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

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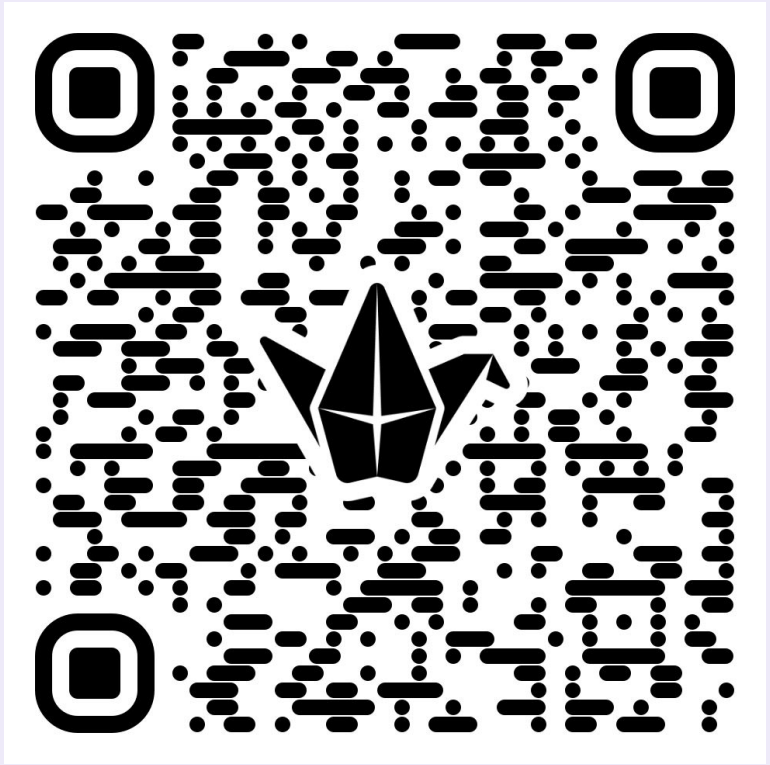
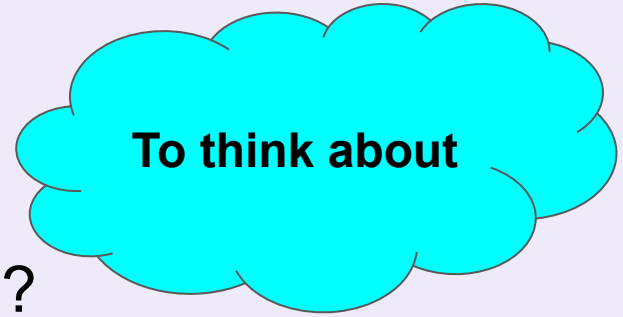
September 2025

Resources at…



https://tinyurl.com/IBMAcoordinators

How will you gather needed information?

