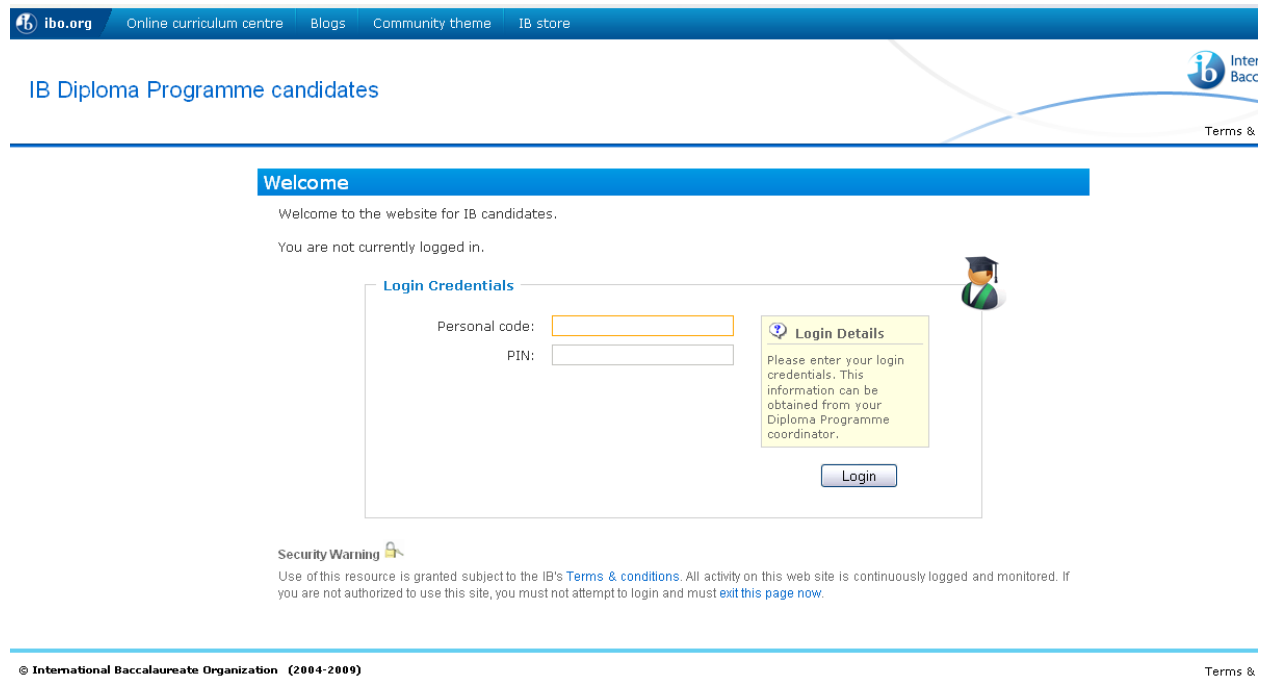


## E-coursework – candidate user guide

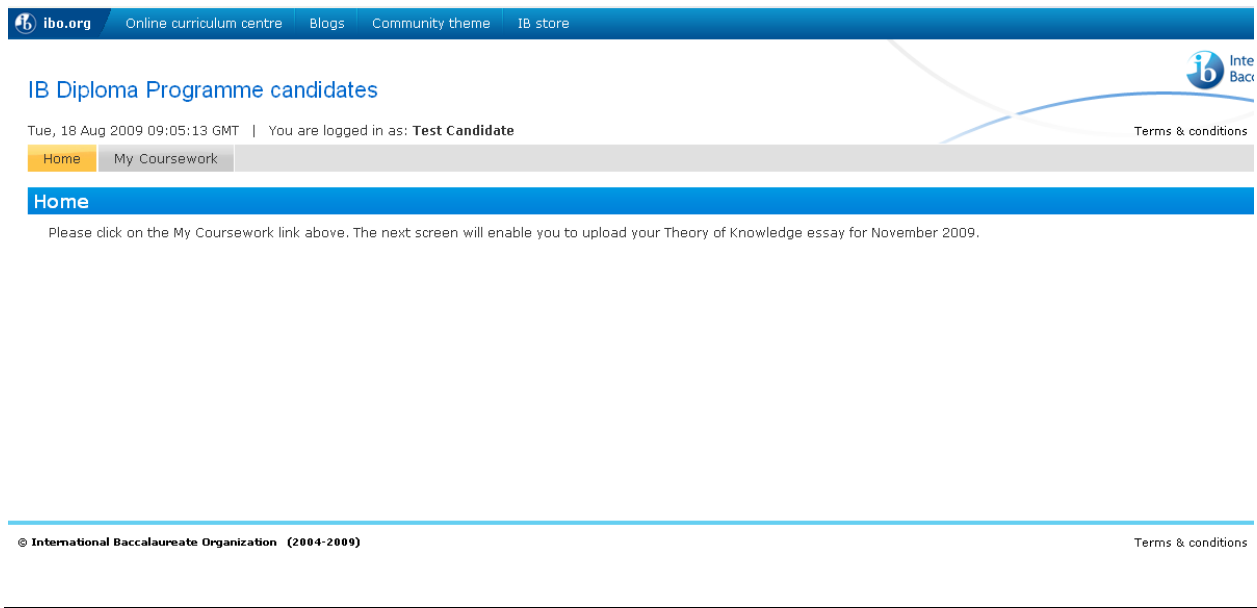
To access the website for IB candidates to upload your Theory of Knowledge essay please enter the following URL <https://candidates.ibo.org>

