

CHAPTER VI: The Assessment Policy for the international classes

General provisions

Article 59

1. The Assessment Policy for the international classes (further referred to as the “AP”) is a joint system that combines the philosophy and assessment rules of both the International Baccalaureate Programme as well as of the Private High School of the Nazareth Sisters with International Classes in Warsaw.
2. The teachers of each subject prepare the School’s Subject Assessment System (Przedmiotowe Zasady Oceniania – PZO) which make part of the overall School’s document entitled “The Written Curriculum of IB Diploma Programme (IB DP)”.
3. The IB DP Coordinator for the School presents the Assessment Policy to the students and their parents.

The basics assumptions – philosophy and assessment rules within the international classes

Article 60

1. The International Baccalaureate Diploma Programme (further referred to as: IB DP) lasts for 2 years and concludes with the examinations assessed both internally and externally.
2. Teachers of specific subjects at the beginning of the school year inform the students and their parents about the educational requirements of IB DP.
3. Educational progress of students is assessed in accordance with the requirements of IB DP.
4. Educational progress in religion and a student’s conduct are assessed in accordance with the assessment principles contained in Article 12 of the School’s charter.
5. The goals of the IB DP are as follows:
 - 5.1. To realise and individual education and social responsibility program;
 - 5.2. To develop a positive critical approach as well as creative thinking;
 - 5.3. To develop the research skills;
 - 5.4. To develop skills and tools for independent studying;
 - 5.5. To develop a high-level and innovative approach to teaching;
 - 5.6. To develop internationally-oriented thinking as well as to deepen understanding of one’s own identity.
6. The basic rules of assessment in IB DP are related to the IB educational goals and are intended to indicate a degree in which a student has developed the following skills:
 - 6.1. Analysing and presenting information;
 - 6.2. Evaluating and building necessary argumentation;
 - 6.3. Solving the problems in a creative way;
 - 6.4. Learning to possess the knowledge in a permanent way;
 - 6.5. Understanding the key concepts;
 - 6.6. Making use of proper work methodologies.
7. The following work forms are comprised in the final assessment of the IB DP:
 - 7.1. The External Assessment (EA) examination forms:
 - 7.1.1. Essay;
 - 7.1.2. Structured problem-solving questions;

- 7.1.3. Short-response questions;
 - 7.1.4. Data-response/analysis questions;
 - 7.1.5. Text-response questions;
 - 7.1.6. Source-based questions;
 - 7.1.7. Open-ended problem-solving questions;
 - 7.1.8. Essays questions;
 - 7.1.9. Multiple-choice questions;
 - 7.1.10. Case studies;
 - 7.1.11. Commentaries on supplied texts.
- 7.2. Examination components written under teachers' supervision, but assessed externally:
- 7.2.1. Theory of Knowledge (TOK) Essay;
 - 7.2.2. Extended Essay (further referred to as: EE);
 - 7.2.3. World literature assignments, written tasks and written assignments.
- 7.3. The Internal Assessment (IA) examination forms:
- 7.3.1. Oral work in languages;
 - 7.3.2. Fieldwork;
 - 7.3.3. Historical investigation;
 - 7.3.4. Laboratory work in the sciences;
 - 7.3.5. Research project and written commentary;
 - 7.3.6. Explorations and projects in Mathematics;
 - 7.3.7. Artistic performances.
8. In IB DP the students are assessed in accordance with clear and strict criteria. The individual criteria differ between the subjects, but are identical in all the schools running the International Baccalaureate Programme all around the world.
9. All the work is assessed in accordance with the percentage ranges set for every component and every subject by the IB after the examination session is over.

