

May 2017 eCoursework newsletter

This guide applies to eCoursework being submitted for the May 2017 examination session.

Components for upload in May 2017

From the May 2017 session all components will be uploaded, with the exception of:

- Sports exercise and health science internal assessment
- Science, technology and society

May 2017 Forms and Cover sheets

Changes have been made to forms and cover sheets that accompany coursework to make them simpler and more technically reliable. Only the new versions of the forms will be accepted by the eCoursework upload system so you must use the new versions. The new forms and cover sheets are all found in the relevant subject areas on the OCC, and also in IBIS library via a one-stop table of contents called Forms and cover sheets guide for 2017. A number of forms are no longer required, please refer to this guide for further information.

Fields for the entry of candidate’s personal code (abc123) and examination session are being added to all forms and cover sheets to assist with the management of candidate coursework files while retaining anonymity from examiners. These fields are optional.

Timelines

The upload windows are as follows:-

Dates	Components
15 th January to 15 th March	Early Components: <ul style="list-style-type: none"> • Theory of Knowledge essays • Groups 1 and 2 Written Assignments / Written Tasks • Extended essay
1 st February to 20 th April	All internally assessed components
1 st February to 30 th April	Externally assessed components of Film, Dance, Music, Theatre and Visual Arts

Useful information

Technical specifications: File sizes and file types

Candidates should keep files to the smallest possible size that does not negatively affect the quality of the work submitted. This will minimize the time required for uploading and downloading. When creating a PDF, ensure the size of the pages within the PDF are set to A4/letter size.

The following table indicates maximum permissible file sizes and file types.

	Films / video / screencast	Audio	Images	Documents	Zipped file
Maximum files size	500MB	60MB or 60mins	5MB	50MB	750MB
Acceptable file types	.mp4 .mov (codec H264) .m4v	.mp3 .m4a	.jpg .jpeg .png	.doc .docx .pdf (non-editable) .rtf	.7z .rar .tar .zip

Notes:

1. It is recommended that videos are submitted in .mp4 format. However, both .mov and .m4v are acceptable because they will be converted into .mp4 format by the IB.
2. The maximum file size for a document is 50MB, irrespective of whether the document contains images.
3. If the maximum file size specified in the subject guide is different to the maximum stated above, the lower maximum file size applies.
4. For ITGS and computer science the only constraint is that the maximum size of the zip file is 750 MB.
5. If coursework has already been completed and is not a permissible file type, please convert the file to one of these file types listed above. If necessary contact IB Answers (ibid@ibo.org) for advice.
6. Candidates should be advised not to embed live links into any of their coursework as these cannot be viewed by our examiners.
7. Language *Ab initio* source files must contain just the relevant pages studied as target language sources.
8. A resolution of no more than 200DPI is recommended
9. To check how a document will be presented to an examiner for marking, the following options are available:
 1. View the document in a 'Print Preview' mode
 2. Print the document
 3. Export the document to a PDF file.

Then verify that all contents of the document appear as expected and that all content is readable.

Formatting Guidance

The following formatting is required for written eCoursework (excluding visual arts). This ensures the work can be easily read on-screen by examiners as well as ensuring there is consistency between the diploma subjects:

- Use of fonts such as Arial, minimum font size 11 (where the language / script supports it),
- Single (or greater) line spacing
- Numbered pages
- Portrait orientation (rather than landscape) – except where it is necessary or appropriate. The use of landscape orientation may be to accommodate a specific item such as a graph or illustration.

For components with page limits

- It is not acceptable to ‘shrink to fit’ an eCoursework assignment to remain within page limits by reducing white space on the page, reducing A3 to A4 so the font size becomes less than 11 or choosing a non-standard font. Examiners are instructed not to credit work that has been ‘shrunk to fit’ in this way.

