

Group 3 **Individuals and societies**

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3.1 Publications

The information given in this section of the *Vade Mecum* must be read in conjunction with the appropriate guide for each subject.

May and November 2005 examination sessions	
Title of publication	Date of issue
<i>History guide</i> <i>History Teacher Support Material: Internal Assessment</i>	February 2001 February 2004
<i>Geography guide</i> <i>Teacher Support Material Geography HL Internal Assessment</i> <i>Teacher Support Material Geography SL Internal Assessment</i>	February 2001 August 2004 August 2004
<i>Economics guide</i> <i>Teacher Support Materials: Economics Internal Assessment</i>	February 2003 November 2003
<i>Philosophy guide</i> <i>Teacher Support Material: Philosophy</i>	February 2000 August 2003
<i>Psychology guide</i> <i>Teacher Support Material: Psychology</i> <i>Ethical Guidelines for Internal Assessment</i>	April 2001 August 2002 November 2001
<i>Social and Cultural Anthropology guide</i> <i>Teacher Support Materials: Social and Cultural Anthropology</i>	February 2000 (Reprinted June 2000, second edition March 2003) August 2003
<i>Business and Management guide</i> <i>Teacher Support Material: Business and Management Internal Assessment</i>	February 2000 November 2002
<i>Islamic History guide</i> <i>Teacher Support Materials: Islamic History Internal Assessment</i>	February 2001 October 2003
<i>Information Technology in a Global Society guide</i> <i>Teacher Support Material: Information Technology in a Global Society Internal Assessment</i>	February 2002 August 2002

3.2 Summary of arrival dates: May and November 2005 sessions

Action	To	Arrival date	Forms
Submit predicted grades and marks for internal assessment	IBCA	10 April 2005 (10 October 2005)	IBIS
Submit sample internal assessment work	Moderator	20 April 2005 (20 October 2005)	3/IA 3/CS

3.3 Business and management: case study

In November, IBCA will send to schools a copy of the case study for higher level and standard level paper 1 for use in the written examinations the following year. For example, in November 2004, schools will receive the case study to be used in May and November 2005 examinations. The case study will no longer be sent again as a hard copy with the examination papers, but will be available on IBIS and the online curriculum centre. Candidates must be provided with a clean copy of the case study in the paper 1 examinations.

3.4 Internal assessment

Internal assessment, based on work completed by candidates during the course, is a requirement for all group 3 subjects at both higher level and standard level. The submission of sample work from candidates allows the IBO to moderate the marking of teachers in order to achieve a common standard across schools.

3.4.1 Samples for moderation

The samples must be chosen after making your final assessment. The samples should be those identified by IBIS. After choosing the sample candidates, complete a form 3/IA. For each sample candidate also complete a cover sheet (form 3/CS). If the candidates' original work is submitted for moderation, you are advised to retain copies of the work and forms. The work submitted must be securely bound together: avoid plastic pockets and ringbinder files.

For geography, do not submit soil or vegetation specimens.

Give to the coordinator, by any internal school deadlines:

- candidates' predicted grades and marks for internal assessment
- one completed copy of form 3/IA
- the cover sheet for each sample candidate (see box above)
- the work of the sample candidates.

3.4.2 Internal assessment requirements

The following table summarizes the nature of the work that is required for each group 3 subject.

Subject and level	Nature of work
History HL and SL An historical investigation of 1500—2000 words.	Written assignment
Geography HL One fieldwork report of 2500 words based on a theme in the syllabus. Geography SL One piece of coursework of 1500 words selected from either a fieldwork exercise or a research assignment based on a theme in the syllabus.	Fieldwork Coursework
Economics HL and SL Portfolio of four commentaries 650-750 words each.	Portfolio
Philosophy HL and SL Two philosophical exercises, each a minimum of 500 words. Exercise 1: critical analysis Exercise 2: philosophical dialogue	Coursework
Psychology HL An experimental study of 1500–2000 words Psychology SL An experimental study of 1000–1500 words.	Experimental study Experimental study
Social and cultural anthropology HL One field research report, 2000 words. Social and cultural anthropology SL Two activities: A one-hour observation followed by a written report of 500–600 words. A critique (criticism and analysis) of the initial report of 600–700 words.	Field research Observation and criticism exercise

