

B2 Candidate registration and entries

A school may register course (C) candidates in the session that is not the school's main session for a subject that is neither automatically available nor a special request subject for the school's main session.

A school may register course (C) candidates in the session that is not the school's main session in order for candidates to retake one or more subjects after six months. The course (C) registration category is used for this purpose, rather than the retake (R) category. The candidate must have taken the same subject in a previous examination session.

B2.3 Candidates taking one or more subjects again

If a candidate is not satisfied with the grade he or she has achieved in one or more subjects, or for theory of knowledge (TOK) or the extended essay requirement, the candidate may take the subject(s) again. This can be in the examination session six months later or, in principle, after any period of time. However, when a subject is taken again, if significant new curriculum or assessment requirements have been introduced, the candidate must comply with those new requirements. Also, it is important to check whether the subject/level/response language is available in the targeted session.

A school is under no obligation to register a candidate who wishes to take one or more subjects again, regardless of whether the candidate was a diploma or course candidate, or did or did not previously attend the school. Registering a candidate to retake one or more subjects involves accepting all academic and administrative responsibilities for that candidate, regardless of whether the candidate previously attended a different school.

If a diploma candidate retakes a subject at the same level and in the same response language, the highest grade will contribute to the diploma. Therefore, when registering a retake candidate, it is not appropriate to indicate on IBIS that the subject and its grade from the previous session is not included.

If the grade is the same, it is the date of the first examination session that will appear on the results document. In the case of a course candidate taking the same subject/level again, another *Course results* document will be issued regardless of whether the grade has changed.

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If a candidate is taking one or more subjects again, use the retake (R) category for diploma candidate and the course (C) category for a course candidate. (The retake category must not be used for a course candidate.)

B2.3.1 Responsibilities of the school

A candidate who wishes to take one or more subjects again does not have to register in the same school where the subject was originally taken. If a school accepts a candidate who wishes to retake one or more subjects, the school must assume all academic and administrative responsibilities for that candidate. No distinction is made between diploma or course candidates in this respect. It is emphasized that the school is not simply adopting the role of a “retake centre”; the school must demonstrate a commitment to the candidate and provide him or her with all necessary support both before and after the examinations.

Responsibilities include, but are not confined to:

- registering the candidate using his or her personal code
- checking the candidate’s personal and subject registration details
- collecting and paying fees to the IB
- offering the candidate the opportunity to submit new or revised work for internal assessment and non-examination components
- confirming the authenticity of work submitted by the candidate
- communicating with the IB on behalf of the candidate and his or her legal guardians
- advising the IB of any adverse circumstances or inclusive assessment arrangements affecting the candidate
- investigating any instance of alleged academic misconduct
- confirming the identity of the candidate
- communicating results to the candidate
- offering the opportunity for an enquiry upon results.

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Subject to the approval of the coordinator, a candidate retaking subjects in a different school is not obliged to follow the new school's courses of study for any subject.

A candidate taking a subject again is not required to attend classes if he or she has already received the recommended number of teaching hours. However, coordinators are strongly advised to consider whether the candidate requires additional teaching before taking the examinations or other forms of assessment. Because the candidate has not achieved the desired grade in the subject(s) being retaken, it is highly likely that additional tuition will be required.

If there have been changes to the requirements of a subject's curriculum and/or its assessment, the candidate must comply with the new requirements. This includes changes to the internal assessment. The candidate must be advised of the changes and given appropriate support.

B2.3.2 Retaking a subject after six months

Candidates have the opportunity to retake one or more subjects after six months if the subject, level and response language are available. (Such candidates are usually referred to as "six-month retake candidates".) For diploma candidates this includes the opportunity to resubmit a theory of knowledge essay and the extended essay. The following restrictions apply.

- A subject taken as an anticipated subject cannot be retaken after six months. (This restriction is in place because allowing an anticipated subject to be retaken would count as one of the three sessions towards achieving the diploma and therefore prevent a candidate from having a retake session for all subjects.)
- If a candidate is registered for the session six months after his or her diploma session, the subject(s) for which he or she is registering must have already been taken in the diploma session. However, this restriction does not apply to the extended essay.
- A candidate is not permitted to change from standard level to higher level in a subject being retaken after six months. However, a candidate is permitted to change from higher level to standard level, if the diploma requirements allow such a change.
- Pilot and school-based syllabus subjects cannot be taken six months after a candidate's diploma (D) session. Similarly, a course (C) candidate cannot retake a pilot or school-based syllabus after six months.

