

## **E-coursework – DP coordinator user guide**

To authenticate/submit the work of your Theory of knowledge candidates, login to IBIS and click on the **Subject** tab and select the **E-coursework** menu item from the left hand side of the screen.

**Note\***: As coordinator, you have the ability to act in absence of the teacher, should that be necessary.

If you have not already done so you may arrange for your teachers to have access to IBIS. Please see the **School person maintenance user guide** available on IBIS in **Library> Miscellaneous** for further details.

To give access, go to

### **School > School persons maintenance**

This will allow you to create a new person code. This will automatically send an email to the person with instructions on how to set up their own IBIS login credentials.

Teachers can be given access to a restricted area of IBIS in order to enter marks for internal assessment and predicted grades (IA/PG) and to the e-coursework option in order to authenticate candidate's work. Access is given in the way described above.

The permissible file types and sizes for the Theory of Knowledge essay are as follows:-

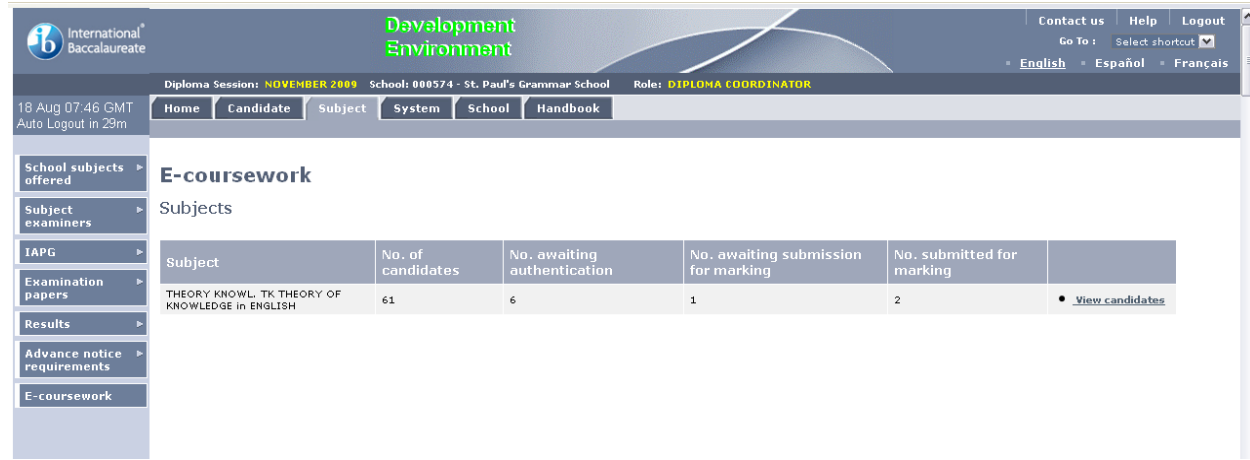
File types:

- .doc (Word document pre-2007)
- .docx (Word XML format document)
- .pdf (Portable Document Format)
- .rtf (Rich Text Tormat)

Minimum size 1KB

Maximum size 2000KB

Once you have clicked on the **E-coursework** menu item you will see an overview screen of the submission status of your candidates' Theory of Knowledge essays.



