

Alternative venue authorization request form

Step 1. Before completing this form, please ensure that all the regulations in the **Diploma Programme Assessment Procedures** (formerly *Handbook of procedures*) Sections B4.2.2 are met.

Step 2. If according to the *Diploma Programme Assessment Procedures*, the conflict with IB examinations in your school calls for an alternative venue request, please complete the following tables and submit the completed form as an email attachment to carolina.ramirez@ibo.org.

School code:		School name:	

Diploma Programme coordinator:	
Email:	
Telephone:	

Candidate session number:			
Candidate name:			
Registration category (highlight in the corresponding cell)	Anticipated	Course	Diploma

Subject(s) and date(s) of the examination(s) that will be affected (please do not forget to indicate whether the subject is SL, HL, ab initio).

Details about the event in conflict with IB examinations	
Event name:	International Science and Engineering Fair
Event date:	12 - 17 May 2019
Event's website:	http://www.societyforscience.org/isef

Justification for the candidate to attend the event
How is the event of international significance?
How is the event associated with the candidate's study for the diploma?
How is the candidate's direct role in the scheduled event?

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Exams will be administered at the ISEF site.	
Diploma Programme coordinator:	Lee Roe-Etter
Email:	minibear@sympatico.ca
Telephone:	941-592-8308

Diploma Programme coordinator (applicant school) signature

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FOR THE USE OF IB World Schools

IB World Schools grants authorization to the school to undertake the referenced candidate(s) examination(s) in an alternative venue and will proceed with the arrangements.	YES	NO

IB World Schools
Name: Adrian Kearney
Position: Director of IB World Schools
Date:

CC: Jacqueline Weare, Lee Roe-Etter (ISEF)