

Inspiring Great Minds

IB Diploma Assessment Guidance Handbook

Information for students and parents

2024 Cohort



Queensland Academy
for Science Mathematics
and Technology



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INTRODUCTION

Welcome to the International Baccalaureate Diploma Programme. This handbook contains information relevant to all academic and administrative aspects of the IB Diploma Programme. Information is taken from the current 'Diploma Programme Assessment procedures' (this is essentially the rule book for the IB Diploma Programme) and other IBO documentation. This handbook is designed to provide students and parents with sufficient information so that they are able to plan and make adequate provisions for their IB Diploma workload, understand the school and IBO regulations regarding assessment and know the responsibilities of the students and school during the IB Diploma Programme.

It is expected that all students and parents also access and carefully read the information in the links below as they provide comprehensive information IB regulations and assessment within the Diploma Programme.

[B1 General Regulations: Diploma Programme](#)

[IBO Diploma Programme information](#)

[IBO Assessment FAQ](#)

Students studying an IB Diploma Course must make a genuine attempt to complete course requirements. These requirements include students applying themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school regardless of whether or not these tasks contribute to the final assessment mark. It is a matter of the teacher's professional judgment to determine whether a student has made a genuine attempt to complete these requirements.

Individual departments supplement these guidelines with details relating to subject specific components, task criteria and advice about the nature and completion of tasks.

This handbook is detailed in the information presented. Below are important points to remember. However, it is vital that both parents and students read and understand the entirety of the contents. Some important things to know and remember:

- The IBO rules and regulations contained in the 'Diploma Programme Assessment Procedures' regarding assessment cannot be altered. Students, parents and teachers work within the rules to ensure consistency and fairness to all students.
- Internal Assessments that count towards your Diploma score can only be done once. All drafts are subject to the restrictions as set out in the subject guides.
- Students absent on the day of a scheduled assessment component must notify the school and request an extension from the IB Coordinator either before or on the day, any request for extension must be submitted with supporting documentation such as a medical certificate. Situations within a student's control are not accepted as reasons for an extension.
- Students failing to submit or complete school-based assessment requirements on the due or scheduled date, without an extension granted, will be awarded a non-submission.
- Students failing to submit or complete IB assessment requirements on the due date, without an extension granted, will be awarded a non-submission. Illness or absence on the due date, without an extension granted, will not be accepted as students have had a number of months to complete these pieces of work.
- Students must complete at least 50% of the assessment for each subject (including an externally assessable component) to be eligible for the IB Diploma.
- IB Diploma students are responsible for ensuring they meet all academic integrity requirements. Students submitting or completing assessments through academic misconduct will be awarded a non-submission for the assessment or examination. Repeated breaches of academic integrity will result in removal from the IB Diploma Programme.

IB Diploma students, in the spirit of independence and self-reliance, are responsible for ensuring they are up to date with the requirements and information. If students are away for any reason, they need to ensure they check to see what has been missed.

If the spirit of assessment is adopted, then it should ease the students' preparation for achieving an IB Diploma. Queensland Academy for Science, Mathematics and Technology (QASMT) wishes to see each student achieve his/her potential. We look forward to working together with parents and students to realise this aim.

The IBO Mission Statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

This programme encourages students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The QASMT Vision Statement

Inspiring great minds through the provision of a world-class education that nurtures personal excellence and develops young people who are able to contribute positively to an ever-changing world.

The IB Diploma Programme Curriculum

The IB curriculum can be best understood through the IB Circle (see below). Students must study six subjects when undertaking the Diploma Programme. At QASMT one subject must be chosen from each of Groups 1 to 5 and the sixth subject may come from Group 4 or 6.



ATTENDANCE DURING THE IB DIPLOMA PROGRAMME

Students are expected to attend all classes in which they are enrolled, unless for appropriate medical reasons or they have prior Principal permission. Students who miss classes regularly severely affect their chances of gaining the IB Diploma and this may result in their enrolment at the school being cancelled. In addition, as an IB World School, QASMT is bound to ensure that students meet the recommended guided learning hours for each HL/SL course and as such a student must ensure they do not fall short of meeting these hours during class contact time.

IB DIPLOMA PROGRAMME REQUIREMENTS

IB Diploma Programme candidates must meet the following requirements:

- Candidates for the IB Diploma must satisfy assessment requirements in six subjects, each studied over a period of two years.
- The six subjects must be selected from six groups as described in the Diploma Programme Assessment Procedures for the appropriate examination session, at least three and not more than four subjects being offered at higher level and the others at standard level.
- In addition to the six subjects, candidates for the IB Diploma must:
 - Take a course in, and submit the required assessment in, Theory of Knowledge.
 - Complete an approved programme of co-curricular activities known as CAS.
 - Complete and submit for assessment a 4000-word Extended Essay in a subject available. Work on the essay, must be done under the direct supervision of an appropriate teacher at the school.
- Candidates are required to act in a responsible and ethical manner throughout their participation in the IB Diploma Programme and examinations. In particular candidates must avoid any form of academic malpractice.