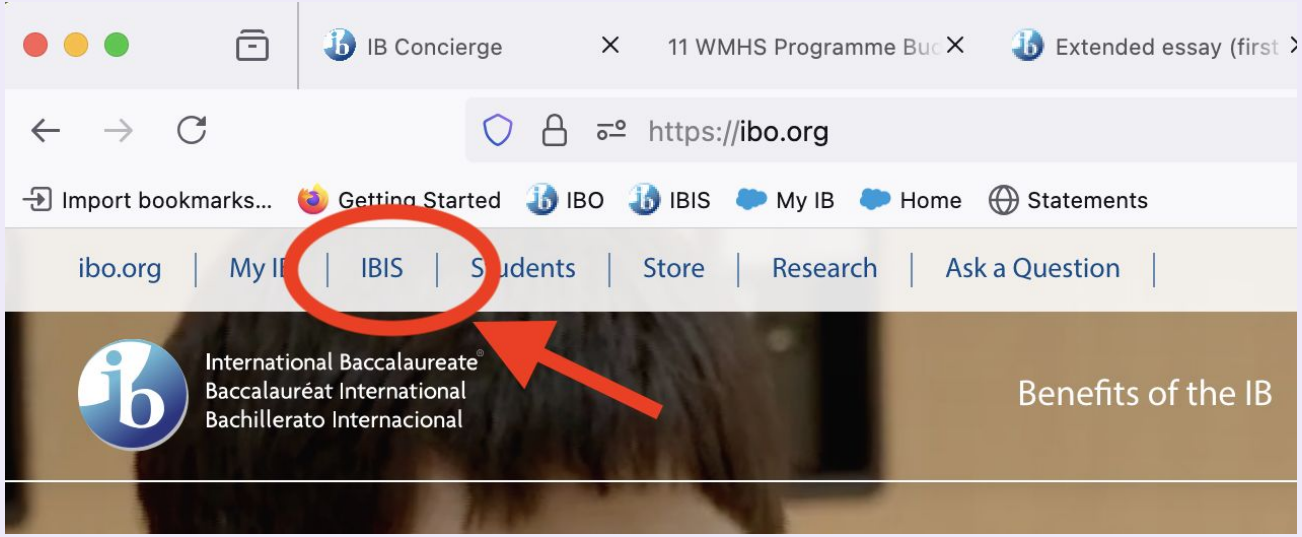


- SIS system?
- Create registration process?

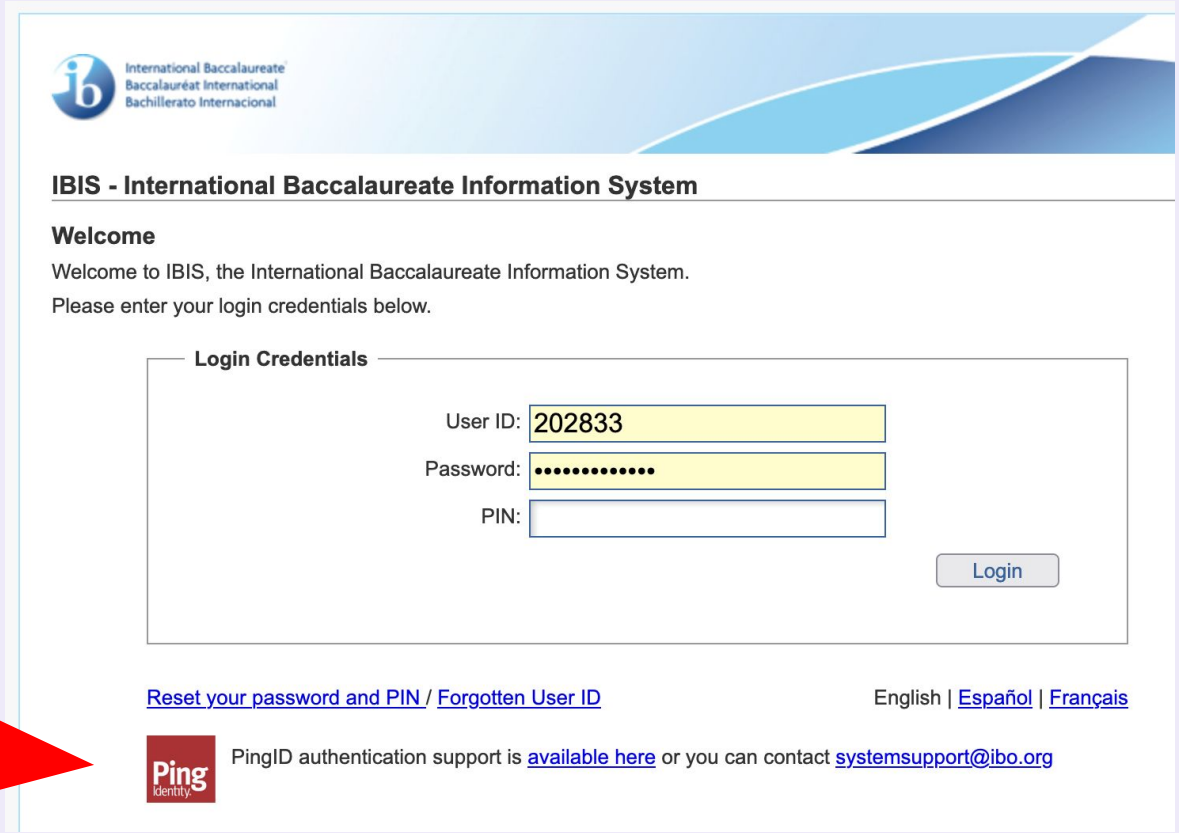
What we will cover today:

