

## **IB Exam Order Form: Exam Session May 2024**

**Deadline to order is Friday, November 3, 2023. Late registrations incur substantial fees.**

**Read and fill out both sides of this form. Turn in form to Ms. Pugh in Student Services.**

**You SHOULD order an IB exam if:**

A. You are a **junior** currently enrolled in any of the following **one-year IB** courses:

**IB Global Politics SL**

**IB Math A & I SL**

**IB Psychology SL**

**IB Theatre SL**

**IB World Religions SL**

B. You are a **senior** in any IB course.

### **IB Exam Details and Financial Responsibility**

#### **IB Course Exam Fee:**

\$119 per IB course exam you \*register to take.

If you do not attend the exam you are still responsible for the cost of the exam. (\*If paid on or before the registration deadline).

Example: If you register for 3 IB exams, the total due is (\$119 x 3) \$357.00.

#### **Late Fee:**

A late fee of \$150.00 per exam will be added to the regular exam fee (\$119) for each exam you order after the registration deadline of:

Friday, November 3, 2023.

In the above example, \$357 becomes \$807.00 if registering past the deadline.

#### **Financial Assistance:**

Students may request partial or full financial assistance by submitting a separate *Request for Financial Assistance Form* (attached) with the *IB Exam Order Form*.

Financial Assistance is available for exam fees only. It will not cover late registration fees if you miss the registration deadline.

If a student is awarded financial assistance and then decides not to take the exam(s), the student becomes responsible for paying any/all exam fees.

Transcripts will be held until the financial deficiency is cleared.

### **Deadlines**

#### **November 3, 2023:**

IB Exam Order Form due to Mrs. Pugh (Guidance/Student Services)

#### **November 10, 2023:**

Exam fees paid in full or first installment due to Mrs. Pugh (Guidance/Student Services)

#### **January 8, 2024:**

Complete balance of exam fees must be paid in full.

No refunds after this date. If you have paid for an exam and choose not to take that exam, you are still responsible for the cost of that exam.

Checks should be made payable to West High School.

Credit Card Payments are **NOT** accepted.

### **Student Information**

**Student's First name:** \_\_\_\_\_

**Student's Last name:** \_\_\_\_\_

(As you would like it to appear on your IB Certificate or IB Diploma)

**Date of birth:**

\_\_\_\_\_

Date                      Month                      Year

#### **Required for IBO data reporting:**

Gender (Please circle one):

Male

Female

X

**In which country were you born?** \_\_\_\_\_

**First language:** \_\_\_\_\_

#### **Testing Accommodations:**

Do you have an IEP/504 indicating you qualify for testing accommodations?

Yes

No

We will request testing accommodations through IB on your behalf and must submit appropriate documentation to support our request.

#### **\*\*IMPORTANT NOTE\*\***

All documents submitted to verify testing accommodations must be dated within 2 years of the exam session date.

Please contact your child's grade-level caseworker to verify your records are up-to-date.

**If you have questions, please call:**  
**865.594.4477 (option #3)**

What is your Extended Essay subject (English, History, Government, etc.)?  
(For IB DP candidates, 12th grade only.)

I am ordering \_\_\_\_\_ exam(s).

My exam total is \$ \_\_\_\_\_.

Below, please circle the exams you are choosing from each Subject Group for the May 2024 exam session.

Studies in Lang. & Lit. (Group 1)	Language Acquisition (Group 2)
English Literature SL	French SL      French HL
English Literature HL	French Ab initio
Individuals & Societies (Group 3)	German SL
Environ. Sys. & Soc. SL*	Spanish SL      Spanish HL
Global Politics SL	Spanish Ab initio
Global Politics HL	Sciences (Group 4)
History HL	Biology HL
Psychology SL	Chemistry HL
World Religions SL	Environ. Sys. & Soc. SL**
Mathematics (Group 5)	Physics HL
Math Applications & Interpretations SL	The Arts (Group 6)
Math Applications & Interpretations HL	Theatre SL
Math Analysis & Approaches HL	Visual Arts SL
	Visual Arts HL

Refunds: There will be no refund of any paid or outstanding exam fees after January 8, 2024.

You are responsible for any fee associated with any exam ordered on your/your child's behalf.

Payment Options (please select one)

\_\_\_\_\_ I will be paying for all exam fees, in full, by November 10, 2024.

\_\_\_\_\_ I will be paying for exam fees in 3 installments.

Payment 1 is due on or before November 10, 2024.

Payment 2 will be due on or before December 4, 2024.

Payment 3 will be due on or before January 8, 2024.

\_\_\_\_\_ I have requested financial assistance and the form is attached to this registration.

Please read, sign, and date, below.

While it is true that IB students who sit for the IB course exam will earn an additional .5 quality points toward their weighted grade point average, the student must complete all IB course assessment components (Internal and External Assessments) to earn that additional weight.

I have read and understand the IB Exam Registration, Payment, and Refund information outlined herein.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Phone Number \_\_\_\_\_

\*Environmental Systems and Societies (ESS) can either satisfy the requirement for Group 3 or Group 4, not both.