You will then be able to log in with your 6 character personal code and your PIN. This information can be obtained from your IB Diploma Programme coordinator. Once you have logged in you will be required to accept the IB's **Terms and Conditions** for website usage before being able to proceed.



The screenshot shows the login page for IB candidates. At the top, there is a navigation bar with links for 'ibo.org', 'Online curriculum centre', 'Blogs', 'Community theme', and 'IB store'. Below this is a header with the text 'IB Diploma Programme candidates' and a 'Terms &' link. A blue 'Welcome' banner is followed by a message: 'Welcome to the website for IB candidates. You are not currently logged in.' The main content area is titled 'Login Credentials' and contains two input fields: 'Personal code:' and 'PIN:'. To the right of these fields is a 'Login Details' box with a question mark icon, containing the text: 'Please enter your login credentials. This information can be obtained from your Diploma Programme coordinator.' Below this box is a 'Login' button. At the bottom of the page, there is a 'Security Warning' icon and a paragraph of text: 'Use of this resource is granted subject to the IB's Terms & conditions. All activity on this web site is continuously logged and monitored. If you are not authorized to use this site, you must not attempt to login and must exit this page now.'

Once in the **Home** page click on the **My Coursework** tab.



ibo.org Online curriculum centre Blogs Community theme IB store

IB Diploma Programme candidates

Tue, 18 Aug 2009 09:05:13 GMT | You are logged in as: **Test Candidate**

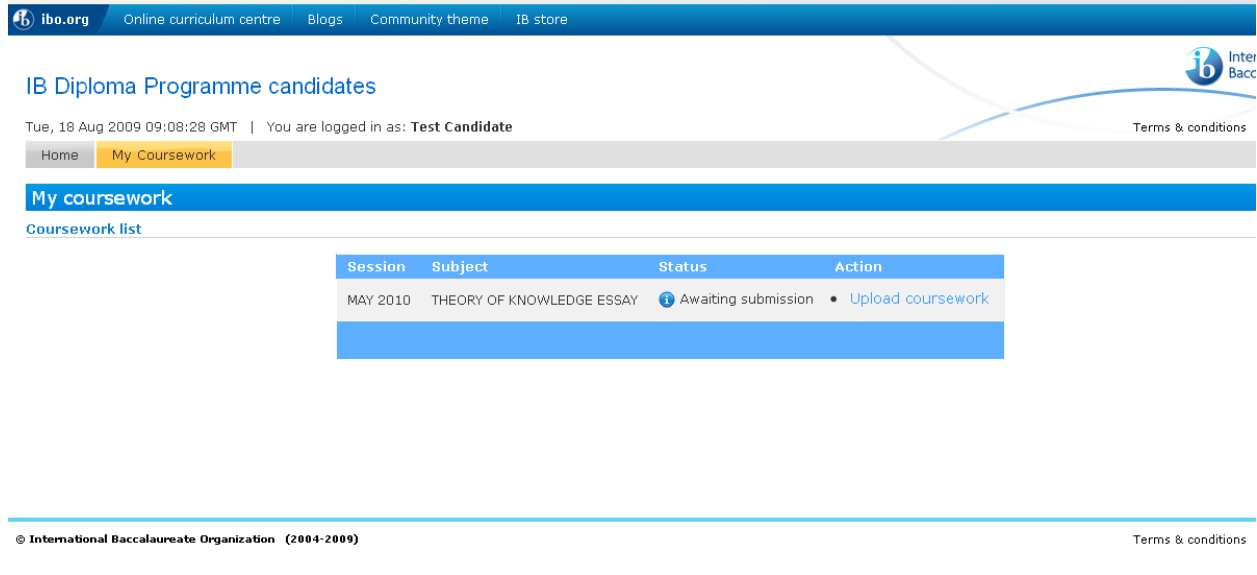
