

A GUIDE TO THE

INTERNATIONAL BIOLOGY OLYMPIAD

Edition 25.1



IBO Coordinating Center, Prague
August 2013

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August 2013, Prague

A Guide to the International Biology Olympiad

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Produced with help of the National Institute for Curriculum
Development of the Netherlands (SLO)



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Foreword

This guidebook offers information about the International Biology Olympiad (IBO). It contains the Organization Rules of the IBO, which are officially accepted by all IBO members and have to be strictly followed by all members.

It also includes a brief history of the IBO and necessary information for new member countries and future host countries.

The IBO theoretical and practical curricula that have been accepted by member countries and a list of member countries in the past are included in the Appendices.

1 What is the IBO?

1. Introduction

The International Biology Olympiad (IBO) is a competition for secondary school students. Their skills in tackling biological problems, and dealing with biological experiments are tested. Interest in biology, inventiveness, creativity and perseverance are necessary.

Every member country sends four students, who are the winners of the respective national competitions. They are to be accompanied by two team leaders as representatives of each country.

2. Aims of the IBO

In bringing together gifted students, the IBO tries to challenge and stimulate these students to expand their talents and to promote their career as a scientist, so biology talents do not get lost. The Olympiad also is focusing on biology as a beautiful and valuable subject. Many biological topics like ethology and ecology stress the importance of biology for society, especially items such as nature preservation and/or environmental protection.

The Olympiad offers the opportunity to compare the syllabuses and educational trends in biology in different countries. This is useful information to improve biology education on a national level.

Many institutions are involved in the organization of the national Olympiad: ministry of education, industry, teachers' associations, universities, schools.

Contacts between these institutions will lead to a better understanding and communication about their respective activities in the field of biology.

3. History

The first international biological competition between Czechoslovakia and Poland from 1985 to 1989 provided ground for the future IBO proper.

Positive experience during international Olympiads in other natural sciences and mathematics led to the idea of starting an international biology Olympiad. So UNESCO asked the former Czechoslovakia to take the initiative.

Six interested countries (Belgium, Bulgaria, Czechoslovakia, German Democratic Republic, Poland and the Soviet Union) founded the IBO in 1989 (Prague and Brno) and participated in the first IBO, which was held in Olomouc in July 1990.

Notwithstanding some initial difficulties, this Olympiad was a great success and it was decided to continue with the IBO. In subsequent Olympiads the number of participating countries increased rapidly.

Year	Country	(City)	No. participating countries
1990	Czech Republic	(Olomouc)	6
1991	Russia	(Machatskala)	9
1992	Slovak Republic	(Poprad)	12
1993	The Netherlands	(Utrecht)	15
1994	Bulgaria	(Varna)	18
1995	Thailand	(Bangkok)	22
1996	Ukraine	(Artek)	23
1997	Turkmenistan	(Ashgabat)	28
1998	Germany	(Kiel)	33
1999	Sweden	(Uppsala)	36
2000	Turkey	(Antalya)	38
2001	Belgium	(Brussels)	38
2002	Latvia	(Riga)	40
2003	Belarus	(Minsk)	41
2004	Australia	(Brisbane)	40
2005	China	(Beijing)	50
2006	Argentina	(Rio Cuarto)	48
2007	Canada	(Saskatoon)	49
2008	India	(Mumbai)	55
2009	Japan	(Tsukuba)	56
2010	Korea	(Changwon)	59
2011	Chinese Taipei	(Taiwan)	58
2012	Singapore		59
2013	Switzerland	(Bern)	60

Immediately after the first Olympiad, a Coordinating Center was established in Prague and every winter a meeting of appointed coordinators assembles in this Center to prepare new proposals and improve regulations, the content, and preparations of future Olympiads, etc.

A list of countries involved in the IBO is presented in Appendix V.

2 Organization Rules of the International Biology Olympiad

§ 1. Aim of the Competition

The International Biological Olympiad (IBO) is a competition for secondary school students who are interested in biology. The sole purpose of this competition is:

- a) to stimulate active interest in biological studies by the creative solution of biological problems,
- b) to promote exchange of ideas and materials about biology education,
- c) to promote regular international contacts between biology students,
- d) to establish friendly relations among young people from different countries and thus to stimulate cooperation and understanding between nations.

§ 2. IBO bodies

1) *IBO Coordinating Center*

The IBO Coordinating Center acts as a secretariat of the IBO¹.

It fulfils the following functions:

- a) it ensures information services for all member countries and for the related international institutions (UNESCO, IUBS, etc),
- b) it summons the IBO Advisory Board and the meeting of coordinators if necessary; ensures preparation and distribution of materials to these meetings,
- c) it promotes contacts with other non-IBO member countries,
- d) it coordinates the invitation of observers from other non-IBO member countries by the future host country,
- e) it accumulates relevant documentation about the competition,
- f) it registers and renews addresses of coordinators, their deputies, observers and of institutions taking part in the IBO
- g) it collects materials and information regarding the IBO and other biological competitions, including descriptions of national biology Olympiads or similar competitions used to select IBO contestants.

The Coordination Center fulfils its activities in collaboration with the IBO Steering Committee, IBO member countries and other organizations in accordance with the aims of the IBO. It organizes the annual IBO Advisory Board meeting. The Ministry of Education of the country where the Center is located staffs the IBO Coordinating Center. The Center presents a yearly report about its activities and the financial situation at the meeting of coordinators.

¹

It has been established at the National Institute of Children and Youth (NIDM) in Prague, Czech Republic and it is currently situated at the Faculty of Sciences of the Charles University in Prague, Czech Republic.

2) *Board of the Coordinators*

Main decisions about aims and activities of the IBO are taken by the Board of Coordinators that meets annually during each IBO competition. A member country that sends students to compete in the IBO must appoint one coordinator to represent the country in this board.

3) *Steering Committee*

A steering committee is responsible for managing daily IBO events and procedures. It consists of five members plus the head of the Coordinating Center in Prague. The members of the steering committee serve a four-year period and they can be re-elected². Their election is a two-step process. Each member country first nominates maximum 4 names to the Coordinating Center. The final election occurs during the Coordinators Meeting.

Eligible candidates are country coordinators or team leaders having been present in at least three IBOs before the election year. All candidates require the nomination of at least five IBO member countries effectively participating in the election procedure. The steering committee starts its function officially on September 1st following the election.

4) *IBO Chairperson.*

The IBO steering committee chooses one of its members to function as IBO Chairperson, which means chairing IBO meetings, represent the IBO in official occasions, and keep up contact with the Coordinating Center of the IBO about its activities.

The country delivering the IBO Chairperson is allowed to bring a free observer to the IBO.

5) *IBO Advisory Board*

The IBO Advisory Board advises the Steering Committee and the Board of the Coordinators in maintaining high standards of IBO. The Chairperson chairs the Board. It consists of representatives of the countries organizing the two previous and the two subsequent IBOs. It may also invite other experts as participants to its annual meeting to prepare recommendations and proposals for the Board of the Coordinators. Those experts should apply at the latest 4 weeks before the actual AB meeting. Topics to be discussed should be submitted at least 14 days before the meeting. Proposals received later than 2 weeks before the meeting will not be accepted.

Recommendations of the IBO Advisory Board concerning the general chapters of the guide will become valid at the end of March each year if no arguments are brought up against it.

The Advisory Board can propose electronic voting (by e-mail, on-line or similar) for important changes in the Organization Rules. In this case:

- a the vote choice is "Yes / No / Abstaining";
- b the decision is made by the absolute majority of IBO member countries;
- c if no majority vote is achieved, then the point will be brought to the next IBO Coordinators Meeting.

² 2012-2016: Steering Committee: Chairman P. Kasemsap (Thailand), members G. Cobut (Belgium), D. Kappei (Germany), S. Lim (Singapore), M. Oliver (Australia) and T. Soukup (Coordinating Center)

6) *International Jury*

An International Jury is an ad hoc committee formed for each IBO competition. A distinguished scientist appointed by the IBO organizer chairs it. Its members consist of 2 delegates or team leaders from each competing country (cf. § 9).

§ 3. Organization of the Competition

- 1) The official language of the IBO is English.
During official ceremonies the organizing country can also use the language requested by the protocol of the host country.
The host country will also provide a translation of the Theoretical and Practical task in Russian.
- 2) IBO takes place each year in July in one of the member countries. IBO is organized by the Ministry of Education or by another analogous institution of the organizing country (only the term 'organizer' is used in the subsequent text).
- 3) The organizer of IBO ensures equal participation of all delegations and invites all countries accepted as members of the competition.
- 4) The organizer can invite, on the recommendation of the Coordinating Center, deputies from other countries as observers. These countries can be accepted as regular members in the meeting of coordinators (cf. § 5.4), after fulfilling all conditions listed in the Organization Rules.
- 5) The meeting of coordinators decides on acceptance of a country as a regular member of the competition after the country has sent observers (cf. § 5.4). A country, which is not participating in two consecutive Olympiads and does not explain the reason of this absence to the IBO CC, or repeatedly does not behave in conformity with the IBO Organization Rules, despite warning, will lose its IBO membership.
- 6) Each member country has to indicate within a reasonable time after its first appearance in the competition when it will organize the IBO.
- 7) All principal questions regarding IBO are decided at the meeting of coordinators (cf. § 5 and § 13).

§ 4. Selection of topics for the Competition

- 1) All disciplines of biology are acceptable for the IBO. More widely oriented topics should enable the competitors to exhibit not only their knowledge and skills, but also their ability to think independently and creatively.
- 2) The scientific content of the theoretical and practical part of the competition has to follow recommendations contained in Appendix I (Content of the Theoretical Part of the IBO) and Appendix II (Basic Skills for the Practical Part of the IBO). In the case of any deviation of these recommendations the organizer has to send out in advance, before the end of February, a special letter explaining the character of the deviation.
- 3) In the practical part, no experiments should be carried out which cause deterioration of the living conditions of vertebrates. No handling of species protected by law in the host country or by International Conventions (i.e. CITES) is allowed.

§ 5. Coordinators

- 1) The Ministry of Education or another representative institution of member countries appoints one coordinator and one deputy for the IBO, both citizens of the country and informs the Coordinating Center about this representation and its duration by an official letter.
- 2) The task of coordinators is to decide at their annual meetings (cf. § 2.2) about the principal questions of the IBO and to ensure requirements of the competition in accordance with recommendations for the theoretical and practical part (Appendix I and II).

Decisions of the Board of Coordinators are taken on the basis of majority votes, in the presence of at least 75 per cent of the coordinators. Each country has one vote. In case of equal votes, the Chairperson of the coordinators takes the final decision.

