

Student response service – user instructions

Introduction

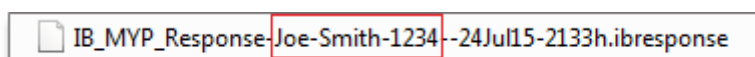
The web-based student response service is available to all IB world schools and enables teachers to view student responses to specimen on-screen examinations. The service requires the upload of candidate response files, which are generated once an examination ends; PDF versions of the responses are subsequently returned via email. All examination packages available to download from the programme resource centre are compatible with the service.

Candidate response files

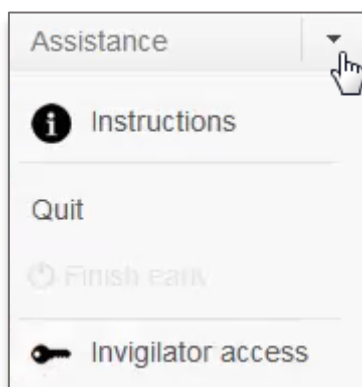
The personal details entered when a student logs in to the examination will appear in the response file name and this will subsequently determine the name of the returned PDF file. These details should therefore be entered accurately, to ensure that the returned PDF can be easily associated with the student.

After an examination is completed, the candidate response files should be retrieved from each applicable device; on a Mac, they are saved to the Documents folder and on a Windows device, they are saved to a folder within the Documents folder, called “IB MYP Runtime”. The relevant folder will open automatically when the package is exited.

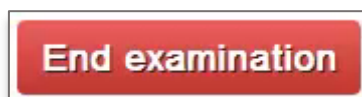
Here is an example of the response file format:



Note: A candidate response file **will not** be generated if the examination package is “Quit” using the option in the Assistance tab.



If a student does not wish to utilise the full two hours allocated, they should use the *Finish early* option. Alternatively, the invigilator can access the Invigilator Menu and exit the package via the *End examination* option.



These are valid methods of quitting the examination package that will ensure generation of a response file.

Response file upload

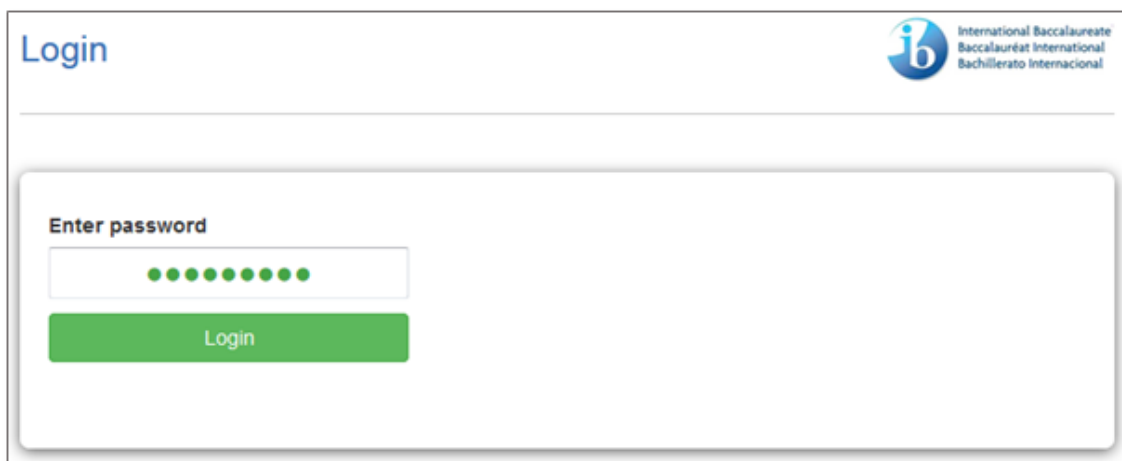
Click on the following URL link: <https://eassessment.ibo.org/response-upload/>

Select the appropriate language from the drop-down menu.