Home My Coursework

Home

Please click on the My Coursework link above. The next screen will enable you to upload your Theory of Knowledge essay for November 2009.

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This will take you to the screen where you can upload your Theory of Knowledge essay.



ibo.org Online curriculum centre Blogs Community theme IB store


IB Diploma Programme candidates

Tue, 18 Aug 2009 09:08:28 GMT | You are logged in as: **Test Candidate**

Home My Coursework

My coursework

Coursework list

Session	Subject	Status	Action
MAY 2010	THEORY OF KNOWLEDGE ESSAY	 Awaiting submission	<a href="#">Upload coursework</a>

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The status will indicate “Awaiting submission” which indicates that you have not uploaded your work as yet. Click on **Upload coursework**.

Before you upload your work, please see the File upload restrictions information box to view permissible file types and size restrictions.

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

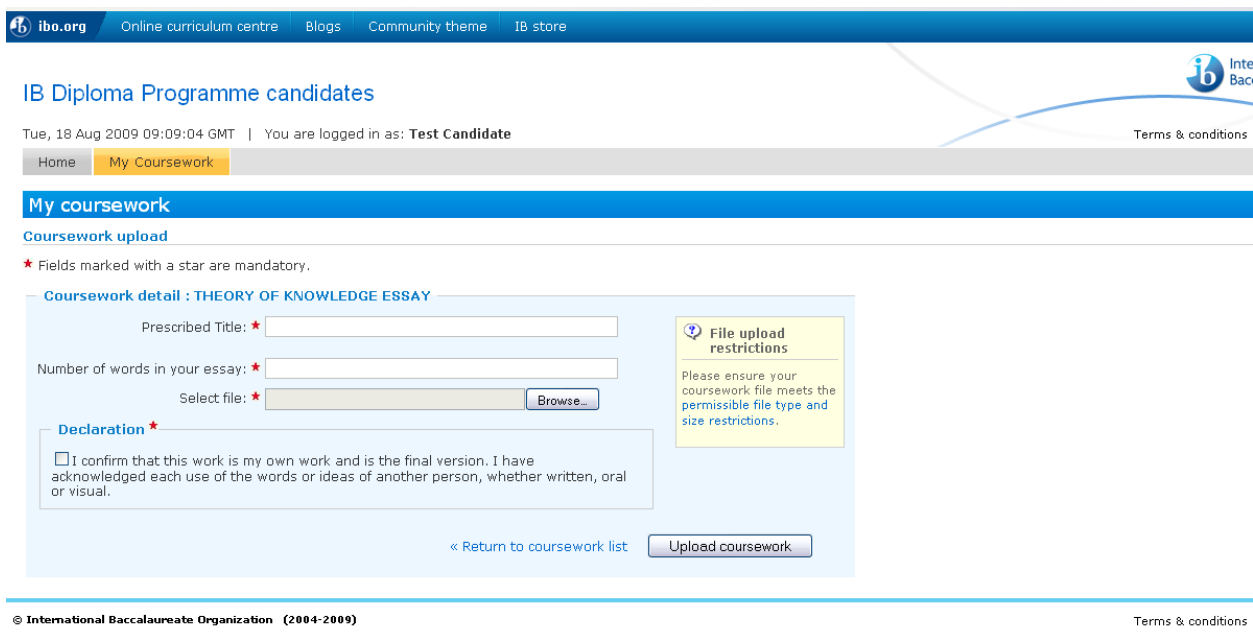
File types:

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

Minimum size 1KB

Maximum size 2000KB

Then, to upload your work, enter all mandatory fields, browse to select your chosen file and accept the declaration to confirm the work is your own and is the final version. Then click on the **Upload coursework** button.



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IB Diploma Programme candidates

Tue, 18 Aug 2009 09:09:04 GMT | You are logged in as: Test Candidate

Home My Coursework

My coursework

Coursework upload

\* Fields marked with a star are mandatory.