- 3) Duties of the coordinators are as follows:
 - a) to take part in the meetings of coordinators,
 - b) to supply the Coordinating Center and the IBO webmaster with a yearly updated description of their NBO See appendix III. .No description means no participation in the competition.
- 4) Meetings of coordinators are summoned when necessary, usually at the time of IBO performance. The coordinators approve:
 - a) changes in the Organization Rules,
 - b) countries and cities organizing the forthcoming IBO(s),
 - c) countries, which will participate in the subsequent IBO as regular members.Topics to be put on the agenda of the Coordinators Meeting should be submitted to the members of the Steering Committee at least 14 days before the IBO beginning.

Decisions are taken on the basis of majority votes, in the presence of at least 75 per cent of the coordinators. Each country has one vote. In case of equal votes, the IBO Chairperson takes the final decision.

- 5) A representative of the Coordinating Center takes part in the coordinators' meeting without the right to vote.

Defrayment of financial charges connected with the stay of the deputy of the Coordinating Center is covered according to § 12 of the Organization Rules.
- 6) Financial coverage of meetings of the Coordinators is provided according to § 12 of the Organization Rules.

§ 6. Time-course of preparation of the Competition

- 1) The meeting of coordinators approves the organizing country at least two years ahead. The regular alternation of all organizing countries should be respected.
- 2) The Ministry of Education or corresponding institution of the organizing country sends at least one year ahead to the Coordinating Center its confirmation to accept the responsibility for the organization of the assigned IBO.

- 3) The Ministry of Education (or similar organization) of the organizing country sends an official invitation to Ministries of Education of all member countries. Respective copies should be sent to the Coordinating Center in Prague and to the coordinators of all invited countries. Countries not fulfilling their duties properly will not receive a regular invitation
- 4) The invited countries have to confirm their participation by the end of January each year.

§ 7. Delegations and their members

- 1) Each member country fulfilling its duties according to the Rules is allowed to send a delegation consisting of no more than four competitors and two representatives acting as team leaders, both citizens of the country concerned (cf. § 5.1). Only an official national team can be accepted for the competition.
- 2) Participation in the IBO is restricted to competitors who:
 - are students of a regular secondary school³ for general education in the country concerned;
 - have not obtained a diploma allowing to study at a university or equivalent institution, before the 1st of January of the actual competition year;
 - are the winners of the National Biology Olympiad of the current school year in the country they are representing;
 - are not trained or instructed within a selected group of 50 or fewer students comprising the IBO team for a period longer than two weeks;
 - are born on the 1st of July or later of the actual IBO year minus twenty;
 - have not participated already twice in the IBO;
 - have not yet started study at university or equivalent institution as regular or full time students.

Competitors have to bring and sign a declaration confirming the points mentioned above (see appendix IV). Coordinators must submit the completed student declaration forms to the organizers during IBO registration. No declaration form means no participation in the competition.

- 3) One of the accompanying representatives is the head of the delegation. Both representatives act as members of the International Jury.
- 4) Accompanying representatives must be able to translate the text of the written competition questions from English or Russian to the students' native language, to evaluate competition tasks and to correct their solutions.
- 5) All delegations participating in the IBO will have to arrange their own insurance for accidents, health and travelling.

§ 8. The Competition and the Competition Tasks

- 1) The competition consists of two parts, theoretical and practical (experimental) examinations. The recommended duration of each part is 4 to 6 hours with a break for refreshment. There should be at least one-day interval between the two examinations.

³ The main reference for it is Unesco ISCED-97.

- 2) The organizers are responsible for the preparation of the competition. Specialists who also indicate solutions and criteria of evaluation prepare the competition tasks. All these materials become valid only when approved by the International Jury.
- 3) The competitors receive all tasks translated into their native language. Instruction about the testing procedure should be described clearly in the tasks itself, so no additional verbal instruction and/or explanation about the testing procedure are necessary during the test session.
- 4) Tests must be constructed so that in fulfilling the tasks students do not have to formulate any word, explanation or clarification in their native language.
- 5) The organizer announces beforehand all safety precautions, including health care. He is also responsible for providing all participants with basic laboratory and field facilities.

§ 9. The International Jury

- 1) The International Jury consists of a Chairperson (cf. § 2.6) and two representatives of each delegation (cf. § 7.1). The organizing country appoints the Chairperson.
- 2) The Chairperson summons the members of the International Jury and directs their sessions. The International Jury decisions are taken on the basis of majority votes, in the presence of at least 75 per cent of the Jury members. Each country has one vote. In the case of equal votes, the Chairperson takes the final decision.
- 3) Rights and Duties of the International Jury:
 - a) the International Jury is responsible for the course of the competition in accordance to the Organization Rules;
 - b) the International Jury discusses and approves, in advance, each competition topic submitted by the organizing country, the solution (answer key), and the scoring scheme for evaluation. In case of any suggestions, it makes decisions about necessary changes before the members of the International Jury translate the competition tasks into the students' native language;
 - c) the International Jury has the right to check the procedure and results of the evaluation performed by the organizers. This includes verification of the marking process and inspection of the scores of the students. The International Jury keeps the results of the evaluation secret until the official final announcement,
 - d) the International Jury approves the final results of the evaluation, confirms the ranking and decides about prizes and awards for the competitors;
 - e) the International Jury members are obliged to keep secret all information about the competition tasks, results and evaluation until the official final announcement. They must not assist any of the participants during the competition;
 - f) the International Jury has the right to exclude student(s) and team(s) from the current competition in the case of proven cheating. In this case the adult accompanying persons will be banned for life; the country will be suspended for one year.
- 4) Decisions of the International Jury are final.

§ 10 Evaluation and Prizes

- 1) The final ranking of the students is based upon their equally weighted scores for theory and practical tasks according to the t-score method. This is achieved in taking the average of the four t-scores of the practical task and taking the t-score of the total result of the students on both theory parts. The final score is the sum of these two. Applying a not equal balance between theory and Practical task requires the approval of the International Jury.
- 2) The individual papers, tasks and answer sheets of the students will be assessed and marked by the authors of the competition tasks and solutions. The International Jury makes the final decision concerning classification of the results. The marked and assessed original papers, tasks and answer sheets of the students will remain in the possession of the organizers who will archive them for a period of two years.
- 3) The International Jury should announce the official results together with awards to individual students. The number of gold medals will be limited to approximately 10 % of the number of participants, the number of silver medals will be limited to approximately 20 % of the number of participants and the number of bronze medals will be limited to approximately 30 % of the number of competitors. Furthermore after bronze approximately 10% of the total number of competitors will be awarded a Certificate of Merit. The exact cut will be at the largest gap within three possible cuts going after the limit given by the percentages. In addition to medals, the award of other prizes is possible, if agreed upon in advance by the Jury. Medals and prizes must not be of significant material value. The results will be proclaimed on an individual basis and not as a national team result.
- 4) Each competitor will obtain a certificate that recognizes his/her participation in the International Biology Olympiad.

§ 11. Duties of the Organizers

The organizers will ensure:

- 1) Preparation and mailing of invitation letters (including announcement about financial contributions of participants and observers) and information on preparatory tasks of the IBO to member countries and to the Coordinating Center of the IBO.
- 2) Preparation of competition tasks, author's solution and marking of the individual results for the International Jury.
- 3) Material and other requirements necessary for the competition, in accordance with the approved Organization Rules.
- 4) The assistance of translators and interpreters during all IBO sessions.
- 5) Observation of secrecy and confidentiality during the competition and safety regulations of all competitors of IBO.
- 6) The supervision during the competition in cooperation with the International Jury.
- 7) The preparation of a final report including evaluation and statistical analysis of the results within one year after the competition.

§ 12. Financial Expenses

- 1) Each member country participating in the IBO has to pay a participation fee to the host country. Not paying the fee means no participation in the competition. The fee will be proposed three years before and fixed one year before the actual IBO. The fee has to be paid according to the directives specified by the host country in an official letter. This letter includes information about the remittance procedure and about any financial consequences in the case of arriving earlier or departing later than scheduled by the organizers.
In addition, each participating country has to pay the travel expenses of their competitors and accompanying persons to the competition site in the host country. All other expenses of persons listed in § 7 in accordance with the organization program will be covered by the host country, including the expenses for accommodation and board for delegation members (3 meals per day a minimum) and interpreting.
- 2) The expenses of observers and supernumerary accompanying members are to be covered by the delegating country. This fee is appointed by the organizers and specified in the invitation letter (cf. § 11.1 b).
The organizers of the two subsequent IBOs can send two additional observers providing that these two observers will belong to the official team organizing the future IBO with preferably one of them nominated as the Chairperson of the International Jury. The expenses of their stay will be settled in the same manner as for persons listed in § 7.
- 3) In order to fulfil its function, the Coordinating Center of the IBO receives a yearly membership fee of an equivalent of 6000 CZK, to be paid according to the directives of the IBO Coordinating Center. Not paying the membership fee means no participation in the competition. Changes of the annual amount of the fee can be settled a year ahead in the meeting of coordinators.

§ 13. Conclusion

- 1) The countries taking part in the competition and all delegation leaders are obliged to observe the Organization Rules previously specified.
- 2) Changes in these Organization Rules can be made only at a meeting of the coordinators of IBO; they become valid after the completion of the current IBO.
- 3) Any matter that is not included in the Organization Rules will be decided upon in the meeting of coordinators.

3 Guidelines for member countries

1. Which countries can participate in the IBO?

Any country from which an official observer was sent to an IBO is eligible to become an IBO member. The decision regarding acceptance of a new country is made in the meeting of coordinators. The official membership starts at the moment when all membership duties are fulfilled, which means:

- supplying a description of their National Biology Olympiad, using the on-line form available on the official IBO-website; a yearly update is obliged
- providing the IBO Coordinating Center with an official letter of their Ministry of Education or another representative institution, indicating which person is the official coordinator of the concerned country;
- paying the annual membership fee to the Coordinating Center.

New IBO member countries can invite IBO representative to observe and advice about their NBO procedures.

A preliminary list of countries eligible for next year IBO participation will be completed at the end of each IBO. Conditions to be on this list are:

1. Payment of IBO membership fee to CC
2. Up to date and fully completed NBO description
3. Confirmation by official Authority (preferably Min. of Education) of nomination of coordinator

Every year during AB meeting the list of countries receiving an invitation for next IBO will be appointed. Countries not fulfilling their duties properly will not receive a regular invitation. Invited countries should confirm their participation by the end of January.

2. What is the role of the Ministry of Education?

The Ministry of Education, or other equivalent education organization, represents the official authority of an IBO member country. It appoints an IBO coordinator and informs in an official letter the IBO Coordinating Center about the name and address of the coordinator, who will be contacted in all IBO matters.

