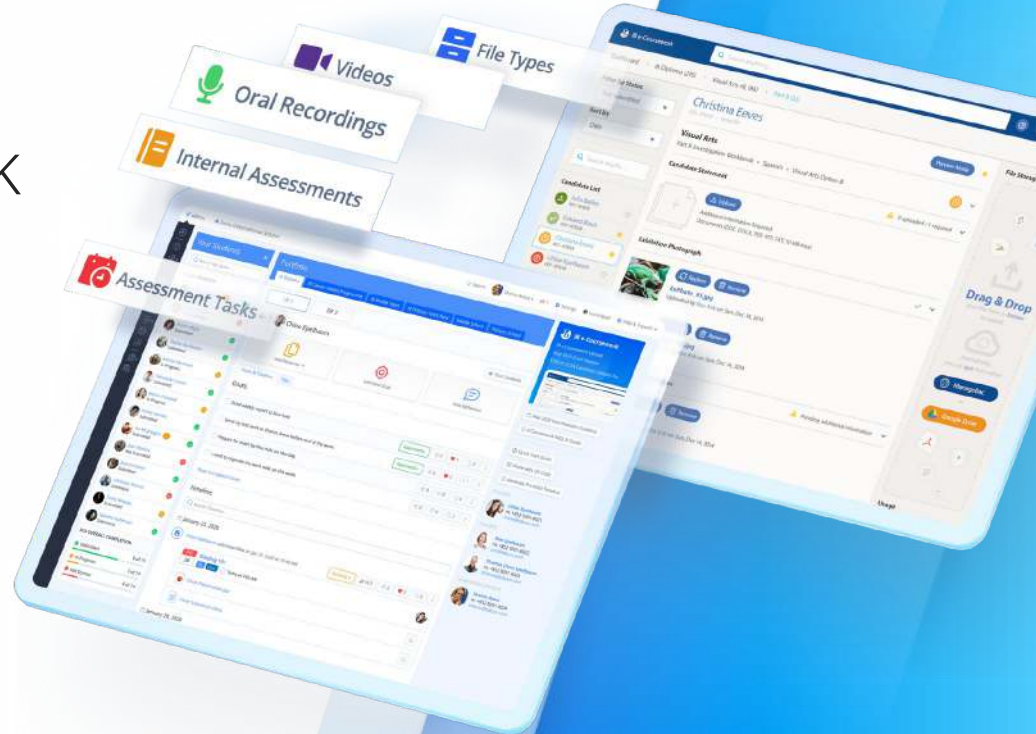




# ManageBac

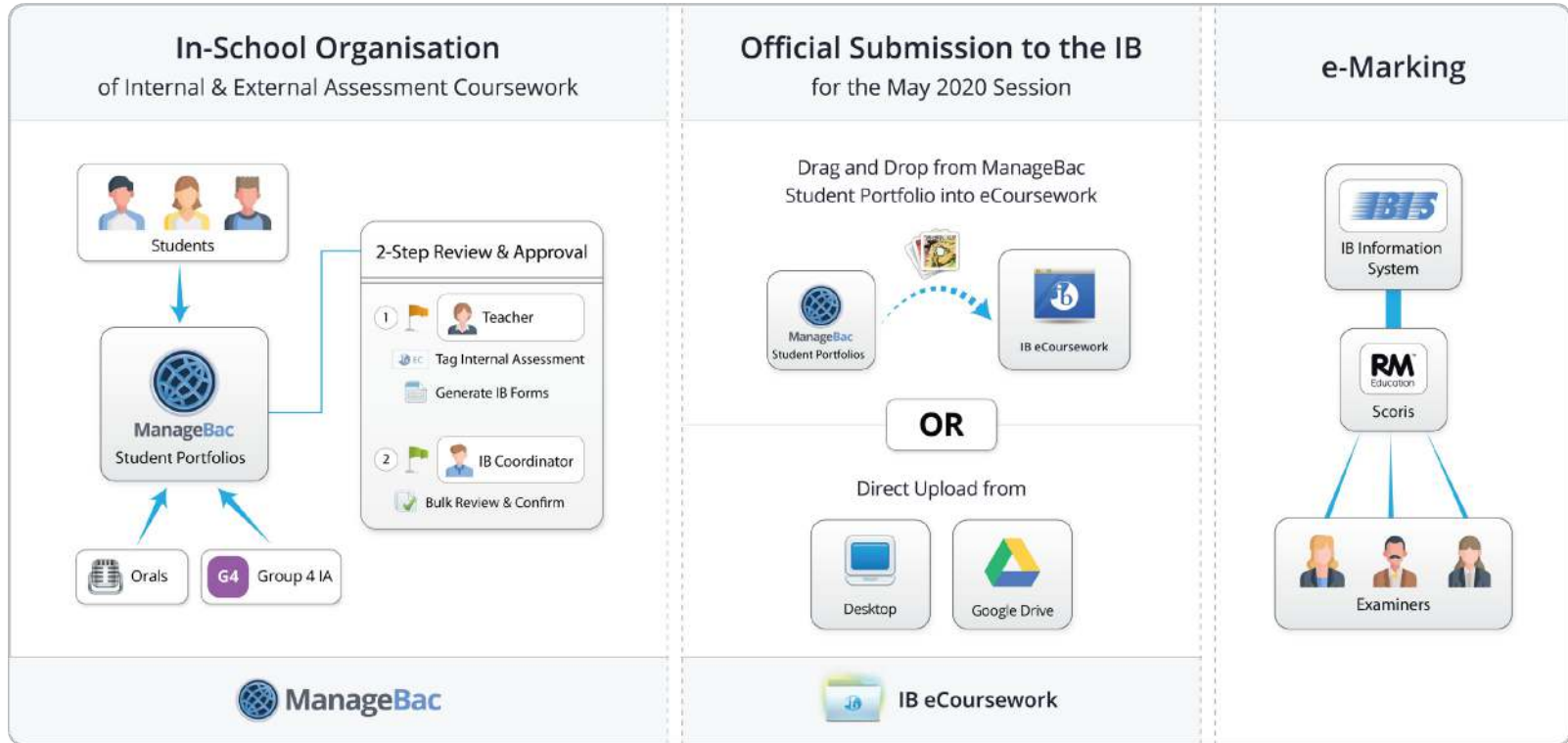
## Using ManageBac to Upload to IB eCoursework

For the IB Diploma  
and Career-related Programmes



[managebac.com/may2020](https://managebac.com/may2020)

# Process Workflow



# Key Dates & Coursework Guidance

**Q: Submission Deadlines:** What are the deadlines for upload of materials?

**A:** In order to award a Diploma or certificate, the IB will be requiring all schools to upload all internal assessments (IAs) for every candidate enrolled in the May 2020 session except for the DP and CP core subjects, Language A subjects, Arts subjects and the Global Politics HL Extension Oral. For the DP and CP core subjects, Language A subjects, Arts subjects and the Global Politics HL Extension Oral, samples of IA will need to be submitted for moderation as usual. It is critical that schools start preparing to upload these as soon as possible.