Using IBIS to:

- Register students for exams
- Arrange inclusive arrangements

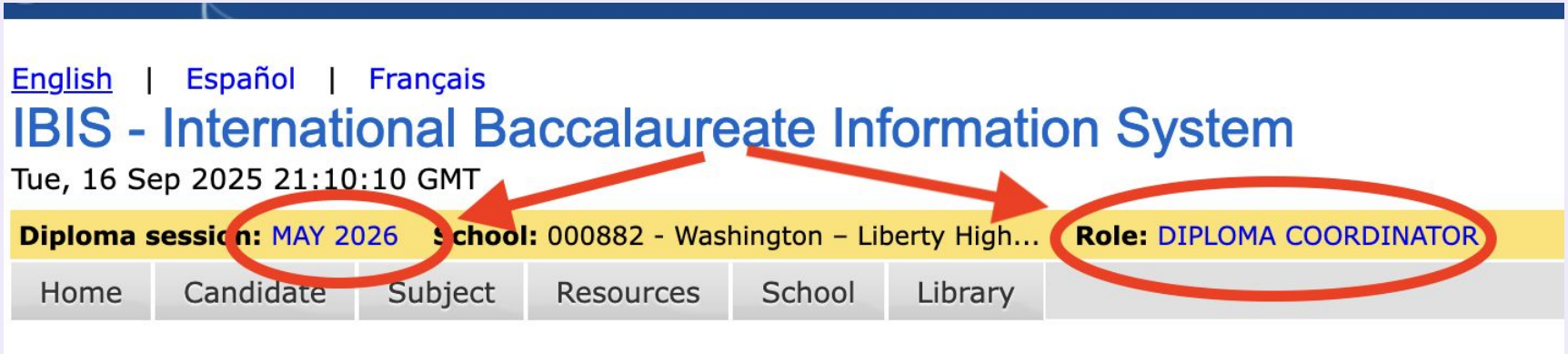


Access from [IBO.org](IBO.org)