The Ministry will then manage to send a national delegation of four student competitors and two team leaders, according to the qualifications specified in the IBO Organization Rules, to the IBO competition.

3. How are the four students selected?

The selected four students participating in the IBO must be participants and winners of the final round of the National Biology Olympiad (NBO), organized in each country in the current school year and in which only students from secondary schools for general education can participate. (c.f. Rules § 7.2). Within each country NBO should be eligible to all schools. International co-operation between countries is possible if clear agreements are formulated in advance.

Participation of students not competing in all rounds of their NBO is not allowed. For this reason each country has a duty to provide a description of their NBO and IBO team selection procedure using the on-line form available at the IBO-website.

Youngsters present at IBO as observer or team leader are excluded from future IBO participation.

4. Who pays the expenses?

Every IBO member country pays an annual membership fee⁴. This fee has to be paid according to the directives of the IBO Coordinating Center to the IBO CC bank account. CC will send an invoice to each country as pdf file by the end of March. Alternatively, the fee can be collected in cash (in specified currency) by the IBO host, which will transfer it to the IBO Coordinating Center. Each participating member country also has to pay the appointed participation fee to the host country. IBO fees can also be paid in cash (in specified currency).⁵. In addition, it is responsible for the travel expenses of its delegation team to and from the competition location. The organizers must specify the expenses of additional accompanying persons in advance.

Should a country be unable to pay the above-mentioned contributions a request can be sent to the host country in order to waive the fee. This procedure ensures that inability to pay does not exclude a country's participation in the IBO. Countries with an urgent need to bring an extra translator may do a request to the host country for reduction of the observer fee.

During the IBO the host country will cover expenses and take care of food, accommodation and excursions of the four competitors and both team leaders. Food implies 3 meals a day except arrival day (only dinner) and departure day (only breakfast).

5. Test questions

Each member country has the right to submit test questions for the theoretical part to the host country. It is, however, up to the host country to use them or not. Questions must comply with the Content of Theoretical Part of IBO (Appendix I) and correspond with the content of general (not specialized academic) biology textbooks. The questions – together with the proposed and explained correct answer key – should reach the host country by the end of January prior to the actual IBO. Assessment experts should check the questions before they are submitted.

The design of the questions should enable objective marking and scoring. Everyone sending questions to the organizers of the IBO has to guarantee that the questions are not subject to strict copyright regulations. Sending questions automatically means that they are free for non-commercial use.

A set of 100 example questions of former IBOs is available at the IBO website.

4 For 2014 the membership fee is fixed upon an equivalent of 8000 CZK, being about 400 USD per country.

5 For 2014 (Bali, Indonesia) the participation fee is 2000 USD per country and 1500 USD per extra jury member.

6. What are the functions of the team leaders?

During the IBO week they will function as members of the International Jury, which involves the following tasks:

- a. approving of the theoretical and practical test questions and evaluation;
- b. translating the test questions into the native language of their students;
- c. supervising the competition in cooperation with the organizers;
- d. approving of the competition tasks, answer keys, marking and awarded scores;
- e. deciding about the ranking and awarding of medals to the winners.

7. Other responsibilities of the participating country

Each IBO member country should:

- a. strictly obeys the IBO Organization Rules;
- b. indicate within a reasonable time after its first appearance in the competition when it will host a future IBO;
- c. promote mutual understanding and academic cooperation through IBO;
- d. supply to the IBO host before May 1st the names and gender of their students participating in the IBO. Countries not able to do so should contact the IBO host and clarify their delay.

In the case of a change of the national flag of a country the coordinator of this country has to inform the next IBO host and the Coordinating center about this change.

Political and/or religious propaganda carried on by teams participating in the IBO is frustrating the aims of the competition. Such activities are strongly disapproved, judged as a violation of the Rules and may lead to exclusion of the delegation concerned.

All coordinators have to supply the IBO Webmaster with the correct information and URL of their own national website, using the adequate on-line procedure.

8. How to set up a national biology Olympiad.

The organization (number of rounds, contents of tasks, etc) and financing of NBO 's may differ considerably. The committee responsible for the NBO can belong to the ministry of education, teacher association, university or even an educational authority like a foundation for nature preservation or curriculum development.

Very often cooperation between these institutions is useful. Students are selected in several rounds in which they have to deal with test questions. In some countries students take their tests at a university, but normally the tests are taken at schools in cooperation with teachers, while an assessment team is responsible for the questions that are sent to the schools participating in the NBO.

The number of selection rounds varies from two to five. Most common are three rounds. After selection, the finalists are trained together during some time in scientific and biological skills. The length of this training varies per country from a few days to two weeks at maximum. In order to avoid specialized training before the IBO the maximum length of training in a group smaller than 50 students should not exceed two weeks.

Example questions of the IBO are available at the IBO website. The use of complete tasks of former IBOs in national test rounds and for training purposes is allowed, but publication of theoretical and/or practical tasks (particularly on the Internet) should not happen within two years after their use in the IBO.

Some countries do have a last round that is a combination of selection and training. In this case a small group consisting of more than four finalists are brought together and trained. At the end a final practical and/or theoretical test decides which four students will be selected as representatives of the country in the international Olympiad (cf. Rules § 8.2).

In most cases the award of the prizes in the national competition takes place during an official ceremony by a well-known biologist or important personality in education. Often the last round is not only training in specific biological subjects; it also includes some entertainment. Cultural activities may be on the agenda and extra attention should be paid to stimulate the scientific development of these talented students.

Often biology departments of universities are interested in being a partner in the Olympiad as this activity stimulates biology as an attractive future university study for secondary school pupils. Contacts between secondary and academic education also favours discussions about curricula and programs. So universities are very often the host of the group of Olympic finalists and participate in the organization responsible for preparing and marking the various test rounds.

In some countries publications about the competition appear in (semi) scientific national journals including the regular journal of the National Association for Science or Biology Education. Biotechnological industries sometimes host the Olympic candidates for an excursion or sponsor one or more of the winners by paying their trip to the IBO.

If information leaflets and posters about the Olympiad are sent to schools all over the country this sometimes is financed by revenues obtained by advertisements of educational publishers, manufacturers, teacher training centers, associations for the promotion of biology, universities, industries or even banks.

These are also the institutions that often are willing to offer prizes to be given to the winners of the national competition, during the final ceremony.

4 Guidelines for the host country

1. How does a country become the host country of an IBO?

A country, which has been participating in the IBO, must state within a reasonable time after its acceptance as member of the IBO its intention to host an IBO in a certain year. This official statement must be sent to the IBO Coordinating Center at least two years before the intended year to host the IBO. The approval of a host country is made at the meeting of coordinators at least two years in advance (cf. Rules § 6.1).

Criteria for accepting a future IBO host are:

- Official letter of Ministry of Education or similar governmental body confirming the willingness of the country to host an IBO, and
- naming the organizations and involved bodies (e.g. universities) with their main tasks;
- naming the institution, that guarantees the availability of the required finance necessary to carry out the IBO;
- the year, prospective site and fee.

Future organizers accepted as IBO hosts will inform the Coordinator Center regularly about the state of preparation and report about important deadlines and milestones. They will attend at least two Advisory Board meetings before the actual IBO. Future hosts are encouraged to distribute everything what is relevant and interesting on paper during Coordinators Meeting. The presentation itself should be brief and focus only on IBO relevant issues.

2. What is the role of the host country's Ministry of Education?

The Ministry of Education (or an analogous institution) represents the official authority of the host country. It appoints an organizing committee and subcommittees and it sends the official invitation letters, including information about possible financial conditions and other duties related to the IBO membership.

It also assigns an organizing institution and the IBO competition site. The committee and subcommittees are responsible for the preparation and the activities of the IBO.

3. What are the main responsibilities of the organizing committee and its subcommittees?

The organizing committee and its subcommittees have the following responsibilities:

- 3.1 Sending information about the IBO to IBO member countries and observers by the end of the year before the IBO year, including conditions like paying the fee, declaration of students, etc.
- 3.2 Preparing the tasks in correct English and Russian, to be checked by a native speaker who is a biologist.
- 3.3 As a courtesy to Russian speaking countries, providing a translation of the practical and theoretical tests into Russian. Producing a Russian translation beforehand offers a useful check of the correct wording and comprehensibility of the "mother" (English) version.

However, the official language of the IBO is English. The discussion during all Jury meetings will only be in English.

3.4 Organizing the IBO, which includes:

- opening and closing ceremonies;
- Jury meetings;
- conducting the competition, both theoretical and practical;
- excursions;
- assurance of conditions for work of the International Jury;
- coordinators' meeting;
- preparation of medals for the winners;
- preparation of certificates for all participating members; winners of gold, silver and bronze medals should have some indication about their medal on their certificate of attendance. Non-medalists should get more than just a participation certificate;
- conducting all IBO activities in English.

3.5 Providing for food, accommodation and transportation to and from the Airport and/or the Railway Station for all participating members and observers.

3.6 Securing optimum health and safety requirements of the students in relation to travel, communication, lodging, food supply, fulfilling experiments and practical examinations, recreation activities etc.

3.7 Appointing a Chairperson of the Jury to chair the Jury sessions, which include translation, approval and evaluation of test questions, and approval of test scores and awards.

3.8 Arranging facilities, such as photocopying, photo and/or video documentation, computer processing of achieved results.

3.9 Distributing a new updated version of the addresses list including email of all coordinators and team leaders.

3.10 Providing the Coordinating Center after the competition with a copy of the files of the complete English and Russian final version of the tests.

3.11 Providing each country not only with a copy of the filled out answers sheets of their students before moderation meeting, but also with the ranking and final scores after the closing ceremony.

3.12 Storing the originals of the translated tests for at least two years and perform a random check on the quality and integrity of the translations of countries belonging to the gold and/or silver medals. For evaluation and checking purposes these originals are available for others after approval by the Coordinating Center in Prague.

3.13 Checking the translations of 5 to 10 countries (selected randomly after the IBO). The host country will report about their check of the quality and integrity of test translations.

3.14 Looking for any statistical inconsistency in final results (i.e. laboratory / theory correlation) that could indicate possible cheating. All light should be shed as soon as possible on such a case, preferably before the end of August of the IBO year.

3.15 Preparing a final report within one year after the competition.

In general the following items should be included in an IBO report.

IBO report
<ul style="list-style-type: none"> • Foreword • IBO in a nutshell (e.g. see 2001 report) • Organization: organizing, scientific, and other assisting groups/committees: their tasks, and how they were recruited • Program with some focus upon social and cultural activities • Result + medals • Statistical considerations: average + max + min score per question and per subtest, some distribution of scores (histogram), inter correlation between subtests, mean + SD • Evaluation and reflection, including recommendations concerning important milestones and deadlines for future organizers • List of participating countries, • members of Local Task Committee • International Jury, participants, observers and students guides • Address (speeches) of special VIP's • Theoretical Test + answers • Practical test + answers • Patronage committee • List of sponsors

The sequence of these points is somehow arbitrary.

