

LHS IB Examinations 2022 - What to know

Arrival to exam:

- Tests are administered at LHS this year. Check the schedule (on the back, on the IB web page, or posted outside the IB office) for the room number. Make sure you go to the correct room. Extended time students are in a different room.
- Arrive at school at least 15 minutes before the start of the exam (see schedule on back). Allow enough time for traffic, stop lights, and weather.
- If you're late, you may enter the exam room up to 30 minutes after the start of the exam but will not be given extra time, and your tardiness will be reported to the IBO.
- Find a buddy for each exam and exchange phone numbers in case you are late or lost.
- All phones and smart watches must be turned off and left outside the exam room.** No exceptions will be made, per IB policy.

Be prepared:

- Enter the exam room in a quiet, orderly manner.
- The only items you may bring into the room are number 2 pencils, blue/black pens, an eraser, a ruler, basic geometry tools, and, when appropriate, an approved graphing calculator.
- All other belongings -- phones (turned off) smart watches (turned off), backpacks, hats, food and drink, etc. -- must remain outside the testing room.
- You will have a short break between exams for a snack and visit to the bathroom.
- You have been excused from your LHS classes one hour before each exam through one hour after each exam.

Absence during an exam:

- If you have to use the bathroom or get sick during an exam, raise your hand and a proctor will escort you. You may not take anything out of the room, nor may you communicate with anyone besides your proctor escort. Your temporary absence will be recorded.

Calculators: bring your own (and a ruler, too):

- ★ We will put calculators in "press to test" mode at the start of each exam.
- ★ You may not use or store data, programs or applications in your calculator.
- ★ During an exam, no attempt may be made to conceal information, programs, or exam questions stored in your calculator.
- ★ If asked by the coordinator or proctor, you must provide a list of information and programs stored in your calculator.

Malpractice:

- You may not communicate in any way with any other candidate during an exam.
- All work completed during the exam must be your individual and authentic work.
- If you have taken unauthorized material to your desk, alert a proctor immediately.
- You may not leave the exam room in the first hour or the last 15 minutes of the exam.
- No candidate may borrow anything from another candidate during any exam.

End of exam:

- Be sure to fill out your cover sheet correctly (instructions will be given after each exam).
- Attach answer booklets, test booklets and cover sheets with a string tag.
- Throw away trash and push in chairs as you leave the room quietly and orderly.
- You may not disclose the content of an exam paper with any person outside the LHS community within 24 hours after an exam. This includes verbal, written, or electronic communication.

In case of an emergency, call Ms. Anderson at 720-341-1933 or Mrs. Smith in the counseling office, 303-347-7710.