Directions for Written IB Assessments for STUDENTS

Students need to turn in **two** printed copies of the assignment.

The copies should not have any staples; please use **paperclips** instead.

Each page of the assignment (including any bibliography, appendices, etc.) should have the **candidate number** (001331-XXX) as a **header** (at the top) aligned with the **right** margin.

With the exception of the title page, each page of the assignment (including any bibliography, appendices, etc.) should have a **page number** as a **footer** (at the bottom), also aligned with the **right** margin. The title page is page 1, but will not receive a number. The actual numbering will start with page 2.

Title pages should include all pertinent information: The name of the assignment (World Lit. Paper 1), The title of the assignment, the student’s name and the date should be centered vertically and horizontally. The name of the course (English A1 HL), the student’s candidate number, and the word count should be aligned with the right margin at the bottom of the page. Double-spacing is preferred. Documentation, if applicable, should reflect one of the accepted academic styles (MLA, APA, etc.).

Students will not be required to burn copies of their IB assignments to CD’s this year. This is a change from last year.

Students need to turn in two copies electronically. In the subject line state what the assignment is (for example, History IA). The name of the document should include your name and the name of the assignment (for example, Seth Stoudenmier History IA). The first is to be sent as an email submission to the teacher in Outlook. The second is to be sent as an email to Mrs. Mulholland. marie.mulholland@sumterschools.net

Thank you!