Article 61

1. The goals of the internal school assessment are as follows:
 - 1.1. To inform the students and their parents about the degree of fulfilling the curriculum requirements as well as the progress made and any difficulties that may have arisen;
 - 1.2. To support the students in planning their own studying and taking responsibility for their own personal development;
 - 1.3. To properly motivate for studying;
 - 1.4. To recognise the individual needs and difficulties of each student;
 - 1.5. To prepare for the final IB DP examinations.
2. The assessment of the educational achievements is based on teacher's recognition of the level and progress of each student made in her knowledge and skills in comparison to the requirements given in individual Subject Guides.
3. The homework, group projects and individual tasks:
 - 3.1. Provide the feedback on the teaching and learning effectiveness;
 - 3.2. Create chances for the students to develop the ability of self-motivated studying and proper time management;
 - 3.3. Allow to record the learned knowledge and skills, make use of them and creatively combine it with practical skills learned before, including other areas of knowledge too.
4. The students are also assessed for their approaches to learning (ATL), which is expressed in:
 - 4.1. Positive critical and creative thinking;

- 4.2. Interest in knowledge and studying;
- 4.3. Understanding and making use of key concepts;
- 4.4. Capability to do the research;
- 4.5. Capability to cooperate and communicate with others;
- 4.6. Ability to develop self-independence and self-esteem.

The level of capabilities gained is expressed in the form of descriptive assessment.

The rules on informing the students and their parents on the education requirements and the ways to assess them

Article 62

1. The teachers inform the students who begin the International Baccalaureate Program and their parents about:
 - 1.1. The teaching contents of the subjects, as specified in the current Subject Guides;
 - 1.2. The methodologies of assessing the goals and study progress;
 - 1.3. The requirements of each examination task and the assessment criteria taken by the IB.
2. The information on the achievements and study progress is given by the teachers to the students and their parents:
 - 2.1. Without due delays, giving current marks (also through the electronic register)
 - 2.2. In the form of a descriptive assessment, given at least once, at the end of each term;
 - 2.3. During the meeting with parents;
 - 2.4. When setting the predicted end-term grades for the form 1 of IB DP;
 - 2.5. When setting the mid-term and end-term grades;
 - 2.6. When setting the predicted end grades for the form 2 of IB DP.

Special educational needs

Article 63

1. The teacher is obliged, based on the written opinion of the psychological or pedagogical or any other counselling centre, to adjust the educational requirements to the individual psychophysical and educational needs of a student.
2. The Diploma Programme Assessment Procedures, issued for a given school year contains the scope of possible changes in examination conditions that do not require the authorisation of the IB. Before enrolment for the IB Programme, the coordinator informs the students and their parents on the possible scope of changes that depends on the School Principal.
3. The adjustments to the exam conditions that require the authorisation of the IB come from the recommendations of the psychological or pedagogical or any other counselling centre.
4. A student who applies for making adjustments to the conditions of the final examinations, in due time:
 - 4.1. Before enrolment for the IB Programme present to the Coordinator the opinion of the psychological and pedagogical counselling centre issued no earlier than in the school year preceding the enrolment for the IB DP, stating the recommendations;
 - 4.2. No later than until the end of September present to the Coordinator:
 - 4.2.1. The official sworn translation of the aforementioned document to English;
 - 4.2.2. The written opinion of the teacher(s) given in English, or any other documentation (e.g. classworks, tests) that justifies the effectiveness of the recommended adjustments.

5. The decision to give possible adjustments to the examination conditions, based on the presented documentation, is a sole decision of the IB.