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**E-coursework**

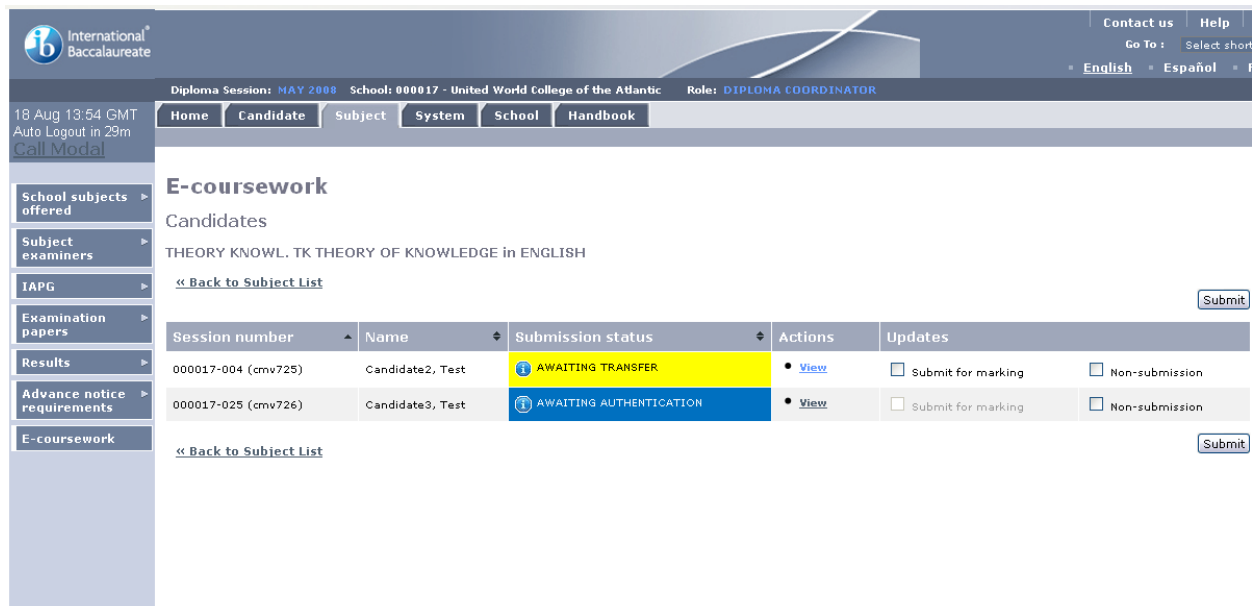
Subjects

Subject	No. of candidates	No. awaiting authentication	No. awaiting submission for marking	No. submitted for marking	
THEORY KNOWL. TK THEORY OF KNOWLEDGE in ENGLISH	61	6	1	2	• <a href="#">View candidates</a>

By selecting the 'View candidates' option you will be presented with your process options for Theory of knowledge. If the work of the candidate has been authenticated by the teacher you will be required to submit the work to the IB for marking. To do this you are required to check the '**submit for marking**' box and click **Submit**. This can be done by candidate or for multiple candidates on the page.

You are also able to indicate a candidates' work as **Non-submission** if a candidate has not submitted work for any reason (i.e. has missed a schools internal deadline, has withdrawn from the subject etc.). To do this you are required to check the **Non-submission** box and click **Submit**. This can be done by candidate or for multiple candidates.

**Note\***: Clicking Non-submission for a candidate will automatically award an '**F**' mark to that candidate.



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**E-coursework**

Candidates

THEORY KNOWL. TK THEORY OF KNOWLEDGE in ENGLISH

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Session number	Name	Submission status	Actions	Updates
000017-004 (cmv725)	Candidate2, Test	<b>AWAITING TRANSFER</b>	• <a href="#">View</a>	<input type="checkbox"/> Submit for marking <input type="checkbox"/> Non-submission
000017-025 (cmv726)	Candidate3, Test	<b>AWAITING AUTHENTICATION</b>	• <a href="#">View</a>	<input type="checkbox"/> Submit for marking <input type="checkbox"/> Non-submission

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The submission status will change as the candidate/teacher/coordinator moves through the process.

- “Awaiting submission” indicates that a candidate has not uploaded their work and the IB submission deadline has not passed.
- “Pending” indicates that a candidate has submitted their work and that they are within the 24 hour grace period to remove the work before it is passed to the teacher or coordinator for authentication.
- “Awaiting authentication” indicates the work has been uploaded by a candidate and is awaiting authentication by a teacher or coordinator.
- “Non submission confirmed” indicates that a coordinator has confirmed that no work will be submitted to the IB for marking.
- “Awaiting transfer” indicates that the work has been authenticated and is awaiting submission to the IB for marking.
- “Submitted” indicates that the work has been authenticated by a teacher or coordinator and submitted to the IB for marking.
- “Rejected (Possible malpractice)” indicates that the work has been rejected on grounds of suspected malpractice.
- “Rejected (invalid)” indicates that the work has been rejected by a teacher or coordinator due to an incorrect piece of work being submitted. This work can be removed by the candidate and a different piece of work may be submitted.

