed, though they will be notified of the time and date and may attend if they wish.

18.5 The stage two appeals panel has three members.

- One member independent from the IB
- The chair of the Examining Board, or his/her nominee
- A principal or chief examiner who was not present at the Final Award Committee or its sub-committee for the relevant examination session and who did not render a decision at any previous level regarding the candidate for the relevant examination session

Prior knowledge by the chair of the Examining Board of the case under appeal will not exclude that person from the panel.

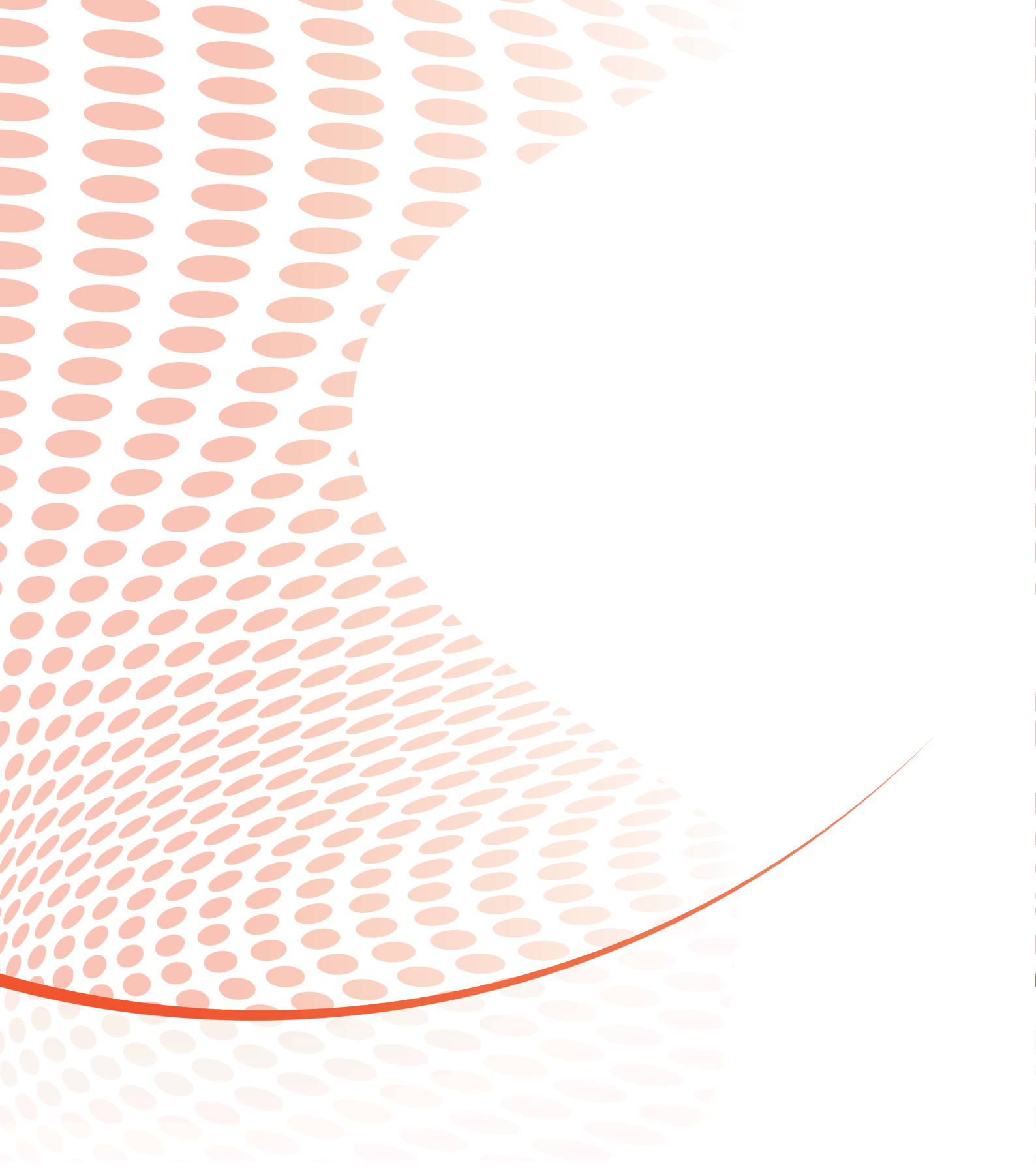
18.6 The independent member is appointed by the IB and will not have been an MYP coordinator, teacher or examiner, or an employee of the IB at any time during the past five years. The independent member will serve as chair to the appeals panel for no longer than three years.

18.7 The appeals panel makes its decisions based on a majority vote of the three members of the stage two appeals panel. The appeals panel has the power to uphold or dismiss the previous decision

in the event that they believe that the procedures or regulations that led to the previous decision being appealed were not respected. The appeals panel does not hold the power to render any other form of decision.

18.8 The decision of the stage two appeals panel will be officially communicated to the candidate and/or their legal guardians in writing in principle within 10 working days of the hearing. A copy of the decision will be communicated to the head of school.

18.9 All decisions rendered by the stage two appeals panel are final and no requests for further review or alternative resolution requests will be accepted by the IB.



© International Baccalaureate Organization 2021
International Baccalaureate® | Baccalauréat International® | Bachillerato Internacional®