The IB will be advising schools when the system is ready for additional uploads.

**Schools who have already completed their sample uploads:** will now need to prepare all the internal assessments (IAs) for all diploma, course and CP candidates.

**Schools who have not yet completed the uploads:** will need to upload all the internal assessments (IAs) for all diploma, course and CP candidates.

All schools should enter predicted grades.

For concerns regarding any specific subject coursework completion and/or uploading please contact [support@ibo.org](mailto:support@ibo.org)

All student coursework and associated predicted grades will need to be uploaded by **20 April**, if not sooner, in order to guarantee delivery of results by **5 July**.

**Q: Offline Handwritten Coursework:** What should I do if my coursework is handwritten and offline?

**A:** Easily scan handwritten coursework for eCoursework Submission using the ManageBac Mobile App with direct upload into your ManageBac portfolios. Refine scans directly with zoom, rotation and re-ordering, and automatic conversion and compression into PDF.

**Q: Is it required to submit eCoursework exclusively via ManageBac?**

**A:** No. ManageBac portfolio tools are available to IBDP & IBCP schools in order to facilitate eCoursework submission, set internal submission deadlines and communicate with your school community. eCoursework can be uploaded from ManageBac, Google Drive or your Desktop.

# Guidance & Next Steps

## Scenario A For existing ManageBac schools:

- **In-School Organisation Completed:** with all student coursework portfolios, IB forms and review completed → PROCEED with Phase 2 submission to eCoursework.
- **In-School Organisation Pending / In-Progress:** you must first collect all student coursework portfolios, generate IB forms and conduct review → then PROCEED with Phase 1 submission to eCoursework.

## Scenario B For schools who sign-up to ManageBac to provision a Free account:

- **ManageBac Account Setup:** [Sign up to get your Free ManageBac account.](#)
- **In-School Organisation Pending / In-Progress:** you must first collect all student coursework portfolios, generate IB forms and conduct review → then PROCEED with Phase 1 submission to eCoursework.









## Scenario C For schools not using ManageBac to upload IB eCoursework:

- **In-School Organisation Completed:** with all student coursework portfolios, IB forms and review completed → PROCEED with Phase 2 submission to eCoursework via Google Drive / Desktop.
- **In-School Organisation Pending / In-Progress:** use ManageBac to help organise your IA portfolio, generate IB forms, etc.

*If your school would like to use ManageBac to assist with collating Portfolios from students & arranging submission to IB eCoursework, please move back to follow **Scenario B***











## Scenario A

# For Existing ManageBac Schools

Step	Estimated Time Required	Responsible Party	Notes
1 Upload Student work, including Internal Assessments (IAs) and Orals to ManageBac Portfolios	 10 minutes per Student	 Students & Teachers	
2 Tag Internal Assessments & Generate IA forms	 10 minutes per Student	 Teachers	If your school is already using ManageBac for classes, student portfolios may already be populated from class and year group tasks.
3 Review Student Portfolios & confirm if ready for submission to eCoursework	 10 minutes per Student	 IB Coordinator	See IB guidance on forms and IA submissions <a href="#">here</a> .
4 Drag & Drop from ManageBac Student Portfolios into IB eCoursework	 5 minutes per Student	 IB Coordinator	

**Scenario B**

# For Schools New to ManageBac

Step	Estimated Time Required	Responsible Party	Notes
1 Complete the <a href="#">Account Signup Form</a> ( See next page )	 10 minutes, one time setup	 IB Coordinator	Processed by ManageBac Support & Data Teams within 24hrs
2 Upload Student work, including Internal Assessments (IAs) and Orals to ManageBac Portfolios	 10 minutes per Student	 Students & Teachers	
3 Tag Internal Assessments & Generate IA forms	 10 minutes per Student	 Teachers	Please see IB guidance on forms and IA submissions <a href="#">here</a> .
4 Review Student Portfolios & confirm if ready for submission to eCoursework	 10 minutes per Student	 IB Coordinator	
5 Drag & Drop from ManageBac Student Portfolios into IB eCoursework	 5 minutes per Student	 IB Coordinator	

# Register for your school's ManageBac Account

Following the IB's announcement that May 2020 Examinations will no longer be held, as the developer of the eCoursework system for the IB, ManageBac is being made available **completely free of charge for all new IB DP and CP schools globally for the May 2020 Exam Session** to ensure that schools are able to seamlessly submit their Internal Assessment coursework samples and completed Internal Assessment forms to the IB eCoursework system via ManageBac.

**SETUP NEW ACCOUNT**

[managebac.com/ibdp-form](https://managebac.com/ibdp-form)

## Who should submit the form?

Heads of School, Principal, or IB/CP Diploma Coordinator.

## How long will our school's account take to be processed?

ManageBac Support & Data Teams will configure your account and receive notice within a 24 hour timeframe.

## Who will have access to the account?

You can submit Student, Teacher & Coordinator information upon sign-up, and you can control when welcome emails are sent to provide access to ManageBac.

**Note:** *If your school already has a ManageBac account, you do not need to fill in this form. Please proceed to [Scenario A](#)*

Using ManageBac to Upload IB eCoursework


The screenshot shows the ManageBac website interface for account setup. At the top, there are language options: English, Français, Español, and 中文. The main heading reads: "Complete this form to request ManageBac account setup for IB Diploma & Career-related Programmes eCoursework submission." Below this, there is a paragraph explaining that the form is for schools without an existing account and that provisioning includes creating subdomains, student and teacher accounts, and sending welcome emails. A list of bullet points details these steps. A note states that schools with existing accounts do not need to fill out this form. The form itself contains several input fields: Email\*, First name\*, Last name\*, School Name\*, School IB Code\*, and Job Title\*. At the bottom, there are radio buttons for "Is your School a May or November session school?" with "May" selected, and a note to confirm the grade level terminology used for the Diploma Programme.