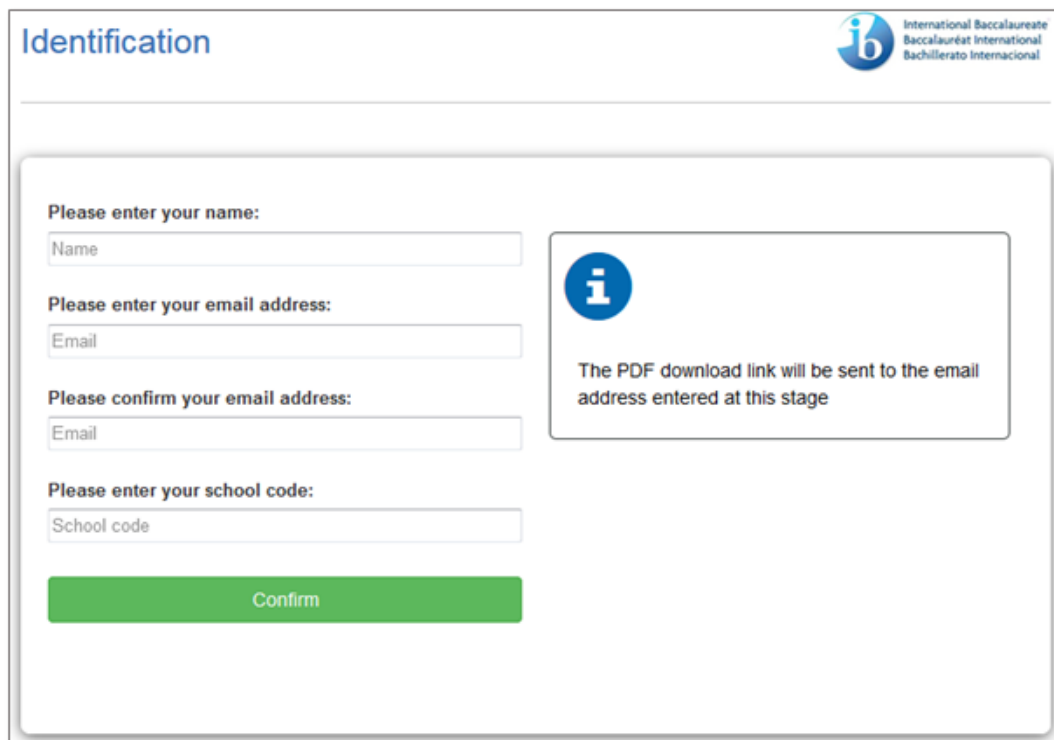
The screenshot shows the 'Select language' page. At the top left is the title 'Select language' and at the top right is the IBO logo with the text 'International Baccalaureate', 'Baccalauréat International', and 'Bachillerato Internacional'. Below the header is a horizontal line. At the bottom of the page is a drop-down menu with the text 'Please select your language / Veuillez sélectionner votre langue / Seleccione el idioma' and a downward-pointing arrow.

Enter the password **r3sp!MYP** and click *Login*.



The screenshot shows the 'Login' page. At the top left is the title 'Login' and at the top right is the IBO logo with the text 'International Baccalaureate', 'Baccalauréat International', and 'Bachillerato Internacional'. Below the header is a horizontal line. The main content area contains a box with the title 'Enter password'. Inside this box is a password input field with ten green dots representing the password 'r3sp!MYP'. Below the input field is a green button labeled 'Login'.

Enter your personal details and then click *Confirm*.



The screenshot shows the 'Identification' page. At the top left is the title 'Identification' and at the top right is the IBO logo with the text 'International Baccalaureate', 'Baccalauréat International', and 'Bachillerato Internacional'. Below the header is a horizontal line. The main content area contains four input fields: 'Please enter your name:' (Name), 'Please enter your email address:' (Email), 'Please confirm your email address:' (Email), and 'Please enter your school code:' (School code). To the right of these fields is an information box with the IBO logo and the text 'The PDF download link will be sent to the email address entered at this stage'. At the bottom of the page is a green button labeled 'Confirm'.