A goal of the IBO is stimulating the international exchange of ideas and materials about syllabuses, curricula, topics, didactic approach and skills in relation to biology education. So every three years the host country will request all delegations to bring their secondary education biology textbooks to the IBO, which will be shown and exhibited in a special session.

Another IBO goal is establishing friendly relations among young people from different countries. So the host country is recommended to offer facilities for students to socialize. A prize can be awarded for especially "social" delegations.

4. What is the financial responsibility of a host country?

The host country must pay for all activities of the hosted IBO during the specified week, except for the travel expenses of the participating members and the observers to and from the city or town where the IBO takes place.

The host country may request each participating country to pay a fee to the host country. This fee is to be used to cover a part of travel and living expenses. The host country also determines the fee for the observers and informs them in advance. Extra guests not involved in future IBOs or not rendering assistance in translations may be charged extra. Conditions for extra days at the competition site before and after the Olympiad have to be clearly specified in the invitation letter sent to all countries.

5. Preparation of the IBO tasks

General

The host country must appoint a committee of authors responsible for the construction of the IBO tests, the design of the proposed tasks and how each question is to be evaluated (marking procedure). The members of this committee should be specialists in Biology and secondary school biology.

The committee must study and understand the concept of IBO, previous IBO test questions, the *Content of the theoretical part of IBO* (see Appendix I), Basic skills for the Practical part of the IBO (see Appendix II) and recommendations and principles in relation to the design of valid and reliable tasks.

In the current year of the IBO the group responsible for training the national team of the host country for the IBO should be strictly separated from the expert committee of the host country responsible for the design of the IBO tasks.

Checklist:

- 5.1 The test time for both Theory and Practical part should be something in between 4 to 6 hours. The balance of the exam sections should reflect time and efforts students put in them.
- 5.2 Both Theoretical and Practical tasks will have separate answer sheets.
- 5.3 Questions should be designed in line with generally excepted directives concerning test construction
- 5.4 Assessment experts have to be involved in
 - designing the tests/questions
 - designing the answer sheets
 - deciding about the scoring procedure
 - presenting the scores/results
- 5.5 The design of the questions should enable objectively marking and scoring. However, in order to improve reliability and prevent cheating multiple choice questions should be avoided. The test should contain as many questions as possible focusing upon
 - matching a set of aspects
 - filling out a number, letter or code, which may be chosen from a provided list with terms
 - judging true/false a set of statements about a biological problem or phenomenon
 - sequencing a set of aspects or events.

- 5.6 Biological notions and principles necessary for solving the tasks should be included in general (not specialized) biology textbooks. However, questions should not have an apparent bias towards a certain textbook. Textbooks should be used as reference, not as resource for questions in IBO-tests. Besides this IBO tasks and test questions should not focus upon factual knowledge directly derived from textbooks.
- 5.7 All questions should focus on reasoning, problem solving and understanding. Questions dealing with just knowledge should be expelled. The host country should definitely make every effort to deliver tasks requiring skills and understanding.
- 5.8 In order to facilitate the translation process tests should be as concise as possible. The host country will do the best to avoid unnecessary words.
- 5.9 Regarding the exams layout it is recommend to use the “styles” feature available in every word processing software (Microsoft Word or equivalent...): basically a pre-defined combination of font name and size.
- 5.10 Tests should be presented in graphic form as much as possible: graphs, diagrams pictures, drawings. Also the use of video is strongly recommended. Avoid words in graphs or pictures which have to be translated. Use digits or codes instead.
- 5.11 The questions should be pretested with an appropriate target group different from IBO students, but still representative
- 5.12 Tasks should be designed in such a way that the answers are precise and can be objectively evaluated. The host country will mention the marking scheme and evaluation procedure for each question. This must be approved by the Jury during the test translation and Jury session.
- 5.13 The number of points for each question should be indicated on the exam papers. Difficult questions should have more points than simple questions.
- 5.14 A range of scores should be allowed for answers reflecting a different range of ability. In the case of questions consisting of several sub-questions a subdivision should be applied in the marking (no all-or-nothing principle).
- 5.15 So-called piling up questions leading to possible cascade mistakes should be marked in a way that is fair to the students (avoiding consequential errors).
- 5.16 The English and Russian version of the tasks should be checked by a native speaker (preferably being a biologist)

Furthermore:

- If knowledge of a special term or explanation is required, students should not be asked to write this in their own language. They should have to choose the correct number from a list of numbered terms or explanations. Throughout the tests students have to mark specific answers in applying just one consistent “tick” system.
- In order to facilitate the translation procedure and make it possible to write translations in between the lines, tasks will be word-processed with double spacing. The host country should be aware that plenty of copying facilities are

required in order to avoid queuing up during the night after finishing the translations.

- In order to secure anonymous marking code numbers will be used instead of names for each participant. An explanation of the coding procedure will be included in the written instruction on the front page of the tasks in native languages. Oral instruction at the start of test sessions should be avoided. Nevertheless it is advised that competitors will understand some English.
- Calculators to be used in the tasks will be provided with simple statistical functions and distributed among students at their arrival at the competition site. Students will be informed that they have to bring and use these calculators during the tasks. Using own calculators is not allowed and will lead to subtraction of points.
- During tests refreshments will be available for students.
- Taking video shots during IBO practical tasks is allowed as long as it will not interfere with the students. Students participating in IBO should be informed on forehand by their coordinators that they should agree to be filmed/photographed during IBO for non-commercial purposes.

Theoretical Task

The total number of IBO theoretical questions should not exceed 100.

The questions in the Theory test should be grouped by domains in about the following percentages: Cell Biology (20%), Animal anatomy & Physiology (25%), Plant Anatomy and Physiology (15%), Ethology (5%), Genetics & Evolution (20%), Ecology (10%), Biosystematics (5%).

A strict separation of domains is not necessary. Cross-domain questions are most welcome and can be named miscellaneous.

In order to improve the quality of the Theoretical Test all countries are encouraged to forward in time example questions to the host country.

Practical Task

The practical test must follow the *Basic skills of the practical part of IBO* (see Appendix II). Any skill and biological scientific term beyond the approved *Basic skills* and *Content*, if required, must be specified in a preparatory text, sent by the organizers to the coordinators of the participating countries by the end of March.

The following suggestions may be useful for the preparation of the practical part.

- Due to the increasing number of competitors, the organizer may divide the practical part into several sections in which students take turns. In that case the organizing committee must ensure that all groups and all students are provided with equal laboratory materials, equipment and instructions.
- Testing procedures have to provide all students with identical conditions and equipment.
- If necessary, prior to the examination students should be allowed to become acquainted with specific or unusual equipment to ensure fairness.

- During the test there should be no need for additional instruction from laboratory attendants.
- The laboratories should be spatially arranged in order to avoid meeting among students during room switching or breaks.
- In practical tasks dealing with ethology the use of video is an acceptable option
- In the labs the competitors must wear laboratory coats and, if requested also eye protection. Pipetting liquids by mouth is strictly forbidden: each student must be provided with a pipette ball or filler. The use of very toxic substances (e.g. KCN) is strictly forbidden. The use of toxic substances (e.g. EtBr) is not recommended, but may be allowed if special precautions are taken. It is required to use the GHS hazard symbols (Globally Harmonized System of Classification and Labelling of Chemicals) on the product container and to refer to the possible danger in the task text. See appendix VI. Students and leaders of participating countries in IBO should accept the safety recommendations, rules and directions valid for scientific work in the IBO host country (safety rules for secondary education do not apply). The International Jury carries the responsibility for the IBO tests. The host country should offer the International Jury a list of materials and chemicals to be used in the Practical Task, with their potential risks.
- The host country may decide to spread Practical Tasks over two days.

6. Translation and testing procedure

The meetings of the international Jury (subgroup and plenary meetings) are chaired by a Chairperson appointed by the host country. This person is the one and only person directing the sessions of the International Jury. He/she should be familiar with all IBO regulations and procedures, so he/she should attend a former IBO. This Jury Chairperson is supervising the process and taking care that discussions are going smoothly. Defending questions is not his/her task.

The host country will invite a Subgroup of at least six jury members to review the practical and theoretical examinations for at least three working days prior to the IBO week. In order to guarantee the effectiveness of the Subgroup it should contain a varied expertise. It is advised to choose Int. Subgroup members from various parts of the world and to ensure adequate turnover in the group. The IBO chairperson is included *ex officio*. In cooperation with representatives from the host country the Subgroup will review the practical and the theoretical examinations, focusing on the quality of the questions in terms of scientific correctness and conceptual formulation. They will additionally check the marking allocation plus rationale for marks and the balance of topics of the theoretical examination according to the IBO Guide. Practical materials should be made available to the Subgroup. Examination papers should not leave the meeting room of the Subgroup.

The host country from the year of the election of the Subgroup and the host country for the IBO following the one in which the Subgroup will function will each be represented by one member of the Subgroup. The Subgroup will be chaired by the chairperson of the International Jury, who is appointed by the host country of that year. The remaining members will be elected/appointed by the International Jury during the IBO of the previous year.

The host country is advised to ensure a sensible distribution of all countries over the seats in the room during Jury sessions, e.g. IBO chairperson positioned near Jury chairperson, equal or similar languages together. All coordinators will be asked to state their wishes concerning collaboration with other countries through their application form.

In order to save time two concurrent sessions to review practical test questions are possible. This decision is up to the host country. Jury members are free to participate in any (or all) sessions, after which the normal session to review practical test questions will start simultaneously with translation.

At the start of the discussion of the theoretical task an overview will be presented to the international Jury of countries that sent example questions.

To speed up discussion of proposals during jury meetings, adjusting of test questions should be first discussed individually with experts from the local authors about the tasks and only afterwards in the plenary session. In case of a tricky question it is recommended to dedicate the task of transforming it into a proper question to a small team of Jury members.

The time period allowed for the familiarization of jury members with the pack of questions should be strictly fixed and all the questions from the respective pack should be discussed and voted one by one in a sequence. Repeated discussions in the Jury of questions after having voted should be strongly discouraged. In the case of disagreement in the Jury about the validity of an answer of a question, this question should be rejected automatically.

Discussion of IBO tasks will focus only upon the biological content and/or assessment aspects. Spelling and grammar mistakes in the English (or Russian) version of the tasks, being not relevant for understanding the particular question will not be discussed.