# Ready to get started?

Users who are given access will be sent a welcome email with instructions on how to create a password and login to your school's ManageBac account. If you are a new ManageBac school, complete the [Account Signup Form](#) to determine whether you would like to send welcome emails to students & teachers now or later

## Send Welcome Emails to Teachers and/or Students




Welcome to ManageBac

---

Dear Sharon,

Your Administrator account has been created on ManageBac at Faria International School. ManageBac is a leading online learning platform where you can manage everything that is happening in the classroom.

**Important Account Information:**

Login: [sharon@eduvo.com](mailto:sharon@eduvo.com)

Please click the link below to set your password and sign-in:  
[Click to set password](#) (this link will expire after 7 days)

Your school address: <https://faria.managebac.com>

Need help getting prepared for the May 2020 submission session? Read our guide to get started in a few simple steps:

[QuickStart guide on Using ManageBac for eCoursework Submission](#)  
[ManageBac Portfolio & eCoursework FAQs](#)  
[Tips on setting your password and accessing your ManageBac account](#)



All the best with ManageBac

Sincerely,  
The ManageBac

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**Need Help?**

Visit our [Support Center](#) 🇺🇸 +1 866 297 7022 🇸🇪 +852 8175 8152  
 Email us [support@managebac.com](mailto:support@managebac.com) 🇬🇧 +44 208 133 7489 🇨🇳 +400 009 9225  
🇦🇺 +61 2 8006 2335



# Phase 1: Upload work to ManageBac Portfolios

With 3 simple steps, you can upload, organise and approve your students' work prior to submitting it to IB eCoursework

**Step 1:** Search by Student Name

**Step 2:** Add Resources: Files Website Links Videos Photos

At-a-glance status of each student's Portfolio submissions

Track new submissions

Reference Student candidate information

Direct navigation to IB eCoursework

Review latest IB guidance & deadlines

Browse FAQs, Help tutorials & videos

Best practice tips for the ManageBac Portfolio

**Step 3:** Tag Group & Subject, with automated submission requirements

The screenshot shows the ManageBac interface for Faria International School. The 'Your Students' list on the left shows a grid of student names and their submission status (Submitted, Not Submitted, In Progress). The main 'Portfolio' view for Chloe Epelbaum shows a 'Goals & Timeline' section with tasks like 'Send weekly report to Risa Aoki' and 'Prepare for exam by Risa Aoki on Monday'. The right sidebar contains 'IB eCoursework' resources, including 'May 2020 Examinations Guidance', 'eCoursework FAQs & Guide', and 'Quick Start Guide'. A modal window for 'IB eCoursework' is open, showing a table of upload requirements for 'Studies in Language and Literature'.

Component	Upload requirements	File Type	Max file size	Number of Files
Oral (Internal assessment)	Audio file	Audio file	60 MB	2 Mandatory, 1 Optional
	Text extracts and guiding questions	Document	Doc: 50 MB, Img: 5 MB	
	Teacher comments (optional)	Document	Document	

# Uploading IA and EA coursework to your Student Portfolios

**Bulk add different resources for a specific student**

**Control who can see the resource with Privacy options.**

**Add standard resources to multiple students' portfolios at once**

**Engage your school community remotely via E-mail & push notifications**

**Add multimedia resources including Photos, Files, Videos & Website links**

**Drag from your desktop or Google Drive**

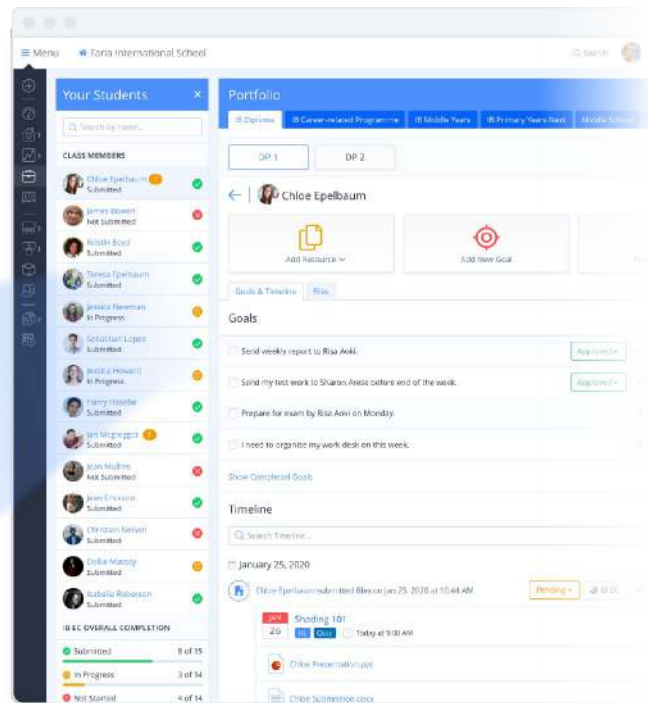
*Add up to 10 files of 50mb at a time*

# Built-in Mobile Scanner New

Easily scan handwritten coursework for Portfolio & Task submission







## Key Benefits:

- ✓ Scan and organize coursework directly into the Portfolios
- ✓ Refine scans directly with zoom, rotation and re-ordering
- ✓ Automatic conversion and compression into PDF
- ✓ Now available for all Teachers & Students on ManageBac iOS
- ✓ Learn more at: [managebac.com/may2020](https://managebac.com/may2020)



## Scenario C

# For all other IB DP & IB CP Schools

Step	Estimated Time Required	Responsible Party	Notes
1 Collect & review student coursework portfolios	 TBD	 Teachers	Schools who choose not to submit via ManageBac can submit directly via a Google Drive or Desktop
2 Review IB Forms	 TBD	 Teachers	
3 Submit to IB eCoursework via Google Drive or Desktop	 TBD	 IB Coordinator	

*If your school would like to use ManageBac to assist with collating Portfolios from students & arranging submission to IB eCoursework, please follow [Scenario B](#)*

Scenario A

Scenario B

Scenario C

# Exporting & Accessing IB Forms

For **Scenario A** Existing ManageBac schools who are using Classes & Year Groups, see **Export on ManageBac** to find the IB forms built-in to your account, exportable pre-filled with student data

For **Scenario B** New ManageBac Schools & **Scenario C** Schools not using ManageBac, or for forms not currently built-in natively to ManageBac, see the **IB Form Download** links to access the IB forms.