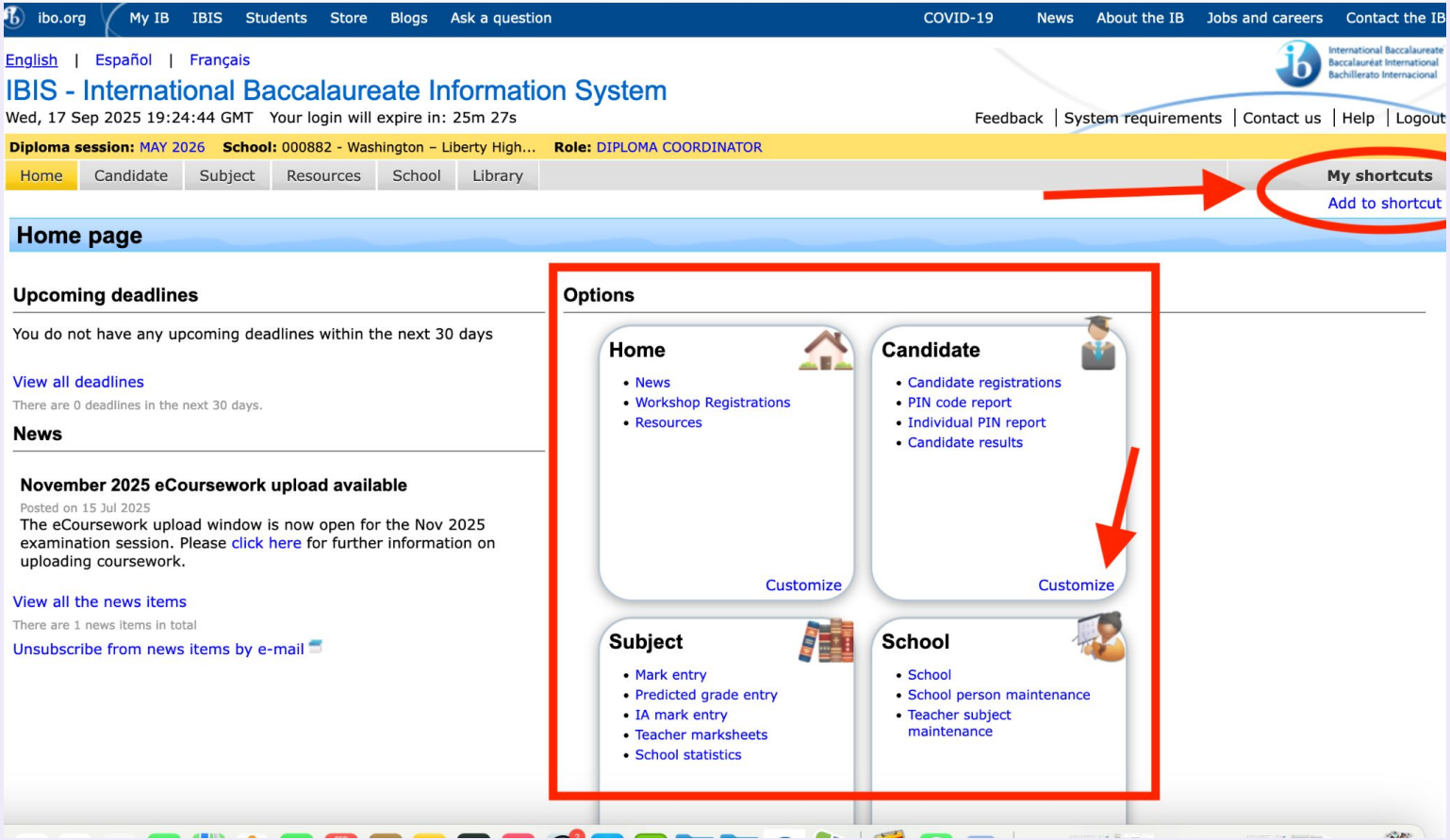


Remember to get PING!

Be sure session and role are correct



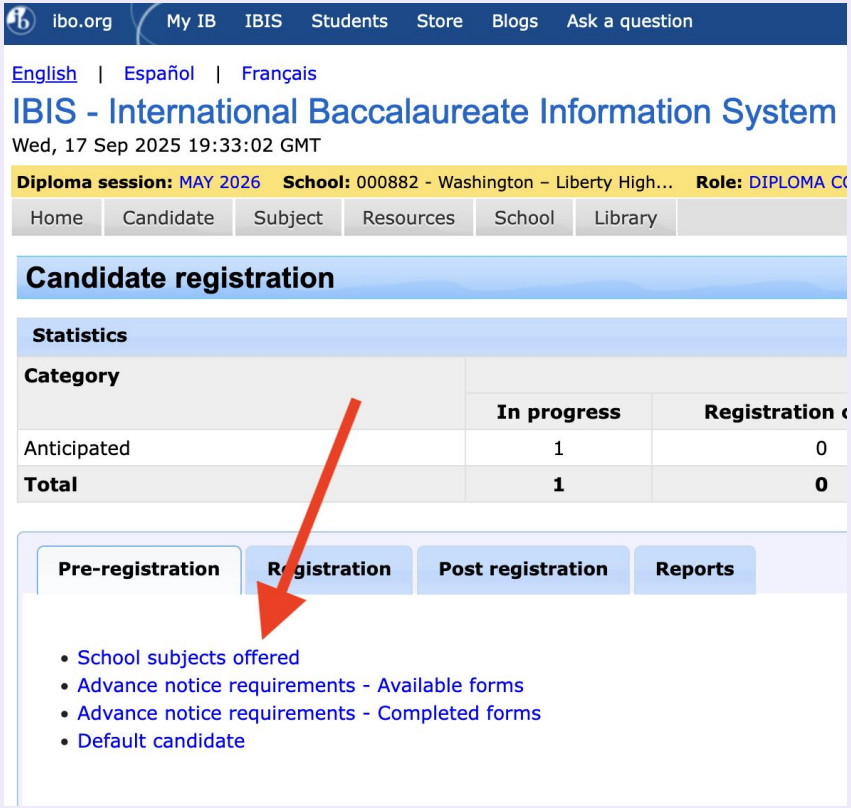
Navigating IBIS - create shortcuts!!!

