## Promotion Criteria

## Primary Years Programme (PYP)

In PYP at the ISUtrecht, it is the normal expectation that students progress to the next grade between one academic year and the next. There are also age guidelines for each grade (for example in grade 5 - is for students who are 10 in September and turn 11 before 30 August the following year)

## Retention and Acceleration

On occasions, exceptions are made to this progression between the years - but such exceptions are rare. In making such decisions, our observations are geared towards three focus areas: academic, socialemotional and approaches to learning (ATL) development. Retention (remaining in the same grade for a second time) or acceleration (promotion beyond the normal age guidelines) could be considered if two of the three areas of focus are either far behind or highly developed, respectively. If only one area is of concern, then the student is generally kept in their peer group with extra support. There is a thorough procedure in place to determine whether a student needs to be retained or accelerated based on observations and testing.

Kindergarten at ISUtrecht lasts between 2-3 years. During these years, students develop their social and emotional strengths and get used to school expectations in a safe and familiar environment. We believe this is the best way to prepare a student for the rigors of academic learning. Students can start in kindergarten when they turn 4 years old. This could be anywhere in the academic year. Students that start at 4 after September of the school year, are generally not ready to progress to grade 1 at the end of that academic year and will probably be in kindergarten for almost three years.

Grade 1 is for students who have turned 6 already, and it is also based on a comprehensive set of observations regarding student development in 17 different areas.

## Diploma Programme (DP) and Middle Years Programme (MYP)

All students in the International Baccalaureate (IB) programmes are assessed with grades from 1 to 7 , with 7 representing the highest final grade for a subject. At the end of term one and three, each student will be awarded a performance indicator for their effort, engagement, collaboration and organisation in all subjects. At the middle and end of the school year (term two and four), each student will be awarded a final grade. This final grade will be based on the combined criteria grades accumulated throughout the year. For the MYP, a "best fit" is given for every criterion per subject at least twice a year. IB grade boundaries are then used to determine the final grade per subject.

In DP the combination of the indicative grades are used to determine the predicted grade, which concludes assessment prior to the IB exams. In the DP the concept of "best fit" applies in determining the indicative/predicted grade.

Students are expected to hand in assignments througout the year. When a students fails to hand in a summative assignment, it will show a zero in the criteria. An incomplete (INC) will appear for the appropriate criterion is an assignment is missed. A non applicable ( $\mathrm{N} / \mathrm{A}$ ) will appear as the final mark on the report, if a student has a good reason for missing the criteria scores. Students with $\operatorname{INC}$ or N/A on their final
report will be contacted by teachers when work is missing and will always attempt to solve this issue in a proactive manner, but ultimately students are responsible for handing in their work independently.

The MYP and DP programmes also have specific requirements regarding Service as Action, Personal Project, Creativity Activity and Service (CAS), Theory of Knowledge (TOK) and the Extended Essay. It is therefore important to complete these subjects at the appropriate levels in order to meet the requirements of each programme. Each component has a handbook, please see the school handbooks for the specific passing requirements.

Please note: a student is only allowed to repeat a year once in an academic programme. If a student is to repeat a second time, it is clear the programme does not meet the needs of the student and it is in the best interest of the student to attend another programme, which would imply changing schools. The Inclusion Team and the careers counselor will assist parents in this process, finding the best possible fit for their child.

When a learning disability is diagnosed, the school will develop an individual education plan, which may include alternative promotion criteria for the student. These criteria will be in line with accommodations offered by the International Baccalaureate.

For detailed information on assessment, please view the ISUtrecht Assessment policy.
Note: Any students on an adapted MYP programme will be reviewed at the discretion of the Senior Leadership Team and grade total amended accordingly.

## ISUtrecht Notification Procedure for all programmes

Promoting a student to the next grade level takes into account the student's learning needs. It is a collaboration between the school and parents. All decisions are made in the best interest of the student. Below are the school's notification procedures. The school promotes timely communication so there are no surprises.

Please be aware, this procedure is developed assuming the student began school at the beginning of the school year. For those students starting in the middle of the year, this procedure will be adapted accordingly.