- *The PDF download link will be sent to the email address entered at the stage so please ensure that it is entered accurately.*

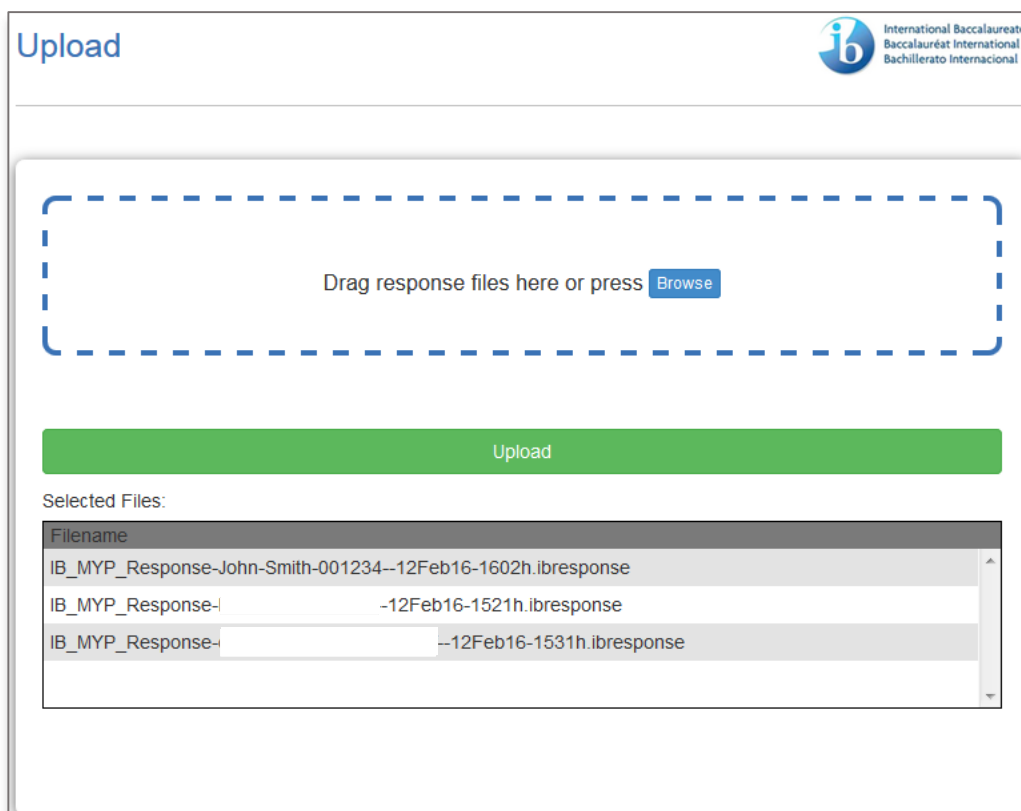
You will then proceed to the Upload screen.