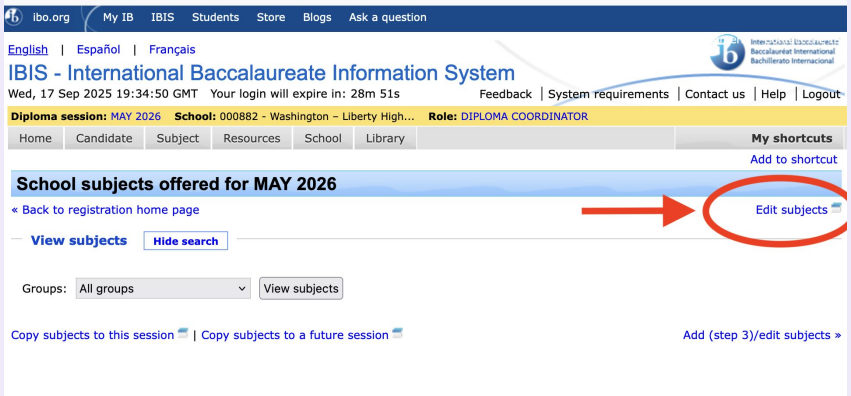


Registration - four steps

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

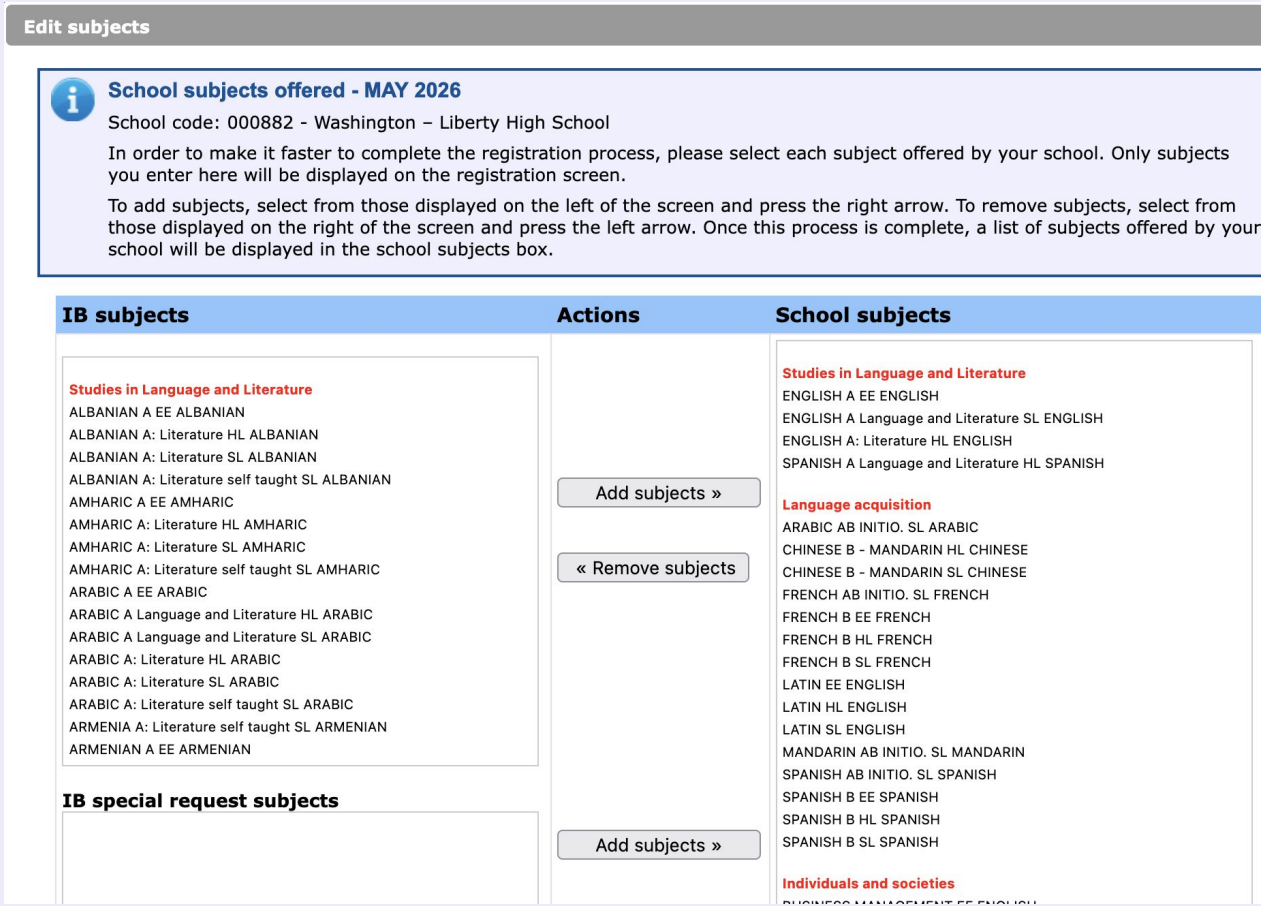