Conditions for the award of the IB Diploma

The IBO appoints examiners and moderators to assess candidates' work for externally assessed components.

Grade Performance in each of the six IB Diploma subjects is graded on a scale of 1 point (minimum) to 7 points (maximum). A maximum of 3 points is awarded for **combined** performance in Theory of Knowledge and the Extended Essay. The maximum total IB Diploma Programme point score is 45.

IBO descriptors for the levels are as follows:

- 7 = Excellent performance
- 6 = Very good performance
- 5 = Good performance
- 4 = Satisfactory performance
- 3 = Mediocre performance
- 2 = Poor performance
- 1 = Very poor performance

The IB Diploma Additional Points Matrix

The IB grades for Theory of Knowledge and the Extended Essay are as follows:

- Grade A – Excellent performance
- Grade B – Good performance
- Grade C – Satisfactory performance
- Grade D – Mediocre performance
- Grade E – Elementary performance

The matrix for the assigning of the three inner core points is included here.

		Theory of knowledge					
		Grade A	Grade B	Grade C	Grade D	Grade E	No grade N
Extended essay	Grade A	3	3	2	2	Failing condition	Failing condition
	Grade B	3	2	2	1	Failing condition	Failing condition
	Grade C	2	2	1	0	Failing condition	Failing condition
	Grade D	2	1	0	0	Failing condition	Failing condition
	Grade E	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition
	No grade N	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition

THE IB DIPLOMA AWARD

Successful IB Diploma candidates will receive an IB Diploma and a document entitled “Diploma Programme (DP) Results” listing the total IB Diploma points score, the subject grades, confirmation of the completion of all CAS requirements and any points awarded and individual grades for the combination of theory of knowledge and the extended essay. These results are due to be released by the IB through IBIS on 19 December (TBC) after the November examination session.

A bilingual diploma will be awarded to a successful candidate who fulfills one or both of the following criteria:

- completion of two languages selected from group 1 with the award of a grade 3 or higher in both
- completion of one of the subjects from group 3 or group 4 in a language that is not the same as the candidate's nominated group 1 language. The candidate must attain a grade 3 or higher in both the group 1 language and the subject from group 3 or 4.

Pilot subjects and interdisciplinary subjects can contribute to the award of a bilingual diploma, provided the above conditions are met.

The following cannot contribute to the award of a bilingual diploma:

- a school-based syllabus
- a subject taken by a candidate in addition to the six subjects for the diploma.

Award of the IB Diploma

The International Baccalaureate Organisation (IBO) sets down rigorous standards to achieve the IB Diploma. This protects the integrity of the award and ensures that schools are meeting standards of achievement in consistent ways. The IB Diploma will be awarded to a candidate provided all the following requirements have been met.

1. CAS requirements have been met.
2. The candidate's total points are 24 or more.
3. There is no “N” awarded for theory of knowledge, extended essay or for a contributing subject.
4. There is no grade E awarded for the theory of knowledge and/or the extended essay.
5. There is no grade 1 awarded in a subject/level.
6. There are no more than two grade 2s awarded (HL or SL).
7. There are no more than three grade 3s awarded (HL or SL).
8. The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
9. 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).
10. The candidate has not received a penalty for academic misconduct from the Final Award Committee.

Enquiry upon results

A candidate's assessment material may be re-marked, returned to the school (in electronic format or as a photocopy) and/or subject to re-moderation (for internal assessment) as part of the enquiry upon results service, the details and fees for which are specified each year. All enquiries upon results must be submitted by the school on behalf of the candidate.

Re-marking a candidate's assessment material may lead to a higher or a lower grade for the subject. Therefore, before submitting a request for an enquiry upon results service that may result in a change of grade, the school will obtain the written consent of the candidate or his/her legal guardian.

THE ASSESSMENT PROGRAMME

Diploma students undertake a program of study designed to meet the IBO's requirements. In addition, students are required to submit Diploma components on specific dates. The IBO supports school submission dates and processes as having the same importance as IBO dates and processes.

Please note the IBO is not flexible about these dates in any way. Failure to submit Diploma Programme requirements on the Academy due dates will result in a non-award of that subject and hence the Diploma (see Appendix 3 for details of all Academy dates).

All IBO paperwork must be signed and completed. Work that does not have the required paperwork completed will not be marked.

