

IB POLICY @ ISC, effective as of March 15, 2001

- i) Grade 10 students and all transfer students *may* apply to the IBDP program. The IBDP Coordinator, *High School Principal* and Subject specific teachers grant application approval. They must meet all the eligibility requirements and possess the appropriate academic course credits.
- ii) A grade 10 student must have between a “90 to 100” average *in appropriate pre-IB level courses* to enter into an IBDP HL course, specific to the subject. Under special circumstances, with the approval of the IBDP Coordinator, HS Principal and subject teacher, they may be permitted to the HL course and placed on Academic probation if need be.
- iii) A grade 10 student must have a minimum “80 to 89” average *in appropriate pre-IB level courses* to enter in an IBDP SL course, specific to the subject. Under special circumstances, with the approval of the IBDP Coordinator, HS Principal and subject teacher, they may be permitted to the SL course and placed on Academic probation if need be.
- iv) To be eligible for IBDP Physics, a student must be enrolled in Math Analysis or Applications HL or SL as well.
- v) In Year One, a student must keep a “90” average or higher to remain in good standing in a HL course that is being offered. In Year Two, if the student consistently scores below a 90(86-89), they will be placed on *Academic probation*. If the student scores 85 and below, in an IB HL subject, they will be *switched to SL* and the IBDP Coordinator will inform the parents.
- vi) In Year One, student must keep an “80” average or higher to remain in good standing in a SL course that is being offered. In Year Two, if the student consistently scores below an 80(76–79), they will be placed on *Academic probation*. If the student scores 75 and below, in an IB SL subject, they will be *switched to ISC level* and the IBDP Coordinator will inform the parents.
- vii) A student entering the school his/her first year may be accepted to the IBDP on probation. Specific to the subject level, this student will need to achieve an “80” grade or higher by the end of the first term for SL courses, and a “90” grade or higher by the end of the first term for HL courses.
- viii) Diploma students who do not submit their CAS or Extended Essay on the date(s) of the student internal deadline(s) will lose their IB Diploma status. A student may appeal the loss of status in writing to the IBDP Coordinator within 5 days. *The matter will be considered by the IB Coordinator and the HS Principal. The IB coordinator will inform parents and students of the decision.*
- ix) A student who exits the IB program in a course may, upon request be admitted to ISC status and complete the year for appropriate high school credit if passing grades are obtained.
- x) All students must meet internal assessment dates given by the teacher. Failure to meet the deadline, without extenuating circumstances will result in an “F” failing grade and students will receive an “N” from IB for their subject mark. This “N” indicates that no grade is awarded. This could be for any of the following reasons: withdrawal from the exam, absence from one or all parts of the exam, failure to meet the requirements or breach of regulations. Students who receive a failing grade will not be able to write the final exam in May.
- xi) Any adaptation of internal assessment dates made by an IBDP teacher for any student or group of students, must be approved by the IBDP Coordinator.
- xii) Students may change courses or course levels prior to September 1, of their Grade 11th year. *Strong teacher recommendations* may warrant a change. Teachers will meet in mid-September to discuss student progress. All subject changes must occur prior to September 1. Students are responsible for all

- work taught prior to October 1st in the subject in which they have newly registered. Revised December 14, 1999.
- xiii) **Under very special circumstances, The IBDP Coordinator and High School Principal will grant permission to students desirous of making a significant change in one of their IB Diploma subjects, after the deadline, at the student’s own risk.**
 - xiv) **A student may change levels from HL to SL up to October 1st of their second year, before the official IB deadline. Changes made after this deadline will incur an additional fee from the IBO.**
 - xv) **Students need to submit digital copies of all their internal assessment work to their subject teacher(s). Students must have only their “personal code” typed on the cover page and numbered pages. They will NOT add their Names, Candidate numbers, School, Teacher’s name on these sheets. This is an IB requirement to maintain anonymity and protect the student.**
 - xvi) **It is the practice of the IBCA that all policy issues are handled through a school’s IBDP Coordinator. It is appropriate for all correspondence to be communicated to IBCA only through the IBDP Coordinator.**
 - xvii) **All IB students must be capable of answering IB style exam papers for every exam taken at ISC, to become familiar with the way IB exam question papers are formatted. Our IB faculty has access to previous IB exams to ensure this.**
 - xviii) **The IBDP Coordinator is responsible for the administration of the overall running of the IB Diploma Program.**
 - xix) **Students will routinely process their essays at “turnitin.com” before submitting all their final written work for the Extended Essay, TOK, Language A literature; Language A language and literature (LAL); Language B; Language *ab initio* written tasks and Internal Assessment.**
 - xx) **Students are responsible for paying their IB fees once the registrations have been finalized, irrespective of any change in their current status in that course or personal preference.**
 - xxi) **PAMOJA online IBDP courses are independently taken and paid for, by an interested candidate who must confirm their interest to the IBDP Coordinator immediately so that they can be registered for that online IB course well in advance.**
 - xxii) **PAMOJA online courses: Students must request for special permission to be allowed to register for two online courses.**
 - xxiii) **PAMOJA online courses: Students are expected to login regularly and complete all their coursework based on their individual class schedule to be identified as “engaged”.**
 - xxiv) **PAMOJA online courses: Students who wish to drop the course must inform the IBDP Coordinator / SBC(Site based Coordinator) within the first seven weeks of the course to obtain a refund of the invoiced fees.**
 - xxv) **PAMOJA online courses: Internet connectivity to complete assignments in and out of school or the island is the student’s responsibility.**

M. Lukan, May 20, 1999
 Revised December 14, 1999
 Revised B. Hasham / S. Murali February 2001
 Revised G. Sever / S. Murali May 2005
 Revised G. Sever / S. Murali August 2008
 Revised S. Murali / M Elhage February 2013
 Revised: S. Murali , May 2016
 Revised: S Murali. December 2017
 Revised: S Murali, D Vaughan & U Franco, June 2022