The current, mid-term and end-term assessment

Article 64

1. The internal assessment of the IB DP comprises of the following:
 - 1.1. The conduct assessment;
 - 1.2. Formative assessment (at least four grades in a semester):
 - 1.2.1. Descriptive grades;
 - 1.2.2. Numerical and letter grades;
 - 1.3. Self-assessment;
 - 1.4. Peer assessment;
 - 1.5. Summative assessment (at least three grades in a semester):
 - 1.5.1. Mid-term and end-term grades;
 - 1.5.2. Predicted grades;
 - 1.5.3. Mock examination grades
 - 1.6. Point grades for IA, written in the IBIS system (International Baccalaureate Information System).
2. The formative assessment is performed according to the grades given by the IB:
 - 2.1. The numerical grades:
 - 2.1.1. Excellent performance – 7
 - 2.1.2. Very good performance – 6
 - 2.1.3. Good performance – 5
 - 2.1.4. Satisfactory performance – 4
 - 2.1.5. Mediocre performance – 3
 - 2.1.6. Poor performance – 2
 - 2.1.7. Very poor performance – 1
3. Detailed conditions and method of assessment are specified by teachers of individual subjects in the Written Curriculum.
4. In the event that one subject is taught in groups, the teachers teaching the individual groups establish common assessment system and standardize Internal Assessment component grades.
5. Current mid-term and end-term assessment in the theory of knowledge (TOK) are determined by passing or failing credits, respectively.
6. End-term grades of independent diploma research (Extended Essay, EE) and creativity, activity, service (CAS) are expressed as pass (credit) or fail (credit) in the grade sheets.
7. The grades are made known and described with the indication of the form and scope of each skill tested, in either percentage or point grades, according to the assessment criteria given in the examination subject reports issued by the IB, in the percentage form explained in the Written Cand written in the form of:
 - 7.1. Digits (for individual subjects);
 - 7.2. Letters (TOK);
 - 7.3. Descriptive grades (that inform about the Approaches To Learning – ATL).
8. In order to present the IB grades to the needs of the Polish documents, the mid-term and end-term assessment grades are converted in the following way:
 - 8.1. The numerical grades:
 - 8.1.1. 7 – Excellent performance (celujący – cel)
 - 8.1.2. 6 – Very good performance (bardzo dobry – bdb)

- 8.1.3. 5 – Good performance (dobry – db)
- 8.1.4. 4 – Satisfactory performance (dostateczny – dst)
- 8.1.5. 3 – Mediocre performance (dopuszczający – dop)
- 8.1.6. 1,2 – Very poor performance (niedostateczny – ndst)
- 8.2. The letter grades:
 - 8.2.1. A, B, C, D – passing condition (zaliczone – zal)
 - 8.2.2. E – failing condition (niezaliczone – nzal)
- 9. The conduct assessment is set in the range (Article 39, point 1.2) and in accordance with the criteria given in Articles 46 and 47 of this Charter, taking additionally into account:
 - 9.1. The punctuality of making the tasks within the dates set in the school work calendar;
 - 9.2. Abiding by the rules of the research reliability;
 - 9.3. Regularity of the CAS tasks;
 - 9.4. Approaches To Learning (ATL)
 - 9.5. Forming the features and attitudes according to the IB learner profile.
- 10. The Predicted Grades (further referred to as: PG):
 - 10.1. Are set at the student's request in September of IB Form 2 and are the basis for participation in the recruitment process on the foreign universities;
 - 10.2. The predicted grades, as required by the IB, are set at the beginning of April of IB DP Form 2. These grades are given based on the results and study progress within the whole period of student's participation in the IB Programme.
 - 10.3. The end-term grades predicted in IB Form 1 are set within the range of 1-7 in the register under the heading "mid-term predicted assessment"; in the "mid-term assessment" heading, this assessment should be entered on the Polish scale in accordance with item 4 of this article.
- 11. The end-term grades are written without symbols of "+" and "-".
- 12. The final grades for TOK and EE are given in letters as follows:
 - 12.1.1. Excellent – A
 - 12.1.2. Good – B
 - 12.1.3. Satisfactory – C
 - 12.1.4. Mediocre – D
 - 12.1.5. Elementary - E

The forms, the frequency and the terms of testing the students' knowledge and skills

Article 65

1. The work forms that are subject to forming assessment include:
 - 1.1. The written forms: quizzes, tests, classworks, essays and mock exams;
 - 1.2. Work and activity during the lessons;
 - 1.3. Projects;
 - 1.4. Homework;
 - 1.5. Presentations;
 - 1.6. Oral examinations;
 - 1.7. Other forms, as written in the Written Curriculum for internal and external assessment for each subject.
2. The number of grades given, the conditions of calling for lack of preparation for the lessons, the ways to retake the tests and the ways of pass the assignments overdue is described in the Written Curriculum.
3. The grades are given regularly during each term. The minimum number of formative grades to be given as well as the work forms to be assessed, that make the basis for the

mid-term and end-term grades for both the Standard Level (SL) as well as the Higher Level (HL) are described in the Written Curriculum.