Group	Subject	Component	IB Forms	Uploaded by	Export from ManageBac	IB Form Download
<b>CORE</b>						
	Theory of knowledge	Presentation (Internal assessment)	<b>Form: TK/PPD*</b>	School	Year Group > TOK > Bulk Generate PPD as ZIP	<a href="#">Click here</a>
	Theory of knowledge	Essay (External assessment)	<b>Form: TK/PPF*</b>	School	Year Group > TOK > Bulk Generate PPF as ZIP	<a href="#">Click here</a>
	Extended Essay	External assessment	<b>Form: EE/RPPF*</b>	School	Year Group > EE Tab > Bulk Generate RPPF as ZIP	<a href="#">Click here</a>
<b>STUDIES IN LANGUAGE AND LITERATURE</b>						
	Language A: language and literature HL	Written Tasks (External assessment)	Form: 1/L&LWT	School or candidate		<a href="#">Click here</a>
	Language A: language and literature HL	Written Task (External assessment)	Form: 1/L&LWT	School or candidate		<a href="#">Click here</a>
<b>INTERDISCIPLINARY STUDIES IN LANGUAGE AND LITERATURE / THE ARTS</b>						
	Literature and performance	Internal assessment	Form: 1&6/LPIA	School		<a href="#">Click here</a>
<b>INDIVIDUALS AND SOCIETIES</b>						
	Global politics HL	Extension oral (Internal assessment)	Form: 3/CSGP/HX	School		<a href="#">Click here</a>
	Economics	Internal assessment	Form: 3/CSE	School		<a href="#">Click here</a>
<b>THE ARTS</b>						
	Dance HL	Dance investigation (External assessment)	Form: 6/DDICS	School or candidate		<a href="#">Click here</a>
	Dance HL	Composition and analysis (External assessment)	<b>Form: 6/DCAF*</b>	School	Dance Class > Interactions	<a href="#">Click here</a>
	Dance HL	Composition and analysis (External assessment)	Form: 6/DCACS	School or candidate		<a href="#">Click here</a>
	Dance SL	Composition and analysis (External assessment)	<b>Form: 6/DCAF*</b>	School	Dance Class > Interactions	<a href="#">Click here</a>
	Dance SL	Composition and analysis (External assessment)	Form: 6/DCACS	School or candidate		<a href="#">Click here</a>

\* Forms indicated with a \* can be exported directly from within ManageBac Classes & Year Groups, pre-filled with student & teacher information populated in relevant worksheets

Scenario A

Scenario B

Scenario C

# Exporting & Accessing IB Forms

For **Scenario A** Existing ManageBac schools who are using Classes & Year Groups, see **Export on ManageBac** to find the IB forms built-in to your account, exportable pre-filled with student data

For **Scenario B** New ManageBac Schools & **Scenario C** Schools not using ManageBac, or for forms not currently built-in natively to ManageBac, see the **IB Form Download** links to access the IB forms.

Group	Subject	Component	IB Forms	Uploaded by	Export from ManageBac	IB Form Download
<b>THE ARTS</b>						
	Film	Textual analysis (External assessment)	<b>Form: 6/FCAF*</b>	School	Film Class > Interactions	<a href="#">Click here</a>
	Theatre	Directors notebook (External assessment)	<b>Form: 6/TCAF*</b>	School	Theatre Class > Interactions	<a href="#">Click here</a>
	Music	Solo performing (Internal assessment)	Form: 6/MSP	School		<a href="#">Click here</a>
	Music creating HL	Creating (Internal assessment)	Form: 6/MC	School		<a href="#">Click here</a>
	Music creating SL	Creating (Internal assessment)	Form: 6/MC	School		<a href="#">Click here</a>
	Music group performing SL	Group performing (Internal assessment)	Form: 6/MGP	School		<a href="#">Click here</a>
	Music	Musical links investigation (External assessment)	Form: 6/MLI	School or candidate		<a href="#">Click here</a>
	Music	Musical links investigation (External assessment)	<b>Form: 6/MCAF*</b>	School	Music Class > Interactions	<a href="#">Click here</a>
	Visual arts	Comparative study (External assessment)	<b>Form: 6/VACAF*</b>	School	Visual Arts Class > Interactions	<a href="#">Click here</a>
<b>CAREER - RELATED PROGRAMME</b>						
	Reflective project	Internal assessment	Form: RP/RPPF	School		<a href="#">Click here</a>

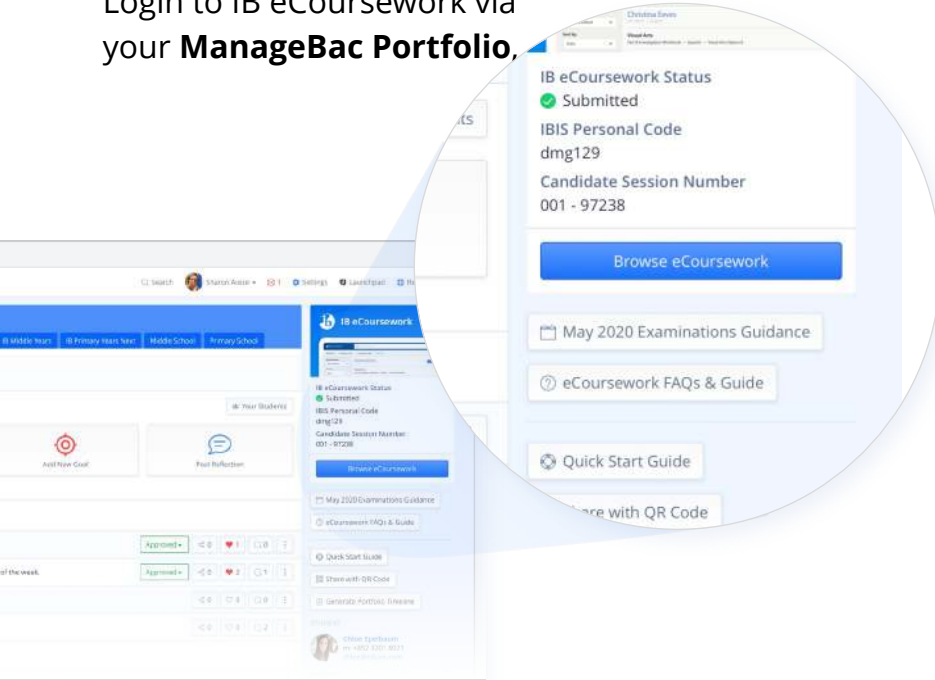
\* Forms indicated with a \* can be exported directly from within ManageBac Classes & Year Groups, pre-filled with student & teacher information populated in relevant worksheets

# Phase 2: Accessing IB eCoursework

Scenario A

Scenario B

Login to IB eCoursework via your **ManageBac Portfolio**.

