




Services for schools

International Baccalaureate Organization



The latest edition of this booklet is available at: <http://www.ibo.org/programmes/services>.
This booklet applies to fees from September 2007.


This booklet provides a general overview of the services available to IB World Schools. Readers are advised to consult the appropriate coordinator's handbook and *Rules for authorized schools* document for each programme to obtain specific information about any particular service.

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About the IBO

The International Baccalaureate Organization (IBO) is a recognized leader in international education, encouraging students to be active learners, well-rounded individuals and engaged world citizens. We work with IB World Schools in over 120 countries to develop and offer three challenging programmes of education.

- w The Primary Years Programme (for students aged 3-12)
- w The Middle Years Programme (for students aged 11-16)
- w The Diploma Programme (for students aged 16-19)



The IBO is a not-for-profit organization. We cover our main operational costs by charging fees to schools for providing services to support the implementation of the three programmes. We value our reputation for providing high-quality services. This booklet describes those services and the fees we charge under four main categories.

- Authorization fees – paid by a school to be authorized to offer an IB programme
- Annual school fees – paid by each IB World School for each programme it is authorized to teach
- Student assessment fees – paid for each student being assessed
- By-request service fees – paid when a school requests an extra service from the IBO eg. legalization

There are two other areas where schools can choose to purchase services from the IBO.

- Professional development – for training teachers and administrators
- IB store – for publications or merchandise

Core Services

IB World Schools pay an 'annual school fee' for each programme they are authorized to teach, but if schools offer two or more programmes they pay a reduced fee to reflect their greater commitment. Schools offering two programmes receive a 10% reduction on either their Primary Years Programme or their Middle Years Programme annual school fee, while schools offering all three programmes receive a 10% reduction on both their Primary Years Programme and their Middle Years Programme annual school fee.

Schools receive the following core services for each programme they are authorized to teach.

- Full access to a world-class curriculum that is comprehensively researched, and regularly reviewed and updated according to a published plan
 - A transdisciplinary framework in the Primary Years Programme
 - Eight subject groups and five areas of interaction in the Middle Years Programme

- Over 200 subjects and levels in the Diploma Programme
- Extensive teacher participation in the review cycle to ensure that the curriculum is up to date, relevant and reflects best practice from around the world
- A wide range of curriculum publications to support teachers
- Secure access to the online curriculum centre (OCC) for every teacher
 - An online community of over 30,000 teachers from over 120 countries at <http://occ.ibo.org>
- Organized by curriculum area, with additional areas relating to librarians, special educational needs, academic honesty and research
- Contains news and information, IBO curriculum and assessment publications, a teacher resource exchange and discussion forums

Core Services continued

▫ Programme evaluation in schools

- A self-study process required every five years in all IB World Schools, supported by the IBO with reports and school visits where appropriate
- A reflective exercise that involves the entire school community and aims to improve practice, identify strengths and weaknesses, and determine areas for future focus – reinforcing the support and commitment for the programme from all stakeholders in the community

▫ Communication and marketing support

- Use of the IB World School name and logo to indicate a school's unique international status and involvement with the IBO
- Four subscriptions to our official magazine, *IB World*, which is published three times a year to keep everyone informed about the news and events across the IB community

- A dedicated school page on the IBO web site, <http://www.ibo.org>, with your school details and links to your school web site – over one million pages downloaded every month in English, French and Spanish

- Automatic inclusion in the schools directory section of the annual *IB World School Yearbook*, which is distributed to embassies, consulates and education ministries around the world

▫ Governance, representation and networking

- The opportunity to vote in regional elections of representatives to the IBO governance structure
- Representation through a participative governance structure including the regional heads representative committees, regional advisory committees, the international heads representative committee and the Council of Foundation

- The opportunity to attend international IB conferences including regional conferences of IB World Schools and the biennial world conference of IB heads/principals (a conference fee per participant is charged)

▫ Assistance with university and government recognition

- Regional offices continually seek to improve recognition of our programmes by universities and governments

▫ Support and advice

- Support from your regional office and IBO headquarters by e-mail and telephone on all aspects of being an IB World School
- Professional support in all parts of the curriculum and in cross-curricular areas such as special educational needs
- Access to IBIS (the IB extranet at <http://ibis.ibo.org>) for tasks necessary to administer the programmes

IB World Schools

The IBO does not own or manage any schools. Instead, we work with schools around the world (both state and privately funded) that share our commitment to international education. Schools that have been authorized by us to offer one or more of our programmes are known as "IB World Schools". These schools:

- share the mission and commitment of the IBO to quality international education
- play an active and supporting role in the worldwide community of IB schools
- share their knowledge and experience in the development of the IB programmes
- are committed to the professional development of teachers.