Coursework detail : THEORY OF KNOWLEDGE ESSAY

Prescribed Title: \*

Number of words in your essay: \*

Select file: \*

Declaration \*

I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

File upload restrictions

Please ensure your coursework file meets the permissible file type and size restrictions.

« Return to coursework list

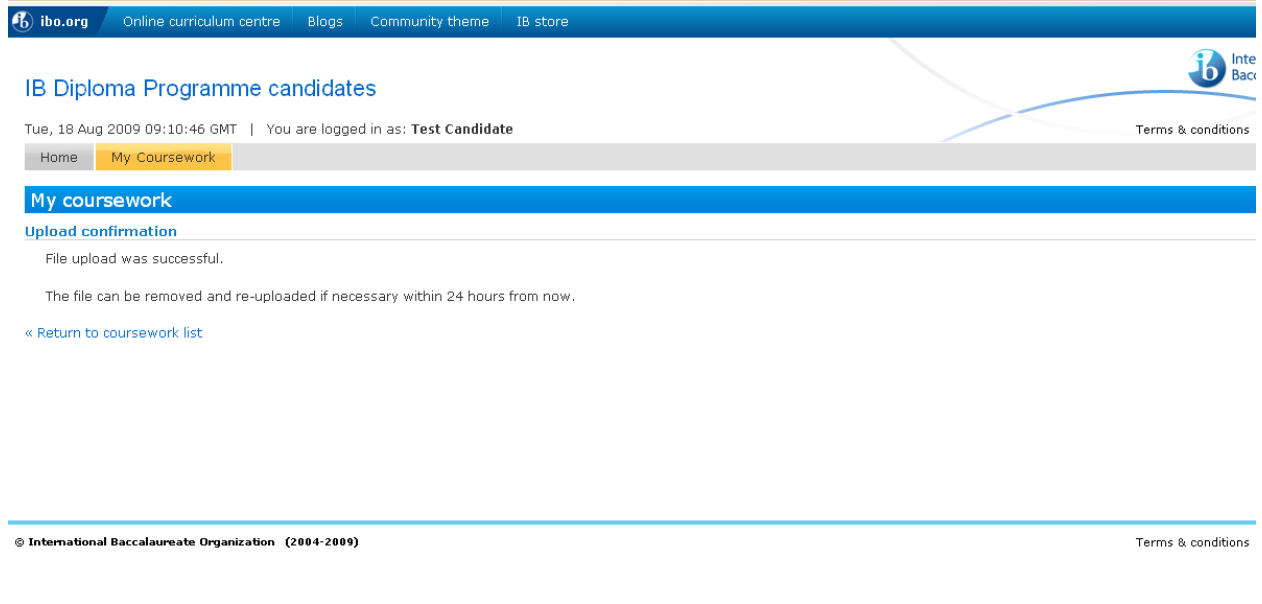
© International Baccalaureate Organization (2004-2009) Terms & conditions

**\*Please Note** do not include quotation marks and parentheses in the Prescribed Title field.

You will receive a **file upload was successful** message once your chosen piece of work has been uploaded. You will have a 24 hour period from the point of upload to

remove the file, after that time your work will be passed to your teacher/coordinator for authentication.

\* Note: after this 24 hour period you will no longer be able to remove uploaded work.



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IB Diploma Programme candidates

Tue, 18 Aug 2009 09:10:46 GMT | You are logged in as: Test Candidate

Home My Coursework

My coursework

Upload confirmation

File upload was successful.

The file can be removed and re-uploaded if necessary within 24 hours from now.

[« Return to coursework list](#)

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When your file has been uploaded you can return to the **coursework list**. The submission status will change as you move through the upload process.

- “**Awaiting submission**” indicates that you have not uploaded your work yet.
- “**Pending**” indicates that your work has been uploaded and that you have a 24 hour period within which you can remove your work before it is sent for authentication by your teacher or coordinator.
- “**Awaiting authentication**” indicates that your work has been uploaded and is awaiting authentication from your teacher or coordinator.
- “**Rejected (invalid)**” indicates that your work has been rejected by your teacher/coordinator. This work can be removed and a different piece of work can be submitted. For example if you have uploaded your extended essay instead of your Theory of Knowledge essay.
- “**Submitted**” indicates that your work has been authenticated and submitted by your teacher/coordinator

Any queries regarding this process should be directed to your IB Diploma Programme coordinator.