

Policy: **IB Diploma**

Attendance, Promotion & Assessment Policies



**St Edward's
College**
Founded 1929

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Who we are

Mission Statement

At St Edward's College we strive to create exemplary citizens in this increasingly globalised and technological world, placing strong emphasis on character formation, genuine intercultural understanding and leadership skills which will assist them to contribute to the well-being of society.

About us

St Edwards is an Independent private school which accepts students from Early Childhood to IBDP Sixth Form. We have a modern boarding section for students age 11 years up. Our educational experience has shaped us into the person we are today. Whether we learned from our own experiences, from our parents, grandparents, friends or teachers, we have gone through the 'learning experience'. Dedicated, caring and experienced professionals are the key to our success. The underlying approach to all lessons throughout St Edward's is simple. We do not want our students to solely learn, unless there is understanding of a concept/topic there is little point in learning and to understand one needs to think. Hence, TUL - Think, Understand, Learn.

At St Edward's we deliver our lessons with the most current, tried and proven international methodologies.

Attendance and Promotion Policy

Minimum Requirements

Attendance

Students must fully attend a minimum 80% of their school days. This includes activity days such as St Edward's Day, Sports Day, end-of-term activities & sponsored walk. If a student misses a lesson on a particular school day without permission from the teacher and coordinator, this will be considered a missed school day.



If a student in Year 12 does not attend a minimum of 80% of their school days without a medical certificate or obtaining permission from the IB coordinator, they will not be promoted to Year 13.

If a student in Year 13 does not attend a minimum of 80% of their school days without a medical certificate or obtaining permission from the IB coordinator, they will not be provided with references or predicted grades pertaining to University applications.



Promotion criteria

Aside from the minimum attendance requirements, in order to gain promotion to year 13, students must:

- Have no more than 2 failing grades (40%)
- Have completed at least 50 hours of CAS activities
- Have an accepted EE proposal



Assessment Policy

Assessment Philosophy

The assessment philosophy at St Edward's College (SEC), has as its basis the St Edward's Mission Statement.

'At St Edward's College we strive to create exemplary citizens in this increasingly globalized and technological world, placing strong emphasis on character formation, genuine intercultural understanding and leadership skills which will assist them to contribute to the well-being of society'.

The philosophy at SEC is driven by our approach to learning. TUL. We do not want a student to simply Learn, before learning the student must Understand, to understand the student must Think – TUL, Think Understand Learn.

With the above as a basis, assessment in the IB Diploma Programme at St Edward's serves the dual purposes of supporting each student's growth and the achievement of their potential keeping in mind the curricular goals as set out by the IBDP.

All assessments play an important role in the learning process. Student learning, in which students actively engage in the learning process, reflect and take responsibility for their own learning, requires feedback. The circle, learning, assessment, reflection which then

informs both teaching and learning, and is a powerful tool for the improvement of understanding and the progression of learning.

Assessment tools, used by teachers, provide a useful measurement against each individual IBDP course criterion in order to provide a clear indication of students' individual level of attainment of each course objective. To this end, both formative and summative assessments utilizing the course assessment tools are required multiple times throughout the course.

Assessment instruments may include tests, examinations, extended practical work, projects, portfolios, essays, research essays, written assignments, oral interviews, scientific and mathematical investigations, fieldwork projects and artistic performances. Teachers at SEC are free to structure formative assessments to best match their teaching style and students' needs. Summative assessments are given twice yearly. Parent/teacher consultations are held after the November Reports and Mid-yearly Reports are published. IB students have the choice if they wish to attend these consultations.

Clear definitions and instructions regarding Differentiated, Adapted, and Accommodated papers can be found in the SEC Handbook for teachers. Other aspects of assessment can be found in the 'Staff Handbook - Policies, Procedures and Practices, Section 2: Assessment and Examinations

Assessment and Homework

Students are assessed by teachers constantly in a formative manner through in class questioning and a mixture of class and homework tasks. Homework tasks are scheduled frequently and uploaded on MySchool. Teachers will give regular feedback visible to both students and parents on tasks via the MySchool platform.

Coursework Deadlines

It is critical that students adhere to coursework deadline. The deadlines set by the school are final. The deadlines are set in order to ensure enough time for the coursework to be properly moderated and submitted to the IB coursework platform. Students who miss coursework deadlines may be suspended from school until the coursework is submitted. The school will not be held responsible for students failing their Diploma due to coursework which is not submitted on time.



