



## **MISSION AND CORE VALUES**

### **OUR VISION**

- Providing world-class education.

### **OUR MISSION**

- To empower students with a holistic, rigorous and international education for success in an everchanging world.

### **OUR PHILOSOPHY**

- To be recognized by the success of our students in achieving their personal goals.
- To make student development the center of all school decisions.
- To aspire to the highest internationally recognized performance standards.
- To build and celebrate a culture based on internationalism.
- To enable staff to become life-long learners through the development of their professional practice.
- To offer opportunities for all students, and provide them with a quality education that meets their needs.

### **OUR CORE VALUES**

- Achievement: I can take pride in all that I do.
- Collaboration: I can work with my classmates to be excellent.
- Integrity: I can make good choices.
- Respect: I can be kind to my friends.
- Responsibility: I can be in charge of my actions.
- Innovation: I can take creativity and imagination to the next level.

### **OUR BELIEFS**

- We believe that a healthy mind and body, a positive attitude and behavior help one focus and learn.
- We believe in the pursuit of excellence while balancing the academic, aesthetic and athletic facets of education.
- We believe that teamwork between students, teachers, parents and the community is critical to the overall learning process.
- We believe in encouraging students to take pride in their achievements and applaud others' achievements.
- We believe that internationalism is vital for holistic education.
- We believe that effective teaching in a safe, positive school environment enables children to develop academically and socially.

### **OUR MOTTO**

- Community | Innovation | Success





## ASSESSMENT POLICY FOR GRADES 11 AND 12

The IBDP is a two-year programme culminating in external examinations at the end of Grade 12. IB assessment criteria will be followed from the beginning of the course. Grade Boundaries are determined by the Head of Department to reflect the boundaries set by the IB. These boundaries vary per the subject and are not standard across subject areas. Formal examinations are held twice during the first year; a mock exam is held mid-year in the second year (DP 2) and the external exams are held in May. All DP exams, internal and external, are conducted as per the IB regulations and requirements.

### Grade 11

#### End of Year exam

The June exams cover the whole year's work and resemble the IB exams as closely as possible.

## PROMOTION FROM GRADE 11 TO GRADE 12

### Diploma Students

- Diploma students in Year 12 **must get a 4 or above in HL subjects, 3 or above in SL subjects, and a total of 24 points** to be promoted to Grade 12.
- A student not achieving a grade 4 in an HL subject may drop to SL in the subject, provided the student has 4 HL subjects.
- If a student gets a failing grade **in up to two subjects**, he/she must do a re-sit exam at the end of August, prior to school starting; any student needing 3 re-sit exams will automatically revert to courses.
- A grade of 3 for SL and 4 for HL and a final total of 24 points must be achieved in the re-sit exam/s to qualify for promotion.
- Diploma students should meet all **EE, ToK, CIS** and any other curriculum deadlines.
- IB Diploma students not meeting the above requirements will be advised to switch to the US Diploma Program.
- By the progress report, those students not achieving the above prerequisites will automatically move to the US Diploma before registration for May exams.
- Minimum attendance requirements for the year as per the MOE and the IB should be met.





## DP Courses

- Students pursuing the US Diploma may choose to take IB DP Courses that meet the requirements of the IB. Any student who takes a DP class will be enrolled with the IB to sit the examination in May of the programmes second year. But this year we are not offering courses due to limited number of students.
- All students are required to pass the MOE requirements in Arabic and Islamic Studies; a re-sit exam will be held for failing students before school closes in summer.

## Grade 12

### Predicted Grades for Universities

- In Grade 12, teachers are required to provide the College Counsellor with predicted grades for university application purposes. This may happen at different times, depending on the location of the university being applied to.
- These grades are based on the Grade 11 **exam scores** and the teacher's overall evaluation of the student at the time of giving the predicted grade.
- PGs are realistically optimistic and should in no way compromise the professionalism of the teacher or the credibility of the school.
- Students will be informed of their individual class scores along with the total predicted score out of 42 points (excluding ToK and the EE).
- PGs may be reviewed and revised after the Mock Exams, if applicable.

## FINAL EXAM REGISTRATIONS

All Grade 12 students are evaluated in October prior to registering them for the final IB examinations held in May. **In order to be registered for the IB Diploma, students must have:**

- Grade 4 or above in HL subjects, 3 or above in SL subjects and a total score of 24 points.
- The first draft of the Extended Essay must be completed.
- All internal deadlines for TOK/CIS/Written assignments/internal assessments must be met.

