

# Forms and coversheets

## Introduction

The forms for the handbook have again been produced in writable portable document format (PDF) to allow for easier completion. Each form must be signed by the relevant teacher and candidate to confirm the authenticity of the work. If a form is being submitted with assessment material that is being uploaded electronically (for example, audio files), printing the name of the candidate on the form is sufficient; no signature is required. However, a hardcopy of the form must be retained by the coordinator with the actual signature of the candidate to confirm that the work submitted is authentic.

An electronic interface has replaced the traditional paper form in the submission of certain assessment material. This will become common practice for externally assessed components where the candidate uploads work that he or she has completed on a personal computer (for example, theory of knowledge essays). The following information indicates which components these are used for in 2015. However, because development work for electronic upload is ongoing at the IB, changes to this information may be announced as a news item on IBIS.

When downloading a form for completion, select the version that is in the working language of the school, such as English, French or Spanish. Complete the form in the same language. However, there are exceptions to this general rule. In the case of theory of knowledge, form TK/PPD (for planning and preparation) is also available in Chinese and German. For example, candidates using German as their response language should select the German version of the form and complete it in German. For group 1 and group 2 subjects, forms must be selected in the working language of the school, but subject-specific information must be completed in the target language to ensure the information can be read by the examiner.

Any form submitted to the IB Assessment Centre must normally be sent as an email attachment, along with any supporting documents if required. Forms must no longer be sent by fax. If supporting documents are lengthy, or difficult to scan and upload as an email attachment, the form and documents must be sent by post (or courier) to the IB Assessment Centre in Cardiff, UK.

## Forms in writable PDF

Coordinators are advised to use the current version of Adobe® Reader® software, which is available for free download from the Adobe website, when completing a writable PDF form; other reader software may corrupt or alter the file. Note that Mac users may encounter errors using the “Preview” software, and are hence advised to download the latest version of Adobe Reader for Macintosh.

Adobe Reader software can be downloaded for free at: [www.adobe.com/products/reader.html](http://www.adobe.com/products/reader.html).

If it is necessary to complete a form using non-Roman script, a language pack update may be required from Adobe. Recent versions of the software should include a prompt to download an update if the desired language is “cut and pasted” into one of the forms.

Users who download a copy of the handbook in a PDF file for reference on personal devices should note that the links to the forms (and other PDF documents found in this handbook) will open the required documents via your internet browser. Some technical issues may arise if your security settings on your device or local network prohibit Adobe software (such as Adobe Reader) from connecting to the internet (in which case please alter the settings on your device or refer to your institutions web manager or IT staff for assistance).

## Administration

The following forms are available as writable PDFs. Click on the links below to access and complete a copy of the relevant form. The form must then be saved ready for submission. Form D2 can be submitted by email using the appropriate link under Contact us on the IBIS screen. The form Exclusive copyright must be signed by the candidate, scanned and submitted using the appropriate link under Contact us.

Form	Use of form
<a href="#">Exclusive copyright</a>	For candidates requesting exclusive copyright for selected work
<a href="#">D2</a>	Candidate(s) affected by adverse circumstances

## Advance notice requirements

The following are each available as an electronic interface on IBIS. To locate these interfaces click on the *Subject* tab followed by *Advance notice requirements*.

- Group 1 language A: literature notice of works studied (including literature and performance, but not language A: language and literature)
- Group 1: special request language A: literature
- Group 1: confirm entry for special request language A: literature
- Group 1: extended essay in special request subject
- Groups 3 to 6: special request response language groups 3–6
- Group 6: music SL group performance: number of groups
- Request for non-regular diploma

## External assessment

For each candidate's work a form will accompany the work on submission to the IB for marking. In some cases this will be an electronic interface on IBIS if the work is being uploaded by candidates, and in other cases it will be a form in writable PDF. The IB is working towards the electronic submission of all externally marked work. The table below indicates the format of the "form".

Format	Use
Group 1	
<a href="#">1/LWA</a>	Language A: literature HL/SL Part 1 written assignment cover sheet
<a href="#">1/L&amp;LWT</a>	Language A: language and literature HL/SL written task cover sheet
Group 2	
<a href="#">2/BWA (HL)</a>	Language B HL: Written assignment cover sheet
<a href="#">2/BWA (SL)</a>	Language B SL: Written assignment cover sheet
<a href="#">2/ABWA</a>	Language ab initio SL: Written assignment cover sheet
Groups 3, 4 and 5	
N/A	Not applicable
Group 6	
<a href="#">6/MLI</a>	Music cover sheet: Musical links investigation (HL and SL)
<a href="#">6/Tproposal (HL)</a>	Theatre cover sheet: Practical performance proposal (HL only)
<a href="#">6/Tproposal (SL)</a>	Theatre cover sheet: Practical performance proposal (SL only)
<a href="#">6/TRI (HL)</a>	Theatre cover sheet: Research investigation (HL only)
<a href="#">6/TRI (SL)</a>	Theatre cover sheet: Research investigation (SL only)
<a href="#">6/FISCS</a>	Film cover sheet: Independent study (HL and SL)
<a href="#">6/FPCS</a>	Film cover sheet: Presentation (HL and SL)
<a href="#">6/DCACS</a>	Dance composition and analysis cover sheet
<a href="#">6/DDICS</a>	Dance investigation cover sheet
Interdisciplinary	
<a href="#">1&amp;6/LPWC</a>	Literature and performance SL written coursework cover sheet

## Internal assessment

For each sample, the relevant form(s) must be completed and submitted to the moderator with the sample work, to arrive no later than 20 April/20 October.

