

May 2016 - Forms and cover sheets

Administration

The following forms are available as writable PDFs. Click on the links below to access and complete a copy of the relevant form. The form must then be saved ready for submission. These forms should be used instead of any previously used forms. Form D2 can be submitted by email using the appropriate link under **Contact us** on the IBIS screen. The form Exclusive copyright must be signed by the candidate, scanned and submitted using the appropriate link under **Contact us**.

Form/Cover sheet	Use of form/cover sheet
Exclusive copyright	For candidates requesting exclusive copyright for selected work
D2	Candidate(s) affected by adverse circumstances

Advance notice requirements

The following are each available as an electronic interface on IBIS. To locate these interfaces hover over the **Candidate** tab, click on **Candidate Registrations** then select the **Pre- registration** tab.

- Group 1: special request language A: literature
- Group 1: confirm entry for special request language A: literature
- Group 1: extended essay in special request subject
- Groups 3 to 6: special request response language groups 3–6
- Group 6: music SL group performance: number of groups
- Request for non-regular diploma

Internal assessment

For uploaded coursework the relevant form(s) must be completed and uploaded via the eCoursework system. For non-uploaded coursework, the relevant form(s) must be completed and submitted to the moderator with the sample work, to arrive no later than 20 April.

Form/Cover sheet	Subject/level	Work submitted to the IB	Submission type
Group 1			
1/LIA per candidate	Language A: literature HL/SL	Individual oral commentary	Upload
1/L&LIA per candidate	Language A: language and literature HL/SL	Individual oral commentary	Upload
Group 2			
N/A	Not applicable	Not applicable	Not applicable

Group 3			
3/CS per candidate	History HL/SL	Historical investigation	Upload
	Geography HL/SL	Fieldwork report	Send hardcopy
	Philosophy HL/SL	Philosophical analysis	Send hardcopy
	Psychology HL/SL	Simple experimental study	Send hardcopy
	Social and cultural anthropology HL	Fieldwork report	Send hardcopy
	Social and cultural anthropology SL	Observation and critique exercise	Send hardcopy
	Business management HL	Research project	Send hardcopy
	Business management SL	Written commentary	Send hardcopy
	ITGS HL/SL	Project	Upload
	World religions	Written analysis	Send hardcopy
3/CS per candidate Commentary cover sheet per candidate Summary portfolio cover sheet per candidate	Economics HL/SL	Portfolio	Send hardcopy
Group 4			
4/ICCS per candidate	Biology HL/SL Chemistry HL/SL Physics HL/SL	Individual investigation	Upload
4/ICCSDT per candidate	Design technology HL/SL	Design project	Send hardcopy
4/IASEHS per sample set 4/PSOWSEHS per candidate	Sports, exercise and health science SL	Experimental investigations	Send hardcopy
4/ICCS per candidate	Computer science HL/SL	Solution	Upload
Group 5			
5/EXCS per candidate	Mathematics HL/SL	Exploration	Send hardcopy
5/PJCS per candidate	Mathematical studies SL	Project	Send hardcopy
Group 6			
6/DPCS per candidate	Dance	Performance	Upload
6/FPPHCS per sample set	Film HL	Production portfolio	Upload
6/FPPSCS per sample set	Film SL	Production portfolio	Upload
6/MC per candidate	Music HL/SL	Creating	Upload
6/MSP per candidate	Music HL/SL	Solo performing	Upload
6/MGP per group	Music SL	Group performing	Upload
6/TPPF per candidate	Theatre HL/SL	Planning and progress form	Upload
6/VAPPF per candidate	Visual Arts HL/SL	Planning and progress form	Upload
Interdisciplinary subjects			
ES&S/IA per sample set ES&S/PSOW per candidate	Environmental systems and societies (TSL)	Experimental investigations	Send hardcopy
1&6/LPIA per candidate	Literature and performance SL	Performance and individual oral presentation	Upload
School-based syllabuses			
3/SBSCS per candidate	Group 3 school-based syllabus	Internal assessment cover sheet	Send hardcopy

