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Registered Charity Number 310013

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**TO: U6 IB Diploma Candidates**

**RE: Issue of Results**

Dear Students, Parents and Guardians,

This letter contains essential information relating to the issue of results and component marks that will take place on **Tuesday, 5<sup>th</sup> July 2011** and **Wednesday, 13<sup>th</sup> July 2011** respectively. Please read this information carefully and do get in touch with me if you have any questions or concerns.

### **EXAMINATION CERTIFICATES**

On **5<sup>th</sup> July**, we will receive information regarding the grades you have received for each subject. There are a number of different ways in which you can get a hold of this information. You may come into school on this day to collect this information, from 2pm onwards. Alternatively, you may call us and ask for your results, again from 2pm onwards. *(Please note that we will not be able to discuss remark or retake options at this point in time)*. Alternatively, you can use your personal log in information that you have received from Miss Perez to view your results online, however, this service is available from 6<sup>th</sup> July.

In addition, we will email all of you a pdf copy of your results which should serve as a temporary statement of your results until the official certificate is received from the IB in August. Haileybury will post your statement of results on the evening of 5<sup>th</sup> July and your official diploma certificates in August. Should you change your address in the interim then please be sure to let the School Office know by contacting the IB Administrator ([m.perez@haileybury.com](mailto:m.perez@haileybury.com)).

### **CONTACT DETAILS**

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### **ENQUIRIES UPON RESULTS**

***Please note that subject component grades (i.e. your specific marks for each of the different assessment units in each subject) will become available on 13<sup>th</sup> of July, so we are unable to answer any questions relating to this, including discussing the possibility of asking for a remark or registering for retakes in November 2011 before this date.***

Should you have any query about the results then, in the first instance, please make contact with the school **on 13<sup>th</sup> of July**. This is to give us a couple of hours to process the results of each candidate, so that we know which candidates are borderline candidates and are able to knowledgeably answer your queries. The IB specifically states that it will not discuss results with candidates, a family member or representative. You must therefore either contact me or Miss Perez in the following week and we will liaise with the IB on your behalf.

Once you have made contact with the school to discuss your concerns there are a range of options available: the services provided by the IB are known as *Enquiries upon Results* (EURs). There are three different categories of EUR as detailed on the next page. Please note that the results of an EUR by the IB will be sent at the soonest possible opportunity; however, it can take several weeks before you receive information about your results. **Please note that a remark (EUR Category 1) can result in your grade being lowered** - you must therefore think carefully before requesting a remark.

If you wish to lodge an appeal against the results awarded then please would you complete the appropriate *pro forma* that is enclosed. With your request, you should include a cheque made payable to "Haileybury". Please note that we will not be able to process your request until we have received payment. Ultimately, though, should you seek to disagree with any review of a set of results, you are reminded that the decisions of the Final Award Committee are not subject to appeal to another body.

CATEGORY	DESCRIPTION	COST (at 1 May 2011)	DEADLINES
<b>NON-AVAILABILITY</b>	Re-marking is not available for multiple choice components (MCQ) and internal assessment. A Category 3 moderation report (see below) is not available for the presentation component in Theory of Knowledge.	/	/
<b>CATEGORY 1</b>  <b>NB: your grade can be downgraded, upheld, or upgraded as a result of this EUR</b>	The external components of a candidate's work are remarked by a senior examiner. Additionally, there is a clerical check of all script and other material held at the IBO together with a check of all data generating the final grade. A grade may be raised as a result of a Category 1 enquiry.  <i>A standard remark of papers and a clerical check of the papers submitted for a particular subject.</i>	£60.00  per subject  (refunded if there is a change in grade)	If retakes are a possibility then to the IB by <b>29 July</b> .  If no retakes are a possibility then to the IB by <b>15 September</b> .
<b>CATEGORY 2</b>	Examination material will be returned to the school. This may be for any number of candidates, from a single individual to a whole school group. The returned material will normally be a photocopy of the original material.  <i>Useful to assess whether a Category 1 EUR might be useful, but this will significantly slow down a Category 1 EUR remark when it is requested.</i>	£43.00 plus postage  per <u>component</u> in a subject	To the IB by <b>15 September</b>

