



Mount Vernon High School
International Baccalaureate Programmes
Notification of IB Procedures for IB Students
2024-2025



By signing below, we understand and consent to the following:

Academic Honesty

1. We understand that IB Students must follow the Mount Vernon High Schools' Academic Integrity Policy. Students found guilty of academic dishonesty may forfeit their college credit earned from the IB as well as Diploma or Career Certificate candidate eligibility and status.
2. To maintain Academic Integrity and therefore prevent malpractice, we understand that students enrolled in IB courses are required to submit authentic assessments in full compliance with Mount Vernon High School's Academic Integrity Policy.

Examination Fees

3. We understand that no more than **six** IB/AP examination fees from the student's course history are paid by Fairfax County Public Schools. IB examination fees after the sixth exam are \$119 per subject and will be billed to the family.
4. We also understand that IB fees are nonrefundable.
 - a. Diploma Candidates who do not fulfill the requirements to complete their Extended Essay (\$91), Theory of Knowledge Essay (\$46), or CAS (\$10) may also be charged appropriate Core Subject Fees plus the appropriate Amendment Fee of \$38 or \$150 by Fairfax County Public Schools.

Opt-Out

5. We understand **that upon our request during the first quarter**, students will be provided an opt-out form that lists their cumulative IB test history for courses taken in FCPS and current IB course enrollment for courses that have an associated assessment. Students choosing to opt-out of one or more IB exams will complete the opt-out form and return it to the IB Coordinator's office at their school.
 - a. Students who drop an IB course by the opt-out form due date will not be sent a bill for the associated test. Any student that drops an IB course after that date will receive an invoice and is expected to pay for the test if they did not previously opt-out.

Coursework and Examinations

6. We understand that all IB course assessments have established deadlines to allow for marking by teachers in accordance with deadlines for uploading to the IBIS system.
 - a. We understand that students are expected to adhere to these deadlines and communicate with the teacher, in advance of the deadline, if an extension is needed.
 - b. We understand that by not adhering to the deadlines, our assessments, while accepted for FCPS credit, may not be accepted for uploading to the IB.
7. We understand that students must complete **all associated assessment components** of a given IB examination, otherwise known as Internal and External Assessments, to the best of their ability to earn an IB Subject Result Certificate.
 - a. **If a student does not do one of the course's associated assessments, the student will earn an automatic N (No Grade) and will be removed from the course's May IB exam session.**

b. This change of registration may result in losing college credit as well as Diploma/ Career Certificate candidacy status.

8. We understand that a student must sit for all components of the course’s externally moderated examinations unless the student is seriously ill or there is a death in the immediate family; in these cases, the student must provide appropriate documentation to the IBO as exams *must be taken within 24 hours of the original start time* **and no make-up exams are offered.**
 - a. If the student is able to take over 50% of the examination (including internal assessments and other externally moderated papers), the student will receive full credit for the exam.
 - b. If a Diploma Candidate Program Candidate is not able to take over 50% of the exam, they may obtain authorization to sit for the exam in November 2025 or May 2026; Diploma Program Certificate Candidates must wait until the following May 2026 examination session.
9. We understand that if I/ my student attends the performing arts field trip to New York City in April 2025, all IB internal assessments must be completed and submitted to teachers prior to leaving for the trip.
10. We understand that for students who do not use the candidates.ibo.org site to upload their eCoursework, the IB requires that the student’s IB school (via the programme coordinator or any other staff member authorized by the school) obtains consent and/or permission from the students (and their parents if required by your local law or school policies) allowing the upload of eCoursework on the student’s behalf.

Students, please complete the chart below identifying your classes, then have your IB teachers sign. If you are taking a course that is NOT an IB course, you do not need to have that teacher sign. Please return to your subschool or to Mrs. Freeland once this section is completed and both you and your parents have signed.

	Course Title	Teacher Signature		Course Title	Teacher Signature
1			2		
3			4		
5			6		
7			8		

Student Name:

Student Signature:

Parent/Guardian Name:

Parent/Guardian Signature:

Today’s Date:
