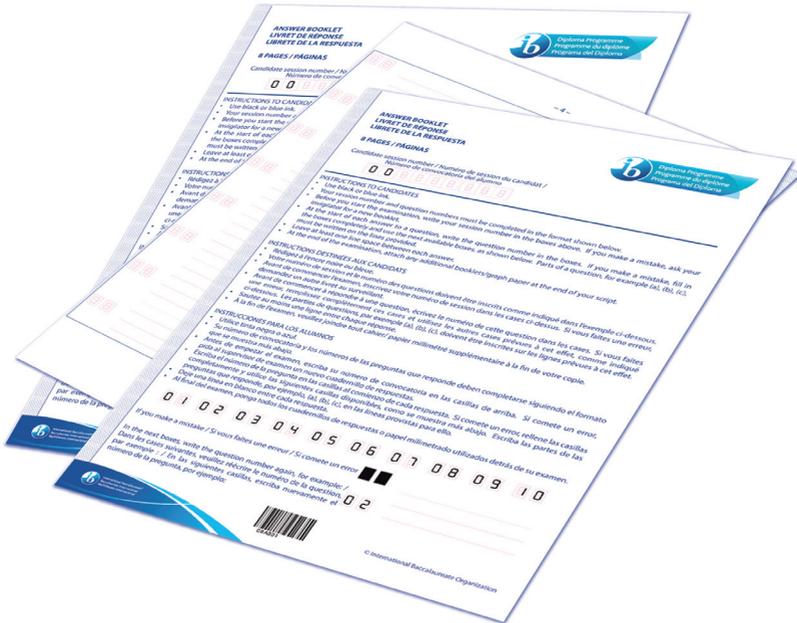




Answer Booklet Guide



Introduction

This guide has been produced to help you as a candidate become familiar with using answer booklets in IB Diploma Programme examinations.

What do the answer booklets look like?

There are four-page and eight-page answer booklets; the first page of each type provides you with instructions on how to use the booklet. On the first page of every booklet there are boxes in which to indicate your session number. The remaining pages are for you to write your answers to examination questions; please remember to write your answers on the lines, keeping within the large pink box on each page. Beside the lines for your answers are small boxes in which you must write the number of each question you answer.



Completing your session number

0 2

Before you begin writing answers to questions, please write your candidate session number in the boxes on the first page. The first number indicates your school, followed by your number within the school. If you do not know your session number, ask the examination invigilator. Your session number must appear on the front page of each booklet you use. If you make a mistake on the front page, ask the invigilator for a new booklet.

Completing the boxes

You must ensure you have written the question number correctly before you begin writing each of your answers.

Question numbers should be written by following the blue guide lines within the question number box. Where a question is split into part numbering, for example (a), (b), (c) or (i), (ii), you should write this on the line itself at the start of your answer. It is not necessary to mark the question number more than once for questions that are split into part numbering, and there is no need to write the name of the section, topic or theme that you are answering from (see **Example 1**).

Example 1

0 1 (a) _____

(b) ~~(i)~~ (ii) _____

0 2 (a) _____

(b) (i) _____

If your answer goes over more than one page, there is no need to write the question number again at the top of each new page.

Example 2

0 1 (a) height of handlebar

(b) designing for a
wider range

0 2 (a) weight

Leave at least one line space between each answer. If there is not one line space available between the last line of your answer and the next question number box, go to the next available question number box and start your next answer there (see **Example 2**).

Practice

0 3

This is the correct way ✓

0 1 0 2 0 3 0 4 0 5 0 6 0 7 0 8 0 9 1 0

These are examples of incorrect ways ✗

0 1 0 2 0 3 0 4 0 5 0 6 0 7 0 8 0 9 1 0

1 0 2 0 3 0 4 0 5 0 6 0 7 0 8 0 9 0 1 0

Boxes are provided here for you to practice:

0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Put a 0 in the first box for questions 1–9.

If you make a mistake

If you make a mistake when writing your question number, fill in the question number boxes completely and use the next available pair of boxes, as shown (see **Example 3**).

If you make a mistake when writing your answer, fill in the question number box completely and put a line through your answer. Write the question number in the next pair of boxes and begin your answer again.

Example 3

■	■	_____

0	2	_____

If you run out of space

04

If you run out of space in your answer booklet, ask the invigilator for a new booklet and complete your session number on the front page. If you are continuing with an answer that you started in your first booklet, write the question number again in the new booklet before continuing with your answer.

If you need to go back and write more for any of your answers at any stage, go to the end of the last answer that you wrote in your answer booklet. In the next available boxes, fill in the question number again and then continue your answer.

Some important advice

- ✓ Know your candidate session number.
- ✓ Read the IB poster *Conduct of the examinations: notice to candidates*. If you have any questions about what it says, ask your Diploma Programme coordinator.
- ✓ Take only authorized material into the examination room. If you are found in possession of unauthorized material (for example, notes, a mobile/cell phone) even by mistake, you will be in breach of the IB regulations.
- ✓ Write in blue or black ink only, and use soft pencil for graphs and diagrams. The use of colour is only permitted in geography examinations.
- ✓ Draw a line through any plans or working out that you do not want marked.
- ✓ At the end of the examination place the material you have used in the following sequence:
 - The blue coversheet at the front.
 - The examination paper (but **only** if this is the kind of examination paper in which you write answers).
 - The answer booklet(s).
 - Graph paper (if you have used graph paper).

Secure the above material together with a string tag.