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The registration of a six-month retake candidate is accepted after the “deadline” of **29 January/29 July**. However, if the outcome of an enquiry upon results category 1 re-mark is pending, to avoid paying the higher registration fees the coordinators must register the candidate before this deadline. Please refer to section [B2.4.2](#) for further information on retake candidates with outstanding enquiry upon results requests.

A language A: literature, language A: language and literature, or language B subject cannot be retaken six months after the previous diploma or retake session as a language ab initio subject.

B2.3.3 Carrying over marks

A candidate taking a subject again may carry over his or her mark for a non-examination component, assuming there have been no significant changes to the curriculum and/or assessment requirements. A mark cannot be carried over from:

- a written examination (that is, paper 1, 2 or 3)
- the theory of knowledge essay.

If a candidate wishes to carry over a mark, the coordinator must indicate this on IBIS after registering the candidate for the examination session. If IBIS does not indicate the opportunity to carry over marks, this is normally because a carry-over is not permitted owing to changes in the subject’s curriculum and/or assessment. The carry-over of a mark can be indicated using the **Candidate>Candidate registrations>Post registration>Bring forward mark(s) and predicted grade(s)** option. Any queries should be directed to ibid@ibo.org.

An anticipated or diploma candidate may normally carry over the mark for a non-examination component from a subject previously taken as a course candidate if the subject requirements have not changed. This can be done on IBIS.

There is a document in the library section of IBIS detailing whether a mark can be carried over—see **Library>Assessment information>Carrying forward marks**.

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B2.3.4 Resubmitting work for internal assessment or another non-examination component

If a candidate wishes to resubmit work for internal assessment or for any other non-examination component, the candidate must attend classes at the school where he or she is registered for the retake session. This is because the subject teacher must provide academic guidance, mark work for internal assessment and confirm that all work is authentic.

It is not sufficient for the candidate to make minor changes to the work previously submitted, regardless of whether the coursework was internally or externally assessed. In principle, entirely different work should be submitted for assessment. However, the IB recognizes that for very substantial coursework tasks (for example, artwork for visual arts, the design project for design technology) this may not be feasible given the time constraints. In such cases substantial modification of the original work is acceptable. If modified work is submitted it will be marked as new; the candidate must accept that the work may attract a lower mark.

B2.3.5 Changing the level and response language of a subject

For a candidate retaking a subject but changing level, contact ibid@ibo.org to enquire whether the mark can be transferred. Identify the candidate by name, personal code and previous session number, stating the subject and component(s) for which the candidate wishes to change level.

It is permissible to change the response language of a subject, but all new components must be in the same response language. This includes the internal assessment if the candidate is submitting new work. However, a candidate may carry forward the internal assessment mark achieved with a different response language from a previous session.

B2.3.6 Changes to history HL and mathematics HL

If a candidate retakes history HL and changes his or her regional option (for example, from Europe to the Americas), this is considered a change of subject and, therefore, the highest grade will not necessarily contribute to the diploma.

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If a candidate retakes mathematics HL and changes his or her option (for example, from the discrete option to calculus), this is not considered a change of subject and, therefore, the highest grade will contribute to the diploma.

B2.4 Candidate registration deadlines

B2.4.1 Summary of registration deadlines

A summary of all dates relating to registration of candidates for examinations can be found in the [assessment calendar](#).

The earliest date when candidates can be registered on IBIS is 20 months before the written examinations for the session. Registering candidates during the first year of the Diploma Programme is strongly recommended. This will help to identify any combinations of subjects that are prohibited or do not constitute a diploma. It is possible to enter on IBIS the subject details for a hypothetical candidate to determine whether the combination of subjects would constitute a diploma. This will not result in a registration if the details are removed before the first registration deadline.

There are three distinct periods during which candidates can be registered and/or changes made to existing registration details.

- Up to the first registration deadline
- Between the first and second registration deadline
- Between the second and final registration deadline

For each period a different scale of fees is applied—the later the registration or change, the higher the fee. Therefore, it is in the interests of coordinators to register candidates before the first registration deadline in order to avoid paying higher fees.

The final registration deadline is **15 April/15 October**. After this deadline, new candidates cannot be registered and changes cannot be made to the subject details of candidates already registered.