<b>CATEGORY 3</b>	<p>This category provides a report on the sample of candidates' <b>internally assessed work</b> submitted for moderation. The report will be approximately 300 to 400 words in length. It will cover the following issues: suitability of task(s) set, suitability of application of criteria (including the awarding of levels/marks), strengths and weaknesses of the work, recommendations for future improvements in task(s) set and/or marking.</p> <p><i>For school purposes only, to advise on future tasking and teaching.</i></p>	£144.00 per subject	To the IB by <b>15 September</b>
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No materials may be reclaimed until the Final Award Committee has reached its decision. During a period of two months following the date of the announcement of the results, candidates may reclaim their materials by making a written request through Haileybury; the IB is entitled to retain a copy for reasons of record-keeping. If the materials have not been reclaimed within the two-month period, the materials and the copyright thereto become the property of the IB, which will be entitled to reproduce or destroy the work according to its needs.

Haileybury may request access to scripts for the purpose of in-service training. In such cases the candidate's permission will be sought. A candidate's name will be removed from a script if it is to be used in such a way.

### **RETAKES**

There are two sessions of examinations for IB Diploma candidates: May and November. It is therefore possible to retake subjects in the November session if the subject, level and response language are available (this includes Theory of Knowledge and the Extended Essay). Costs (as at 1 May 2011) are as follows:

School Registration fee per retake candidate	£82.00
HL or SL subject fee per candidate	£57.00
EE/TOK fee per candidate	£57.00
Per Capita (one off registration)	£50.00

There are a number of regulations concerning retaking subjects:

- If a candidate chooses to register for a retake, the subject(s) for which s/he is registering must have already been taken in a previous session. (An exception is made in group 5, where a candidate may change from Mathematics HL to Mathematical Methods SL.)
- If a retake is requested through the submission of an Extended Essay, that essay must be registered for the same subject to that which has already been taken in a previous session. (It is obviously preferable that the same topic is chosen within that subject, so that the Extended Essay submitted is a revised piece of work, rather than a completely new one.)
- If a retake is requested in TOK, s/he must submit an essay from the 10 nominated essay titles on the 2010-2011 prescribed list - i.e. a new essay and not a reworking of the previous title. You do not have to redo the presentation.

- A candidate is not permitted to change from Standard Level to Higher Level in a subject being retaken after six months (although this change is acceptable after 12 months have elapsed from the original subject having been taken), but is permitted to change from Higher Level to Standard Level (but to qualify for the diploma you must have 3HL and 3SL in total).
- Upon retaking, candidates can either carry forward Internal Assessment marks or submit new work; however, they cannot carry forward any examination marks and must re-sit all of the examinations in the subject that is being retaken.

The IB will not accept the registration of a candidate after the deadline of **29 July 2011** even if the outcome of an EUR is still pending. It is therefore important to register before this deadline and then await the outcome of the EUR. If a grade for a retake is raised as a consequence of an EUR, the retake registration for the subject concerned will be withdrawn on a request delivered to the IB through me. In this particular circumstance, no fee will normally be charged by the IB, either for the registration or the withdrawal of the registration.

Haileybury is not able to provide tuition for retakes but may be able to advise on tutors who may be available. All arrangements for private tuition will be between the tutor and the student and will not be administered by Haileybury.

Do remember that a Diploma must be completed within the course of three examination sessions (the May 2011 session constitutes one attempt). Otherwise, students must study for a new Diploma. If you would like to retake, please would you complete the appropriate *pro forma* that is enclosed. With your request, you should include a cheque payable to "Haileybury".

It is, of course, to be hoped that you will have no need for the services outlined above and that your results will exceed your expectations. Every best wish for the rest of the summer and do keep in touch with us.

Best regards,

Linda Toivo