



A Glossary of IB Terms and Abbreviations

Every organization has its jargon; IB is no exception. The glossary below refers to some of the general terms used by IB. For subject-specific terms and explanations, please see the individual subject guides.

Anticipated: students in the junior year of IB (11th grade) are sometimes referred to as “anticipated” students, in that they are anticipating completion of the IB DP in the following year. Likewise, any IB exams taken at the end of a student’s junior year are called “anticipated exams” but still count toward completion of the Diploma. Students can take no more than 2 anticipated exams and only in SL courses.

Candidate: this is the term used by IB to refer to students who are in the IB diploma program; they are candidates for the IB diploma until their exam results are finalized, usually well after graduation.

Candidate number: every IB candidate is assigned a candidate number, which will change between a student’s junior and seniors year (so don’t get too comfortable with it). The first 4 digits are the HHS school code, 0876 followed by a 2-digit number that usually goes alpha-numeric.

CAS: Creativity, Action, Service. This is the major “out of class” requirement for the IB students. Essentially, students in grades 11 and 12 are required to complete at least 150 hours of documented activities in the areas of creativity, action and service and meet 8 learning outcomes. For details about CAS, see the HHS IB CAS handbook.

Certificate: this is the old term used for students taking only individual IB courses; the new term is “Diploma Program Course Students.” Students who do not achieve the full Diploma will still receive scores and earn a certificate verifying their scores in each subject.

Coordinator: the title of the person who oversees the day to day operations of the IB program, arranges schedules and examinations, counsels students and communicates the IB philosophy to students, faculty and parents.

Diploma: Students taking six IB subjects plus the Diploma core are pursuing the IB Diploma, sometimes called the “full Diploma.” The subjects include the core of math, science, English and history, plus a foreign language and an IB elective, and completion of TOK, EE and CAS.

DP: Diploma Program, or the final 2 years of high school for an IB student pursuing the full diploma.

EE: Extended Essay. During the two years of the IB Diploma Program, students write an original essay including research of up to 4000 words on a topic of their choice with supervision from an IB teacher.





Groups (1 – 6): What we often call subjects, IB refers to as groups. Group 1: studies in language and literature. Group 2: language acquisition (second languages). Group 3: individuals and societies (social studies). Group 4: experimental sciences. Group 5: mathematics. Group 6: arts and electives.

Group 4 project: This is an inter-disciplinary science project designed and carried out by the students with the supervision of their science teachers.

HL/SL: Higher Level/Standard Level. Diploma students take a combination of 6 IB courses: 3 Higher Level (HL) and 3 Standard Level (SL) courses. Higher Level courses are always two-year courses culminating in May of the senior year, and entail at least 270 hours of instructional time. Current HL courses at HHS are English, history of the Americas and biology or chemistry. Standard level courses may take one or two years, with exams in either in the junior and/or seniors year, and entail at least 150 hours of instructional time. Current SL courses at HHS are all courses other than English, history of the Americas and biology or chemistry.

IA: Internal Assessment. These refer to various assignments in each subject that are conducted during the course, assigned and evaluated by the teacher, and then a sample set is sent off to a moderator to validate or modify the marks assigned by the classroom teachers. In history, for example, the IA is a research project on a topic of the student's choice; in science, the IA is the documented record of the student's labwork.

IB: International Baccalaureate, a shorthand for the International Baccalaureate Organization which authorized schools around the world to offer the IB Diploma Program, as well as the IB Middle Years Program, the IB Primary Years Program, and the IB Career-Related Certificate. At present, Hoover City Schools offers only the IB Diploma Program.

IB Diploma: Specifically, this refers to the piece of paper students earn when they achieve certain scores in six IB subjects. IB students in grade 11 and 12 taking all 6 subjects are commonly referred to as "diploma students". Students who achieve satisfactory scores on IB exams and complete CAS/TOK/EE will earn the IB Diploma. Hoover High is authorized to offer the IB Diploma Program.

IB Docs: This is the online portal used to upload documents during the program authorization and 5-year self-evaluation, and periodic CAS audit. IB will contact the coordinator with a unique username and password when IB needs documentation to be submitted here.

IBEN: The IB Educator Network, includes the many volunteers who lead workshops, consult with schools in the authorization process, conduct site visits and take part in curricular reviews.





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IB Help Desk/IB Answers: In North America, dial 301 202 3025. As a new coordinator, this is the number to dial for immediate questions. They are good with procedural (how to I enter marks? What is the deadline for registration? Etc) questions and you will be connected to a live person.

IBID: IB Information Desk, ibid@ibo.org, where you can email questions to IB Answers. It usually takes 3 or more days for a response.

IBIS: An acronym for the online IB Information System (ibis.ibo.org). This is one of the main online portals used by coordinators to register candidates, generate reports, enter IA and PG marks, and view examination results. One of the first tasks for IB coordinators is to set up access to IBIS; do so by emailing ibisadmin@ibo.org.

IBO.org: This is the public website of IB, and includes a wealth of information for coordinators, heads of school, school boards, parents and other interested parties.

Moderation: The process by which IB validates or moderates the marks on internal assessment that are graded by the classroom teacher. We send the moderators samples of graded work on each IA and those marks are then moderated up or down to arrive at final marks/grades for that component.

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