Pre - Registration - Add your subjects





Pre-Registration

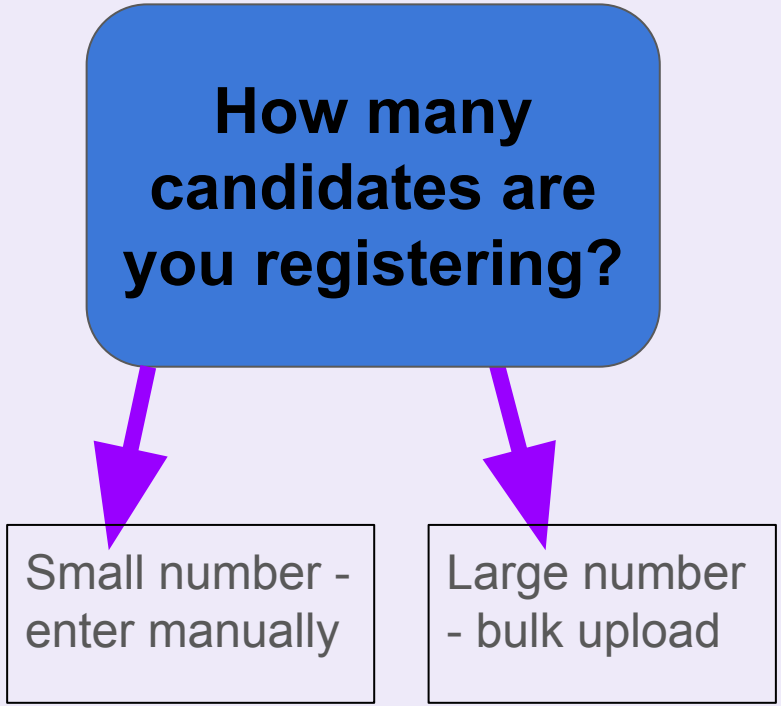
- Include EE subjects
- TOK
- In English?