Native English speakers will check the correctness of all questions from the assessment point of view and check the correctness of the answer key.

All principal and linguistic questions about the tasks should be communicated (either orally or on written form) to the host country (as they are responsible for the setting of the questions) during the reading period by Jury members. After which, the members of the Subgroup and the jury members who submitted the questions should discuss suggestions and present no more than two variants to the international Jury for voting.

The IBO host is strongly advised to have the proper functioning of IT facilities checked by members of the International Jury on the day of registration and to have plenty of IT experts available as helpdesk.

Experts and interpreters involved in the translation of tasks, taking care of the (word) processing corrections during Jury meetings and processing the statistical evaluation of the results should have a biological background.

Countries willing to use computer for translation of the tasks should bring their own keyboard. IBO encourages all countries to type their translations as much as possible.

While translating every delegation will check the answer key provided by the organizers. The approval of the answer key and the discussion and translation of the IBO theoretical tasks by the International Jury will be in one session.

The answer key of IBO tests will be checked on correctness of significant figures. If for a certain country, no official names in the local language are available in the topic Biosystematics, students should use correct scientific names.

The local task committee responsible for the tasks should be present at Jury meetings and be prepared to defend the questions and answer key properly. Authors of the tests are obliged to be present during the corresponding discussions. In this respect it is necessary that the questions sent for the theoretical task should be provided with a list + explanations of the correct answers.

During the translation procedure and approval of the answer key of the theoretical task a list should be available showing who is the author of each question.

The quality and integrity of the translations will be checked on a random basis. Student guides or local experts could be involved in this process but only after the actual test session. The host country may display a selection of printed versions of translated test papers in Jury Room.

After IBO the Coordinating Center will archive soft copies of all translated IBO tests.

The Jury room should offer Web access to all delegations. During meetings of the International Jury all delegation leaders will have to switch off their mobile phones. During the competition the use of electronic communication devices is completely forbidden for students. Students have to sign a declaration about this (see appendix IV).

In order to reduce possible confusion during voting about the number of votes it is advised that every country will be provided with special vote cards.

A Jury vote regarding more than two options demands several voting rounds going step by step in a logic order. In Coordinators' Meeting the first step is the decision, if changes of the rules are needed or not.

The organizers have the duty to show during the first International session the equipment and materials to be used by the students during the practical task and give a presentation where the task is all about.

During the tests objective inspectors appointed by the jury should be present to check whether the testing conditions are in accordance with the Rules. Inspectors will be recruited among Jury members of past and near future IBO organizers and among newcomers attending the IBO as observer without a team.

Supervisors of the organizers should be informed beforehand about the existence and attendance of the inspectors. Inspectors should be identifiable by a special badge and in no way interfere with the assessment procedure. No interference should occur between inspectors and competitors.

Check points for inspectors
<ul style="list-style-type: none"> • Start & finish: no disturbing (too) long lasting announcements. the instruction on the tasks itself should be sufficient; • Condition in the room: temperature, smell, noise, light; • Quality of equipment and materials (inspectors should have the possibility to check this, e.g. quality of slides with a microscope); • Solving problems by supervisors in case of failing or lacking materials; • Positioning of the students (spatial arrangement, enough room on their tables); • Irregularities: <ul style="list-style-type: none"> - coping with superfluous or unnecessary questions of students - cheating or cribbing - possibility of students to observe manipulations of other students - too much (in between) announcements - students talking with each other • Availability of refreshments; • Shift procedure in between labs; • Differences in speed/progress of students with their tasks; • Available time for students in relation to the length of the tasks.

Students are not allowed to bring any bag in the test facilities. They must leave all papers in the exam rooms.

Directly after the tests the inspectors will assist the organizers in photocopying all answer sheets and save these copies in a sealed envelope.

At the start of each session of the practical task students should be provided with fresh materials and proper functioning equipment. On the front page of the tasks students will be told/reminded to ask supervisors for substitution of inadequate materials or equipment and the organizers should have spare materials and equipment available.

In case of complaints about equipment and specimen students should indicate their objection on their paper and have it signed and commented by a lab assistant. In case of an unjust complaint a student will lose all points for the experiment concerned.

During the exams, assistants can conveniently use a yellow card as a non-verbal warning to a suspect student. In case of proven or suspected cheating the IBO Steering Committee will set up a specialized committee being in charge of processing the case.

- student names shall never be revealed.
- as long as there is suspicion only, no country name shall be revealed.
- once there is a verdict of guilty, the country names will become public.
- IBO will then publish on its website, in the ranking list only, that “... *students from country ... were disqualified.*”

7. Answer key, marking, ranking

Once the Jury members have met the students, no deleting of questions or changes can be accepted in the evaluation criteria unless 2/3 of the Jury members accept to discuss the modification.

Organizers should be aware that it is essential to ensure having enough markers plus experts for producing the preliminary scores + statistical results. The presentation of results of the different parts of the tests to the International Jury should include:

- a scores and means as a %,
- b scatter diagrams in % of Th – Pr, Th(A) – Th (B),
- c correlation between different Th and Pr test parts
- d histograms (distribution of scores)

The scores of individual students will be checked by team leaders. To facilitate this the local marking team will indicate their awarded scores on the answer sheets of the students and the total score on the front page. During checking procedure copies of the translated test papers and copies of the marked answer sheets of the students will be used. While checking the awarded scores delegation leaders will only have access to copies of the papers of their own students plus their awarded scores and nothing more. No lists should be available or distributed with total scores and/or names of the students. While checking awarded scores to their students, leaders also should check whether student codes are correct.

After having checked the marking made by the organizer's marking team each delegation leader will sign for approval of his/her national team results (presented on a sheet containing only the raw results of the 4 country students). The Jury chairperson, the Coordinating Center representative and the Coordinators chairperson will sign a document summarizing the medal awarding criteria.

The final ranking of the students is based upon their equally weighted scores for theory and practical tasks according to the t-score method (cf. Organization Rules, §10.1).

During the decision procedure of the awarding of medals delegation leaders will only have a list with adjusted scores (original scores multiplied by a secret factor and no names of the students or countries).

The final ranking and medal distribution will be secret until the official announcement in the closing ceremony.

8. What does an IBO program look like?

1st day (Sunday)	Arrival of delegations
2nd day (Monday)	<p>Opening ceremony in the morning</p> <p>Jury session in the afternoon:</p> <ul style="list-style-type: none"> - presentation of the team of authors - general concept of the competition - explanation of the structure of the tests - total proposed number of points for the theoretical and practical tests - presentation of the practical test with evaluation procedure including demonstration of the materials and equipment necessary to fulfil the practical tasks - appointing inspectors, recruited from future and past organizers and observers, who will witness at random the actual practical test session - discussion and approval in portions of the practical test and its marking procedure - translation of the practical task into native languages - checks on translations
3rd day (Tuesday)	<p>Practical test for students in shifts</p> <p>After the test:</p> <ul style="list-style-type: none"> - ideal author solution available for students and delegation leaders - reunion of delegation leaders and students
4th day (Wednesday)	<p>Jury session:</p> <ul style="list-style-type: none"> - report of inspectors present during practical test - presentation of the theoretical test questions and evaluation procedure - appointing inspectors who will witness at random the actual theoretical test session - discussion and approval in portions of the theoretical test, its answer key and its marking procedure - translation of the theoretical test into native languages. - checks on translations

5th day (Thursday)	<p>Theoretical test for students (after the test reunion of delegation leaders and students)</p> <p>Jury session (in the afternoon):</p> <ul style="list-style-type: none"> - checking the marking process: team leaders analyze, discuss and approve the awarded scores by the marking team and the statistical evaluation of the results of the practical test. <p>Remark: for team leaders the test papers and copies of the marked answer sheets of their students should be available.</p> <ul style="list-style-type: none"> - reporting from inspectors present during theoretical test <p>Meeting of coordinators in the evening</p>
6th day (Friday)	<p>Jury session in the afternoon or evening:</p> <ul style="list-style-type: none"> - checking the marking process: team leaders analyze, discuss and approve the awarded scores by the marking team and the statistical evaluation of the results of the theoretical test. <p>Remark: for team leaders the test papers and copies of the marked answer sheets of their students should be available.</p> <ul style="list-style-type: none"> - determining balance in scores for theoretical and practical test (normally 50% - 50%) in the final ranking. A change in the 50:50 ratio should be based upon the statistical evaluation.
7th day (Saturday)	<p>Jury session in the morning (or Friday night):</p> <p>Approval of the competition results and awarding of medals</p> <p>Afternoon: Closing ceremony</p>
8th day (Sunday)	<p>Departure of delegations</p>

Note: Excursions and cultural activities are organized for students, jury members and observers during their free times throughout the course of the IBO. Separation of Jury members from students must be assured between the Jury session and the theoretical or practical competition respectively.

9. What is the usual protocol during the opening and closing ceremonies?

Opening:

1. Entry and presentation of the IBO cup and IBO flag.
2. Lining up of all participating teams with their national flags, in alphabetical order.
3. Opening address and words of welcome by invited prominent Master of Ceremonies and other speakers alternated with cultural and/or musical performances.
4. Oath by the competitors' representative while all competitors are standing and raising their right hand.
Oath *We, competitors of this International Biology Olympiad solemnly swear that we will answer the theoretical and practical competition questions in the most responsible way and we will compete honestly according to the principles of "Fair Play".*
5. Oath by a representative of the International Jury while all delegation leaders are standing and raising their right hand.
Oath *We, the members of this International Biology Olympiad Jury, solemnly swear to judge the competition according to the valid Rules accepted for this Olympiad and according to the principles of "Fair Play".*

Closing:

1. Entry of all participating teams (flags are already on the stage).
2. Address by the main author or president of the IBO about the competition and other speakers.
3. Announcement of awards and medal presentation in reverse order, with a clear distinction between Certificate of Merit, bronze, silver and gold. The overall winners ranked 1, 2 and 3 will receive special attention during the medal award ceremony.
4. Interval with musical and/or cultural performances
5. Distribution among each national team the certificates of attendance while lining up on the stage.
6. Handing over the IBO cup and IBO flag to the host country of the next year.
7. Closing addresses.

Remark: Directly after the closing ceremony plenty of copies of the final ranking and results will be available for Jury, competitors and press

APPENDIX I

Content Theoretical part of the IBO

The IBO theoretical examination should concentrate on biological concepts applied to the majority of organisms of the same group. It should not contain specific facts, exceptions or knowledge about local organisms that require special or local experiences.

The majority of questions should test students' understanding, science process skills and application of their biological knowledge. The host country should definitely make every effort to deliver theoretical tasks requiring sound biological understanding, rather than being based upon high-end / cutting-edge knowledge. Questions testing only knowledge should be expelled.

