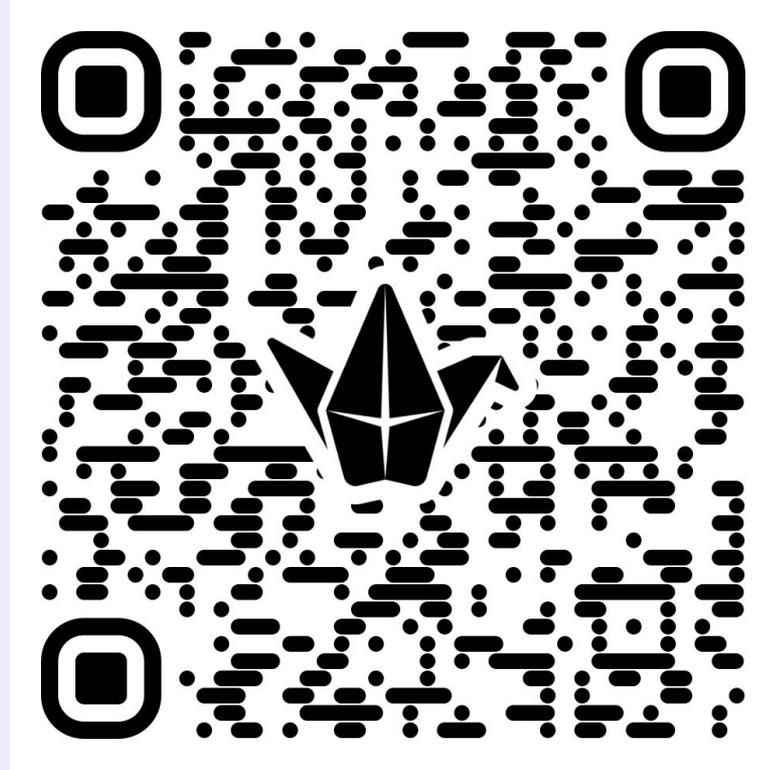


A large, light blue watermark of the International Baccalaureate (IB) logo is visible on the left side of the slide. The logo consists of a stylized lowercase 'i' and 'b' inside a circle, with the text 'COLEGIO DEL MUNDO • WORLD SCHOOL • COLEGE DU MONDE' around the perimeter. The text 'IB' is also visible in the center of the logo.

# Introduction to IBIS Registration & Inclusive Arrangements for new(er) IB coordinators

Julie Cantor  
September 2025

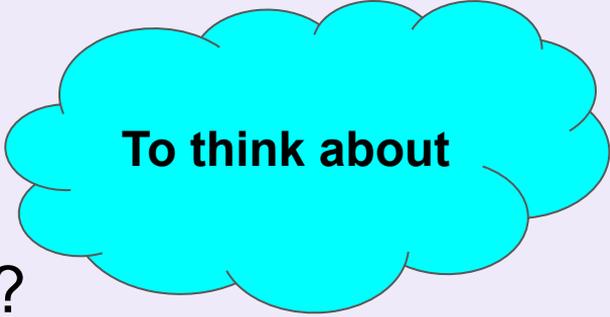
Resources at...



<https://tinyurl.com/IBMAcoordinators>

# How will you gather needed information?

- SIS system?
- Create registration process?