4. The conditions for making the written tests are as follows:
 - 4.1. A test / classwork is announced at least one week in advance and written in the register's calendar;
 - 4.2. In case of student's absence at the school, the conditions passing of the test or the classwork are described in the Written Curriculum;
 - 4.3. A student is obliged to sit to the mock exams organised for every subject and level in the dates specified by the teachers. In the IB Form 2, all the students sit to the mock examination session in the first week after the winter holidays.
 - 4.4. If the teacher finds out that the work is being done with the help of others, he can:
 - 4.4.1. Stop this student's exam and give the "Very poor performance" grade.
 - 4.4.2. Oblige the student to pass the test / classwork on another day;
 - 4.4.3. Write a suitable note to the school register.
5. The tests written are available for viewing by the student and her parents until the end of her study in the IB Programme.
6. The rules for monitoring the study progress for IA and EE are as follows:
 - 6.1. A student is obliged to regularly finish the IA components, in accordance with the calendar given by the teachers and written in the Written Curriculum;
 - 6.2. A teacher makes note of the IA progress in the form of descriptive grade;
 - 6.3. The time spent on EE by a student under the teacher's supervision at the school is monitored in the register as the teacher's consulting time;
 - 6.4. In case of justified breaking of the deadline by a student, a teacher sets a new deadline;
 - 6.5. The unjustified breaking of the deadline results in:
 - 6.5.1. Making it impossible to set new deadlines;
 - 6.5.2. Assessing the work 'as is' and confirming its origin without the possibility of redoing it.
 - 6.6. A teacher sets the point marks for the IA and PG for EE in the IBIS system and puts the formative grades for the IA in the registry.
 - 6.7. The parents are informed by the teachers on breaking the deadlines through emails.
 - 6.8. In case of breaking the academic honesty before placing the work and the cover sheet:
 - 6.8.1. A student is given a written warning in the registry;
 - 6.8.2. The information is passed to the IB DP Coordinator as well as to the parents;
 - 6.8.3. A student receives the "Very poor performance" grade and is obliged to prepare a self-prepared work within the time set by the teacher;
 - 6.8.4. A teacher and the School may refuse to prepare the Reference Letter to the student;
 - 6.8.5. The School Academic Honesty Policy is being used.

Documenting absence and educational achievements of the students

Article 66

1. The teachers monitor and make notes of students' absence and their results in the registry.
2. The predicted grades as well as the IA grades are additionally recorded into the IBIS system.

The mid-term and end-term classification

Article 67

1. The IB DP students are classified at the end of each term within the dates given by the School Principal.
2. The mid-term and end-term classification includes the conduct assessment, as described in detail in Article 39, point 1.2.
3. The mid-term and end-term classification includes the summative education assessment of a student on the subjects that she attends and giving the mid-term and end-term grades as required by the Polish grade system.
4. In each term, the students present to the CAS Coordinator the documents that confirm the regular CAS tasks performed and take, in due dates, the oral exams.
5. A student can be promoted to the IB Form 2, provided:
 - 5.1. She has achieved a minimum of mediocre performance on all the subjects;
 - 5.2. She has passed the TOK subject (with the minimum grade of D) as well as CAS, in accordance to the rules given in the Written Curriculum.
6. If a IB Form 1 student has not achieved a minimum of mediocre performance on one or two subjects, she is obliged to retake the exams in time and form set by the School Principal.
7. If a IB Form 1 student has not achieved a minimum of mediocre performance on more than two subjects, she cannot be promoted to IB Form 2.
8. If a student has dropped from more than 20% of lessons on any given subject, a teacher is entitled to make a test of her knowledge and skills, as specified in the teaching curriculum.