Submission instructions:

- All assessment must be submitted as outlined on the assessment task sheet, in the format required by the date and time required. (8.30 am unless otherwise informed by the DP Coordinator)
- All assessment is submitted online to Turnitin (a plagiarism checking software) (through Daymap).

Students must ensure they understand or know where to find the following information:

- All requirements for Academic Integrity.
- All requirements for IBO paperwork and administration.

The DP Coordinator is responsible for ensuring all IBO regulations are adhered to. Students and parents must fully understand and be prepared to work within these regulations for the Programme to achieve its aims.

ASSESSMENT DURING YEARS 11 AND 12

The key purpose of assessments are to provide information on student achievement and progress in each course in relation to the syllabus standards and to report on the standard of performance attained at the end of the course. There are two types of assessment completed by IB students during the school IB Diploma Programme – School-Based Assessment and IB Assessment.

School-Based Assessment

School-Based Assessment is used by teachers at QASMT to indicate how well a student is progressing in a particular subject. These may replicate IBO style assessments answers or may be of an alternate nature. School-Based Assessment is required to assist teachers formulate the information required by the IBO. Assessment calendars are published at the beginning of each term listing the assessment items and dates for the term.

Students need to know that:

- School-Based Assessment is not optional. All IB Diploma candidates must undertake and complete all requirements for school-based assessments.
- Appropriate medical documentation and the granting of extensions through the process outlined in Appendix 1 will be required for students missing school-based assessments and deadlines.
- Technical difficulties with computers, lifestyle choices like travel or early school holidays or activities and regular school commitments, are not acceptable excuses for missing school-based assessment deadlines or lessons.
- Failing to meet school-based assessment requirements may severely affect students' chances of gaining the Diploma.

Failure to submit or complete School-Based Assessment requirements

Students failing to submit or complete School-Based Assessment requirements on the due or scheduled date, without an extension granted, will be awarded a non-submission.

If a non-submission is determined the following principles will be applied by the DP Coordinator:

- At the discretion of the Head of Department, previously submitted or completed work may be assessed. If the student has completed the assessment but has not submitted it by the due date, they will need to apply for an extension as outlined in Appendix 1. The DP Coordinator will determine if an extension can be granted and the assessment accepted after the due date, if granted it will be assessed instead of the

draft work.

- If the assessment is an exam and an extension is approved, the DP Coordinator will determine a future date for the exam, or where necessary an exemption from the assessment. If an extension is not granted (including unapproved leave) then a zero grade will be awarded for that reporting period. If this occurs as part of a recurring pattern, then the zero grade may be maintained for all affected assessment for the calendar year. Students will be required to complete the assessment as soon as possible after the due date for feedback purposes.

Students who repeatedly fail to submit or complete School-Based Assessments will receive a non-compliance letter indicating the required areas of improvement. Students who fail to address these concerns may have their enrolment at the Academy cancelled.

IB Assessment

IB Assessment includes both Internal and External Assessments (IAs and EAs). IB Assessment is set according to subject and IBO guidelines and count towards the final subject grade. Each subject has a different weighting attached to its IAs and EAs, as a proportion of the final mark. Students and parents can find this information in the syllabus documents.

- IB Assessment requirements are completed by students by the **Academy due dates**. Important Internal and External Assessment due dates and checkpoints are indicated in the assessment schedule shown in Appendix 4 but it should be noted that in many subjects assessment is ongoing. **These deadlines are non-negotiable and work will not be accepted after the given deadlines without the granting of an extension, as outlined in Appendix 1.**
- The subject teaching team marks and moderates the Internal Assessment work. A sample of students' work is selected by the IB and sent to an IBO moderator to be checked against world marking standards. The cohort's marks are adjusted as required.
- External Assessment work is uploaded and sent to IB examiners for marking.

The overall assessment structure for each IB subject ensures that student performance is measured in relation to the objectives for that subject and particularly to evaluate student achievement against those objectives that do not lend themselves to external written examinations or tests. Internal assessment also gives teachers, who know their students' work very well, a significant input into the overall assessment process.

Important Points about IB Assessments

- IB Assessment dates are spread over the 2 years of the IB Diploma course. This reflects the nature and structure of the IB Diploma Programme, as well as student's needs. IB Assessment due dates are set to spread the workload for students so that not everything is due at the same time.
- The IBO sets strict rules regarding the submission of IA and EA drafts. Students need to understand these before commencing work so that they understand the parameters in which they are working. These limits involve:
 - *How many drafts can be submitted.*
 - *Who is able to look at the drafts.*
 - *The role of the teacher.*
- Oral assessments are completed by all students within a limited timeframe. The IBO considers students completing oral assessments outside the set timeframe as academic malpractice. For this reason, oral assessment components cannot be completed outside the assessment period other than for medical reasons (which must be evidenced by approved medical documentation and the granting of an extension).
- Students may not be told their Internal Assessment mark or score. This is because it is subject to moderation. Students receive feedback in the required areas according to the marking criteria.
- The IB Subject Guides contain details of the extent to which teachers can assist students completing Internal Assessments. This also applies to teachers who are not a student's subject teacher. Please note that failure to observe this rule will affect the mark for that piece of work.