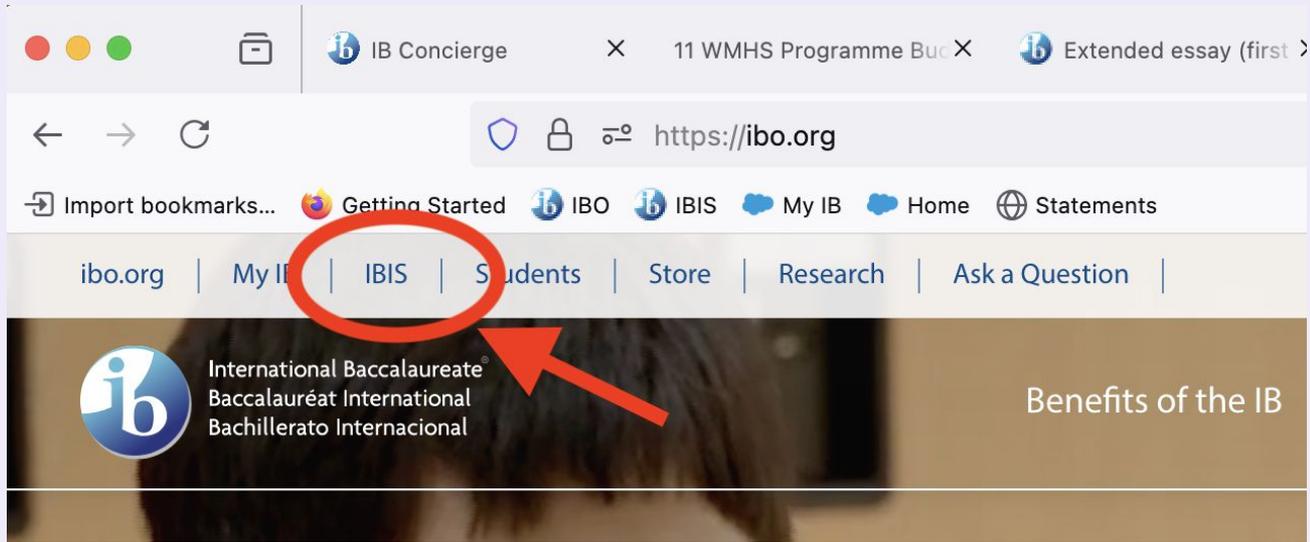


**To think about**

What we will cover today:

Using IBIS to:

- Register students for exams
- Arrange inclusive arrangements



Access from [IBO.org](https://ibo.org)

## IBIS - International Baccalaureate Information System

### Welcome

Welcome to IBIS, the International Baccalaureate Information System.

Please enter your login credentials below.

#### Login Credentials

User ID:

Password:

PIN:

Login

[Reset your password and PIN / Forgotten User ID](#)

English | [Español](#) | [Français](#)



PingID authentication support is [available here](#) or you can contact [systemsupport@ibo.org](mailto:systemsupport@ibo.org)

Remember to get PING!

Be sure session and role are correct

[English](#) | [Español](#) | [Français](#)

## IBIS - International Baccalaureate Information System

Tue, 16 Sep 2025 21:10:10 GMT

**Diploma session:** **MAY 2026** **School:** 000882 - Washington - Liberty High... **Role:** **DIPLOMA COORDINATOR**

[Home](#)

[Candidate](#)

[Subject](#)

[Resources](#)

[School](#)

[Library](#)

# Navigating IBIS - create shortcuts!!!

The screenshot displays the IBIS (International Baccalaureate Information System) user interface. At the top, there is a dark blue navigation bar with links for 'ibo.org', 'My IB', 'IBIS', 'Students', 'Store', 'Blogs', and 'Ask a question'. On the right side of this bar are links for 'COVID-19', 'News', 'About the IB', 'Jobs and careers', and 'Contact the IB'. Below this is a secondary navigation bar with language options: 'English', 'Español', and 'Français'. The main header area includes the text 'IBIS - International Baccalaureate Information System' and a login status: 'Wed, 17 Sep 2025 19:24:44 GMT Your login will expire in: 25m 27s'. On the right of the header are links for 'Feedback', 'System requirements', 'Contact us', 'Help', and 'Logout'. A yellow banner below the header displays user information: 'Diploma session: MAY 2026 School: 000882 - Washington - Liberty High... Role: DIPLOMA COORDINATOR'. A horizontal menu contains tabs for 'Home', 'Candidate', 'Subject', 'Resources', 'School', and 'Library'. A red arrow points from the 'My shortcuts' link in the top right corner to a red-bordered box that highlights a customizable dashboard area. This dashboard, titled 'Options', contains four widgets: 'Home' (with links for News, Workshop Registrations, and Resources), 'Candidate' (with links for Candidate registrations, PIN code report, Individual PIN report, and Candidate results), 'Subject' (with links for Mark entry, Predicted grade entry, IA mark entry, Teacher marksheets, and School statistics), and 'School' (with links for School, School person maintenance, and Teacher subject maintenance). Each widget has a 'Customize' link at the bottom. A red arrow points to the 'Customize' link of the 'Candidate' widget. The left sidebar of the dashboard includes sections for 'Upcoming deadlines' (stating no deadlines are present), 'News' (with a notice about November 2025 eCoursework upload), and 'Unsubscribe from news items by e-mail'.

