

B8.1 Current guide

The information given in this section of the handbook must be read in conjunction with the *Theory of knowledge guide*.

May and November 2012 examination sessions	
Title of publication	Date of issue
<i>Theory of knowledge guide</i>	March 2006

B8.2 Summary of latest arrival dates

Action	Session	To	Latest arrival date	Method/forms
Submit theory of knowledge essays for assessment	May 2012/ November 2012	IB Cardiff	15 March 2012/ 15 September 2012	Website and IBIS
Submit theory of knowledge predicted grades and marks for the presentation	May 2012/ November 2012	IB Cardiff	10 April 2012/ 10 October 2012	IBIS
(Notified schools only) Submit theory of knowledge presentation recordings for verification	May 2012/ November 2012	Examiner	15 March 2012/ 15 September 2012	TK/PPM

B8.3 Regulations

- All diploma candidates must submit for assessment one essay of at least 1,200 words in length, but not exceeding 1,600 words, written on one of the ten prescribed titles for current session.
- Only candidates registered under the diploma or retake categories may be registered for theory of knowledge.
- A retake candidate wishing to improve their grade for theory of knowledge may either carry forward their presentation mark or do a new presentation.
- A retake candidate wishing to improve their grade for theory of knowledge must submit an essay based on one of the prescribed titles for the current session. A revised essay will only be acceptable if prescribed titles remain unchanged from the original session.
- If a diploma candidate withdraws from theory of knowledge, but does not withdraw from all subjects, this results in a change of category from diploma to certificate.
- Grade E in either the extended essay or theory of knowledge results in no diploma being awarded for a candidate whose total score is 24, 25, 26 or 27 points. A candidate must obtain at least a grade D in both these requirements in order for a diploma to be awarded.

B8.4 External assessment: The essay

B8.4.1 Topic choice

The essay must be on one of the ten titles prescribed by the IB for the examination session. The prescribed titles for November 2011/May 2012 and November 2012/May 2013 are available on the OCC.

Essays on the prescribed titles will be assessed against the original title, so candidates must not modify the title. Candidates must be aware of the assessment criteria that will be used to assess their essays.

Candidates must not insert illustrations and graphics in their essay unless essential to support the content of their essay. This is to facilitate the uploading of essays into an electronic environment. Including the school's logo in any part of an essay must also be avoided.

B8.4.2 Submission of the essays

All theory of knowledge essays must be submitted for assessment via an electronic environment, and not sent as hardcopy to examiners. This enables the marking of essays online by examiners (a system known as e-marking), introduces more efficiencies in the marking process and reduces the postage costs for schools.

The basic steps are as follows:

1. Candidates must upload their essay via the website <https://candidates.ibo.org>. They log in using their six character alphanumeric personal code and a personal identification number (PIN) issued by the coordinator. This is the same PIN candidates will use to access their results in July/January. The date from which essays can be uploaded will be published in a news item on IBIS.
2. After agreeing to the terms and conditions for using the website a candidate then enters the prescribed title and number of words in their essay, digitally signs the candidate declaration and then uploads their essay.
3. Once candidates have submitted their essays the theory of knowledge teacher will have access to all uploaded essays. The role of the teacher is to then view/read each essay before digitally signing each essay to the effect that, to the best of their knowledge, it is the authentic work of the candidate.
4. After the theory of knowledge teacher has authenticated and submitted each essay they become available to the coordinator for submission to the IB.

With this electronic procedure the form TK/CS and candidate checklist are no longer required; these are replaced by the electronic interface. Furthermore, coordinators will not see on IBIS any examiner allocations for theory of knowledge. Once received electronically the IB will direct essays to the appropriate examiners.

If a coordinator is unable to ensure the electronic submission of all theory of knowledge essays by the deadline of **15 March/15 September**, it is necessary to contact IB Answers no later than **20 February/20 August** for details on how to proceed. However, submitting essays electronically is not viewed as optional, it is now the required means of submitting this work.

B8.5 Internal assessment: The presentation

The involvement of teachers is an important part of the assessment process for the Diploma Programme. This involvement includes the submission of marks for the theory of knowledge presentation made by each candidate. The teacher must assess each presentation according to the assessment criteria in the *Theory of*

knowledge guide. A copy of these assessment criteria should be made available to candidates. Assessment must be based on work done. Marks must be awarded even if the work, or participation, is incomplete.

B8.5.1 Requirements

Each candidate must make one or more individual and/or small group oral presentations to the class during the course, and complete the presentation planning and marking form TK/PPM. The teacher must also complete the relevant section of form TK/PMM. The presentation must be an integral part of the theory of knowledge course.

B8.5.2 Completed form TK/PPM

Unless a school is required to record some or all of their presentations for the purpose of verification, completed TK/PPM forms must be retained by the coordinator until close of session on **15 September/15 March**.

B8.5.3 Submission of marks for the presentation

The total teacher's mark for each candidate's presentation must be entered on IBIS no later than **10 April/10 October**.

If a candidate fails to make a presentation for theory of knowledge, indicate this on IBIS with an "F" when entering the marks for internal assessment.

B8.5.4 Verification of internal assessment

Some schools in each session will be required to record some or all of their presentations. Such schools will be notified by **30 September/30 March**, 20 months prior to the examination session (for example, 30 September 2011 for the May 2013 session). These schools may be randomly chosen, or may be ones where a possible problem has been identified, for example, by analysis of the marks awarded in previous sessions. It is not necessary for schools to record presentations unless they are asked to do so, although it can be a useful exercise in order to standardize internal marking where more than one teacher is involved.

Schools that are required to record presentations will be sent instructions with their initial notifications. They will need to submit recordings and accompanying form TK/PPM to an examiner, whose details will be sent to them at the appropriate time, by **15 March/15 September** in the year of examination.

Any adjustment (moderation) of the schools' internal assessment marks will take place on the basis of the evidence provided.

B8.6 Submission of predicted grades

Coordinators are required to submit a predicted grade for each candidate based on their combined performance in the presentation and the essay. These grades must be entered on IBIS by **10 April/10 October**.

The IB scale and, therefore, the only permitted grade predictions for theory of knowledge, are as follows.

Grade	A	Excellent performance
	B	Good performance
	C	Satisfactory performance
	D	Mediocre performance
	E	Elementary performance

Forms

[TK/PPM](#)