4/IAAS per sample set 4/PSOWAS per candidate	Group 4 astronomy	Experimental investigations	Send hardcopy
4/ICCSMS per candidate	Group 4 marine science	Experimental investigations	Upload
Theory of knowledge			
TK/PPD per candidate	Theory of knowledge	Planning and presentation document	Upload
TK/PPD per candidate (Chinese)	Theory of knowledge (Chinese)	Planning and presentation document (Chinese)	Upload
TK/PPD per candidate (German)	Theory of knowledge (German)	Planning and presentation document (German)	Upload
TK/PPF per candidate	Theory of knowledge	Planning and progress form	Upload
Career-related Programme			
10/RPCS per candidate	Reflective project	Individual candidate cover sheet	Upload

External assessment

For each candidates work, the relevant form(s) must be completed and uploaded via the eCoursework system.

Form/Cover sheet	Use of form/cover sheet	Submission type
Group 1		
1/LWA 1/LWA (for Arabic and Persian characters) 1/LWA (for Chinese characters) 1/LWA (for Hebrew characters) 1/LWA (for Hindi characters) 1/LWA (for Japanese characters) 1/LWA (for Korean characters) 1/LWA (for Nepali characters) 1/LWA (for Thai characters) 1/LWA (for Urdu characters)	Language A: literature HL/SL Part 1 written assignment cover sheet	Upload
1/L&LWT 1/L&LWT (for Arabic characters) 1/L&LWT (for Chinese characters) 1/L&LWT (for Japanese characters) 1/L&LWT (for Korean characters) 1/L&LWT (for Thai characters)	Language A: language and literature HL/SL written task cover sheet	Upload
Groups 2, 3, 4 and 5		
N/A	Not applicable	Not applicable
Group 6		
6/MLI	Music cover sheet: Musical links investigation HL/SL	Upload
6/FISCS	Film cover sheet: Independent study HL/SL	Upload
6/FPCS	Film cover sheet: Presentation HL/SL	Upload
6/DCACS	Dance composition and analysis cover sheet	Upload
6/DDICS	Dance investigation cover sheet	Upload

Examinations

Generic cover sheets to be used in emergency situations for the written examinations.

Form/Cover sheet	Use of form/cover sheet
Generic examination paper cover sheet	When a pre-printed hard copy answer cover sheet is not available (generally due to a registration change/new registration being made after the second registration deadline) and an electronic copy has not been received in time for the examination concerned.
Generic MCQ answer sheet	When a pre-printed hard copy MCQ answer sheet is not available (generally due to a registration change/new registration being made after the second registration deadline). The IB is unable to supply electronic copies of MCQ answer sheets.

Information

The forms have again been produced in writable portable document format (PDF) to allow for easier completion.

An electronic interface has replaced the traditional paper form in the submission of certain assessment material. This will become common practice for externally assessed components where the candidate uploads work that he or she has completed on a personal computer (for example, theory of knowledge essays).

When downloading a form for completion, select the version that is in the working language of the school, such as English, French or Spanish. Complete the form in the same language. However, there are exceptions to this general rule. In the case of theory of knowledge, form TK/PPD (for planning and preparation) is also available in Chinese and German. For example, candidates using German as their response language should select the German version of the form and complete it in German. For group 1 and group 2 subjects, forms must be selected in the working language of the school, but subject-specific information must be completed in the target language to ensure the information can be read by the examiner.

Forms in writable PDF

Coordinators are advised to use the current version of Adobe® Reader® software, which is available for free download from the Adobe website, when completing a writable PDF form; other reader software may corrupt or alter the file. Note that users may encounter errors using “Preview” software, and are hence advised to download and use the latest version of Adobe Reader. For example, PDF forms are not compatible with the Google Chrome PDF viewer plug-in. Chrome users should save the form, then reopen and complete with Adobe reader.

Adobe Reader software can be downloaded for free at: www.adobe.com/products/reader.html.

If it is necessary to complete a form using non-Roman script, a language pack update may be required from Adobe. Recent versions of the software should include a prompt to download an update if the desired language is “cut and pasted” into one of the forms.

Users should note that the links to the forms will open the required documents via your internet browser. Some technical issues may arise if your security settings on your device or local network prohibit Adobe software (such as Adobe Reader) from connecting to the internet (in which case please alter the settings on your device or refer to your institutions web manager or IT staff for assistance).