1. Teachers contact the parents regarding the student's weaknesses prior to the December break. Mentor/class teacher needs to be copied into all parent emails.
2. No later than directly after midterm reports, the mentor/class teacher alerts the Inclusion Coordinator and Programme Leader about the student's overall weaknesses. Inclusion Coordinator and Programme Leader, will discuss possible next actions (such as possible testing and promotion).
3. Directly after this reporting, the mentor/class teacher and Inclusion Coordinator meet with the parents to discuss issues and possible solutions/accommodations. If repeating a year is a possibility it should be discussed in this meeting.
4. PYP Only: A final decision on promotion should be made and communicated to all involved by May break unless otherwise agreed.
5. MYP/DP Only: During the progress report in February based on Mid Term reports, a meeting will be held with the subject teacher, parents and student. All information will be updated accordingly on ManageBac. If solutions/accommodations are working, then this is reported. However, if solutions/accommodations are not working and repeating the year is most likely the outcome, then the MYP or DP leader becomes involved.
6. MYP/DP Only: During the final report meeting, mentors, MYP or DP Leader, Inclusion Coordinator, subject teachers and Head of School meet to finalise grade promotions. Should a student have to repeat a year, the mentor notifies parents directly after this meeting (with MYP or DP Leader and Inclusion Coordinator copied in) about the final decision for promotion or repeating the year.

## Promotion Criteria for the MYP

Successful completion of MYP Years $\mathbf{1 - 3}$ (grades $\mathbf{6 - 8}$ ) is defined as meeting the following criteria by the final term of the academic year:

| Courses Offered During MYP Years 1-3 (Grades 6-8) |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Subject Groups | Language \& Literature | Language Aquisition | Individuls \& Societies | Science | Arts | Mathemetics | Design | Physical \& Health Education |
| Courses Offered | English Dutch Spanish* | English <br> Dutch Spanish* | Integrated Humanities | Science | Visual Arts Drama Music | Mathemetics | Design | Physical \& Health Education |

7. A maximum of 2 Final Grades (in all classes) below $4 / 7$
8. All Final Grades (in all classes) above 2/7
9. Successful completion of Service as Action which need to be signed and approved by their supervisor and all reflections uploaded on ManageBac
10. It is a requirement for students to have a $90 \%$ attendance rate in order for them to be promoted.

## Successful completion of MYP 4 (Grade 9) is defined as meeting the following criteria by the final

term of the academic year:

1. Minimum Score of: 32

The Minimum Score is calculated by adding the Final Grade earned in each subject group. For subjects that students take more than one course the highest Final Grade earned will apply to the Minimum Score. For example, if a student earns a 6 in Visual Arts, 7 in Drama and 5 in Music, then the 7 will count toward the Minimum Score. See the table below for a list of subjects offered within each subject group for MYP 4 (grade 9).

| Courses Offered During MYP 4 (Grade 9) |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Subject Groups | Language \& Literature | Language Aquisition | Individuls \& Societies | Science | Arts | Mathemetics | Design | Physical \& Health Education |
| Courses <br> Offered | English Dutch Spanish* | English <br> Dutch Spanish* | Integrated Humanities | Science | Visual Arts <br> Performing Drama Music | Mathemetics: Extended or Standard | Design | Physical \& Health Education |

2. A maximum of 2 Final Grades (in all classes) below $4 / 7$
3. All Final Grades (in all classes) above $2 / 7$
4. Successful completion of Service as Action which need to be signed and approved by their supervisor and all reflections uploaded on MB.
5. It is a requirement for students to have a $90 \%$ attendance rate in order for them to be promoted to the next stage of the academic career. Failure to meet this requirement may result in not being promoted to the next grade at the discretion of the Programme Leaders, Deputy and Head of School.

## Successful completion of MYP 5 (Grade 10) is defined as meeting the following criteria by the final

 term of the academic year:1. Minimum Score of: 32 (including the Personal Project - minimum grade of 3 )

The Minimum Score is calculated by adding the Final Grade earned in each subject group. For subjects that students take more than one course the highest Final Grade earned will apply to the Minimum Score. For example, if a student earns a earns a 5 in Biology, 7 in Chemistry and 4 in Physics, then the 7 will count toward the Minimum Score. This does not apply in grade 10 for students taking two arts. See the table below for a list of subjects offered within each subject group for MYP 5 (grade 10)

## Courses Offered During MYP 5 (Grade 10)

| Subject Groups | Language \& Literature | Language Aquisition | Individuls \& Societies | Science | Arts | Mathemetics | Design | Physical \& Health Education |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Courses Offered | English <br> Dutch Spanish* | English <br> Dutch Spanish* | Integrated Humanities | Science <br> Chemystry <br> Physics | Visual Arts Performing Drama Music | Mathemetics: Extended or Standard | Design | Physical \& Health Education |

