

**ASSESSMENT POLICY
OF
KÖRÖSI CSOMA SÁNDOR BILINGUAL BAPTIST
SECONDARY GRAMMAR SCHOOL**

International Baccalaureate Diploma Programme

Report card grades and final IB exam grades

Mid-year and annual report card grades (school grades) are based on classroom performance and school assessment (marks entered in the school's online administration system). Teachers employ their professional judgement to provide constructive feedback to students on their school performance and what they may expect at the final exams. However, it is important to note that the grades assigned by teachers for school reports may differ from the final IB exam grades, as the latter involve a separate evaluation process by the IB. While internal assessment components (IAs) are normally marked by the school's subject teachers, they undergo external moderation by the IB at a later stage, which also means that teacher marks may differ from moderator marks, which may result in an exam grade different from either the student's report card grades or their predicted grade for any given subject.

Mock Exam Results Requirements

To progress to the 12th Grade within the IB Diploma Programme, students must achieve a minimum of 24 points in the mock exams, with the following specific requirements:

- A minimum of 12 Higher Level (HL) points and 9 Standard Level (SL) points must be achieved collectively.
- In the event that a student does not attain the necessary 18 points collectively, they will fail the entire exam, resulting in the requirement to repeat the 11th grade.

However, students who achieve a minimum of 19 points but fall below the 24-point threshold have the option to select specific subjects for retake. They can retake a maximum of 3 subjects to enhance their overall performance and meet the 24-point requirement.

In case a student fails a subject in the mock exams, they are required to retake that specific subject.

Students who opt to leave the IB Diploma Programme due to weaker results will be provided with the option to reenter the Hungarian education system and return to the 11th grade.

Homework

Students in the IB Diploma Programme should expect homework on a regular basis. This might be: research, reading, practice questions and exercises, written assignments, etc. Students are expected to understand the importance of homework in their learning process, and so they are responsible for the completion of their homework on time. They can do it at home after school, or in the designated study hours in their timetables. Teachers are responsible for checking if homework is completed, and in case a student fails to do it on time, the teacher should notify the form teacher. If a student repeatedly fails to complete homework, the form teacher will inform the parents about this fact. In case of an illness or other unforeseen circumstances, if a written explanation is provided by the parents, the teachers may give an extension to the student.

Formal internal and external assessments

- Students in the IB Diploma Programme at Kőrösi are expected to comply with the school's regulations as described in the school's policies, school deadlines and this document, as well as any subject-specific requirements. If a student fails to do so, this might lead to disqualification from the programme.
- A candidate has maximum three examination sessions to complete all requirements of the IB Diploma Programme.
- The completion of internal assessments is supervised by subject teachers as described in the subject guides. Students must meet the final deadlines set by the school for submission of work (unless there are adverse circumstances).
- During the programme, students can ask for a one-week extension to a deadline once. Requests should be sent to the IB coordinator via e-mail 24 hours prior to the submission deadline. If the student misses the deadline for submission without any acceptable explanation, the school has the right not to accept the work. In this case no grade will be awarded for the student in that subject and will not receive a Diploma in that examination session. Teachers are also responsible for marking internal assessments using the criteria provided by the IB. A sample of the internal assessments is then moderated by external IB examiners.
- Except for the formal written examinations, the above rules apply to all externally assessed work submitted by the students. These works are sent (or uploaded) to IB examiners for grading.
- For examination sessions the regulations stated in the IB's Conduct of Examinations apply.
- In case of absence from a topic test or a missed deadline, the parents must inform the school immediately (by 8 am on the day the assessment is due). If the absence or missed deadline is excused (e.g. there is an acceptable reason provided on time), the student is allowed to submit the task at another time. It is the responsibility of the student to contact the subject teacher and agree on a new deadline. The decision whether the reason provided by the student and parents is acceptable is decided by the IB Team.

Implementation, evaluation

The responsibilities of the school administration and the IB coordinator:

- ensure that all teachers understand the requirements of the school's assessment policy
- monitor assessment and reporting
- support form teachers and subject teachers in monitoring students' progress
- provide an IB calendar
- support students and parents in understanding the requirements
- review the assessment policy annually with the help of the IB Team, informed by students and parents

The responsibilities of IB form teachers/site-based coordinators (online courses):

- monitor students' progress
- guide students in their learning process to help them achieve their goals
- provide information to the IB coordinator for the preparation of report cards for students at the end of each semester

The responsibilities of teachers:

- understand the school's Assessment Policy
- inform students of the requirements of their subjects, including aims, content, and assessment
- give regular feedback to students on their progress
- inform students about summative assessments in advance
- set and check homework
- return marked work to students in a timely manner
- provide information to the IB coordinator on students' progress for report cards
- work in collaboration with other teachers in the subject group and the IB team
- In the event of a pre-arranged and pre-announced absence, teachers are responsible for providing students with homework, assignments, and tasks that are integral to the syllabus. These assignments should have a specific learning objective and must be consistently checked and accompanied by feedback.
- In case of absence from an external examination, the student must inform the IB Coordinator immediately (within one hour from the start of the exam). Documentation must be provided regarding the absence, which will be forwarded to the IB, who will decide if the student can take the exam at a later date or whether a final grade can be awarded based on the work the student has already completed.

The responsibilities of students:

- attend lessons regularly and fully prepared
- participate in formative and summative assessments
- submit work to teachers on time
- accept and follow the school's regulations
- accept and follow the IB's regulations
- be active participants in their own learning process
- ask for help from subject teachers or IB coordinator if needed

The responsibilities of parents:

- monitor their child's progress, approach to work, attitude
- communicate with subject teachers, form teacher or IB coordinator in case of any concerns or questions
- monitor their child's compliance with the school's policies
- provide their child with the necessary equipment (books, materials, notebook, internet) and time to complete work
- pay all fees incurred in connection with their child's assessment

Review

This assessment policy is reviewed annually by the end of August by a committee comprising the following members:

- Headmaster
- Deputy Heads
- IB Team

Last reviewed: September 2023