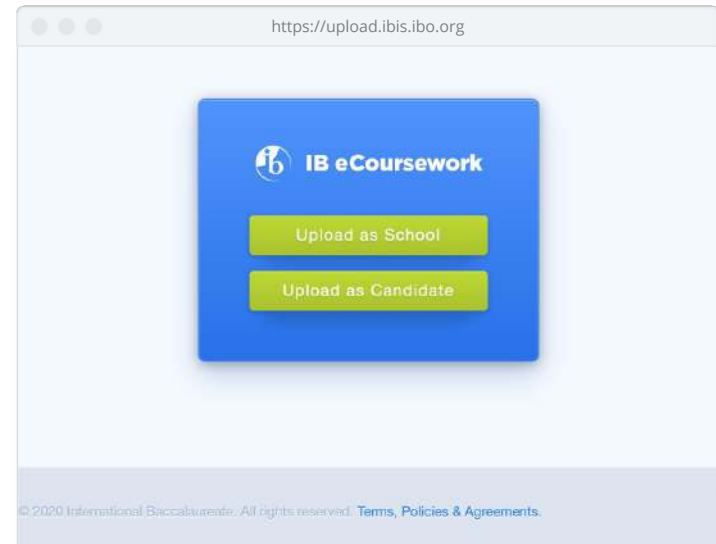


Scenario A

Scenario B

Scenario C

Or by navigating directly to <https://upload.ibis.ibo.org>



Using ManageBac to Upload IB eCoursework

# Phase 3: Drag student work from MB to IB eCoursework

Scenario A Scenario B

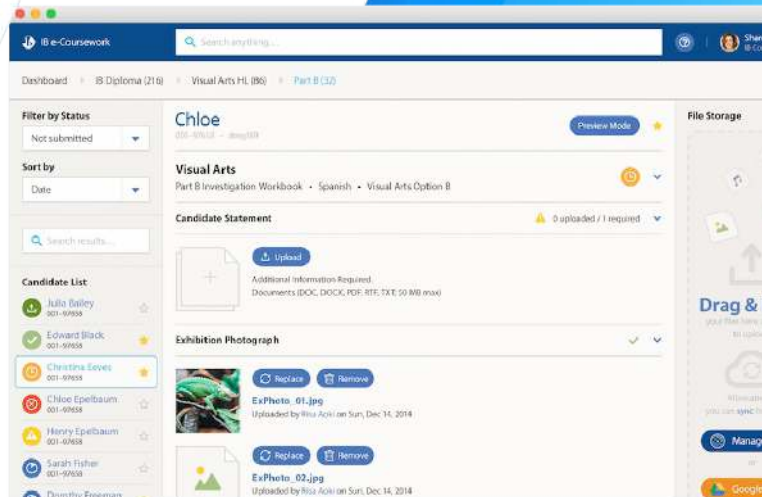
Student work uploaded into ManageBac Portfolios can then be drag'n'dropped into IB eCoursework.

By the [IB Coordinator](#),  
[Teacher](#) or [Student](#)



Scenario A Scenario B Scenario C

Drag from your desktop  
or Google Drive



Using ManageBac to Upload IB eCoursework



# Phase 4: Track Submission Status

Scenario A Scenario B

Track Live Status of IB eCoursework Overall Completion via the **Portfolio Roster**

Bulk Generate Portfolio Timelines

Not generated yet.

IB EC OVERALL COMPLETION

- Submitted 8 of 14
- In Progress 3 of 14
- Not Started 4 of 14

IB eCoursework

Scenario A Scenario B Scenario C

Or by navigating directly to <https://upload.ibis.ibo.org>

https://upload.ibis.ibo.org

IB eCoursework

Risa Aoki  
Diploma Coordinator (00000)

Exam Session: May 2020

Dashboard

Filter by Status: All

Order By: Session Number

Subject & Component	All	Error	Not Started	In Progress	Ready for Submission Authorization	Submitted	Non-Submission	Academic Misconduct
FRENCH A LIT HL INTERNAL ASSESSMENT (ORAL) FRENCH FRENCH A: Literature	0	0	4	1	2	0	0	0
Language Acquisition	All	Error	Not Started	In Progress	Ready for Submission Authorization	Submitted	Non-Submission	Academic Misconduct
ENGLISH B HL INTERNAL ASSESSMENT (ORAL) ENGLISH ENGLISH B:	0	0	6	1	1	0	0	0
The arts	All	Error	Not Started	In Progress	Ready for Submission Authorization	Submitted	Non-Submission	Academic Misconduct
VISUAL ARTS HL PART B INVESTIGATION WORKBOOK SPANISH	0	0	6	1	1	0	0	0

Overall Completion

- Not Started: 16
- In Progress: 3
- Submitted: 4
- Other: 3

Ready for Submission

- FRENCH A LIT HL  
INTERNAL ASSESSMENT (ORAL) - FRENCH - FRENCH A: Literature  
Angela Arnold  
Chloe Epelbaum
- VISUAL ARTS  
PART B INVESTIGATION WORKBOOK - SPANISH - VISUAL ARTS OFFER B  
Debra Armstrong
- ENGLISH B HL  
INTERNAL ASSESSMENT (ORAL) - ENGLISH - ENGLISH B  
Chloe Epelbaum

Using ManageBac to Upload IB eCoursework






# Resources

## Useful links:

- [eCoursework QuickStart Guide](#)
- [Sending Welcome Emails to Students & Teachers](#)
- [Uploading ManageBac Portfolios as a Student](#)
- [Organising ManageBac Portfolios and Submitting to IB eCoursework as a School](#)
- [Exporting IB Forms from ManageBac](#)
- [eCoursework Submission Requirements](#)






## ManageBac Support:

For assistance with organising & preparing ManageBac portfolios

- **Email:**  
[support@managebac.com](mailto:support@managebac.com), or submit a Support Request from within ManageBac directly
- **Telephone:**
  -  +1 866 297 7022
  -  +44 208 133 7489
  -  +852 8175 8152
  -  400 009 9225
  -  +61 2 8006 2335
- **Help Centre:**  
[help.managebac.com](http://help.managebac.com)

## IB Answers:

For assistance on submitting to IB eCoursework & submission requirements

- **Email:** [support@ibo.org](mailto:support@ibo.org), or Ask a Question within MyIB
- **Telephone:**
  -  +1 301 202 3025
  -  +44 29 2054 7740
  -  +65 6579 5055
  -  +31 70 352 6055
  -  +41 22 309 2515
- **Skype:** IBAnswers
- **Resources:**  
[resources.ibo.org](http://resources.ibo.org)

# ManageBac FAQs

## **1. What is ManageBac?**

Founded in 2006, ManageBac is the leading online planning, assessment and reporting platform for over 3,000 IB World schools and the trusted choice of 4 in 5 IB Diploma students. By providing schools with one unified system on a consistent, modern and mobile-ready interface, ManageBac offers a seamless & integrated experience for coordinators, teachers, students and parents to manage all aspects of the IB programme.