Compatible Fonts

A table of IB-compatible non-Arial fonts to support additional languages is included here. These should be used to avoid delays in marking:

LANGUAGE	Required Font
AMHARIC	Ge'ez unicode
ARABIC	Times New Roman
ARMENIAN	sylfaen
BURMESE	MyanTTF
CHINESE	SimSun
DZONGKHA	Monlam UniOuChan1
GEORGIAN	AcadNusx
HEBREW	David
HINDI	AkrutiDevYogini / Mangal
JAPANESE	MS Mincho
KHMER	DaunPenh
KOREAN	batang
KURDISH	Times New Roman
LAO	Alice0Unicode
MALAY	Times New Roman
MANDARIN	SimSun
MARATHI	Mangal
NEPALI	Mangal
PERSIAN	Times New Roman
PUNJABI	Noto Sans Gurmukhi
SINHALESE	FM Abhaya

TAMIL	LathaRegular
TELUGU	Gautami
THAI	Browallia new
TIBETAN	Monlam UniOuChan1
TIGRINYA	Ge'ez unicode
URDU	Times New Roman

Identification of work

Schools are encouraged to keep coursework submissions anonymous.

- The IB asks that the candidate's personal code (abc123) is used to identify candidates' work on coursework and forms submitted to the IB.
- Candidates are asked to avoid using their name, session number or the name or number of their school in their work, whether on the title page, headers, footers or anywhere else on the document.
- Candidate names or session numbers can be used in the document filenames only.

Candidates will not be expected to remove identifying marks from their work if the work is already complete, but we would ask schools to ensure candidates submit anonymous work to the IB in future.

Annotation

Teachers are encouraged to provide comments on all candidates' work submitted for internal assessment to indicate how marks have been allocated. These comments can be written on the work, or accompanying forms (where applicable) or entered into the teacher comments box on the internal assessment mark entry and sample selection screen.

If using in-built comment software, please take note of the following guidance, to ensure comments are displayed in full to the examiner:

When adding comments in Word, please:

- ensure comments are set to show all of the time – any functionality which hides a comment until the user chooses to view them may not be visible to the examiner.
- configure Word to show comment balloons in the left hand margin as opposed to the right hand margin. When shown in the right hand margin, comments can become cut off.
- ensure any highlighting does not obscure document content from view. Once the document is converted to be viewed in RM Assessor it is not possible to change / remove any highlighting.

When adding comments in PDF documents:

- If using Adobe Reader avoid the use of sticky notes as these will not be visible to the examiner. If using Adobe Pro, sticky notes can be used as long as the comments are configured to display these after each page (Tools > Comment > Create Comment Summary > Document and comments with sequence number on separate page).
- The use of text boxes is a more reliable way of adding comments. The comments added using a text box are always visible to the examiner. When adding these text boxes, view the PDF document using a zoom of 100% and make sure that they do not overlap any text before uploading the document.

Inclusive arrangements

When a candidate is supported with inclusive assessment arrangements (not requiring authorization as well as those authorized) for recorded submissions, teachers must:

- mention the authorized arrangements in the teacher (marking) comments section on the teacher criteria mark entry screen for all recorded submissions of internal components
- announce the authorized arrangements at the start of the recording for all recorded submissions of **external components**.

This applies for all oral and presentation assessments that are recorded and uploaded on IBIS. For further clarification, please contact inclusion@ibo.org.

Reset requests

The IB cannot guarantee that a request to reset a submitted portfolio will be approved, therefore it is very important to check that the correct files have been uploaded before you submit your portfolio to the IB for Assessment.

Effective Citing and Referencing

It is vitally important that all coursework is the authentic work of the candidate, and that any words and thoughts of others are correctly referenced. The candidate submission includes a declaration *“that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual”*. If a co-ordinator or teacher is uploading on behalf of a candidate, then this authentication must be collected from each candidate by the school. The IB has the right to ask for proof of this candidate authentication.

Effective immediately, all coursework received by the IB will be checked via new text matching software for possible collusion and plagiarism. Any potential breaches of regulations will be investigated by the IB and the candidate may not receive a grade for the subject.

Please use the following resources in the IB Digital Toolkit for support:
[Effective Citing and Referencing](#) document (this can be shared with students)
[Academic Honesty in IB](#) document

Help?

If you need assistance please email IB Answers at ibid@ibo.org.