**IB Assessment Formatting Requirements**

**Technical specifications: File sizes and file types**

Candidates should keep files to the smallest possible size that does not negatively affect the quality of the work submitted. This will minimize the time required for uploading and downloading. When creating a PDF, ensure the size of the pages within the PDF are set to A4/letter size.

**Notes**

It is recommended that videos are submitted in .mp4 format. However, both .mov and .m4v are acceptable because they will be converted into .mp4 format by the IB.

The maximum file size for a document is 50MB, irrespective of whether the document contains images.

If the maximum file size specified in the subject guide is different to the maximum stated above, the lower maximum file size applies.

If coursework has already been completed and is not a permissible file type, please convert the file to one of these file types listed above.

Candidates should be advised not to embed live links into any of their coursework as these cannot be viewed by our examiners.

Language ab initio source files must contain just the relevant pages studied as target language sources.

A resolution of no more than 200DPI is recommended.

**Formatting guidance**

The following formatting is required for written eCoursework (excluding visual arts). This ensures the work can be easily read on-screen by examiners as well as ensuring there is consistency between the diploma subjects.

Use of fonts such as Arial, minimum font size 11 (where the language/character set supports it)

Single (or greater) line spacing

Numbered pages

Portrait orientation (rather than landscape)—except where it is necessary or appropriate. The use of landscape orientation may be to accommodate a specific item such as a graph or illustration

For components with page limits:

It is not acceptable to “shrink to fit” an eCoursework assignment to remain within page limits by reducing white space on the page, reducing A3 to A4 so the font size becomes less than 11pt, or by choosing a non-standard font. Examiners are instructed not to award marks for work that has been “shrunk to fit” in this way.

To check how a document will be presented to an examiner for marking:

 view the document in a “Print Preview” mode

 print the document

 export the document to a PDF file.

**Identification of work**

Schools must keep coursework submissions anonymous.

Schools may use the candidate’s personal code (abc123) as a means of identifying candidates’ work on coursework and forms submitted to the IB.

Candidates are asked to avoid using their name, session number or the name or number of their school in their work, whether on the title page, headers, footers or anywhere else on the document.

Candidate names or session numbers can be used in the document filenames only.

Candidates will need to remove identifying marks from their work even if the work is already complete.