**Note\*:** Work indicated as a possible malpractice case will not be displayed to the candidate.

If it is necessary to authenticate the work of your candidates in absence of the teacher, click on the **View candidates** link to view the list of candidates and the submission status of each candidate. If a candidate has uploaded their work and 24 hours has passed since upload, you will be able to view the work of the candidate by clicking on **View** under the **Actions column**.

**Note\*:** you will have to view the work of the candidate before the option to authenticate becomes available.


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## E-coursework

Candidates

THEORY KNOWL. TK THEORY OF KNOWLEDGE in ENGLISH

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Session number	Name	Submission status	Actions	Updates
000017-004 (cmv725)	Candidate2, Test	AWAITING AUTHENTICATION	<ul style="list-style-type: none"> <li><a href="#">View</a></li> <li><a href="#">Authenticate</a></li> </ul>	<input type="checkbox"/> Submit for marking <input type="checkbox"/> Non-submission
000017-025 (cmv726)	Candidate3, Test	AWAITING AUTHENTICATION	<ul style="list-style-type: none"> <li><a href="#">View</a></li> </ul>	<input type="checkbox"/> Submit for marking <input type="checkbox"/> Non-submission


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[Submit](#)

Once the work has been viewed the Authentication link becomes available.

If you accept that the material submitted is the authentic work of the candidate and that the word count is accurate click on the **Authenticate** option and **Submit**.

**Note\*:** As coordinator authenticating the candidate's work will automatically send the work to the IB for marking.


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## E-coursework

### Authentication

THEORY KNOWL. TK THEORY OF KNOWLEDGE in ENGLISH: Candidate2, Test

\* Fields marked with an asterisk are mandatory

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Authentication instruction

I confirm that, to the best of my knowledge, the material submitted is the authentic work of the candidate and the word count is accurate. \*

☒ authenticate ☐ reject

**NOTE:**  
As a coordinator, authenticating the candidate's work will automatically submit the work to the IB for marking.