Failure to submit or complete IB Assessment requirements

Students failing to submit or complete IB Assessment requirements on the due date, without an extension granted, will be awarded a non-submission. The result of a non-submission of an IB Assessment will be determined by the Deputy Principal, either the previously submitted draft will be assessed and submitted to the IBO, or an F grade for that component will be recorded resulting in an N for the subject. The award of an N grade will prevent a student from gaining a Diploma.

- **All students must submit work for their IB Assessment by the due date and time as communicated by their teacher.**
- Students with extenuating circumstances outside of their control must see the DP Coordinator as soon as possible. Extenuating circumstances are those considered being beyond the candidate's control, such as illness or injury, the death or funeral of a close relative, unavoidable attendance at a hospital or court of law.

Incomplete assessment

In cases of incomplete assessment in a subject due to adverse circumstances, the IB Organization may, at its discretion, award a grade for the subject if following circumstances are established:

- the candidate has completed at least 50% of the assessment for the subject, including one written externally assessed component.
- an acceptable reason is provided by the school for the incomplete assessment being beyond the candidate's control, such as acute illness or injury, the death or funeral of a close relative, unavoidable attendance at a hospital or court of law.
- where access arrangements are not the appropriate mitigation measures to support the candidate.

Any application for grading based on incomplete assessment is subject to approval by the IBO and must be submitted by the school's DP coordinator on behalf of the candidate(s).

SPECIAL PROVISIONS

The IB believes that all candidates must be allowed to undertake assessment under conditions that are as fair as possible. The IB has two forms of special provision to ensure assessment is fair.

Candidates with inclusive access arrangements

A learning support requirement(s) often necessitates inclusive access arrangements. The IBO is able to authorise inclusive access arrangements for a candidate with inclusive access requirements. If a candidate needs inclusive access arrangements, the DP coordinator must make such arrangements and, where appropriate, request authorisation for inclusive access arrangements from the IBO.

Candidates with adverse circumstances

Adverse circumstances are situations that have their onset or occurrence during the examination(s) or up to three months before the written examinations in May/November, that are beyond the control of a candidate and/or the school, that affect a candidate and have a bearing on their performance in IB assessments. This may include medical issues, injuries, mental health difficulties, and bereavement. Any application for support measures in cases of adverse circumstances is subject to approval by the IBO and must be submitted by the school's DP coordinator on behalf of the candidate(s).

ACADEMIC INTEGRITY

As an IB World School, QASMT embraces the mission and philosophy of the IB Organisation, which holds as a basic tenet, Academic Integrity. As it pertains to Academic Integrity, the IB Learner Profile states that each student must be principled, "We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences."

Academic misconduct

The IB defines academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct. It is also an act that potentially threatens the integrity of IB examinations and assessments that can happen before, during or after the completion

of the assessment or writing time of the examination, both paper-based and on-screen.

The IBO defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another candidate is also regarded as academic misconduct. Academic misconduct is a breach of these regulations and includes, but is not restricted to, the following:

- plagiarism - this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person or artificial intelligence without proper, clear and explicit acknowledgment.
- collusion - this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another.
- duplication of work - this is defined as the presentation of the same work for different assessment components and/or Diploma requirements.
- any behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination, unethical use of AI).

Appeals

The IBO accepts appeals in relation to decision-making during an examination session. Information about the appeals process is available from the DP Coordinator.

Actions taken in the event of Academic Misconduct

If a breach of the Academic Integrity Policy is suspected the following will occur.

1. The teacher, invigilator, or fellow student will report suspected academic misconduct to the DP Coordinator.
2. The DP Coordinator will investigate the incident and determine whether academic misconduct has occurred and the extent of the academic misconduct.
3. If it is concluded that academic misconduct has occurred, the DP Coordinator will determine what elements, if any, of the assessment will be marked and graded.
4. The DP Coordinator will notify parents and the matter will be recorded on OneSchool.
5. If the breach is part of an ongoing pattern of behaviour or it involves a Diploma Programme student, a report will be submitted to the Deputy Principal.
6. The student will face disciplinary consequences in accordance to the Student Code of Conduct, General Regulations: Diploma Programme and Diploma Programme Assessment Procedures, including possible removal from the IB Diploma Programme.