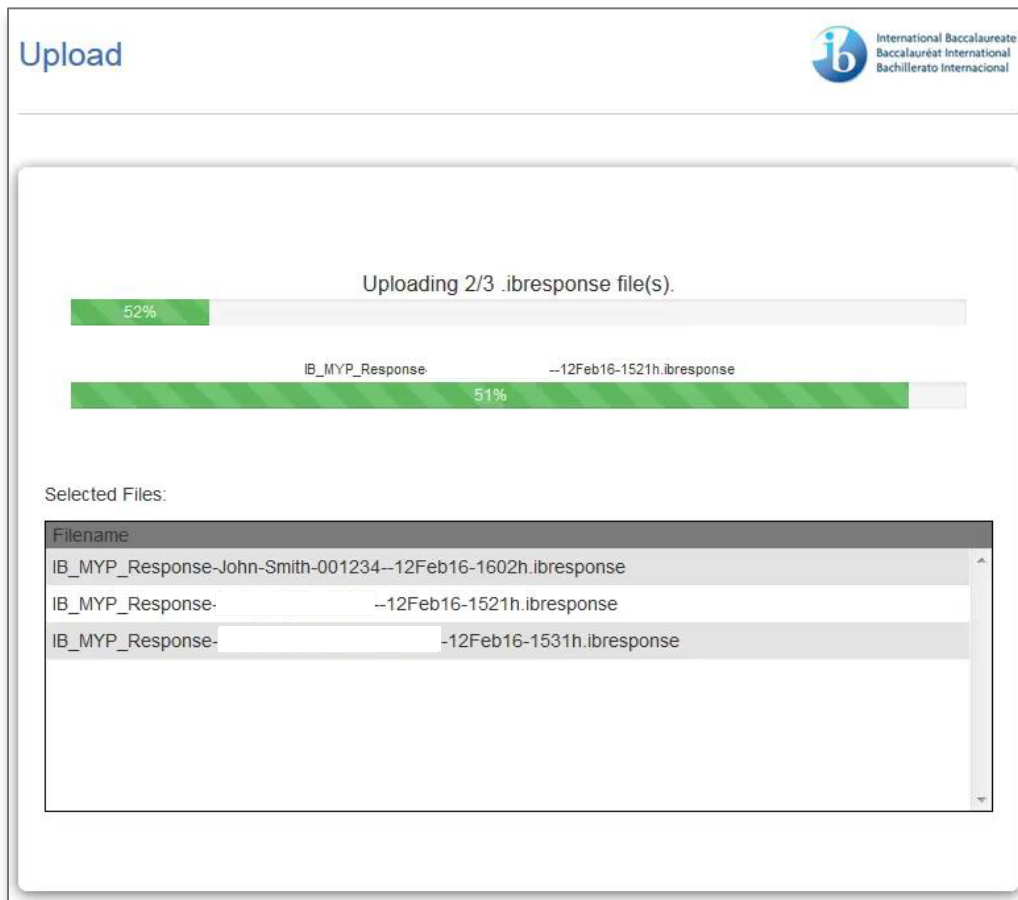
Response files can be uploaded via “drag and drop” or by clicking *Browse* and selecting the files from the appropriate location.

All selected files will immediately appear.

- *Only valid *.ibresponse files can be uploaded.*
- *Response files generated from live examination packages are not compatible with this service.*
- *Please do not upload more than 50 response files **per session**.*



Click the green *Upload* button to initiate and progress will be displayed via a progress bar.



The screenshot shows the 'Upload' interface with the International Baccalaureate logo in the top right. The main area displays 'Uploading 2/3 .ibresponse file(s)' with a progress bar at 52%. Below this, a specific file 'IB_MYP_Response--12Feb16-1521h.ibresponse' is shown with a progress bar at 51%. A 'Selected Files:' section contains a table with the following entries:

Filename
IB_MYP_Response-John-Smith-001234--12Feb16-1602h.ibresponse
IB_MYP_Response--12Feb16-1521h.ibresponse
IB_MYP_Response--12Feb16-1531h.ibresponse

A final Summary screen will confirm successful upload.



The screenshot shows the 'Summary' screen with the International Baccalaureate logo in the top right. The main content area contains the following text:

You attempted to upload 3 response files.

3 files have been uploaded successfully.

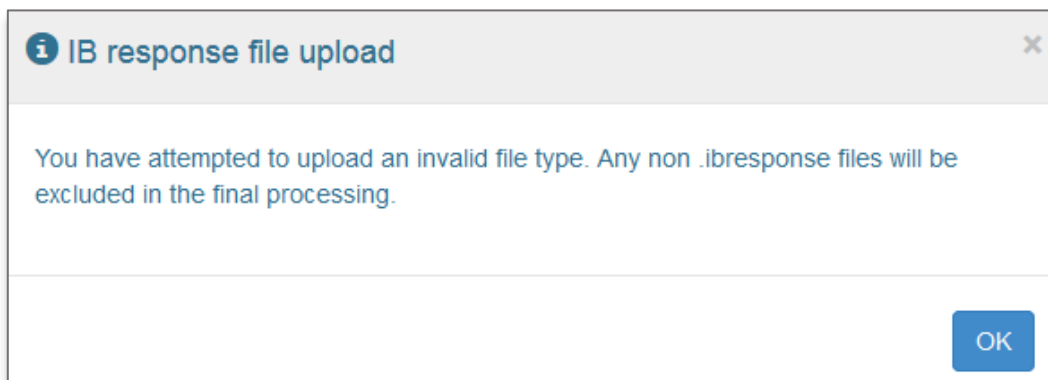
You will receive an email containing the PDF download link in approximately 30-60 minutes. The email will be sent to _____@ibo.org

[Close Session](#)

Click *Close Session* and you will be directed back to the initial language selection screen. The upload process can then be repeated, if desired.

