

IB Exam Registration, 2019-2020

Follow these instructions to register for IB Exams in May of 2020.

Step 1: Entering Your Personal Information - Juniors and Seniors

1.1 - Log in to Managebac

1.2 - Go to your Plan

1.3 - Find the Candidate Personal Information Box

1.3.1 - Click the red EDIT button in the upper right of the box

1.3.2 - Provide information wherever you see a red asterisk.

1.4 - In the lower left corner you'll see *Candidate Status*

1.4.1 - Diploma seniors should click the IB Diploma circle

1.4.2 - Juniors and Non-diploma seniors should click DP Course

1.5 - Save your changes for the Personal Information Box

Step 2: Entering your Exam Information - Juniors

Juniors can sign up for a maximum of two exams this year -

2.1 - Go to the Subjects and Levels box

2.1.1 - Click the red Edit button in the upper right of the Subjects & Levels box

2.1.2 - Click the ANTICIPATED box

2.1.3 - Use the ORANGE links to select your testing subjects

For each subject, click the SL box

Be sure to click the APPLY box

2.1.4 - When your test(s) appear(s), then SAVE your changes

You'll know it's correct when you go back to your plan and see your tests listed, along with an expected payment amount.

One other reminder, juniors: If you're planning to do the full diploma and using a test this year to take the place of group six (the arts), please register that test in the group 6 area.

Step 3: Entering Your Exam Information - Seniors

Seniors can sign up for a maximum of four exams this year.

3.1 - Go to the Subjects and Levels box

3.1.1 - Click the red Edit button in the upper right of the Subjects & Levels box

3.1.2 - Use the ORANGE links to select your testing subjects

For each subject, click on HL or SL

Be sure to click the APPLY box

3.1.4 - When your test(s) appear(s), then SAVE your changes

You'll know it's correct when you go back to your plan and see your tests listed, along with an expected payment amount.

Please come by to see me in F3 if you have any questions or problems signing up for your exams through Managebac.