## **2. What do I need to run ManageBac?**

ManageBac is a web-based application that is hosted on our servers. All you need is an internet connection and a modern web browser with JavaScript enabled. We would recommend using Google Chrome for the best experience, but the latest versions of Safari, Firefox, and other internet browsers should all work on both Macs & PCs. ManageBac for Mobile is available for students, parents, teachers and coordinators with full equivalency of web functions. You can download ManageBac for your phone or tablet device on the Apple AppStore, Google Play (*from April W1 onwards*), and five key Chinese AppStores.

## **3. In what languages is ManageBac available?**

The ManageBac interface is provided in English, Spanish & Chinese (Simplified) for Students, Teachers & Admins, as well as Arabic, Japanese, French and Chinese (Traditional) for Parents. All text boxes support Unicode (UTF-8) formatting, allowing for input of international characters in all major languages

## **4. Where is ManageBac hosted?**

ManageBac is hosted in the cloud across Amazon Web Services data centers in Canada, the US and China. Your hosting location is dependent on the location of your school and local data protection laws.

# ManageBac FAQs

## **5. Is ManageBac GDPR Compliant? How secure is ManageBac?**

ManageBac is committed to keeping your data safe and secure, by using best practices to protect our systems. These range from SSL connections to continuous security review of our source code. We are proudly ISO 27001 certified, as well as GDPR compliant. For further details, refer to our [Security and Compliance page](#).

## **6. How do users access ManageBac?**

Users can be sent welcome emails where they can set their own password. Email Address & Password are used to sign-in. Each ManageBac school is configured with a unique domain, such as **yourschool.managebac.com**. Once you have submitted your sign-up request, ManageBac Support will grant access to your account and provide your unique domain, so you can get started within 24 hours.

## **7. What user types can access ManageBac?**

Students, Parents, Teachers/Advisors & Administrators/Coordinators can all access ManageBac, as long as they have been sent welcome emails.

## **8. What support do you offer?**

Our first-class Customer Success team is situated globally to ensure fast and comprehensive responses to inquiries. We guarantee a response by phone or email within a maximum of 24 hours, 365 days a year; and during normal business hours we normally respond within several hours. Our phone numbers are monitored 24 hours a day, Monday – Friday, and are always answered by a member of our Customer Success team. If a representative is unavailable, all voicemails are called back during working hours within a couple hours, and within 24 hours on weekends. We offer free webinars and are running several on using ManageBac to upload to IB eCoursework, which you can register for at [events.managebac.com](#).



# Subject Component Reference

# Subject Components for May 2020 Submission

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
<b>CORE</b>							
	Theory of knowledge	Presentation (Internal assessment)	Form: TK/PPD *	Document	50 MB	School	1 mandatory
	Theory of knowledge	Essay (External assessment)	Essay (Additional information required: Title, word count)	Document	50 MB	School or candidate	2 mandatory
			Form: TK/PPF *	Document	50 MB	School	
	Extended essay	External assessment	Extended essay	Document	50 MB	School or candidate	2 mandatory
			Form: EE/RPPF *	Document	50 MB	School	
			Hours supervisor spent with candidate (Additional information required: Indication of category for Language A and Language B essays)	Entered on screen		School	

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
<b>STUDIES IN LANGUAGE AND LITERATURE</b>							
	Language A: language and literature	Oral (Internal assessment)	Audio file	Audio	60 MB	School	2 mandatory, 1 optional
			Text extract and guiding questions	Document	Document 50 MB Image 5 MB	School	
			Teacher comments (optional)	Document	50 MB	School	
	Language A: language and literature HL	Written Tasks (External assessment)	Written task 1 and rationale	Document	50 MB	School or candidate	3 mandatory
			Written task 2 and outline	Document	50 MB	School or candidate	
			Form: 1/L&LWT	Document	50 MB	School or candidate	
	Language A: language and literature SL	Written Task (External assessment)	Written task and rationale	Document	50 MB	School or candidate	2 mandatory
			Form: 1/L&LWT	Document	50 MB	School or candidate	
	Language A: literature	Oral (Internal assessment)	Audio file	Audio	60 MB	School	2 mandatory, 1 optional
			Text/extract and guiding questions	Document	Document 50 MB Image 5 MB	School	
			Teacher comments (optional)	Document	50 MB	School	
	Language A: literature	Written Assignment (External assessment)	Written assignment and reflective statement	Document	50 MB	School or candidate	1 mandatory
	Language A: literature School supported self-taught	Oral (External assessment)	Audio file	Audio	60 MB	School	2 mandatory
			Candidate examination paper, notes, extract and visual aids	Document	50 MB	School	

# Subject Components for May 2020 Submission

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
<b>INTERDISCIPLINARY STUDIES IN LANGUAGE AND LITERATURE / THE ARTS</b>							
	Literature and performance	Internal assessment	Performance Oral presentation	Video Audio	500 MB 60 MB	School School	3 mandatory
	Literature and performance	Written Coursework (External assessment)	Form: 1&6/LPIA Written coursework (Additional information required: Title of play coursework based on, word count)	Document Document	50 MB 50 MB	School School or candidate	1 mandatory

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
<b>LANGUAGE ACQUISITION</b>							
	Language B HL	Individual Oral (Internal assessment)	Individual Oral	Audio	60 MB	School	3 mandatory
	Language B SL	Individual Oral (internal assessment)	Literary extract May 2020 requirement: <a href="#">Criteria and teacher comments</a> Individual Oral	Document Document	50 MB 50 MB	School School	3 mandatory
	Language ab initio	Individual Oral (Internal assessment)	Individual Oral	Audio	60 MB	School	3 mandatory
	Classical languages	Internal assessment	Visual Stimulus Individual study – research dossier (Additional information required: Word count) May 2020 requirement: <a href="#">Criteria and teacher comments</a>	Image or document Image or document Document	Document 50 MB Image 5 MB 50 MB	School School School	2 mandatory