NON-COMPLIANCE WITH THE IB DIPLOMA PROGRAMME COURSE OF STUDY

Students who fail to meet assessment and attendance requirements will receive a non-compliance letter indicating the required areas of improvement. Students who fail to address these concerns may have their enrolment at the school cancelled.

Non-compliance letters are used to inform students and parents about:

- Non-submission of required forms and paperwork
- Late or non-submission of Internal Assessment, components or drafts
- Late or non-submission of school-based assessment
- Continued absence from class and /or patterns of absence

If a student receives a non-compliance letter, they need to take the action as outlined in the letter. The receipt of a non-compliance letter does not prevent a student from gaining a Diploma; however, the non-completion of the requirements listed may lead to an N or F grade being awarded. Students who fail to meet these requirements frequently may be withdrawn from the IB Diploma Programme and have their enrolment at QASMT cancelled.

SICKNESS OR MISADVENTURE DURING AN ASSESSMENT OR EXAM PERIOD

If a student is sick or suffers misadventure (unexpected circumstance outside the student's control) on the day of an assessment, they must:

- Submit the assessment to Turnitin (through Daymap) by the time indicated if it is not an exam-based assessment.
- Email the DP Coordinator to request an extension by forwarding the *Request for Extension* form and copies of any associated documents, such as a medical certificate, if it is an exam or they have extenuating circumstances why they cannot submit the assessment online.
- Provide a medical certificate that covers the day of the assessment and any extra time taken if an extension is granted. This is to be emailed to the DP Coordinator as soon as practicable.
- Be prepared to sit the exam on the first day of return. Students who are not awarded an extension will receive 0 mark or F grade for that component.

What if I am sick or suffer misadventure during the November examination session?

If you are sick or suffer misadventure during of the November Examination Session, students need to:

- Inform the IB DP coordinator as soon as possible.
- Attend the examination if they are able.
- Provide all supporting medical or other appropriate documentation within 24 hours of the examination. This enables the DP Coordinator to fill in the appropriate forms and submit them on the student's behalf.

STUDENTS UNABLE TO MEET THE IB DIPLOMA REQUIREMENTS

If a student believes they are unable to complete the Diploma Requirements for any reason, they must inform the DP Coordinator as soon as possible. Failure to complete any of these components comes in two forms:

1. Failure to submit written work or complete an oral presentation on the due date.
2. Failure to submit the appropriate forms for specific assessment components as required for IB Diploma Organisation.
3. Failure to complete the final examinations.

The IBO recognizes two reasons for non-completion of the requirements:

