

IB Exam Fees & Procedures

Portledge School | International Baccalaureate Diploma Programme | May Exam Session

Exam & Subject Fees

IB subject exam fee — per subject registered	\$126.50
Portledge administrative fee*	\$45.00
Extended Essay (EE) — fee applies only if retaken	\$97.00
Theory of Knowledge (TOK) — fee applies only if retaken	\$50.00
Creativity, Activity, Service (CAS) — fee applies only if retaken	\$11.00

There is no fee for EE, TOK, or CAS the first time they are taken as part of a full Diploma.

Registration & Late Fee Timeline — May Exam Session

Portledge registers all IB candidates for the May exam session, so the dates below are the only registration and late-fee dates that apply to our students. The subject fee itself (\$126.50) doesn't change — what changes is a late fee added on top of it, based on when a subject or core element is registered or amended.

On or before 15 November (the November before the May exam) — standard registration deadline	No late fee
16 November – 15 January — late registration period	+ \$41.00 / subject or core element
After 15 January — late registration period has ended	+ \$160.00 / subject or core element

There is no late fee for withdrawing a student from a subject or session, or for correcting a student's personal details.

Inquiry Upon Results (Requesting a Review of a Grade)

Category 1 — re-mark, per student/subject/level (no fee if the grade changes)	\$131.00
Category 1 report, stage 1 — return of marked material, per student/subject/level	\$21.00
Category 1 report, stage 2 — full written report, per student/subject/level	\$226.00
Category 2A — return of moderated coursework (photocopies), per subject/level/component	\$95.00
Category 2A — return of moderated coursework (electronic), per subject/level/component	\$59.00
Category 2B — per student/subject/level	\$21.00
Category 3 — re-moderation, per subject/level sample	\$319.00
Student-Initiated Post-Graduation Enquiry (for students who have already left Portledge)	\$247.00

Important: a grade can go down.

Requesting an Inquiry Upon Results (re-mark, re-moderation, or report) is a full re-assessment, not a one-directional check. The resulting grade may stay the same, go up, or go down from the original grade — and a lower grade becomes the student's official result, potentially affecting overall Diploma points. (The Category 1 re-mark fee is waived only if the grade changes; it does not protect against a grade decreasing.) The decision to pursue an enquiry should be weighed carefully with the IB Coordinator before a request is submitted.

Other By-Request Services

Legalization of IB Diploma/results, per document or consulate (before 15 June)	\$179.00
Legalization of IB Diploma/results, per document or consulate (after 15 June)	\$267.00
Replacement IB Diploma or DP Course Results	\$88.00
Sending results to an additional university/admissions centre (first 6 are free)	\$20.00
Alternative examination venue, per student/subject	\$56.00
Formal appeal of an IB decision (refunded if the appeal changes the decision)	\$731.00

**Portledge administrative fee: The \$45.00 administrative fee is a single yearly fee, not charged per subject, and applies only to full Diploma candidates. It helps to offset costs of proctoring, special events, and administration. It is billed in November. Exam fees are billed in the year of the exam.*

All figures above are drawn from IB Fees and Billing Information for IB World Schools 2027 (USD), published March 2026, for the period 1 September 2026 to 31 August 2027. Fees are set by the IB annually and are subject to change; current figures are also posted at portledge.org/ib-dp. Questions about a specific charge should be directed to Mrs. Rigg, IB Diploma Programme Coordinator (trigg@portledge.org) | (516) 750-3164) or the Business Office.