The maximum obtainable points for correct answers of each particular question have to be stated in the examination papers.

Questions concerning Principles of Scientific Reasoning and Principles of Biological Methods should be included in the Theoretical test, which should cover the following 7 topics in the indicated proportions.

In the IBO tasks the names of organisms will be the national names (no description) together with the scientific names (Latin) in brackets. Any description instead of name is prohibited. The organizers should construct the questions so that the name of the organism is not a key element for answering; otherwise they should use very well known organisms (general representatives of a group) mentioned in the list for biosystematics.

I Cell biology : (20 %)⁶

Structure and function of cells

- Chemical components
 - Monosaccharides; disaccharides; polysaccharides
 - Lipids
 - Proteins: amino acids, three letter symbol; structure of proteins;
 - chemical classification of proteins:
simple proteins and conjugated proteins
 - functional classification of proteins:
structural proteins and enzymes
 - Enzymes
 - Chemical structure: apoenzyme and coenzyme
 - Model for enzyme action: enzyme binds with substrate
 - Denaturation
 - Nomenclature
 - Nucleic Acids : DNA, RNA

⁶ Percentage representing points in the test

- Other important compounds
 - . ADP and ATP
 - . NAD^+ and NADH
 - . NADP^+ and NADPH
- Organelles

nucleus	-nuclear envelope -(nucleohyaloplasm) -chromosomes -nucleoli	
cytoplasm	-cell membrane -hyaloplasm -mitochondria -endoplasmatic reticulum -ribosomes -Golgi apparatus -lysosomes -vacuole membrane -proplastides -plastides	. chloroplasts . chromoplasts . leucoplasts (e.g. amyloplasts)

Plant cells are surrounded with a cell wall

- Cell metabolism
 - Breakdown of carbohydrates
 - . Anaerobic break down (anaerobic respiration) of glucose: glycolysis
 - . Aerobic break down (aerobic respiration) of glucose:
 - glycolysis
 - citric acid cycle
 - oxidative phosphorylation
 - Dissimilation of fats and proteins
 - Assimilation
 - . Photosynthesis
 - . Light reaction
 - . Dark reaction (Calvin cycle)
- Protein synthesis
 - Transcription
 - Translation
 - Genetic code
- Transport through membranes
 - Diffusion
 - Osmosis, plasmolysis
 - Active transport
- Mitosis and meiosis

- Cell cycle: interphase (replication) and mitosis (prophase - metaphase - anaphase - telophase)
- Chromatids, equatorial plate, haploid and diploid, genome, somatic and generative cells, gamete, crossing over
- Meiosis I and meiosis II.

Microbiology

- Prokaryotic cell organization
- Morphology
- Phototrophy and chemotrophy

Biotechnology

- Fermentation
- Genetic manipulation of organisms

II Plant anatomy and physiology**(15 %)**

(with emphasis on seed plants)

Structure and function of tissues and organs involved in:

- Photosynthesis, transpiration and gas exchange
 - Leaf : structure; function stomata
- Transport of water, minerals and assimilates
 - Root : structure (endodermis)
 - Stem : structure (vascular bundles)
- Growth and development
 - Apical meristem and cambium
 - Germination
- Reproduction (ferns and mosses included)
 - Asexual reproduction (clone forming)
 - Sexual reproduction
 - . Structure of flowers
 - . Pollination
 - . Double fertilization
 - Alternation of generation in seed plants, ferns and mosses

III Animal anatomy and physiology**(25 %)**

(with emphasis on vertebrates and especially man)

Structure and function of organs and tissues involved in

- Digestion and nutrition
 - Digestive tract (including liver, gall bladder and pancreas)
 - Mechanical and chemical breakdown of food
 - Absorption
 - Food components (water, minerals, vitamins, proteins, carbohydrates and fats)
- Respiration

- Breathing mechanism
- Gas exchange
- Respiratory organs
- Circulation
 - Blood : blood plasma, red blood cells, white blood cells, blood platelets
 - Blood circulation : arteries, capillaries, veins, heart
 - Lymphatic system : tissue fluid, lymph
- Excretion
 - Structure of the renal system
 - Urine production
- Regulation (neural and hormonal)
 - Nervous system : peripheral nervous system, central nervous system (spinal cord and brain), autonomic nervous system (sympathetic and parasympathetic), reflexes, sense organs (eyes and ears)
 - Endocrine system : pituitary gland, thyroid gland, islets of Langerhans, adrenal medulla, adrenal cortex, ovaries and testes
- Reproduction and development
 - Structure and function of male and female reproductive systems
 - Ovulation and menstrual cycle
 - Fertilization
 - Formation of ectoderm, mesoderm, endoderm
 - Embryonic membranes
- Immunity
 - Antigens, antibodies

IV Ethology**(5 %)**

- Methodology of Ethology
- Innate and Learned Behaviour
- Communication and Social Organization
- Foraging Behaviour
- Defensive Behaviour
- Mating systems and Parental care
- Biological rhythms

V Genetics and Evolution**(20 %)**

- Variation : mutation and modification
- Mendelian inheritance
 - Monohybrid cross
 - Dihybrid cross
 - Polyhybrid cross
- Multiple allelism, recombination, sex linkage
- Hardy-Weinberg principle
- Mechanism of evolution
 - Mutation
 - Natural selection

- Reproductive isolation
- Adaptation
- Fitness

VI Ecology

(10 %)

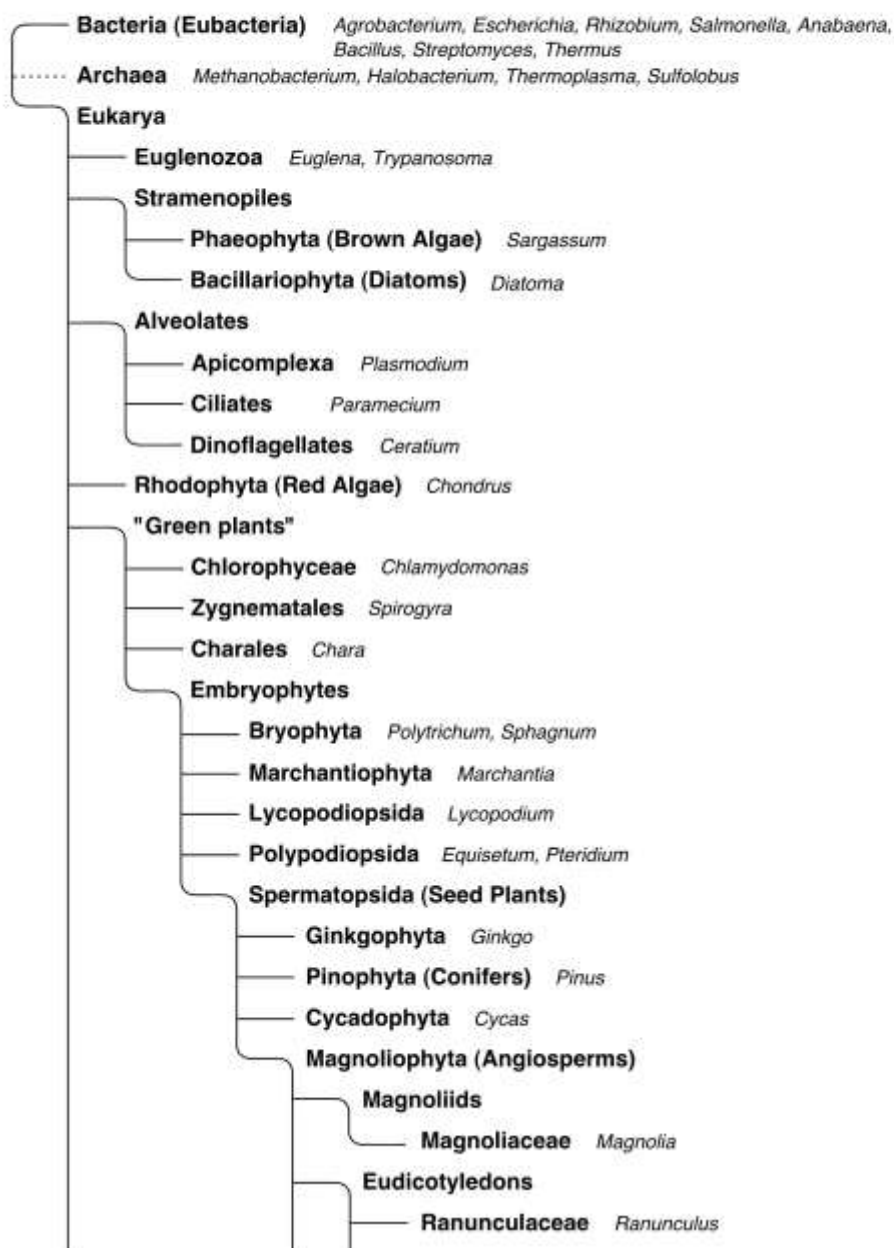
- Individual Organisms
 - Unitary and modular organisms
- Population
 - Population structure
 - . dispersion, age, size and sex structure
 - Population dynamics
 - . birth rate, death rate
 - . exponential and logistic growth, carrying capacity
 - Population regulation
 - . metapopulation dynamics
- Biotic Communities
 - Species richness and diversity
 - Niche, competition exclusion principle
 - Interspecific Interactions
 - . competition, predation, symbiosis
 - Community dynamics
 - . succession
 - Terrestrial biomes
 - Aquatic biomes
- Ecosystems
 - Trophic structure
 - . food webs
 - Trophic levels
 - . producers, consumers, decomposers
 - Energy flow
 - Productivity
 - . gross and net primary productivity
 - . energy transfer efficiencies
 - Matter flux through ecosystems
 - Global biogeochemical cycles
- Biosphere and man
 - Human population growth
 - Pollution
 - . threats to biodiversity
 - . in situ conservation
 - . ex situ conservation