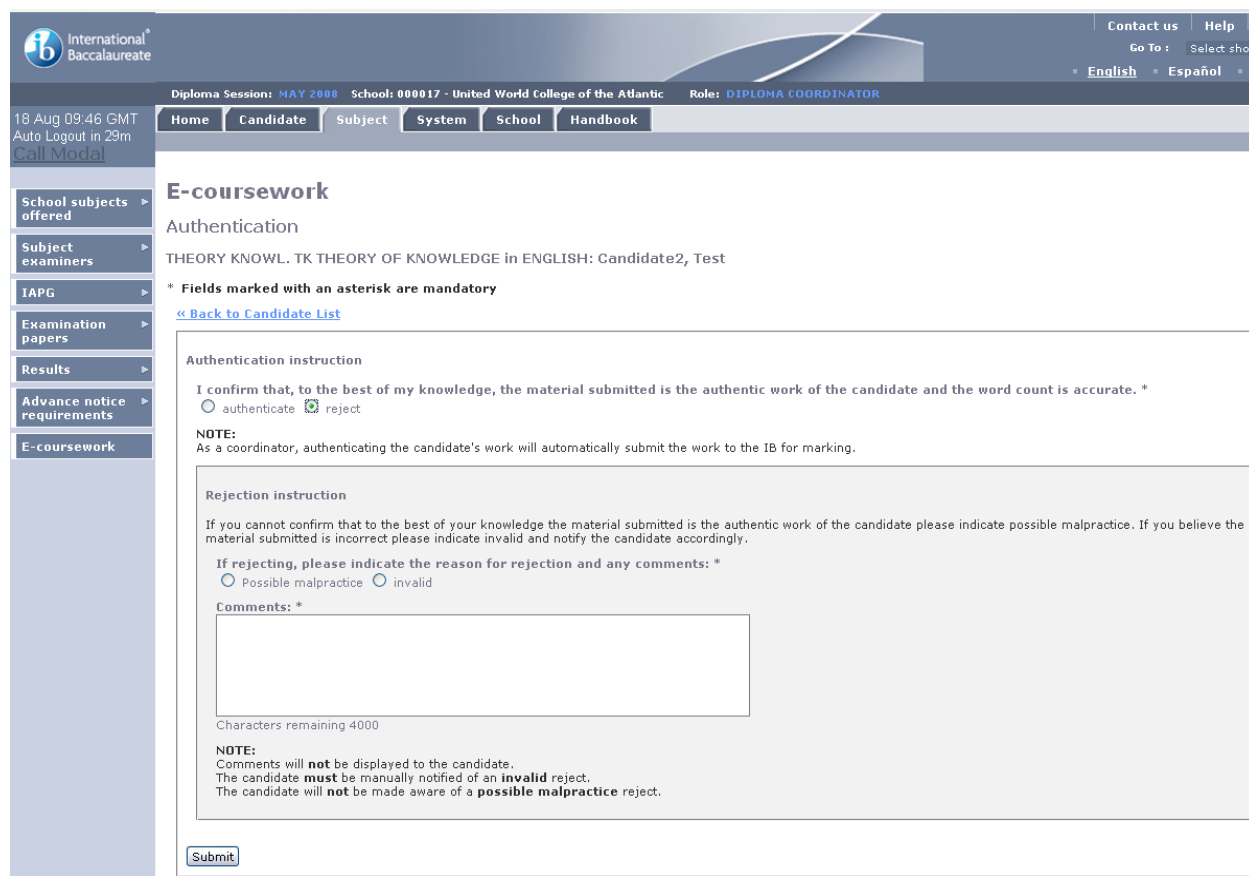
[Submit](#)

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If you cannot confirm that the work is the authentic work of the candidate indicate **reject and possible malpractice**. You will then be required to add comments to support your decision and click **Submit**.

If you believe an incorrect piece of work has been uploaded, for example a candidate has uploaded their extended essay rather than their Theory of Knowledge essay, indicate **reject and invalid**. You will then be required to add comments to support your decision and click **Submit**.

**Note\***: if you have rejected the work as you believe it is **invalid** you will need to inform the candidate who will have the option to upload a different piece of work for submission.



The screenshot shows the IB E-coursework system interface. At the top, there is a header with the IB logo and navigation links like 'Contact us', 'Help', and 'Go To:'. Below this, a banner displays session information: 'Diploma Session: MAY 2008', 'School: 000017 - United World College of the Atlantic', and 'Role: DIPLOMA COORDINATOR'. A sidebar on the left contains a menu with options like 'School subjects offered', 'Subject examiners', 'IAPG', 'Examination papers', 'Results', 'Advance notice requirements', and 'E-coursework'. The main content area is titled 'E-coursework' and 'Authentication'. It includes a section for 'THEORY KNOWL. TK THEORY OF KNOWLEDGE in ENGLISH: Candidate2, Test' and a note about mandatory fields marked with an asterisk. There is a link to 'Back to Candidate List'. The 'Authentication instruction' section contains a confirmation statement and radio buttons for 'authenticate' and 'reject'. A 'Rejection instruction' section follows, asking for reasons for rejection and providing radio buttons for 'Possible malpractice' and 'invalid'. A large text area for 'Comments: \*' is provided, with a character count of 4000. A final 'NOTE' section explains that comments will not be displayed to the candidate and that an invalid reject must be manually notified. A 'Submit' button is at the bottom.

Any queries related to the process can be directed to the IB information desk ([ibid@ibo.org](mailto:ibid@ibo.org)).