The DPC and Senior Management will review students not meeting the above requirements regarding their exam registration. **The school reserves the right to make the final decision on whether or not a student may be registered as a Diploma candidate.**





## **MOCK EXAMS**

- Students in Grade 12 sit full mock exams after the Winter Break.
- These exams are exactly like the IB finals, and are graded accordingly using grade boundaries published by the IB.
- These are the last full internal examinations and directly impact the PGs for the IB.

## **EXTERNALLY ASSESSED COURSEWORK**

The students are under the supervision of the teacher to produce these components independently. Each of the components is externally assessed by IB examiners.

1. Written Essay/s
2. Extended Essay
3. ToK Essay
4. Internal Assessments as per subject requirement

- Deadlines for submission of drafts and final piece/s are given to students at the start of Grade 11 and Grade 12.
- Students' progress is monitored and the DP/EE/TOK/CAS Coordinator, as appropriate, counsel students when necessary.
- The teacher who informs the DP Coordinator alerts with regard to parents missed deadlines on a regular basis.
- A student who does not submit a final EE, TOK and/or Language Essay as per the school's internal deadlines will be required to move to the US Diploma program.





## INTERNALLY ASSESSED COURSEWORK

- Deadlines for submission of drafts and final piece/s are given to students at the start of Grade 11 and Grade 12.
- Students' progress is monitored, and the DP Coordinator and Classroom Teacher will counsel students when necessary.
- The teacher will also inform the parent and cc the DP Coordinator and with regard to missed deadlines.
- If a student has not completed the final draft as per the deadline, a previous/incomplete draft must be submitted - This is likely to result in a lower grade than might have been the case if a revised final draft had been submitted.
- These marks are then submitted by the teacher to the DP Coordinator who enters them into the IB database.
- The moderation sample is selected electronically by IB and is sent to Examiners for moderation. As the IA marks are likely to be altered in the moderation process, the marks are not disclosed to students.

## INTERNAL ASSESSMENT IN GROUP 1 AND GROUP 2 AND TOK

These are in the form of oral assessment, written assessments and presentations that are held at different times over the course of the two-year programme.

The teachers in liaison with the DP Coordinator schedule dates for these and students are informed.

- a) This schedule is to be treated on par with external exam schedules.
- b) If a student does not turn up for a scheduled oral assessment, it is viewed as a 'missed exam' and will be awarded no mark. Parents are informed via the DP Coordinator.
- c) This will impact adversely on the final mark awarded for IA.
- d) An assessment may be rescheduled at the discretion of the DP Coordinator and the Principal if there is satisfactory documentary evidence of extenuating circumstances.





## PREDICTED GRADES TO IB

By late March, DP2 teachers are required to submit Predicted Grades to the DPC for submission to IB. These grades are only for IB use, are not sent to universities, and will not be revealed to students. They are based on Mock Exam performance and Internal Assessment marks and should be as realistic as possible.

## GRADUATION

- Students must complete all courses in which they are registered.
- The attendance record must meet the MOE and the IB requirements.
- The Graduation Certificate is ceremonial, and the Graduation ceremony is ceremonial, however, the diploma received is an accredited school leaving qualification accredited by NEASC.
- The final certificate is issued only after the final IB results are announced and carries those grades.

## FINAL EXTERNAL EXAMINATION GRADES

- These are awarded by the IB upon completion of the final exams.
- The results are released to students on a pre-determined date and may be accessed on the IB website using a pin that is given to each candidate.
- Any students taking the US Diploma program and sitting IBDP Courses will be awarded a Courses Certificate by the IB.
- In case a student gets a lower grade than expected, the student may make an appeal for a reevaluation.
- Students may opt to take re-sit exams in November/May (next year) in order to improve results.

## RESULTS TO UNIVERSITIES SERVICE

- Students may apply to have their results sent directly to universities of their choice. This process is coordinated by the DPC and Counsellor.
- Students who do not submit their requests in time will not be able to avail of this service.





**COLLEGIATE INTERNATIONAL SCHOOL**  
**Assessment policy**



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New York State  
**EDUCATION DEPARTMENT**  
Knowledge > Skill > Opportunity