Registration: Step 1 - Personal details - Gather needed information

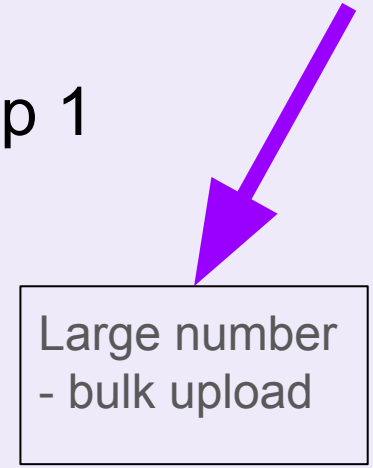
- First name
- Last name
- DOB
- Email address
- Gender
- 1st nationality
- 1st language

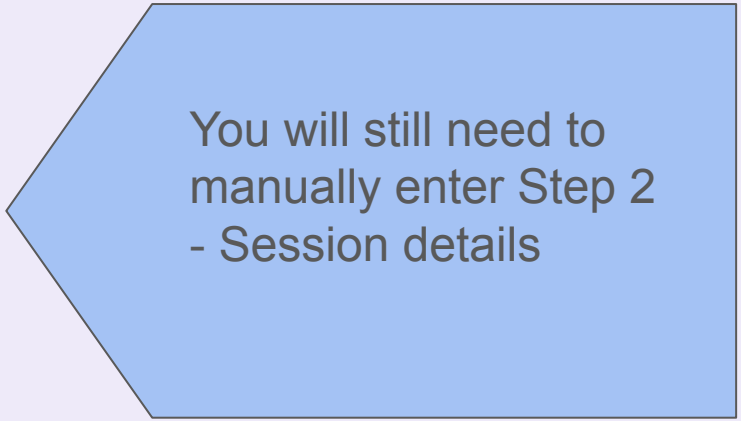
New this year



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





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

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

English | Español | Français

IBIS - International Baccalaureate Information Syst

Wed, 17 Sep 2025 20:21:40 GMT

Diploma session: MAY 2026 **School:** 000882 - Washington – Liberty High... **Role:** DIPL

Home | Candidate | Subject | Resources | School | Library

- Candidate registrations
- Examination schedule
- Candidate results
- Request for results services
- Online Diploma reports
- Request for inclusive access arrangements

Candi

Statisti

Categor	In progress	Registration
Anticipat	1	0
Total	**1**	**0**

Pre-registration | **Registration** | **Post registration** | **Reports**

< Back to previous page

elds marked with an asterisk (*) are mandatory. .

Next exam session

* Session : Please select

Category for inclusive access arrangements

* Category : Please select

* Subcategory : Please select

Back to previous page

ds marked with an asterisk (*) are mandatory. .

Next exam session

* Session : Please select

- Please select
- NOVEMBER 2025
- MAY 2026
- NOVEMBER 2026
- MAY 2027

Category for inclusive acc

* Category :

* Subcategory : Please select

ack to previous page

s marked with an asterisk (*) are mandatory. .

ext exam session

* Session : Please select

ategory for inclusive access arrangements

* Category : Please select

* 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

nformation

Inclusive access arr

Please select the requi and re

If none of the statemer or you a
Global Centre, Cardiff.

Please Note: A psych r all ac
document is mandatory 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

Disability - Main Category	Specific Diagnosis
Additional Language Learners (ALL)	• Extra time for A.L.L (25%, written examinations) • Word processor with spellchecker for A.L.L • Reader/ reading software for A.L.L • Extra time for A.L.L (25%, Orals)
Specific learning difficulty/disabilities	• Dyslexia • Dysgraphia • Dyscalculia • Dyspraxia • Information processing difficulties • Other*
Physical challenges	• Fine motor challenges • Cerebral palsy • Muscular dystrophy • Other*
Communication & speech difficulties	• Speech language impairment - Receptive • Speech language impairment - Expressive • Auditory processing difficulties • Fluency disorders (stuttering/stammering) • Verbal dyspraxia/ Apraxia • Other*

- [ ] 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 : Browse... No file selected.