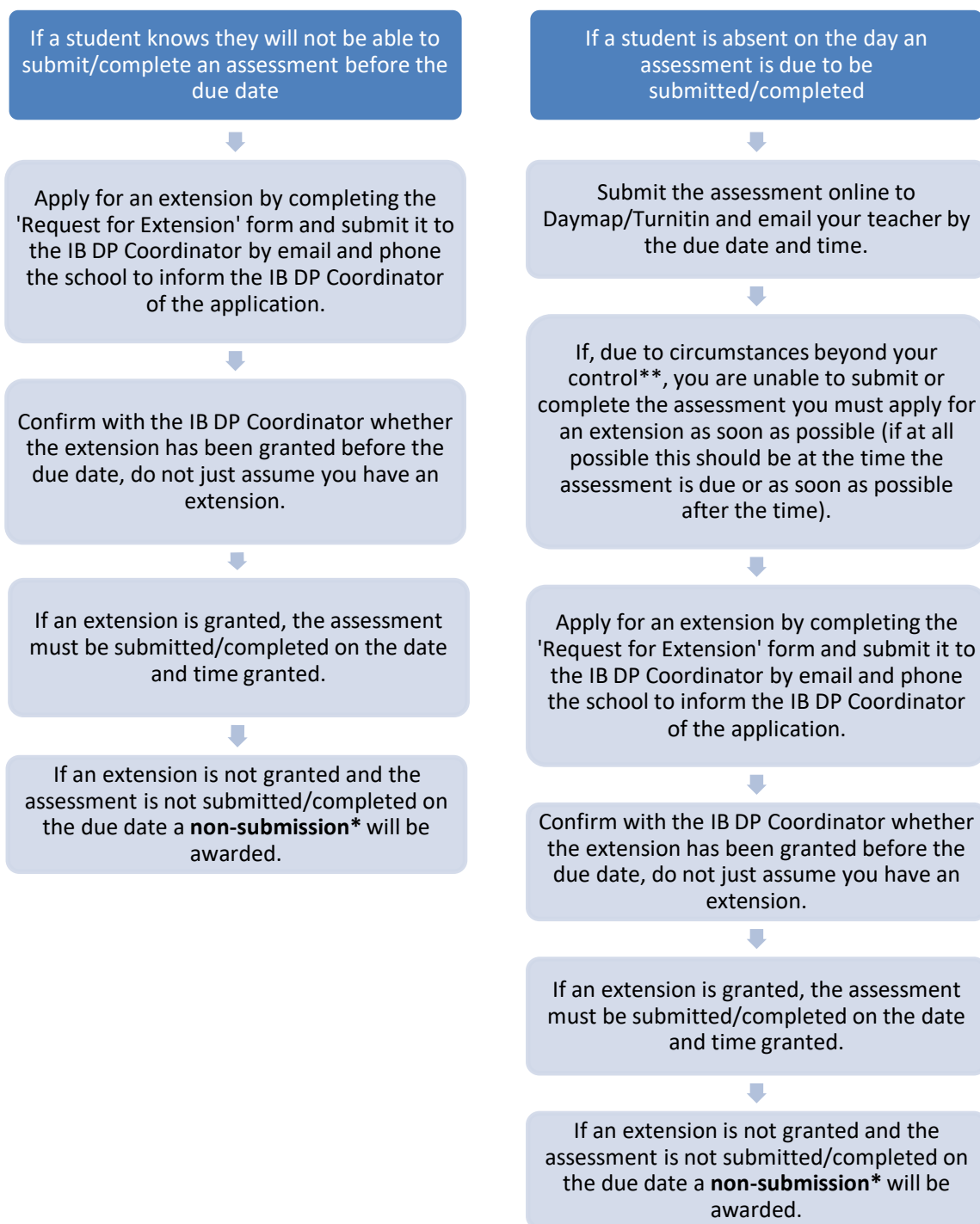
- Reasons within students' control (e.g. failure to plan and complete work on time). Students falling into this category will not be awarded a Diploma.
- Reasons outside students' control. This includes illness and other types of misadventure. If this is the case, students must see the DP Coordinator as soon as possible and provide the appropriate documentation. The DP Coordinator is responsible for completing all appropriate paperwork for submission to the IBO Curriculum and Assessment Centre. Final decisions about the award of a Diploma are made by the IBO. (Refer to the "Incomplete Assessment" section of this document, p.9)

SUBJECT ASSESSMENT SUMMARY

Fill in the table below as a record of your Assessment Programme and the due dates.

Group & Subject	External Assessment	%	Internal Assessment	%
Group 1				
Group 2				
Group 3				
Group 4				
Group 5				
Group 6				

APPENDIX 1 – REQUESTING AN EXTENSION FOR SUBMISSION OR COMPLETION OF ASSESSMENT



***Non-submission**

If a school-based assessment is awarded a **non-submission** then a zero mark for that component/exam will be recorded for that term/semester reporting period.

If an IB Assessment is awarded a **non-submission** the Deputy Principal will determine whether the previously submitted draft will be assessed and submitted to the IBO, or an F grade for that component will be recorded resulting in an N for the subject. The award of an N grade will prevent a student from gaining a Diploma.

****Circumstances beyond a student's control**

This includes circumstances such as acute illness or injury, the death of a close relative, unavoidable attendance at a hospital or court of law. It does not include failure of IT device or technical issues, as students should regularly back up their work elsewhere and should, therefore, be able to provide most recent evidence of work completed.

REQUEST FOR ASSESSMENT EXTENSION

Send this completed form and required attachments to:

Years 10, 11 & 12: diplomacoordinator@gasmt.eq.edu.au

Years 7, 8 & 9: middleyearscoordinator@gasmt.eq.edu.au

Student Name:		Year Level <i>(Tick one only)</i>	<input type="checkbox"/> 7	<input type="checkbox"/> 10
Instep:	House Dean:		<input type="checkbox"/> 8	<input type="checkbox"/> 11
Subject(s):			<input type="checkbox"/> 9	<input type="checkbox"/> 12
Teacher Name (s):				

- Assessment Details: **IB Assessment(s)** OR
(Choose only one) **School-Based Assessment(s)**

Brief information about the task(s) (topic, percentage of grade, etc):
Due date for task(s):
Requested due date for task(s):

If applicable - attach electronic evidence of what has been done to date. If you do not have an electronic copy (eg you have rough notes in a book), provide those to the IB DP Coordinator directly.

REASON FOR REQUESTED EXTENSION:

- MEDICAL *(attach original copies of medical certificates)*
- APPROVED LEAVE *(attach letter from the school)*
- UNJUSTIFIED LEAVE *(attach letter from the school) – will be awarded non-submission*
- OTHER *(provide brief information – attach further information if required)*

Student Signature: _____ Date: ___/___/20___

Parent Signature: _____ Date: ___/___/20___

Please note: we will endeavour to action your request as soon as we can. If your request needs to be actioned within 24 hours and we have not responded, please ensure you submit your current progress to your teacher as a back-up, in case your extension is not granted. You will be advised via email if your extension has been approved, and what the new due date will be.

