

Promotion Criteria

General assessment information

In this document you will find the promotion criteria for ISUtrecht students. The school offers the IB Primary Years, Middle Years and Diploma programme. The ISUtrecht promotion criteria are aligned with practices and external assessment by the International Baccalaureate. The document covers promotion criteria for all three programmes. The promotion criteria are developed collaboratively by the three programmes in order to ensure continuity.

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, social-emotional 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.

(Please see below: ISUtrecht Notification Procedure for all programmes)

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 grade.

At the end of term one, each student will be awarded an indicative grade. At the end of the school year (term two), each student will be awarded a final grade. This final grade will be based on the combined grades accumulated throughout the year.

For the MYP, a "best fit" is given for every criterion per subject. 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.

The MYP and DP programmes 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.

Students are expected to hand in assignments throughout the year. When a student fails to hand in summative assignments, no final grade can be awarded. Non-applicable (N/A) will appear for the appropriate criterion and an incomplete (INC) or N/A will appear as the final mark, on the report. Students with INC or N/A on their final report will not be promoted to the next grade. Subject teachers will contact parents when work is missing and always attempt to solve this issue in a proactive manner, but ultimately students are responsible for handing in their work independently.

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 Student Support Coordinator 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 Student Support Coordinator and Programme Leader about the student's overall weaknesses. Student Support 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 Student Support 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 oral 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 Manage-Bac. 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, Student Support 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 Student Support Coordinator copied in) about the final decision for promotion or repeating the year.

Promotion Criteria for the MYP

Successful completion of MYP Years 1-3 (grades 6 – 8) 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 Years 1-3 (grades 6-8).

| Courses Offered During MYP Years 1-3 (Grades 6-8) | | | | | | | | |
|---|-----------------------|----------------------|-------------------------|---------|---|-------------|--------|-----------------------------|
| Subject Groups | Language & Literature | Language Acquisition | Individuals & Societies | Science | Arts | Mathematics | Design | Physical & Health Education |
| Courses Offered | English Dutch | Dutch Spanish | Integrated Humanities | Science | Visual Arts Performing Arts Music | Mathematics | 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

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 Acquisition | Individuals & Societies | Science | Arts | Mathematics | Design | Physical & Health Education |
| Courses Offered | English Dutch | Dutch Spanish | Integrated Humanities | Science | Visual Arts Performing Arts Music | Mathematics: 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.

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: 38 (including the Personal Project)
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 5 (grade 10).
2. A maximum of 2 Final Grades (in all classes) below 4/7
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 MB.
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 PLs, DH 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 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 HL Subjects – for all DP Candidates

Students must maintain an average of a level 5 throughout the academic year in a subject they wish to choose at HL. Students must also seek approval from the subject teacher and Leader of the Diploma Years for the HL subject they wish to study.

Students who do not meet this requirement may request for entry into a HL subject. This request is made to the Leader of the Diploma years. The Secondary Leadership Team reviews the request. All decisions are final.

| Courses Offered During MYP 5 (Grade 10) | | | | | | | | |
|---|-----------------------|----------------------|-----------------------------------|---------------------------------|---|-------------------------------------|--------|-----------------------------|
| Subject Groups | Language & Literature | Language Acquisition | Individuals & Societies | Science | Arts | Mathematics | Design | Physical & Health Education |
| Courses Offered | English Dutch | Dutch Spanish | Integrated Humanities Business | Science Chemistry Physics | Visual Arts Performing Arts Music | Mathematics Extended or Standard | Design | Physical & Health Education |

Promotion Criteria DP1 and 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 have been awarded an indicative grade. At the end of the school year, each student will be awarded a predicted grade. This final grade will be based upon the combined indicative grades and will take into consideration the progress made by the student throughout the school year (best fit) and the results of the mock.

Please also refer to ISUtrecht DP Student Handbook and General Regulations: Diploma Programme.

The promotion from DP1 (Grade 11) 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 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. There is no "N" awarded for theory of knowledge, extended essay or for a contributing subject.
- d. There is no grade E awarded for one or both of theory of knowledge and/or the extended essay.
- e. There is no grade 1 awarded in a subject/level.
- f. There are no more than two grade 2s awarded (HL or SL).
- g. There are no more than three grade 3s or below awarded (HL or SL).
- h. The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
- i. 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).
- j. 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 DP1.

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 are fewer than 24.
3. An N has been given for theory of knowledge, extended essay or for a contributing subject.
4. A grade E has been awarded for one or both of theory of knowledge and the 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).