# Subject Components for May 2020 Submission

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
<b>INDIVIDUALS AND SOCIETIES</b>							
	Business management HL	Internal assessment	Research project <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Business management SL	Internal assessment	Written commentary Supporting documents <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document Document	50 MB 50 MB 50 MB	School School School	3 mandatory
	Global politics	Internal assessment	Written report <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Global politics HL	Extension oral (Internal assessment)	Presentation 1  Presentation 2 <a href="#">Form: 3/CSGP/HX</a>	Video  Video Document	500 MB  500 MB 50 MB	School  School School	3 mandatory
	History	Internal assessment	Historical investigation <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document	50 MB	School	2 mandatory
	Economics	Internal assessment	Form: 3/CSE Commentary - 3 files, uploaded separately <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB each	School School	5 mandatory
	Information technology in a global society (ITGS)	Project (Internal assessment)	ITGS project  <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Compressed Document	750 MB 50 MB	School School	2 mandatory
	Geography	Internal assessment	Fieldwork report Oversize maps (optional) <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document Document	50 MB 50 MB 50 MB	School School School	2 mandatory, 1 optional
	Philosophy	Internal assessment	Philosophical Analysis <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document	50 MB	School	2 mandatory
	Psychology	Internal assessment	Experimental study report <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory



# Subject Components for May 2020 Submission

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
	Social and cultural anthropology HL	Internal assessment	Fieldwork project report and fieldwork proposal form <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Social and cultural anthropology SL	Internal assessment	Observation and critique exercise <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	World religions	Internal assessment	Investigative study <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
<b>INTERDISCIPLINARY INDIVIDUALS AND SOCIETIES / SCIENCES</b>							
	Environmental systems and societies	Practical work (Internal assessment)	Individual investigation <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
<b>SCIENCES</b>							
	Biology/Chemistry/ Physics	Practical work (Internal assessment)	Individual Investigation <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Computer science	Solution (Internal assessment)	Solution <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Compressed Document	750 MB 50 MB	School School	2 mandatory
	Nature of science SL (Pilot)	Investigation (Internal assessment)	Individual investigation <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Design technology	Practical work (Internal assessment)	Design project Teacher comments (optional) <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document Document	50 MB 50 MB 50 MB	School School School	2 mandatory, 1 optional
	Sports, exercise and health science	Practical work (Internal assessment)	Individual investigation <a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory

# Subject Components for May 2020 Submission

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
<b>MATHEMATICS</b>							
	Mathematics	Exploration (Internal assessment)	Exploration	Document	50 MB	School	2 mandatory
			<a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document	50 MB	School	
	Mathematical studies	Project (Internal assessment)	Project	Document	50 MB	School	2 mandatory
			<a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document	50 MB	School	

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
<b>THE ARTS</b>							
	Dance HL	Performance (Internal assessment)	Dance 1 (Additional information: Video Title)		500 MB	School	2 mandatory, 2 optional
			Dance 2 (Additional information: Video Title) (optional)		500 MB	School	
			Dance 3 (Additional information: Video Title) (optional)		500 MB	School	
			Programme notes	Document	50 MB	School	
	Dance SL	Performance (Internal assessment)	Dance 1 (Additional information: Video Title)		500 MB	School	2 mandatory, 1 optional
			Dance 2 (Additional information: Video Title) (optional)		500 MB	School	
			Programme notes	Document	50 MB	School	
	Dance HL	Dance investigation (External assessment)	Investigation	Document	50 MB	School or candidate	2 mandatory
			<a href="#">Form: 6/DDICS</a>	Document	50 MB	School or candidate	
	Dance SL	Dance investigation (External assessment)	Investigation	Document		School or candidate	1 mandatory

# Subject Components for May 2020 Submission

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
THE ARTS	Dance HL	Composition and analysis (External assessment)	Form: 6/DCAF*	Document	50 MB	School	4 mandatory, 3 optional
			Dance 1	Video	500 MB	School or candidate	
			Dance 2 (optional)	Video	500 MB	School or candidate	
			Dance 3 (optional)	Video	500 MB	School or candidate	
			Analytical statement	Document	50 MB	School or candidate	
			Form: 6/DCACS	Document	50 MB	School or candidate	
			Supporting recording - for arrangement only (optional)	Video	500 MB	School or candidate	
	Dance SL	Composition and analysis (External assessment)	Form: 6/DCAF*	Document	50 MB	School	4 mandatory, 2 optional
			Dance 1	Video	500 MB	School or candidate	
			Dance 2 (optional)	Video	500 MB	School or candidate	
			Analytical statement	Document	50 MB	School or candidate	
			Form: 6/DCACS	Document	50 MB	School or candidate	
			Supporting recording - for arrangement only (optional)	Video	500 MB	School or candidate	
	Film	Textual analysis (External assessment)	Textual analysis and list of sources	Document	50 MB	School or candidate	2 mandatory
			Form 6/FCAF*	Document	50 MB	School	
	Film	Comparative study (External assessment)	Comparative study	Video	500 MB	School or candidate	2 mandatory
			List of sources	Document	50 MB	School or candidate	
Film	Film portfolio (Internal assessment)	Film reel	Video	500 MB	School	2 mandatory	
		Portfolio pages plus list of sources	Document	50 MB	School		
Film HL	Collaborative film project (Internal assessment)	Completed film	Video	500 MB	School	2 mandatory	
		Project report and list of sources	Document	50 MB	School		
Theatre	Collaborative project (Internal assessment)	Process Portfolio	Document or image	Document 50 MB Image 5 MB	School	3 mandatory	
		Presentation Sources	Video Document	500 MB 50 MB	School School		