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Subject/level	Work submitted to the IB	Form(s)
Group 1		
Language A: literature HL/SL	Individual oral commentary	<a href="#">Form 1/LIA</a> per candidate
Language A: language and literature HL/SL	Individual oral commentary	<a href="#">Form 1/L&amp;LIA</a> per candidate
Group 2		
Language B HL/SL	Individual oral	<a href="#">Form 2/BIA</a> per candidate
Language ab initio SL	Individual oral	<a href="#">Form 2/ABIA</a> per candidate
Classical languages HL/SL (Latin and classical Greek)	Individual study	<a href="#">Form 2/CLCS</a> per candidate
Group 3		
History HL/SL	Historical investigation	<a href="#">Form 3/CS</a> per candidate
Geography HL/SL	Fieldwork report	Form 3/CS per candidate
Economics HL/SL	Portfolio	Form 3/CS per candidate
Philosophy HL/SL	Philosophical analysis	Form 3/CS per candidate
Psychology HL/SL	Simple experimental study	Form 3/CS per candidate
Social and cultural anthropology HL	Fieldwork report	Form 3/CS per candidate
Social and cultural anthropology SL	Observation and critique exercise	Form 3/CS per candidate
Business and management HL	Research project	Form 3/CS per candidate
Business and management SL	Written commentary	Form 3/CS per candidate
ITGS HL/SL	Project	Form 3/CS per candidate
World religions	Written analysis	Form 3/CS per candidate
Group 4		
Biology HL/SL	Experimental investigations	<a href="#">Form 4/IA</a> per sample set <a href="#">Form 4/PSOW</a> per candidate
Chemistry HL/SL	Experimental investigations	Form 4/IA per sample set Form 4/PSOW per candidate
Physics HL/SL	Experimental investigations	Form 4/IA per sample set Form 4/PSOW per candidate
Sports, exercise and health science SL	Experimental investigations	Form 4/IA per sample set Form 4/PSOW per candidate
Design technology HL/SL	Experimental investigations Design project	<a href="#">Form 4/IADT</a> per sample set <a href="#">Form 4/PSOWDT</a> per candidate
Computer science HL/SL	Solution	<a href="#">Form 4/CompSci</a> per candidate
Group 5		
Mathematics HL	Exploration	<a href="#">Form 5/EXCS</a> per candidate
Mathematics SL	Exploration	Form 5/EXCS per candidate

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Mathematical studies SL	Project	<a href="#">Form 5/PJCS</a> per candidate
Group 6		
Dance	Performance	<a href="#">Form 6/DPCS</a> per candidate
Film HL	Production portfolio	<a href="#">Form 6/FPPHCS</a> per sample set
Film SL	Production portfolio	<a href="#">Form 6/FPPSCS</a> per sample set
Music HL	Creating	<a href="#">Form 6/MC</a> per candidate
Music HL	Solo performing	<a href="#">Form 6/MSP</a> per candidate
Music SL	Solo performing	Form 6/MSP per candidate
Music SL	Group performing	<a href="#">Form 6/MGP</a> per group
Music SL	Creating	Form 6/MC per candidate
Theatre HL	Theatre performance and production presentation	<a href="#">Form 6/Tpresentation (HL)</a> per candidate
Theatre HL	Independent project portfolio	<a href="#">Form 6/Tportfolio (HL)</a> per candidate
Theatre SL	Theatre performance and production presentation	<a href="#">Form 6/Tpresentation (SL)</a> per candidate
Theatre SL	Independent project portfolio	<a href="#">Form 6/Tportfolio (SL)</a> per candidate
Interdisciplinary subjects		
Environmental systems and societies (TSL)	Experimental investigations	<a href="#">Form ES&amp;S/IA</a> per sample set <a href="#">Form ES&amp;S/PSOW</a> per candidate
Literature and performance SL	Performance and individual oral presentation	<a href="#">Form 1&amp;6/LPIA</a> per candidate
School-based syllabuses		
Group 3 school-based syllabus	Internal assessment cover sheet	<a href="#">3/SBSCS</a> per candidate
Core requirements		
Theory of knowledge	Planning and presentation document	<a href="#">Form TK/PPD</a> per candidate