

**ASSESSMENT POLICY IN THE TWO-YEAR IB CLASSES IN THE XXXV BOLESŁAW PRUS HIGH SCHOOL
WITH BILINGUAL DIVISIONS IN WARSAW**

1. In the course of the two-year International Baccalaureate programme students are obliged to:
 - 1) complete six subjects out of at least 5 of the subject groups set by the IBO,
 - 2) achieve a positive grade in the final exam from each of the selected subjects,
 - 3) complete the Diploma Programme core: TOK, CAS, and Extended Essay requirements.
2. Students' exams are evaluated both internally by the school and externally, according to the criteria set out by the IBO for each subject.
3. Internal assessment of the exam accounts for 20-30% (in some cases up to 50%???) of the final grade. Internal assessment is carried out by the subject teacher and is subject to external control by the IBO examiners. Elements assessed may be:
 - 1) Written works,
 - 2) Oral answers and presentations,
 - 3) Experiments and research assignments.Obtaining an internal grade within the appointed period is mandatory in order to be admitted to the external exam in a given subject.
4. External assessment accounts for 70-80% of the final grade. It is carried out by IBO examiners.
5. Additionally, in the two-year IB programme two types of in-school assessment are used:
 - 1) Partial assessment (with elements of formative assessment), the goal of which is to provide feedback to the students about their progress, achieved goals and the mistakes which should be corrected. It is also designed to teach them how to draw conclusions from their own learning mistakes.

Students are assessed in this way continually throughout each term.
 - 2) Summative assessment, the goal of which is to summarize the students' progress before them being introduced to a new area, section or module of studied material.

Summative assessment grades inform the students about their level of competency at each stage of learning.
6. Students are assessed in accordance to the IBO's 1-7 scale, where 1 is the lowest possible mark, while 7 is the highest.

Symbol	Mark	Passing threshold
1	Very weak	30 %
2	Weak	40 %
3	Mediocre	50 %
4	Satisfactory	60 %
5	Good	75 %
6	Very good	85 %
7	Excellent	95 %

Theory of Knowledge and Extended Essay are marked with letters according to the following scale:

N	No grade
E	Elementary
D	Mediocre
C	Satisfactory
B	Good
A	Excellent

7. The minimal number of marks in a semester on the basis of which a student is graded is:
 - 1) for an SL subject: 5
 - 2) for a HL subject: 7
8. Due to the specific character of the learning process, 3 partial marks from each subject have to be awarded for matura-type tasks. This does not apply to the TOK and CAS components.
9. The number and form of oral and written assignments is set by the IBO guidelines for each subject outlined in every subject guide.
10. Exams are obligatory. A student who has not written an exam is obliged to approach the subject teacher to arrange the date and form of taking the test.
11. Students should evaluate their results throughout the whole IB Diploma Programme in order to control their progress and improve their results from subsequent tests, projects and research work.

12. Students are obliged to keep all deadlines, submit their work on time and be responsible for their mistakes. The inability to meet the deadlines set by teachers' will result in the lowering of the grade from a given assignment or project. In some cases it can even result in the lowering of the mid-term or final grade.
13. Student absence due to participating in obligatory IB projects, exchanges, trips and other school-organised activities does not count toward the allowed amount of absences.
14. Should a student be absent from 25% or more of the classes in a given subject, the teacher has a right to conduct a written attendance test. Its rules are as follow:
- 1) if the student had already taken an attendance test before, his absences toward the next test are counted from the date of the first notification (either to the student or their legal guardians) about the last attendance test,
 - 2) information about the attendance test has to be passed on directly to the student or their legal guardians, either during their visit to the school or via the e-register,
 - 3) the fact of informing about the attendance test needs to be noted down in the e-register,
 - 4) the date of the test and the range of material required is set by the teacher; the grade from the attendance test is final,
 - 5) the form and the criteria of the attendance test grade are set by the subject teacher as described in the subject's assessment policy,
 - 6) in case of a justified absence of the student on the attendance test a new date is set with the teacher, while in case of an unjustified absence the student is obliged to take the test during the next class.
15. At the end of each term grades are converted from the 1-7 IB scale to grades in the 1-6 scale used in the school, in accordance with the following table:

IB mark	School equivalent
7	6
6	5
5	4
4	3

3	2
2	1
1	1

16. At the end of each school year a student doing the IB Diploma Programme receives a promotion certificate to the next year or a school graduation certificate. All grades on the certificates have to be in the 1-6 scale.
17. If a student does not comply with the IB Diploma Program requirements throughout the term, his mid-term grade will be accompanied by a „warning letter” issued by the teacher to the student and his legal guardians.
18. If a student in an IB class does not fulfil the diploma requirements set by the IBO, has low attendance, their grade for conduct is lower than „acceptable”, or their bearing is not in line with the IB learner profile, he or she may be removed from the IB programme at any stage.
19. In certain, justified cases (e.g. chronic illness, moving out) a student can petition the headmaster to be able to repeat one year of the IB Diploma Program.
20. An IB programme student may not be allowed to take part in the examination session should the teachers decide that the student does not fulfil the IB diploma requirements.
21. A student who changes their school, class, subject, resigns from or is removed from the IB DP has to make up the differences in the teaching material (when applicable). Passing a test is a prerequisite for moving a student to a non-IB class. The rules of conducting this test are the same as for a classificatory test. The test is to be conducted in the last week of the summer holidays.
22. If there are no grounds to establish a mid-term or end-year classificatory grade due to a student’s absences (over 50%), the student can be unclassified in a given subject. In such cases instead of a regular grade he or she receives the status of „unclassified.”
23. A student unclassified due to justified absences can take a classificatory exam. An unclassified student whose low attendance is due to unjustified absences (or their legal guardians) can file a petition to the teaching council to be allowed to take a classificatory exam. The teaching council can agree to the petition. The petition should be filed before the meeting of the teaching council.

24. The classificatory exam is conducted in two parts, written and oral. Its date is set in agreement with the student and their legal guardians at the latest on the penultimate day of the school year. The detailed rules of conducting a classificatory exam are set out in the subject's assessment policy.
25. If due to force majeure a student was unable to attend the classificatory exam, they may take it at a new date set by the school's headmaster.
26. Parents and legal guardians are to be informed about the students' progress and behaviour. Because of that they should attend the parental meetings with teachers scheduled by the headmaster. In special cases the class teacher can schedule an additional meeting. Parents and legal guardians who do not attend the school's open days and parental meetings or refuse to contact the class teacher and subject teachers cannot in any case appeal due to the lack of information about their child's progress and mid-term or final grades. This includes questioning the grade in a given subject.
27. Students in the IB Diploma Program have to participate in mock exams. The dates of those exams are set by the IB coordinator.
28. The subject predicted grades are grades the student is expected to receive as a result of the final exams.
29. The subject predicted grades are based on the student's work so far and might be taken into consideration by universities in the recruitment process.
30. The examination session takes place in May at the student's school.
31. The student has to take 6 subjects which he had chosen at the start of the programme at the level at which he or she had studied them. A maximum of 42 points may be awarded in exams in those subjects. Additionally, the student can get up to 3 points for their results in Extended Essay and Theory of Knowledge. Those points are awarded according to the following table:

		<i>Theory of knowledge</i>				
		Excellent A	Good B	Satisfactory C	Mediocre D	Elementary E
Extended essay	Excellent A	3	3	2	2	1
	Good B	3	2	1	1	0
	Satisfactory C	2	1	1	0	0
	Mediocre D	2	1	0	0	0
	Elementary E	1	0	0	0	Diploma will not be awarded

32. In order to complete the programme and receive an IB diploma, the student has to obtain at least 24 points in their exams, as well as:

- 1) make sure CAS requirements have been met,
- 2) receive a grade other than “N” in TOK , EE or any contributing subject,
- 3) receive a grade higher than E in TOK and/or EE,
- 4) receive a grade higher than 1 in every subject,
- 5) receive no more than two grade 2s (HL or SL) and no more than three grade 3s or below (HL or SL),
- 6) receive at least 12 points in HL subjects (for students who register for four HL subjects, the three highest grades count) and 9 points in SL subjects (students completing only 2 SL subjects are required to receive at least 5 points in them),
- 7) not receive a penalty for academic misconduct awarded by the Final Award Committee.

33. A student who at the end of the IB Diploma Program has had their conduct rated as very good and who has received 34 or more points in their exams is distinguished with a special school diploma and a reward.

This document was prepared in response to students’ needs and expectation analysis by all teachers involved in the IB DP and drafted by Bartłomiej Pędzich, Marta Sobieraj, Agnieszka Szeji, Sylwia Szulc and Inez Wasiukiewicz.

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Should the need arise, the document will be modified in an collaborative effort by all IB DP teachers.

This document was created on the basis of the practices used in IB schools, as well as the following publications: International Baccalaureate Organisation, *General regulations: Diploma Programme* (Cardiff Peterson House, 2014), International Baccalaureate Organisation, *Diploma Programme assessment: Principles and Practice* (Cardiff Peterson House, 2004), International Baccalaureate Organisation, *Guidelines for developing a school assessment policy in the Diploma Programme* (Cardiff Peterson House, 2010), International Baccalaureate Organisation, *IB assessment principles and practices: A guide to assessment for teachers and coordinators* (Cardiff Peterson House, 2015).