# Registration - four steps

- Pre-registration (add subjects)
- Registration
- Post Registration
- Reports

# Pre - Registration - Add your subjects

ibo.org My IB IBIS Students Store Blogs Ask a question

[English](#) | [Español](#) | [Français](#)

## IBIS - International Baccalaureate Information System

Wed, 17 Sep 2025 19:33:02 GMT

**Diploma session:** MAY 2026 **School:** 000882 - Washington - Liberty High... **Role:** DIPLOMA COORDINATOR

Home Candidate Subject Resources School Library

### Candidate registration

#### Statistics

Category	In progress	Registration completed
Anticipated	1	0
<b>Total</b>	<b>1</b>	<b>0</b>

Pre-registration **Registration** Post registration Reports

- [School subjects offered](#)
- [Advance notice requirements - Available forms](#)
- [Advance notice requirements - Completed forms](#)
- [Default candidate](#)

ibo.org My IB IBIS Students Store Blogs Ask a question

[English](#) | [Español](#) | [Français](#)

## IBIS - International Baccalaureate Information System

Wed, 17 Sep 2025 19:34:50 GMT Your login will expire in: 28m 51s [Feedback](#) | [System requirements](#) | [Contact us](#) | [Help](#) | [Logout](#)

**Diploma session:** MAY 2026 **School:** 000882 - Washington - Liberty High... **Role:** DIPLOMA COORDINATOR

Home Candidate Subject Resources School Library **My shortcuts**  
[Add to shortcut](#)

### School subjects offered for MAY 2026

← [Back to registration home page](#)

**View subjects** [Hide search](#)

Groups:  [View subjects](#)

Copy subjects to this session  | Copy subjects to a future session  [Add \(step 3\)/edit subjects >](#)

[Edit subjects](#)

## Edit subjects



### School subjects offered - MAY 2026

School code: 000882 - Washington - Liberty High School

In order to make it faster to complete the registration process, please select each subject offered by your school. Only subjects you enter here will be displayed on the registration screen.

To add subjects, select from those displayed on the left of the screen and press the right arrow. To remove subjects, select from those displayed on the right of the screen and press the left arrow. Once this process is complete, a list of subjects offered by your school will be displayed in the school subjects box.

### IB subjects

#### Studies in Language and Literature

ALBANIAN A EE ALBANIAN  
ALBANIAN A: Literature HL ALBANIAN  
ALBANIAN A: Literature SL ALBANIAN  
ALBANIAN A: Literature self taught SL ALBANIAN  
AMHARIC A EE AMHARIC  
AMHARIC A: Literature HL AMHARIC  
AMHARIC A: Literature SL AMHARIC  
AMHARIC A: Literature self taught SL AMHARIC  
ARABIC A EE ARABIC  
ARABIC A Language and Literature HL ARABIC  
ARABIC A Language and Literature SL ARABIC  
ARABIC A: Literature HL ARABIC  
ARABIC A: Literature SL ARABIC  
ARABIC A: Literature self taught SL ARABIC  
ARMENIA A: Literature self taught SL ARMENIAN  
ARMENIAN A EE ARMENIAN