# Subject Components for May 2020 Submission

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
THE ARTS	Theatre	Directors notebook (External assessment)	Director's notebook (Additional information: Title of play coursework based on)	Document or image	Document 50 MB Image 5 MB	School or candidate	3 mandatory
			Sources document Form: 6/TCAF *	Document Document	50 MB 50 MB	School or candidate School	
	Theatre	Research presentation (External assessment)	Presentation	Video	500 MB	School or candidate	2 mandatory
			Sources and additional resources	Document	50 MB	School or candidate	
	Theatre HL	Solo theatre piece (External assessment)	Report (Additional information required: Word count)	Document	50 MB	School or candidate	3 mandatory
			Solo theatre piece	Video	500 MB	School or candidate	
	Music	Solo performing (Internal assessment)	Sources	Document	50 MB	School or candidate	2 mandatory, 9 optional
			Form: 6/MSP	Document	15 MB	School	
	Music HL	Creating (Internal assessment)	Audio recording 1	Audio	60 MB	School	6 mandatory, 7 optional
			Audio recordings - 9 files, uploaded separately (optional)	Audio	60 MB each	School	
			Form: 6/MC	Document	50 MB	School	
			Audio recording 1	Audio	60 MB	School	
			Audio recording 2	Audio	60 MB	School	
			Audio recording 3 (optional)	Audio	60 MB	School	
			Original arrangement (optional)	Audio or document	Document 50 MB Audio 60 MB	School	
			Music score - 4 files, uploaded separately (optional)	Document	50 MB each	School	
Reflective statement 1			Document	50 MB	School		
Reflective statement 2			Document	50 MB	School		
Reflective statement 3	Document	50 MB	School				
Reflective statement 4 (optional)	Document	50 MB	School				

# Subject Components for May 2020 Submission

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
THE ARTS	Music creating SL	Creating (Internal assessment)	Form: 6/MC	Document	50 MB	School	3 mandatory, 10 optional
			Audio recording 1	Audio	60 MB	School	
			Audio recording 2 (optional)	Audio	60 MB	School	
			Audio recording 3 (optional)	Audio	60 MB	School	
			Original arrangement (optional)	Audio or Document	Document 50 MB Audio 60 MB	School	
			Music score - 4 files, uploaded separately (optional)	Document	50 MB each	School	
	Reflective statement 1	Document	50 MB	School			
			Reflective statements - 3 files, uploaded separately (optional)	Document	50 MB each	School	
	Music group performing SL	Group performing (Internal assessment)	Form: 6/MGP	Document	50 MB	School	2 mandatory, 9 optional
			Audio recording 1	Audio	60 MB	School	
			Audio recordings - 9 files, uploaded separately (optional)	Audio	60MB each	School	
Music	Musical links investigation (External assessment)	Form: 6/MLI	Document	50 MB	School or candidate	3 mandatory, 10 optional	
		Musical links investigation	Document	50 MB	School or candidate		
		Supporting audio - 5 files, uploaded separately (optional)	Audio	60 MB each	School or candidate		
		Supporting material - 5 files, uploaded separately (optional)	Document	50 MB each	School or candidate		
		Form: 6/MCAF*	Document	50 MB	School		
Visual arts HL	Exhibition (Internal assessment)	Curatorial rationale	Document	50 MB	School or candidate	11 mandatory, 25 optional	
		Exhibition photograph	Image	5 MB	School or candidate		
		Exhibition photograph	Image	5 MB	School or candidate		
		Artwork - 8 files, uploaded separately (Additional information required: Title, medium used, size of original cm/ins, text/topic/work focus)	Video or image	Image 5 MB each Video 500 MB each	School or candidate		
		Artwork - 3 files, uploaded separately (optional)	Video or image	Image 5 MB each Video 500 MB each	School or candidate		
		Supporting photos - 22 files, 2 for Image each piece of art (optional)	Image	5 MB each	School or candidate		

# Subject Components for May 2020 Submission

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
THE ARTS	Visual arts SL	Exhibition (Internal Assessment)	Curatorial rationale	Document	50 MB	School or candidate	7 mandatory 17 optional
			Exhibition photograph	Image	5 MB	School or candidate	
			Exhibition photograph	Image	5 MB	School or candidate	
			Artwork - 4 files, uploaded separately	Video or image	Image 5 MB each Video 500 MB each	School or candidate	
			(Additional information required: Title, medium used, size of original cm/mins, text/topic/work focus				
			Artwork - 3 files, uploaded separately (optional)	Video or image	Image 5 MB each Video 500 MB each	School or candidate	
			Supporting photos - 14 files, two for each piece of art (optional)	Image	5 MB each	School or candidate	
Visual arts	Comparative study (External assessment)	Comparative study	Document	50 MB	School or candidate	3 mandatory	
		List of sources	Document	50 MB	School or candidate		
		Form: 6/VACAF *	Document	50 MB	School		
Visual arts	Process portfolio (External assessment)	Process portfolio	Document	50 MB	School or candidate	1 mandatory	

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
SCHOOL-BASED SYLLABUSES	Astronomy	Practical work (Internal assessment)	Individual investigation	Document	50 MB	School	2 mandatory
			<a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document	50 MB	School	
	Marine science	Practical work (Internal assessment)	Individual investigation	Document	50 MB	School	2 mandatory
			<a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document	50 MB	School	
	World arts and cultures	Internal assessment	Personal Investigation	Document	50 MB	School	2 mandatory
			<a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document	50 MB	School	
Art History	Internal assessment	Cross-cultural investigation	Document	50 MB	School	2 mandatory	
		<a href="#">May 2020 requirement: Criteria and teacher comments</a>	Document	50 MB	School		

# Subject Components for May 2020 Submission

Group	Subject	Component	Upload requirements	File type	Max file size	Uploaded by	Number of files
<b>SCHOOL-BASED SYLLABUSES</b>							
	Chile and the Pacific basin	Internal assessment	Historical investigation May 2020 requirement: <a href="#">Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Classical Greek and Roman studies	Internal assessment	Individual assignment May 2020 requirement: <a href="#">Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Political thought	Internal assessment	Political investigation May 2020 requirement: <a href="#">Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Food science and technology	Practical work (Internal assessment)	Individual investigation May 2020 requirement: <a href="#">Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Modern history of Kazakhstan	Internal assessment	Investigative project May 2020 requirement: <a href="#">Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Beginners Hindi	Internal assessment	Audio File Visual Stimulus May 2020 requirement: <a href="#">Criteria and teacher comments</a>	Audio Image Document	60 MB 5 MB 50 MB	School School School	3 mandatory
	Brazilian social studies	Internal assessment	Investigation May 2020 requirement: <a href="#">Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
	Turkey in the 20th century	Internal assessment	Investigative project May 2020 requirement: <a href="#">Criteria and teacher comments</a>	Document Document	50 MB 50 MB	School School	2 mandatory
<b>CAREER - RELATED PROGRAMME</b>							
	Reflective project	Internal assessment	Form: RP/RPPF Reflective project written element Reflective project additional format (optional)	Document Document Video or audio or document	50 MB 50 MB Audio 60 MB Document 50 MB Video 500 MB	School School School	2 mandatory, 1 optional