<p>Business and management HL A research proposal (200–300 words) and written report (1800–2000 words) based on a research question that either addresses an issue facing an organization, or range of organizations, or analyses a decision to be made by an organization or range of organizations.</p> <p>Business and management SL A written assignment (1000–1500 words) based on the application of tools, techniques and theory to a real business situation or problem.</p>	<p>Research project</p> <p>Written assignment</p>
<p>Islamic history HL and SL An historical study, relating the past to the present, of 1200–1500 words.</p>	<p>Historical study</p>
<p>Information technology in a global society SL Portfolio: three pieces of written work, each 800–1000 words, which address different categories of social issues in information technology.</p> <p>Project: a product, a report of 2000–2500 words and a Log Book which records the development of the product.</p>	<p>Portfolio</p> <p>Project</p>

3.5 Psychology—ethical guidelines for internal assessment

The IBO acknowledges that individual cultures have different interpretations of how ethical issues should be resolved in relation to experimental study. Based on feedback from examiners, it is evident that a clear set of guidelines is needed for teachers and candidates when they are considering possible topics for experimental study.

The following guidelines should be applied to all experimental studies.

- Any experimental study that creates anxiety, stress, pain or discomfort for participants must not be permitted.
- Any experimental study that involves unjustified deception, involuntary participation or invasion of privacy, including the inappropriate use of information technology (IT), e-mail and the Internet, must be avoided. There may be rare occasions when such infringements cannot be avoided, in which case the approval of other experienced psychologists should be sought before proceeding. (See the online curriculum centre for further guidance.)
- All participants must be informed before commencing the experimental study that they have the right to withdraw at any time. Pressure must not be placed on any individual participant to continue with the investigation beyond this point.
- Each participant must be informed of the aims and objectives of the research and must be shown the results of the research.
- Experimental studies involving children need the written consent of parent(s) or guardian(s). Candidates must ensure that parents are fully informed about the implications for children who take part in such research. Where an experimental study is conducted with children in a school, the written consent of the teachers concerned must also be obtained.

- Participants must be debriefed and given the right to withdraw their own personal data and responses. Anonymity for each participant must be guaranteed.
- Teachers and candidates must exercise the greatest sensitivity to local and international cultures.
- Candidates must avoid conducting research with any adult who is not in a fit state of mind and cannot respond freely and independently.
- If any participant shows stress and/or pain at any stage of an experimental study, the investigation must finish immediately, and the participant must be allowed to withdraw.
- Non-human animals must not be used for experimental study.
- All data collected must be kept in a confidential and responsible manner and not divulged to any other person.
- Candidates must regard it as their duty to monitor the ways in which their peers conduct research, and to encourage public re-evaluation of any research that contravenes these guidelines.
- Experimental studies that are conducted online, using IT methods, are subject to the same guidelines. Any data collected online must be deleted once the research is complete. Such data must not be used for any purpose other than the conduct of the experimental study.

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International Baccalaureate Form 3/IA

Internal assessment group 3

SUBMIT TO: **MODERATOR** ARRIVAL DATE: **20 APR (20 OCT)** SESSION:

SCHOOL NUMBER:

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SCHOOL NAME:

- Type or write legibly using black ink and retain a copy of this form.
- Select the samples identified by IBIS and include one copy of this form with the complete sample of work for each group 3 subject submitted by your school.
- History, Islamic history, philosophy and economics: where both higher level and standard level candidates are taught, both levels should be represented in the sample.

SUBJECT: _____ LEVEL(S): _____

DETAILS OF CANDIDATES WHOSE WORK IS SUBMITTED:

Copy the details from 3/CS forms.

The marks listed below should be the same as the internal assessment marks submitted to IBCA.

	Candidate session number	Candidate name	TOTAL								
<i>If the entry for this subject and level or combined levels is 1 to 20 candidates, the sample size is 5 candidates.</i>											
1	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	0	0							_____	<table border="1" style="width: 40px; height: 20px;"></table>
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2	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	0	0							_____	<table border="1" style="width: 40px; height: 20px;"></table>
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3	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	0	0							_____	<table border="1" style="width: 40px; height: 20px;"></table>
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4	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	0	0							_____	<table border="1" style="width: 40px; height: 20px;"></table>
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5	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	0	0							_____	<table border="1" style="width: 40px; height: 20px;"></table>
0	0										
<i>If the entry for this subject and level or combined levels is 21 to 40 candidates, the sample size is 8 candidates, so an additional 3 candidates must be included.</i>											
6	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	0	0							_____	<table border="1" style="width: 40px; height: 20px;"></table>
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7	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	0	0							_____	<table border="1" style="width: 40px; height: 20px;"></table>
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8	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	0	0							_____	<table border="1" style="width: 40px; height: 20px;"></table>
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<i>If the entry for this subject and level or combined levels is 41 or more candidates, the sample size is 10 candidates, so in addition to the 8 candidates above, another 2 candidates must be included.</i>											
9	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	0	0							_____	<table border="1" style="width: 40px; height: 20px;"></table>
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10	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	0	0							_____	<table border="1" style="width: 40px; height: 20px;"></table>
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International Baccalaureate Form 3/CS

Internal assessment group 3 Individual candidate cover sheet

SUBMIT TO: **MODERATOR** ARRIVAL DATE: **20 APR (20 OCT)** SESSION:

SCHOOL NUMBER:

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SCHOOL NAME:

- *Type or write legibly using black ink and retain a copy of this form.*
- *Attach one completed copy of this form to the work of each candidate represented in the sample.*

SUBJECT: _____ LEVEL: _____

CANDIDATE NAME: _____

CANDIDATE SESSION NUMBER:

0	0						
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TITLE(S) AND DATES OF WORK: _____ (complete if appropriate)

(1) _____

(2) _____

(3) _____

Teacher declaration

To the best of my knowledge, the material submitted is the authentic work of the candidate.

Signature of teacher: Date:

Types of work undertaken (to be completed by teacher)

(for example, written assignment/essay/case study/fieldwork/portfolio/photography/video/computer)

Geography SL: note whether the one piece is *fieldwork* or a *research assignment* and to which theme it is linked.

Business and management SL: note to which of the prescribed list of topics/subtopics (*Business and management guide, February 2000, page 45*) the subject matter of the investigation is linked

Other relevant information (where appropriate)

Teacher support (where a candidate could not have completed the work without substantial support, please indicate)

International Baccalaureate

Form 3/CS (reverse)

SCHOOL NAME:

SUBJECT: _____ LEVEL: _____

CANDIDATE NAME: _____

ASSESSMENT CRITERIA: *Complete the boxes for the appropriate subject*

	A	B	C	D	E	F	TOTAL	
History HL and SL:	0-2	0-5	0-4	0-5	0-2	0-2	0-20	
Geography HL:	0-5	0-5	0-5	0-10	0-5		0-30	
Geography SL: (Note: Criterion B has two alternatives—fieldwork or research assignment)	0-5	0-5	0-5	0-10	0-5		0-30	
Economics HL and SL:	0-2	0-4	0-5	0-5	0-4		0-20	
	A	B	C	D	TOTAL		MEAN TOTAL	
Philosophy critical analysis:	0-5	0-5	0-10	0-10	0-30		0-30	
Philosophy philosophical dialogue:	0-5	0-5	0-10	0-10	0-30			
	A	B	C	D	E	F	G	TOTAL
Psychology HL:	0-5	0-2	0-2	0-2	0-4	0-8	0-2	0-25
Psychology SL:	0-2	0-2	0-2	0-2	0-4	0-6	0-2	0-20
Social and cultural anthropology HL:	0-2	0-5	0-3	0-5	0-3	0-2		0-20
Social and cultural anthropology SL:	0-4	0-4	0-4	0-4	0-4			0-20
Business and management HL:	0-4	0-5	0-7	0-5	0-4			0-25
Business and management SL:	0-4	0-4	0-4	0-4	0-4			0-20
Islamic history HL and SL:	0-6	0-4	0-8	0-5	0-2			0-25
ITGS portfolio piece 1:	0-4	0-5	0-5	0-5	0-2	0-4		0-25
ITGS portfolio piece 2:								
ITGS portfolio piece 3:								
ITGS portfolio overall marks (see guide p 37)								
	G	H	I	J	K	L	M	TOTAL
ITGS project:	0-3	0-4	0-10	0-6	0-3	0-6	0-3	0-35