Article 68

1. The predicted end-term grades in IB Forms 1 and 2 do not follow the procedures described in Article 44 of the School Charter.
2. The predicted end-term conduct grades in IB Forms 1 and 2 do follow the procedures described in Article 44 of the School Charter.
3. The objections to the end-term grades given on education and conduct in the IB Form 1 can be processed in accordance with Articles 45 and 48 of the School Charter.

Article 69

1. The terms, conditions and dates of the classifying examination for the IB DP Programme are given in Article 49 of the School Charter.
2. The terms, conditions and dates of the retake examination for the IB DP Programme are given in Article 50 of the School Charter.

Graduation

Article 70

1. A student graduates if – during the end-term classification process – she has received a minimum of mediocre grade on all of her subjects and has fulfilled all the requirements on TOK, EE and CAS.
2. The student graduates from the School *cum laude* if – at the final classification– she has obtained the average grade in the mandatory educational classes of at least 4.75.

Certificates and diplomas

Article 71

1. Students receive the promotion certificates as well as School graduation certificates in accordance with the regulations of the Polish education law.
2. All the students graduating from the International Baccalaureate Program receive a certificate from the School Principal that confirms the studying of selected subjects as well as the basis for receiving a diploma (TOK, EE, CAS), in accordance with the requirements of the IBO.
3. Any alumnus of the School who has taken the external part of the final exam and has fulfilled all the requirements set by the IB is entitled to receive The Diploma of the International Baccalaureate as well as The IB Diploma Programme Results.
4. Any alumnus of the School who has taken the external part of the final exam and has not fulfilled all the requirements set by the IB is entitled to receive The IB Diploma Programme Results.

The Diploma of the International Baccalaureate

Article 72

1. A student who has taken the final examination, sits to the exam on every subject that she has been studying, prepares an independent research work (EE), finalises her CAS program as well as fulfils the requirement of the Theory of Knowledge (TOK).
2. The final grade on the Diploma – each for every subject – consists of the following grades:
 - 2.1. Internal examination (IA) which makes up for about 20-30% of the final grade, depending on the subject;
 - 2.2. External examination (EA) which makes up for about 70-80% of the final grade, depending on the subject.
3. Any student who passes the final exam can receive up to 7 points for every subject, making up to 42 points for the exam. Additionally, a student may be given up to 3 points jointly for TOK and EE. The maximum result of the final exam within the IB DP Programme is 45 points.
4. A student passes the exam provided she has received at least 24 points and fulfilled all the additional requirements specified in the Diploma Programme Assessment Procedures.
5. A student shall not be given the IB Diploma if she:
 - 5.1. Has not fulfilled the requirements of CAS;
 - 5.2. Has achieved less than 24 points;
 - 5.3. Has not passed TOK, EE or any other subject;
 - 5.4. Has received mark E for TOK and/or EE;
 - 5.5. Has received mark 1 on any subject / level;
 - 5.6. Has received mark 2 for three or more times (HL or SL)
 - 5.7. Has received mark 3 or lower for four or more times (HL or SL)
 - 5.8. Has received less than 12 points on HL subjects; the students who have registered on four HL subjects have the three highest marks taken into account;
 - 5.9. Has received less than 9 points on SL subjects; the students who have registered on two SL subjects must receive a minimum of 5 points on any of these points
6. The final grades set by the IB are presented to the students on July 6th on the Programme web site and protected with a password.

7. All the Diplomas and Certificates are issued solely by the IB and given to the Programme Alumni on the day set in the School's Calendar.

Article 73

The Principal of the School determines terms and conditions of inspecting the school assessment policy in international classes within the School's internal educational supervision plan.