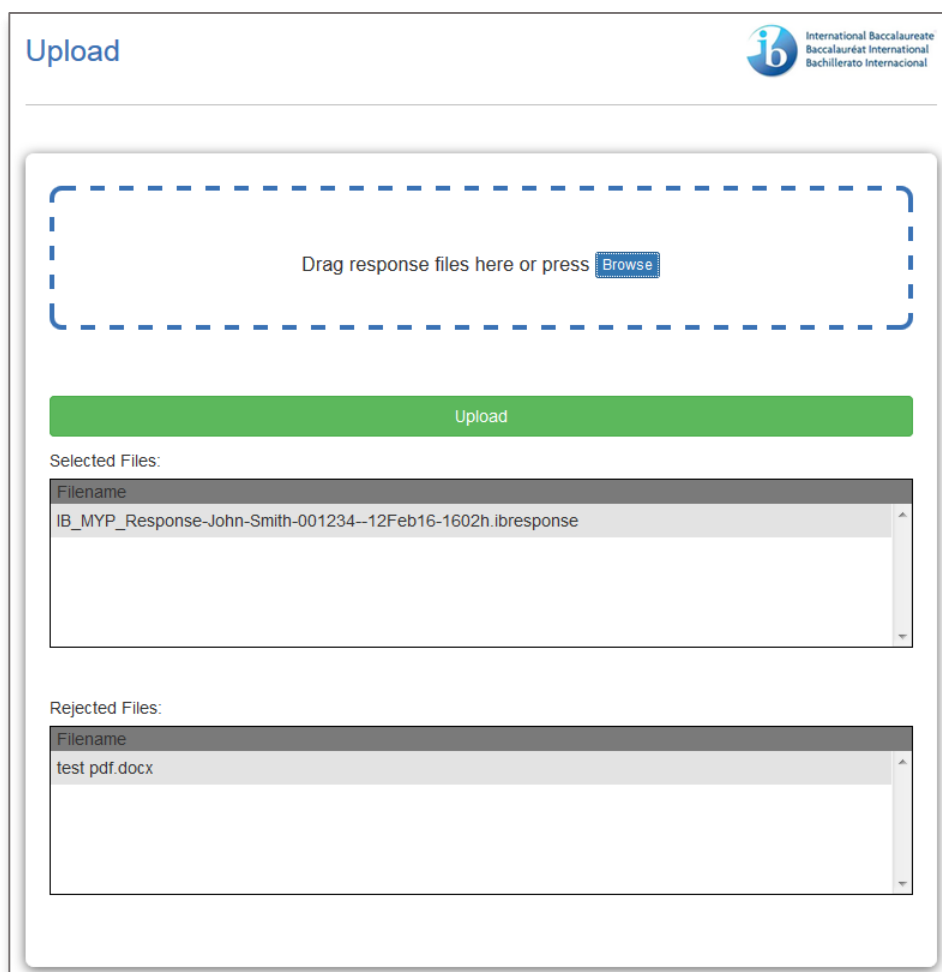
Upload failure

If you attempt to upload an invalid file type (i.e., not an *.ibresponse file), the upload will fail and an error message will be displayed.



Click *OK* and then upload the correct files.

If an incorrect file type is mistakenly uploaded with *.ibresponse files, the valid files will be accepted and the incorrect file will be displayed as “*Rejected Files*”.



Accessing the PDF files

Approximately 30-60 minutes after uploading the response files, you will receive an email containing a download link.

The email will be sent from *noreply@krankikom.de*. You may wish to add this address to your list of trusted/safe senders, to avoid any messages diverting to your spam/junk/quarantine area.

- *This link will expire after 7 days. If the PDFs have not been accessed before this time, it will be necessary to complete the upload process again.*

To initiate the download process, click *Download PDFs*.



- *Files are downloaded as a .zip file, which will contain an individual PDF per candidate.*
- *The PDF will only contain student responses, not the examination questions.*