* Combination class of phase 5 and Language \& Literature

2. A maximum of 2 Final Grades (in all classes) below $4 / 7$ (not including Personal Project)
3. All Final Grades (in all classes) above $2 / 7$
4. Achieve a final score of at least a 3 on the MYP Personal Project
5. Successful completion of Service as Action which need to be signed and approved by their supervisor and all reflections uploaded on ManageBac.
6. It is a requirement for students to have an $90 \%$ attendance rate in order for them to be promoted to the next stage of the academic career. Failure to meet this requirement may result in not being promoted to the next grade at the discretion of the Programme Leaders, Deputy and Head of School.

Students failing the above criteria(s) will have their promotion reviewed by the Secondary Leadership Team and decisions will be made on an individual basis on whether the student is able to pass the MYP and/or access the DP. Additional expectations may be expected for the student to continue or be promoted to DP. The Head of School makes decisions.

## Placement in the Diploma Programme \& HL Subjects

A student applying for the DP must achieve the MYP completion criteria for Year 5. For more information about DP subject choices, please view the Diploma Programme section on the school website. With guidance from the careers counselors, mentors, subject teachers and Leader of Diploma Programme, students will select a combination of subjects that will meet the requirements of the Diploma Programme within two years.

The subject package will be reviewed an approved by the careers counsellors and Leader of Diploma Years, alongside mid year and final reports during the MYP Year 5 . In general HL subjects require an overall score of 5 (out of 7 ) in MYP; however, more specific requirements will vary per subject. For more information, please view the subject choices booklet provided on ManageBac.

Subject package recommendations and conditional acceptances into the DP will be finalised in term 3 of the MYP Year 5. Final placement into the DP depends upon fina reports in term 4. External students will be asked to submit previous reports, teacher recommendations and complete admissions entry assessments.

## Promotion Criteria DP1 to DP2 (Grades 11-12)

All students in DP 1 and DP 2 are assessed with grades from 1 to 7 , with 7 representing the highest grade. At the end of the term, each student will be grades based on assessments and official IB Grade Descriptors. DP teachers will take into consideration the overall progress made by the student throughout the school year and assign a best fit grade.

Along with $90 \%$ attendance rate requirement, promotion from DP1 (Grade וו ) to DP2 (Grade 12) AND the awarding of the Diploma Programme are based on the following official guidelines:

All assessment components for each of the six subjects, core, and the additional Diploma requirements must be completed in order to qualify for the award of the IB Diploma.

The IB Diploma will be awarded to a candidate providing all the following requirements have been met.
a. CAS requirements have been met.
b. The candidate's total points are 24 or more.
c. The candidate is on track for Theory of Knowledge and/or the Extended Essay.
d. There is no grade 1 awarded in a subject/level.
e. There are no more than two grade 2 s awarded (HL or SL).
f. There are no more than three grade 3s or below awarded (HL or SL).
g. The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
h. The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
i. The candidate has not received a penalty for academic misconduct from school or the IB.

If a student does not meet the promotion criteria at the end of DP1 then students may have to repeat DPI.
The following matrix will be used as from the May 2015 session for the awarding of points for ToK/EE.

| TOK/EE | A | B | c | D | E |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A | 3 | 3 | 2 | 2 | Failing condition |
| B | 3 | 2 | 2 | 1 |  |
| C | 2 | 2 | 1 | 0 |  |
| D | 2 | 1 | 0 | 0 |  |
| E | Failing condition |  |  |  |  |

## The Diploma Programme Award

To achieve the IB Diploma Programme Award at the end of DP2 the students must meet specific criteria. The IB states that students do not meet the requirements of the programme if any of the below failing criteria apply:

1. Cas requirements have not been met.
2. Candidate's total points fewer than 24.
3. An $N$ has been given for Theory of Knowledge, Extended Essay or for a contibuting subject.
4. A grade E has been awarded for one or both of Theory of Knowledge and Extended Essay.
5. There is a grade 1 awarded in a subject/level.
6. Grade 2 has been awarded three or more times (HL or SL).
7. Grade 3 or below has been awarded four or more times (HL or SL).
8. Candidate has gained fewer than 12 points on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
9. Candidate has gained fewer than 9 points on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
10. The candidate has received a penalty for academic misconduct from school or IB.