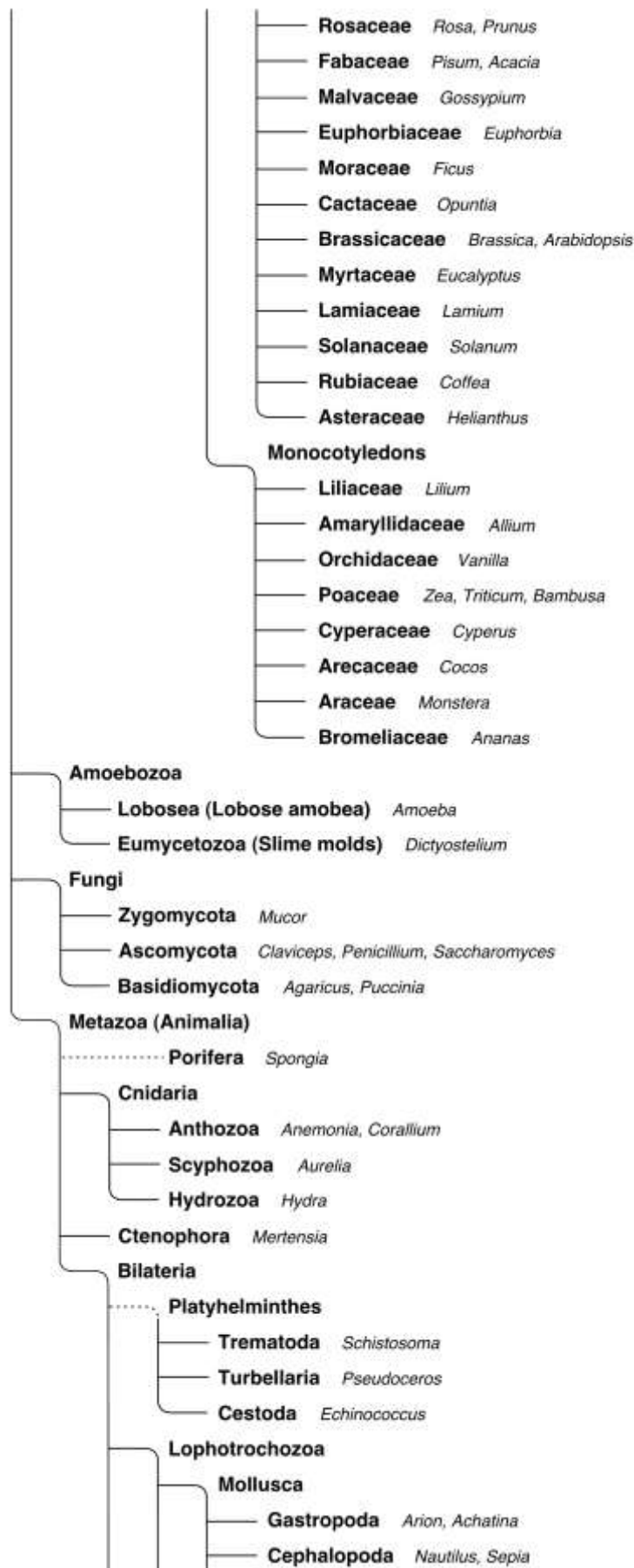
VII BIOSYSTEMATICS**(5 %)**

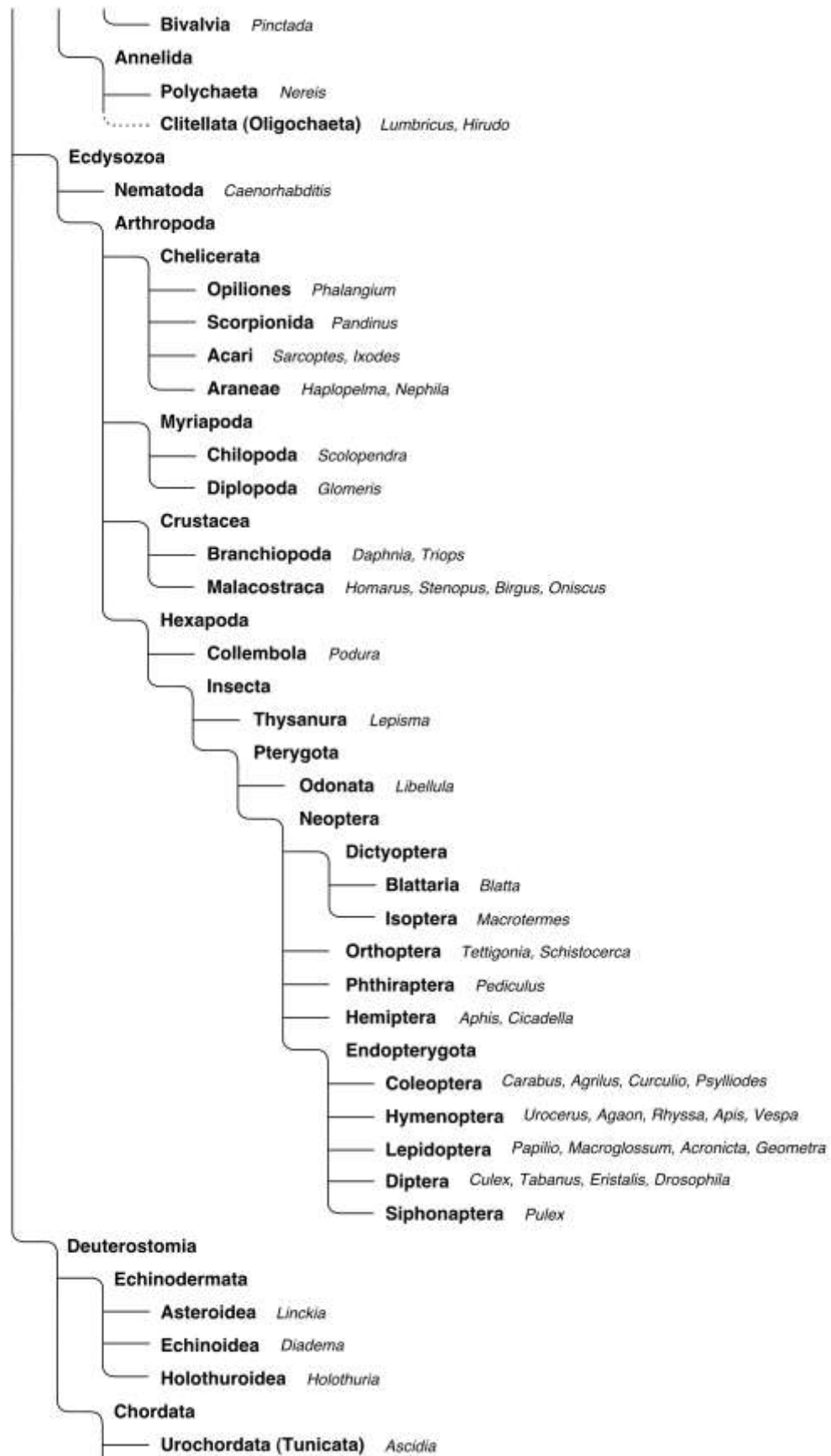
Structure and function, evolutionary and ecological relationships among typical organisms in the following groups. Knowledge of scientific terms will not be required for successful solution of the tasks. However, competitors should know what the named representatives of genera mentioned below look like.

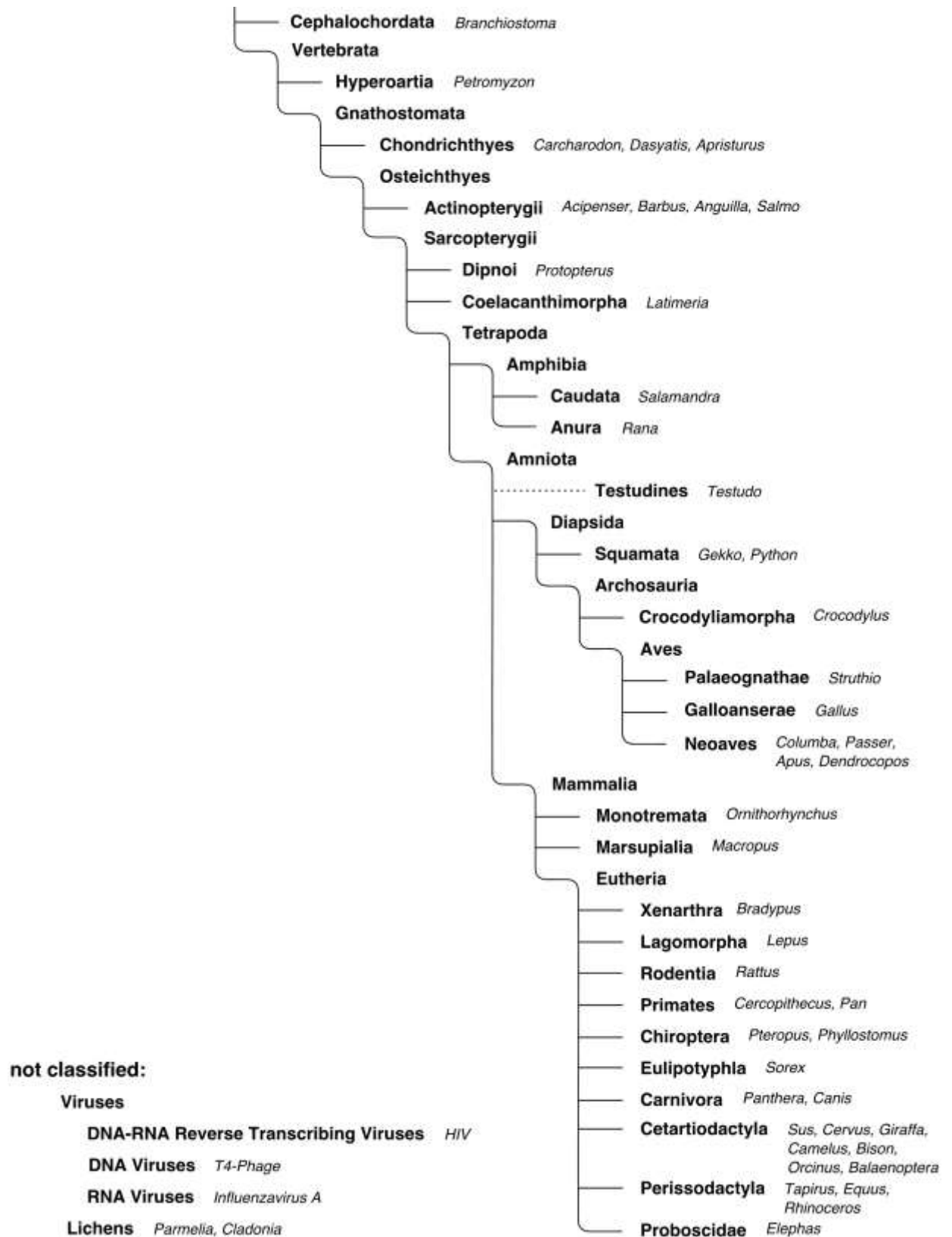
The IBO biosystematics list is an integral part of chapter VII in Appendix I of the IBO-Guide. The list encloses a selection of the most relevant groups of organisms to be known by the IBO competitors. Each of the groups is exemplified by one or several typical genera. The list reflects the current view of the phylogeny of life (June 2011). Its major reference is the Tree of Life web project (<http://tolweb.org>). The list is to be periodically updated.