Assessment and Examinations

Non Formal Assessment

Progress reports (November)

Students are given marks based on class tests and marks for student performance in homework and other assignments 50% class learning, 25% home learning, and 25% class performance. A parent consultation session will be held shortly after the results of this assessment are published.

Formal assessments take place as follows:

- **Mid-Year Exams** These summative exams are normally held before Ash Wednesday and assess students in all subjects, including the syllabus from the beginning of the scholastic year till the end of January/beginning of February.
- **Annual Exams** Same as above, but papers cover the entire year's syllabus.

For both the Mid-year and Annual Exams, Teachers should give their pupils study guidelines. Detailed reports are issued on MySchool.

Exam & Assessment standards

Exam paper, length and Standard

- In the case of Year 12 exams, each subject exam will contain one exam; with the exception of English and which will have 2 exams, due to Language and Literature Components. Each exam will be 2 hours long. Each exam may contain multiple papers that fit within the time frame.
- In the case of Year 13 mock exams, exams will be the same format & length as the final IB exams.
- The standard of all exams should replicate the standard expected in the final IB exams.
- Year 12 final grades will be split up into 80% exam result and 20% from continuous or formative assessments.



Predicted grades

Students will be issued predicted grades based on their projected performance in the final exams. These projections will be primarily based on the students' performance in the examination sessions up to that point. Grade boundaries at IB level fluctuate however below is a guide as to what examination mark correspond to what grades at IB level.

	Grade Boundaries						
	7	6	5	4	3	2	1
English Language & Literature	80%	67%	55%	42%	30%	17%	0%
Self-taught Literature A	85%	70%	60%	45%	30%	15%	0%
Language B	85%	70%	60%	45%	30%	15%	0%
Language B Ab Initio	85%	70%	60%	45%	30%	15%	0%
Psychology	70%	58%	45%	33%	20%	10%	0%
Philosophy	80%	67%	55%	42%	30%	17%	0%
Business & Management	70%	60%	50%	40%	30%	20%	0%
Economics	70%	60%	50%	40%	30%	20%	0%
ESS	65%	55%	45%	35%	25%	15%	0%
Computer Science	70%	60%	50%	40%	30%	20%	0%
Physics	70%	60%	50%	40%	30%	20%	0%
Chemistry	75%	65%	55%	45%	35%	25%	0%
Biology	75%	65%	55%	45%	35%	25%	0%
Mathematics	75%	63%	50%	37%	25%	15%	0%
Visual Arts	85%	70%	60%	45%	30%	15%	0%

Conduct during exams

- All students must be punctual to examinations. Students arriving late may not be allowed to enter the examination hall.
- Bags must be left outside the exam hall.
- Mobile phones are not permitted, they must be switched off and left in the students' bag or handed in to the invigilator.
- Other unauthorized material such as smartwatches, exam notes or wearable technology are also not permitted.
- No food or drink is allowed in the Examination hall with the exception of Water
- Seating will be according to the seating plan
- When instructed to enter the examination room, you must do so in a quiet and orderly manner.
- You may take to your desks only the following items: pens, pencils, eraser, ruler, geometry instruments and calculator if required – correcting fluid is not permitted. All stationery is to be placed in a transparent bag and any item brought into the examination room must be available for inspection.
- If in doubt please ask the invigilator before taking an item into the examination.
- You must not talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room.
- You must not be involved in any unfair or dishonest practice before or during the exam.
- Students are permitted 5 minutes reading time before exams starting their exam. Except in the case of multiple-choice papers.
- You are not permitted to borrow anything from another student during an examination.
- Leave all used and unused examination materials in the examination room.
- Students will be given permission to go to the bathroom in case of absolute emergency only accompanied by a invigilator/HOS.

- Students are not permitted to leave exams in the first hour or last 15 minutes of the exam. The instructions of the Head of Section/invigilator must be followed. He/she will remove any student whose behaviour is interfering with the proper conduct of the examination. If you are in any doubt speak to the invigilator.

Note on Calculators

For exams that require calculators, these calculators must comply with IB regulations and be placed in the appropriate testing modes. Mathematics teachers will guide students on their proper usage.