APPENDIX 2 – DIPLOMA PROGRAMME ACRONYMS AND GLOSSARY

Acronym, Position or Concept	Definition
IBO	International Baccalaureate Organisation The administering organization for the Diploma Programme. The Foundation Office is in Geneva, Switzerland.
DP	Diploma Programme
MYP	Middle Years Programme
Additional points	Additional points are calculated by using the matrix for the Extended Essay and Theory of Knowledge grades. Details of the matrix are found in the Theory of Knowledge subject guide and Extended Essay guide. There are 3 bonus points available to students.
CAS Coordinator	Creativity, Action and Service Coordinator The person(s) at SIS who is responsible to the Diploma Coordinator for the administration of the CAS programme. The CAS Coordinator(s) also answers student questions about CAS and helps to facilitate CAS activities.
IB DP Coordinator	The person at QASMT who is responsible for the planning, organization and administering of the Diploma Programme within the school. The Diploma Coordinator is responsible for following the rules and regulations as set out by the IBO.
Diploma Score	This is the score out of 45 Each subjects is out of 7 $6 \text{ subjects} \times 7 = 42$ $42 + \text{bonus points} = 45$
External Assessment (EA)	This is the external component of the subject grade. Comprising of examinations, World Literature essays, Theory of Knowledge essays and Extended Essays, these are externally marked.
Internal Assessment (IA)	The assessable component of the Diploma Programme that counts towards the subject grade and final result. This is set and marked internally and externally moderated.

Grade/s	<p>The final grade awarded to a candidate in each subject is on a scale of 7 down to 1, with 7 being the highest grade. For Theory of Knowledge and the Extended Essay the grades are on a scale of A to E, with A being the highest grade.</p> <p>The final score out of 7 or A to E is determined by the aggregation of external and internal assessment marks and found by checking the mark against the grade boundaries.</p> <p>The IBO scale and, therefore, the only permitted predictions for subjects, is as follows.</p> <p>Grade 7 Excellent performance Grade 6 Very good performance Grade 5 Good performance Grade 4 Satisfactory performance Grade 3 Mediocre performance Grade 2 Poor performance Grade 1 Very poor performance</p> <p>The IBO scale for Theory of Knowledge and the Extended Essay is as follows.</p> <p>Grade A Excellent performance Grade B Good performance Grade C Satisfactory performance Grade D Mediocre performance Grade E Elementary performance</p>
Predicted Grade (PG)	<p>The predicted grade is the teacher’s prediction of the grade the candidate is expected to achieve in the subject, based on all the evidence of the candidate’s work and the teacher’s knowledge of IBO standards. Predicted grades are also required for Theory of Knowledge and the Extended Essay.</p>
Special Provisions – Assessment Access and Adverse Circumstances	<p>Special provisions are available to students who have ongoing medical or other needs. The IBO makes determinations regarding provisions based on the application and documentary evidence.</p> <p>A learning support requirement(s) often necessitates <i>assessment access</i> arrangements. The IB Organisation is able to authorise inclusive assessment arrangements for a candidate with assessment access requirements. If a candidate needs inclusive assessment arrangements, the DP coordinator must make such arrangements and, where appropriate, request authorisation for inclusive assessment arrangements from the IB Organization.</p> <p><i>Adverse circumstances</i> are defined as those beyond the control of the candidate that might be detrimental to his or her assessment performance, including severe stress, exceptionally difficult family circumstances, bereavement or events that may threaten the health or safety of candidates. Any application for support measures in cases of adverse circumstances must be submitted to the IB Organization by the school’s DP coordinator on behalf of the candidate(s).</p>

APPENDIX 3 – IB ASSESSMENT SCHEDULE 2023-2024

Year 11 Term 1 (January – March 2023)

School Week	Draft Due	Final Due
1		
2		
3		
4		
5		
6		
7		
8		
9		
10	Block Exams	

Year 11 Term 2 (April – June 2023)

School Week	Draft Due	Final Due
1		
2		
3		
4		
5		
6		
7		
8		
9		
10	Block Exams	

Year 11 Term 3 (July – September 2023)

School Week	Draft Due	Final Due
1		
2		
3	Economics HL Commentary 1	
4		
5		
6		
7		Economics HL Commentary 1 (Monday)
8	Block Exams	
9	TOK Exhibition	
10		

Year 11 Term 4 (October – December 2023)