Attachment category : Psychological document

* Upload file : Browse... No file selected.

Attachment category : Educational evidence

Add another file

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

- [ ] Modified papers
- [x] 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
- [x] 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 docume the access arrangement request. The IB may request the school to submit proof of such consents. Any data submitted to the IB 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 visible this application with the supporting documents, including authorization (if applicable), to the coordinator of the new sch best interests of the candidate that the new coordinator has access to the request so that the student does not lose the opportu IB assessment at a different IB school than the school which submitted the request on his/her behalf.

Action

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Update request

A.L.L

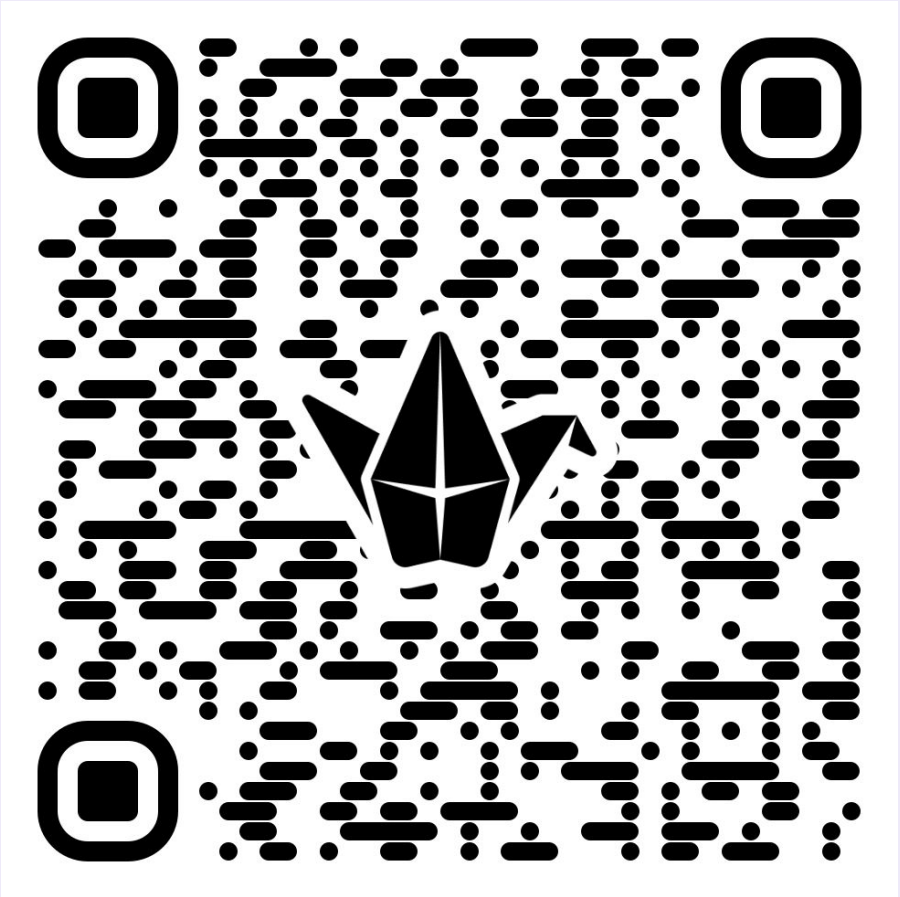
- WIDA—a score of 4.0 and below.
- ACTFL—advanced mid, advanced low and below.
- CEFR—B2.1 and below (B2.2/B2+ would be rated as “competent” according to this policy).

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.