What does not-for-profit mean?

Not-for-profit means that there are no shareholders, owners or directors who aim to make a profit for their own gain. If the organization makes a small surplus, we simply reinvest it into the work of the organization.

Who sets the fees?

The Council of Foundation, which includes elected representatives of IB World Schools from every IBO region, agrees the main IBO fees each year.

Middle Years Programme assessment services

IB World Schools may opt to have their internal assessment moderated by the IBO. If they do, there are two assessment fees.

- The school subject fee is charged once for each subject that is moderated for a school.
- In addition, a student fee is charged for each student registered by the school for moderation in one or more subjects.

In return, schools receive the following services.

- A comprehensive coordinator's handbook
- Access to a schools help desk by e-mail, telephone or mail
- Access to IBIS for tasks necessary to administer student assessment
- Validation of grades of final-year students through the submission of samples of student work for external moderation

- Assessment reviewed by external moderators, appointed and trained by the IBO, who apply the same criteria and achievement levels worldwide
- Moderation reports providing detailed advice for schools in relation to understanding and applying subject-specific objectives and assessment criteria

Students receive the following services.

- IBO records of achievement in each subject
- A Middle Years Programme certificate where conditions are met

The IBO offers student assessment services for the Middle Years Programme and Diploma Programme twice each year to meet the needs of typical school calendars in the northern and southern hemispheres. IBO assessment is internationally recognized for its rigour, reliability and validity.



Diploma Programme assessment services

The IBO assesses student work as direct evidence of achievement against the stated assessment objectives of Diploma Programme courses.

There are two assessment fees.

- The **student registration fee** is paid once for each student to take one or more examinations in a particular examination session. Diploma category students who take anticipated subjects one year early do not pay a second time.
- The **student subject fee** is paid for each assessed subject taken by an individual student. There is no fee for theory of knowledge or the extended essay assessment by diploma category students.

Higher fees are charged where IBO deadlines for student registration are missed.

In return, schools receive the following services.

- A comprehensive coordinator's handbook (known as the *Vade Mecum*)
- Access to a schools help desk by e-mail, telephone or mail
- Access to IBIS for tasks necessary to administer student assessment

- A 24-hour support line during Diploma Programme examinations
- A range of teacher feedback, including subject reports for each examination session

Students receive the following services.

- Comprehensive assessment using a wide range of assessment methods including moderated internal assessment and externally marked examinations
- Assessment by an international team of examiners and moderators, overseen by independent chief examiners with international standing in their subject
- Detailed clerical checking of every examination script to ensure administrative accuracy
- Where appropriate, accommodation for special educational needs and detailed consideration of individual special circumstances
- Immediate access to results on the day of publication via the web at <http://results.ibo.org>
- A printed diploma or certificate (depending on their results)
- Transmission of results to universities worldwide

By-request services

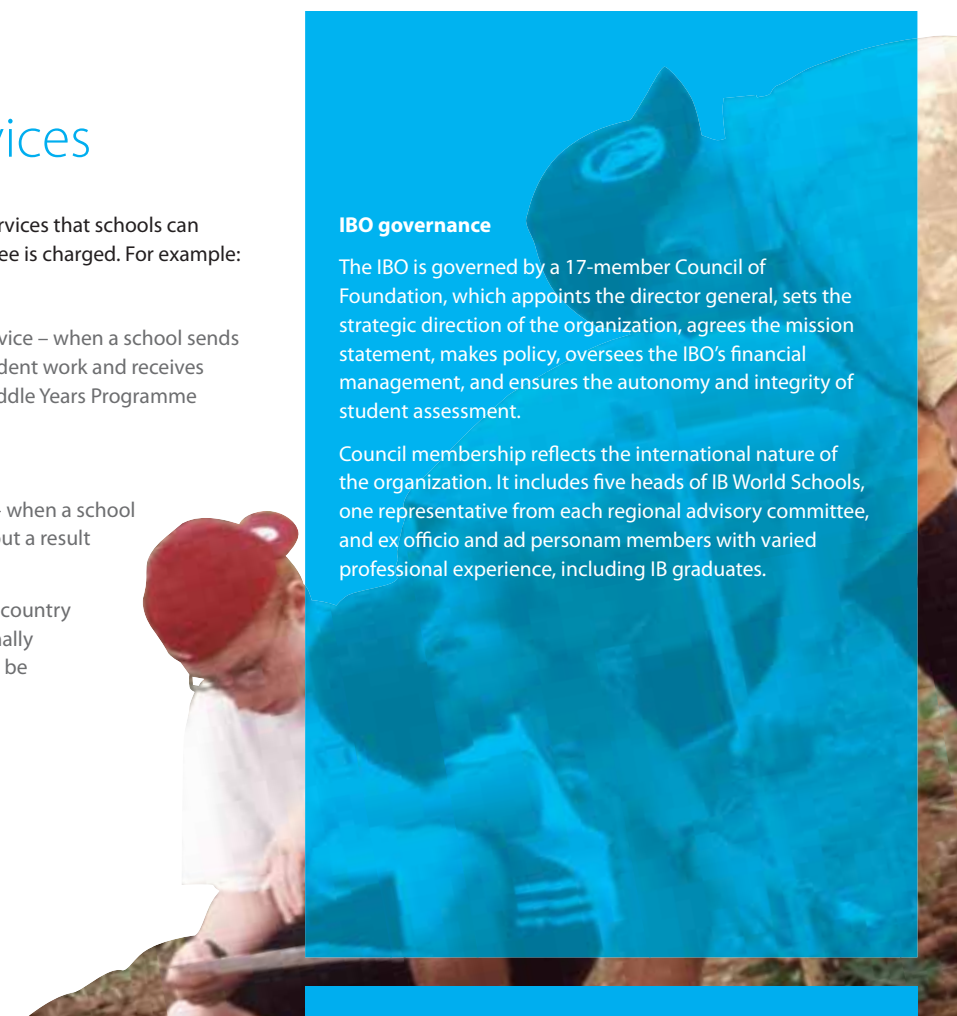
The IBO offers a number of optional services that schools can request when needed. In each case, a fee is charged. For example:

- **Middle Years Programme**
 - The monitoring of assessment service – when a school sends samples of internally assessed student work and receives feedback from an experienced Middle Years Programme assessor in the form of a report
- **Diploma Programme**
 - The enquiry upon results service – when a school or student has further queries about a result achieved in IB assessment
 - The legalization service – where a country requires the IB diploma to be formally “legalized” in Geneva before it will be recognized by a university

IBO governance

The IBO is governed by a 17-member Council of Foundation, which appoints the director general, sets the strategic direction of the organization, agrees the mission statement, makes policy, oversees the IBO's financial management, and ensures the autonomy and integrity of student assessment.

Council membership reflects the international nature of the organization. It includes five heads of IB World Schools, one representative from each regional advisory committee, and ex officio and ad personam members with varied professional experience, including IB graduates.



A note on currencies

In order to ensure that the IBO has the resources it needs in each currency, every IB World School has a nominated payment currency (usually USD, GBP or CHF) that is assigned when the school is authorized. All fees are invoiced and must be paid in that nominated currency. This reduces financial risk and currency exchange costs for everyone involved.

Are there any reserves?

The IBO actively uses its resources and does not maintain large reserves. During 2005 we received US\$53.6 million in income and maintained our reserves at just 56 days' worth of expenditure.

Support for implementation services

Any school wishing to offer an IB programme must be authorized by the IBO. The requirements for implementation are the same for all schools, even though the process is administered slightly differently and the fees vary in each IB region to reflect local costs. The process towards implementation is designed to ensure schools are well prepared to implement an IB programme successfully.

Schools interested in offering an IB programme should read the appropriate regional pages at <http://www.ibo.org>.

Professional development

In 2005 the IBO trained over 30,000 teachers and administrators at workshops and events around the world. Our events bring together teachers and workshop leaders from many countries and cultures, encouraging IB educators to constantly reflect upon and improve their practice. The latest calendar is available at <http://www.ibo.org/events> and the cost of each event is clearly shown based on its region, venue and duration. Many of our events are offered in partnership with other organizations that add their own knowledge of the IB programmes to the experience.

In addition, the IBO works with schools and other approved bodies to offer in-school workshops and online workshops.

Schools are encouraged to participate in a workshop or event in any IB region that is appropriate to them. However schools should also be aware that certain workshops are mandatory in order to be authorized to offer an IB programme.



IB store

The IB store at <http://store.ibo.org> offers the following.

- All IBO curriculum publications needed to implement the programmes *
- A growing range of supplementary resources, for students, teachers and administrators
- A variety of branded gift and promotional items
- A subscription service for additional copies of *IB World* magazine
- A schools' jobs service for advertising teaching and administrative positions at IB World Schools and in schools seeking authorization

An online shopping cart clearly shows the cost of each item and it is possible to pay by credit card, purchase order, or account (for IB World Schools only).

* Schools with access to the online curriculum centre can download these publications at no additional cost.



Languages

The IBO makes most of its services and publications available in English, French and Spanish. Some limited curriculum support is also available in Chinese. However, you are advised to check the appropriate coordinator's handbook (for curriculum and assessment information), the events calendar at <http://www.ibo.org/events> (for professional development) or the IB store at <http://store.ibo.org> (for publications) to confirm that any specific service, event or publication is available in your preferred language.

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