### IB special request subjects

### Actions

Add subjects »

« Remove subjects

Add subjects »

### School subjects

#### Studies in Language and Literature

ENGLISH A EE ENGLISH  
ENGLISH A Language and Literature SL ENGLISH  
ENGLISH A: Literature HL ENGLISH  
SPANISH A Language and Literature HL SPANISH

#### Language acquisition

ARABIC AB INITIO. SL ARABIC  
CHINESE B - MANDARIN HL CHINESE  
CHINESE B - MANDARIN SL CHINESE  
FRENCH AB INITIO. SL FRENCH  
FRENCH B EE FRENCH  
FRENCH B HL FRENCH  
FRENCH B SL FRENCH  
LATIN EE ENGLISH  
LATIN HL ENGLISH  
LATIN SL ENGLISH  
MANDARIN AB INITIO. SL MANDARIN  
SPANISH AB INITIO. SL SPANISH  
SPANISH B EE SPANISH  
SPANISH B HL SPANISH  
SPANISH B SL SPANISH

#### Individuals and societies

BUSINESS MANAGEMENT EE ENGLISH

## Pre-Registration

- Include EE subjects
- TOK
- In English?

## Registration: Step 1 - Personal details - Gather needed information

- First name
- Last name
- DOB
- Email address
- Gender
- 1st nationality
- 1st language



**How many  
candidates are  
you registering?**

Small number -  
enter manually

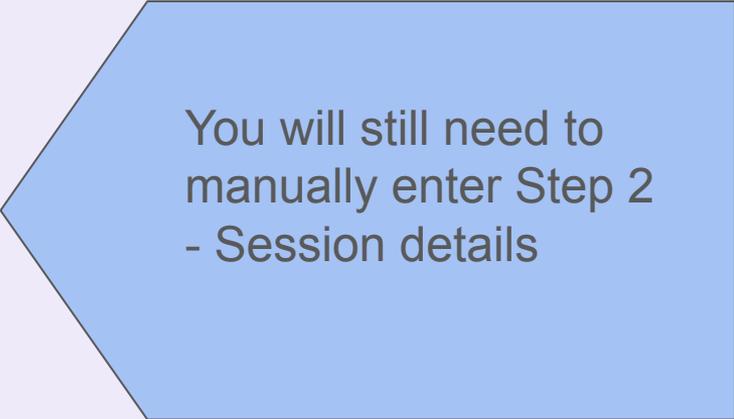
Large number  
- bulk upload

# Registration - bulk upload - alternative to step 1

- Download template
- Access student details via your SIS
- Match them to template
- DOB (dd/mm/yyyy)
- Language
- Nationality
- Email
- Upload



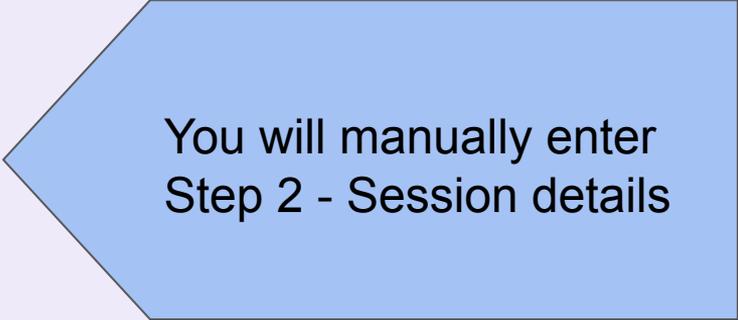
Large number  
- bulk upload



You will still need to  
manually enter Step 2  
- Session details

# Registration: Step 2 - Session details

- Type of candidate
  - Diploma
  - Anticipated
  - Course
- Register for CAS (only year 2 - full diploma)
- Grade



You will manually enter  
Step 2 - Session details

## Registration - Step 3 - choose subjects

- Be sure to have identified all your courses
- Full DP must have 6 subjects, EE, and TOK
- Any additional subjects?
- Any scores from previous session?