School Week	Draft Due	Final Due
1		
2		
3	Digital Society HL Inquiry Project	TOK Exhibition (including final reflection)
4	Mathematics AI SL Exploration	English L&L SL/HL Individual Oral
5	Business Management HL Research Project	
	Psychology HL Experimental Study	
6	Physics SL/HL Individual Investigation	
	Latin HL Composition	
7	Economics HL Commentary 2 (Monday)	
	Digital Society HL Inquiry Project Video (Monday)	
8	Block Exams	

Year 12 Term 1 (January – March 2024)

School Week	Draft Due	Final Due
1		
2	Biology SL/HL Individual Investigation Computer Science HL Solution (Part A & B)	
3	English L&L HL Essay	Physics SL/HL Individual Investigation Latin HL Composition
4	Extended Essay Draft Outline	Psychology HL Experimental Study
5		Mathematics AI SL Exploration Digital Society HL Inquiry Project
6		Business Management HL Research Report
7	Latin SL/HL Research Dossier	Biology SL/HL Individual Investigation
8	Environmental Systems and Societies SL Investigation Economics HL Commentary 3	
9		English L&L HL Essay (Monday)
10	Block Exams	

Year 12 Term 2 (April – June 2024)

School Week	Draft Due	Final Due
1		
2	Mathematics AI HL and AA SL/HL Exploration Sport Exercise & Health Science HL Individual Investigation	
3	Chemistry SL/HL Individual Investigation Computer Science HL Solution (Part C & E)	
4	Extended Essay	Economics HL Commentary 2 & 3
5	TOK Essay	Environmental Systems and Societies SL Investigation Language Acquisition SL/HL Individual Oral
6		Latin SL/HL Research Dossier
7		Mathematics AI HL and AA SL/HL Exploration (Monday)
8	Block Exams	
9		Chemistry SL/HL Individual Investigation Computer Science HL Solution
10		Sport Exercise & Health Science HL Individual Investigation

Year 12 Term 3 (July – September 2024)

School Week	Draft Due	Final Due
1		
2		Extended Essay
3		TOK Essay
4		
5		
6	Mock Exams	
7		
8		
9		
10		

Year 12 Term 4 (October – December 2024)

School Week	Draft Due	Final Due
1 - 3	IB Exam Preparation Time	
4 - 6	November Exams 21 st October – 11 th November	

Please note that all information was correct at the time of publication however changes may occur. This schedule contains IB Assessment only and not School-Based Assessment.

APPENDIX 4 – YOUR IB ASSESSMENT SCHEDULE 2023-2024 – fill this in with your assessments

Year 11 Term 1 (January – March 2023)

School Week	Draft Due	Final Due
1		
2		
3		
4		
5		
6		
7		
8		
9		
10	Block Exams	

Year 11 Term 2 (April – June 2023)

School Week	Draft Due	Final Due
1		
2		
3		
4		
5		
6		
7		
8		
9		
10	Block Exams	

Year 11 Term 3 (July – September 2023)

School Week	Draft Due	Final Due
1		
2		
3		
4		
5		
6		
7		
8	Block Exams	
9		
10	TOK Reflection (Monday)	

Year 11 Term 4 (October – December 2023)

School Week	Draft Due	Final Due
1		
2		
3		TOK Exhibition (including final reflection)
4		English A Lang Lit Individual Oral SL/HL
5		
6		
7		
8	Block Exams	

Year 12 Term 1 (January – March 2024)

School Week	Draft Due	Final Due
1		
2		
3		
4	Extended Essay Draft – Outline	
5		
6		
7		
8		
9		
10	Block Exams	

Year 12 Term 2 (April – June 2024)

School Week	Draft Due	Final Due
1		
2		
3		
4	Extended Essay	
5	TOK Essay	
6		
7		
8	Block Exams	
9		
10		

Year 12 Term 3 (July – September 2024)

School Week	Draft Due	Final Due
1		
2		Extended Essay
3		TOK Essay
4		
5		
6	Mock Exams	
7		
8		
9		
10		

Year 12 Term 4 (October – December 2024)

School Week	Draft Due	Final Due
1 - 3	IB Exam Preparation Time	
4 - 6	November Exams 21 st October – 11 th November	

APPENDIX 4 – QASMT POLICIES FOR IB DP STUDENTS

All Academy policies relevant to the IB Diploma Programme students are available on the Academy website at <https://qasmt.eq.edu.au/our-school/policies>.

Relevant policies include:

- General regulations: Diploma Programme
- Assessment Policy
- Student Code of Conduct
- Managing Student Attendance Policy
- Language Policy
- Extended Essay Guide Book
- Academic Progression Policy
- Academic Integrity Policy
- Dress Code Policy