

# DP Request for Inclusive Arrangements

## Millbrook Diploma Programme

“The IB believes that all candidates should be allowed to demonstrate their ability under assessment conditions that are as fair as possible. Standard assessment conditions may put some candidates at a disadvantage by preventing them from demonstrating their level of attainment. Inclusive access arrangements may be applied in these circumstances if it is observed that they could reduce or minimize barriers for the candidate.”

*Diploma Programme Assessment Procedures*

All students who require inclusive arrangements (accommodations) during their IB exams must request those arrangements in writing and provide the necessary documentation. In order for me to make a formal request to the IBO for the specific accommodation(s), the student must demonstrate an educational need by having requested and regularly use this accommodation(s) in their classroom(s).

The following accommodations are available for students who request and who qualify per physical, medical or psychological diagnosis:

- Access to additional time for written and/or oral exams
- Extra time (for additional language learners)
- Use of word processor
- Enlarged exam paper
- Separate setting
- Specific seating
- Others as specified by educational and professional documentation

To make a request for inclusive arrangements, please fill out the Google form accessed by the link below. The form will require the user to upload medical/psychological documentation and educational documentation. The **medical/psychological documentation** must be on the letterhead of the professional advocating the accommodations. The **educational documentation** is a copy of the student's most recent 504 or IEP.

[Request for inclusive accommodations](#)

Please note that the IBO deadline for requests for inclusive arrangements is November 15th of the student's testing year. In order to process the request on time, I ask that the form and all required documentation be submitted by **November 1st**.