## Registration - Step 4 - REGISTER

- Be sure to complete STEP 4 prior to cut off on November 15



Re-order available until January 15

## Inclusive arrangements (accommodations)

- Is student accessing inclusive arrangements in their classes?
- Can only begin process once registration has been made.

# Applying for IB Inclusive Arrangements

- Must register first
- Deadline November 15 (with exceptions)
- Documentation that you will need:
  1. Psychological/psycho-educational or medical documentation
  2. Educational evidence (for example IEP, 504 plan)
  3. CONSENT

# IB Access & Inclusion Policy

- See link in Padlet for policy
- Pages 27-47 using page numbers (maybe 34-54) - complete list
- Arrangements listed with criterion for qualification
- Partner with Special Education department chair, 504 coordinator, school psychologist



- Create one folder to collect all documentation
- Use a naming protocol
  - last name.testing;
  - last name.504



[English](#) | [Español](#) | [Français](#)

# IBIS - International Baccalaureate Information System

Wed, 17 Sep 2025 20:21:40 GMT

**Diploma session:** [MAY 2026](#) **School:** 000882 - Washington - Liberty High... **Role:** [DIPLOMA](#)

Home

Candidate

Subject

Resources

School

Library

**Candidate**

**Statistics**

**Categories**

Anticipated

**Total**

Candidate registrations

Examination schedule

Candidate results

Request for results services

Online Diploma reports

[Request for inclusive access arrangements](#)

**In progress**

**Registration**

1

0

**1**

**0**

**Pre-registration**

**Registration**

**Post registration**

**Reports**

[< Back to previous page](#)

Fields marked with an asterisk (\*) are mandatory. .

## Next exam session

---

\* Session :  

## Category for inclusive access arrangements

---

\* Category :  

\* Subcategory :  

[Back to previous page](#)

Fields marked with an asterisk (\*) are mandatory.

## Next exam session

\* Session :

✓ Please select

NOVEMBER 2025

MAY 2026

NOVEMBER 2026

MAY 2027

## Category for inclusive acc

\* Category :

\* Subcategory :

Please select

[back to previous page](#)

Items marked with an asterisk (\*) are mandatory.

### Next exam session

\* Session :

### Category for inclusive access arrangements

\* Category :

\* Subcategory :

- ✓ Please select
- Additional language learners (A. L. L)
- Specific learning difficulties / disabilities
- Physical challenges
- Communication & speech difficulties
- Sensory challenges
- Social emotional & behavioural difficulties
- Mental health challenges
- Autism spectrum / Asperger's syndrome
- Medical challenges
- Intellectual challenges
- Other

### Information



#### Inclusive access arrangements

Please select the required category and subcategory.

If none of the statements apply, select 'Other' at the Global Centre, Cardiff.

**Please Note:** A psychological assessment document is mandatory for all academic applications, or

and re:

or you a

for all ac  
cal, or

# Inclusive arrangements - potential accommodations

[Link](#)

## **Accommodations afforded by IB: categories and subcategories**

IB has some pretty particular processes in place. In order to receive accommodations, we need to provide specific information about the student's disability. For each of students you work with:

1. Identify disability in Main category column
2. Identify the specific diagnosis
3. Collect electronic copy of current IEP/504 and current testing or documentation