Please note that the tree represents the relationships between parent and child groups, but not between groups shown on the same hierarchical level.









APPENDIX II

Basic Skills for the Practical Part of the IBO

The IBO practical examination should concentrate on the evaluation of competitors for their ability to solve given biological problems using the following skills.

In the IBO tasks the names of organisms will be the national names (no description) together with the scientific names (Latin) in brackets. Any description instead of name is prohibited. The organizers should construct the questions so that the name of the organism is not a key element for answering; otherwise they should use very well known organisms (general representatives of a group) mentioned in the list for biosystematics.

I Science Process skills

- 1 Observation
- 2 Measurement
- 3 Grouping or classification
- 4 Relationship finding
- 5 Calculation
- 6 Data organization and presentation: graphs, tables, charts, diagrams, photographs
- 7 Prediction / projection
- 8 Hypothesis formulation
- 9 Operational definition: scope, condition, assumption
- 10 Variable identification and control
- 11 Experimentation: experimental design, experimenting, result/data recording, result interpretation and drawing conclusions.
- 12 Representing numerical results with appropriate accuracy (correct number of digits)

II Basic biological skills

- 1 Observation of biological objects using magnifying glasses
- 2 Work with a microscope (objective max. 45 x)
- 3 Work with a stereomicroscope
- 4 Drawing of preparations (from a microscope, etc.)
- 5 Exact description of a biological drawing using tables of biological terms marked with a numerical code

III Biological methods

Competitors in the IBO should know the following methods and be able to use them. If any method requires extra specific information concerning procedures that depend on special technical equipment, instruction will have to be provided.

A Cytological methods

- 1 Maceration and squash technique
- 2 Smear method
- 3 Staining of cells and slide preparation

B Methods to study plant anatomy and physiology

- 1 Dissection of plant flower and deduction of flower formula
- 2 Dissection of other plant parts: roots, stems, leaves, fruits
- 3 Free - hand sectioning of stems, leaves, roots
- 4 Staining (for example lignin) and slide preparation of plant tissues
- 5 Elementary measurement of photosynthesis
- 6 Measurement of transpiration

C Methods to study animal anatomy and physiology

- 1 Dissection of invertebrates.
Dissection of fish or parts or organs from vertebrates bred for the consumption is allowed, too.
Animals being used, as dissection material should be dead before being submitted to the students.
- 2 Whole - mount slide preparation of small invertebrates
- 3 Elementary measurement of respiration

D Ethological methods

- 1 Determination and interpretation of animal behaviour

E Ecological and environmental methods

- 1 Estimation of population density
- 2 Estimation of biomass
- 3 Elementary estimation of water quality
- 4 Elementary estimation of air quality

F Taxonomic methods

- 1 Use of dichotomous keys
- 2 Construction of simple dichotomous keys
- 3 Identification of the most common flowering-plant families
- 4 Identification of insect orders
- 5 Identification of phyla and classes of other organisms

IV Physical and chemical methods

- 1 Separation techniques: chromatography, filtration, centrifugation
- 2 Standard tests for monosaccharides, polysaccharides, lipids, protein (Fehling, I_2 in KI(aq), biuret)
- 3 Titration
- 4 Measuring quantities by drip and strip methods
- 5 Dilution methods
- 6 Pipetting, including use of micropipettes
- 7 Microscopy, including use of counting chambers
- 8 Determination of absorption of light
- 9 Gel electrophoresis

V Microbiological methods

- 1 Preparing nutrient media
- 2 Aseptic techniques (flaming and heating glass material)
- 3 Inoculation techniques

VI Statistical methods

- 1 Probability and probability distributions
- 2 Application of mean, median, percentage, variance, standard deviation, standard error, T test, chi-square test

VII Handling equipment

Due to differences in the equipment between IBO member countries, these skills can only be evaluated if the competitors have been informed beforehand about the algorithm, how to use the equipment, how to proceed with a particular experiment...

APPENDIX III

Reference template for on-line National Biology Olympiad description (www.ibo-info.org)

This document describes the information you should collect
for filling-in a convenient on-line description of your National Biology Olympiad.

Name of the country

...

Name of the NBO

...

Established

In which year the NBO was established.

Website URL

http://

Website language

...

Olympiad promotion

- How and when are teachers, students, schools, press informed about NBO?
- Indicate what kind of stuff (letters, posters, leaflets, brochures, etc) are used to promote participation in NBO
- Who is sending this information?

Organization, structure, categories and rounds

- Which institution is the main organizer?
- How many rounds do you have?
- When is the 1st, 2nd, 3rd,... round?
- Which institution is the host of the final round?

Tests

What type of tests do you have in round 1, round 2, round 3, etc? (multiple choice, essay, oral, portfolio, practical, etc)

- Which institution or group is producing the tests for round 1, round 2,..etc?
- Where do students take the test of round 1, round 2, round 3, etc e.g. school, university, biology camp, etc.)?

Student training

In preparing for NBO and IBO student do extra study and receive extra training. Estimate how many days extra training + study the students have:

- At home:
- At school:
- At special training camp:
- Bio summer camp:
- University:
- somewhere else:

Study materials

What kind of special materials are developed or available for students helping them to score better in the National rounds or to prepare for the IBO? (e.g. high school textbooks, special designed NBO syllabus, university textbooks (Campbell, etc), syllabus of lecturers, web based courses, tests (former IBO's and NBO's).

Awarding of students, prizes

What kind of award and prizes do you offer NBO-winners and or schools? Which value? Money? Examples: medals and certificates, free entrance to university, science books, PC, DVD player, camera, microscope, scholarships, money.

Media coverage

Indicate which media are involved to inform people, schools, students etc about the biology Olympiad procedures, results of students and/or schools, medals at IBO, Think about local/national TV, journals, newspapers, etc.

Support / resources

- Which institutions are sponsoring and
- How do they support (e.g. money, prizes, organization, lectures, study materials,) Remark:
Include support of Ministry of Education?

IBO coordinator

name, address and email is required,

Official institution

Name and address of prominent representative national institution appointing the Coordinator.
(not just the university / college where the coordinator is working)

Statistics over the year

Which % of schools/students participated in the last five years in the NBO?

Standard school year

From:

..... (Month of the school year beginning)

To

..... (Month of the school year ending):

Biology hours/week

Minimum: Maximum:.....

(Common for the students going for the NBO).

Logo & Files

Description of attached images

Describe what kind of letters, posters, leaflets, brochures, etc. are used to promote participation in the NBO.

Logo

If possible, attach an example of the NBO logo.

Poster

If possible, attach an example of the NBO poster (as image or pdf).

Leaflet

If possible, attach an example of the NBO leaflet (as image or pdf).

APPENDIX IV

IBO host

INTERNATIONAL BIOLOGY OLYMPIAD



Logo

Declaration form for competitors

Please fill in CAPITAL LETTERS.

Country: _____

First name: _____ Family name: _____

Date of Birth: _____ (dd-mm-yyyy)

I, as a competitor of the IBO _____ in _____ declare that:

(year of IBO)

(location of IBO)

- I am (I was until _____) a student of a regular secondary school for general education in the country concerned
- I have not obtained a diploma allowing to study at a university or equivalent institution before the 1st of January of the actual competition year;
- I am one of the winners of the National Biology Olympiad of the current school year of the above-mentioned country;
- I was not trained or instructed within a selected group of 50 or fewer students comprising the IBO team for a period longer than two weeks;
- I was born on the 1st of July of <the IBO year minus 20> or later;
- I have not participated already twice in the IBO;
- I have not yet started study at university or equivalent institution as regular or full time student;
- from 14:00 on the day before the Practical task until the end of the Theoretical task I will have registered and hand in my personal electronic communication devices;
- I agree to be photographed or filmed during the IBO; the organizers may use those images freely for IBO promotion purposes (no commercial use).

Date and signature of competitor _____

SCHOOL INFORMATION

Name of school _____

School address _____

School phone and fax _____

School e-mail _____

Name of school principal _____

I as the principal of this school declare that the information given by the above mentioned student is entirely correct.

Date and signature of the principal _____

(Please certify with the school stamp)

APPENDIX V:

List of member countries

The year of the first participation in the Olympiad is indicated in brackets.










Belgium	(1990)	United Kingdom	(1998)
Bulgaria	(1990)	Switzerland	(1999)
Czechoslovakia	(1990-1992)	Iran	(1999)
Germany	(1990)	Mexico	(1999)
Poland	(1990)	Chinese Taipei	(1999)
Soviet Union	(1990-1991)	India	(2000)
The Netherlands	(1991)	Indonesia	(2000)
Sweden	(1991)	Singapore	(2001)
Thailand	(1991)	Slovenia	(2001)
Australia	(1992)	Cyprus	(2002)
Belarus	(1992)	USA	(2003)
Turkey	(1992)	Canada	(2004)
Russia	(1992)	Brazil	(2005)
Ukraine	(1992)	Denmark	(2005)
China	(1993)	Greece	(2005)
Czech Republic	(1993)	Japan	(2005)
Slovak Republic	(1993)	New Zealand	(2005)
Azerbaijan	(1994)	Nigeria	(2005)
Kazakhstan	(1994)	Spain	(2006)
Kuwait	(1995)	Pakistan	(2006)
Kyrgyzstan	(1994)	France	(2007)
Latvia	(1995)	Liechtenstein	(2007)
Tajikistan	(1995)	Lithuania	(2007)
Turkmenistan	(1995)	Italy	(2008)
Argentina	(1996)	Sri Lanka	(2009)
Vietnam	(1996)	Armenia	(2009)
Finland	(1997)	Hungary	(2010)
Mongolia	(1997)	United Arab Emirates	(2010)
Romania	(1997)	Georgia	(2011)
Estonia	(1998)	Montenegro	(2012)
Ireland	(1998)	South Africa	(2012)
Korea	(1998)	Costa Rica	(2013)
Moldova	(1998)		

New member country accepted in 2013 and invited to participate for the first time in 2014 (provided fulfilling the associated duties) is Portugal. The list of countries having organized an IBO in the past can be found on page 6 (History).

The next scheduled organizers are Indonesia (2014), Denmark (2015), Vietnam (2016), UK (2017), Iran (2018) and Hungary (2019). A list with addresses can be obtained from IBO website.

APPENDIX VI:

List of GHS hazard pictograms

SGH01		Explosive
SGH02		Flammable
SGH03		Oxidizer
SGH04		Gas under pressure
SGH05		Corrosive
SGH06		Toxic
SGH07		Toxic, irritant, sensitizing, narcotic
SGH08		Sensitizing, mutagenic, carcinogenic, reproductive toxicity
SGH09		Danger for aquatic life