

1. Transportation
 - You are responsible for your own transportation to the exam room.
2. Late arrival, Temporary absence, Malpractice, Early departures – See attached - **IBO Conduct of the Examinations**.
3. Arrival times (30 minutes before Pen to Paper)
 - Review exam times carefully and keep a copy at home for reference!
4. Dates, Times and Location
 - Visit the exam room in advance to make sure you know where it is.
5. Important equipment
 - What you should always have:
 1. Pens (several) that work: **BLACK ONLY**.
 2. Pencils (several) and a sharpener (no borrowing) and an eraser.
 3. Ruler and other geometry instruments (always bring them).
 4. Coloured pencils and Highlighter pens.
 5. Watch/timepiece (not a palm or other computer and **NO PHONE**).
 6. Batteries.
 7. All items will be inspected.
 - Calculators
 1. Text information must not be stored.
 2. If required, a list of stored information must be provided to the coordinator/invigilator. (see attached IBO Regulations)
 3. Math Department will provide backup calculators to the coordinator.
6. What you **cannot** have
 - Cell phone at your writing station
 - Food of any kind
 - Drinks of any kind (water will be permitted)
 - Avoid all caffeine products - they slow you down.
 - Eat properly before each exam and bring a lunch.
 - **NO WHITEOUT**.
7. 5 minute reading time
 - Before you begin each exam you will have a 5 minute reading time where you will carefully read all instructions and make choices on which questions to deal with (when you have options).
 - During the 5 minute reading time period, you may not write anything.
 - No reading time for multiple-choice exams.
8. 30 minute warning and 5 minute warning.
9. Examination is over!
 - The examination is over – ‘Stop Writing’ means ‘Stop Writing’.
10. IBO ‘**Conduct of the Examinations**’ (attached)
11. **KNOW YOUR CANDIDATE NUMBER**

Candidates -

This is a very important time for you as it is a crucial part of your IB Diploma. Be prepared and be confident. Be appropriately prepared for each examination paper. Do not give too much study time for one exam over another. Take advantage of preparation time. Focus all of the skills you have developed into gaining the best understanding possible of what is required of you.

READ THE INSTRUCTIONS VERY CAREFULLY FIRST!

Do not forget the friends who have helped you along the way. If you can give of your skills to another who may be struggling, offer some of your time. Assisting in another's learning will strengthen your understanding of the subject, and you will have helped a friend.

During your preparation, allot adequate time for leisure so as to not over-stress yourself. Create study groups and go for lunch to reward a good day's work. Put in the effort. You deserve to do well!

Good Luck!