<b>Disability - Main Category</b>	<b>Specific Diagnosis</b>
<b>Additional Language Learners (ALL)</b>	<ul style="list-style-type: none"><li>• Extra time for A.L.L (25%, written examinations)</li><li>• Word processor with spellchecker for A.L.L</li><li>• Reader/ reading software for A.L.L</li><li>• Extra time for A.L.L (25%, Orals)</li></ul>
<b>Specific learning difficulty/disabilities</b>	<ul style="list-style-type: none"><li>• Dyslexia</li><li>• Dysgraphia</li><li>• Dyscalculia</li><li>• Dyspraxia</li><li>• Information processing difficulties</li><li>• Other*</li></ul>
<b>Physical challenges</b>	<ul style="list-style-type: none"><li>• Fine motor challenges</li><li>• Cerebral palsy</li><li>• Muscular dystrophy</li><li>• Other*</li></ul>
<b>Communication &amp; speech difficulties</b>	<ul style="list-style-type: none"><li>• Speech language impairment - Receptive</li><li>• Speech language impairment - Expressive</li><li>• Auditory processing difficulties</li><li>• Fluency disorders (stuttering/stammering)</li><li>• Verbal dyspraxia/ Apraxia</li><li>• Other*</li></ul>

- Modified papers
- Access to additional time
- Access to writing
- Access to reading
- Access to listening comprehension (for language acquisition)
- Four function calculator
- Other

## Candidate documentation

---

\* Upload file :  No file selected.

Attachment category :  ▾

\* Upload file :  No file selected.

Attachment category :  ▾

[Add another file](#)

\* Please select the language(s) used in the attached documents :  English  French  Spanish

- Modified papers
  - Access to additional time
- 

- Additional time (10%, written examinations only)
- Additional time (25%, written examinations only)
- Additional time (50%, written examinations only)
- Additional time (25%, mathematics)
- Additional time (25%, Orals)

- Access to writing
- Access to reading
- Access to listening comprehension (for language acquisition)
- Four function calculator
- Other

- Modified papers
- Access to additional time

- Additional time (10%, written examinations only)
- Additional time (25%, written examinations only)

**Is there evidence to show that the candidate has:**

- A standard score of 90 or less on one or more cognitive processing measures that effect speed of working (eg., working memory, processing speed, long term/ short term retrieval, visual-motor coordination, etc.)
- A standard score of 90 or less on an assessment of reading (reading fluency and/or reading comprehension)
- A standard score of 90 or less on an assessment of writing (writing fluency and/or written expression).
- A physical, sensory, psychological or medical challenge due to which additional time is required

- Additional time (50%, written examinations only)

- Additional time (25%, Orals)

- Access to writing
- Access to reading
- Access to listening comprehension (for language acquisition)
- Four function calculator

## Inclusive arrangements already made within the school for class work, tests, etc.:

\* Comments :

Characters remaining 2000

## Request action

The school confirms that it has obtained written consent from the candidate and the candidate's parents or legal guardian (submitted is under the age of majority in the candidate's home jurisdiction) to submit this request with the supporting documents for the access arrangement request. The IB may request the school to submit proof of such consents. Any data submitted to the IB is subject to the [IB's Privacy Policy](#).

The school confirms that it has obtained written consent from the candidate and the candidate's parents or legal guardian if the candidate is visible this application with the supporting documents, including authorization (if applicable), to the coordinator of the new school. The school confirms that the best interests of the candidate that the new coordinator has access to the request so that the student does not lose the opportunity to sit for IB assessment at a different IB school than the school which submitted the request on his/her behalf.

Action

[<< Back to previous page](#)

Update request

# A.L.L

- WIDA—a score of 4.0 and below.
- ACTFL—advanced mid, advanced low and below.
- CEFR—B2.1 and below (B2.2/B2+ would be rated as “competent” according to this policy).

For anticipated and retake students, requests for inclusive access arrangements as an additional language learner must be submitted (with evidence of current language testing) every session.

- Access for additional language learners does not apply to oral or written examinations in studies in language and literature and language acquisition. An exception to this is classical languages in the language acquisition group, where the response language must be in English, Spanish or French.
- Access for additional language learners can apply to oral or written examinations in individuals and societies, sciences, mathematics, the arts and the DPCP core components.
- Additional language learners who have been authorized inclusive access arrangements will be eligible for the bilingual diploma or certificate.

Thanks for participating!

Please complete the  
reflection in the Padlet.

