

Hampton High School: An International Baccalaureate World School **IB Diploma Program Assessment Policy**

Purpose of Assessment:

- Hampton High School, located in Hampton, VA, assesses students in order to:
 - Enhance student learning
 - Monitor and evaluate student progress toward meeting IB Diploma Program standards
 - Provide feedback to students, parents, and interested stakeholders
 - Gather evidence to support teachers in the reflection process as they evaluate the effectiveness of their teaching
 - Inform curriculum review
 - Evaluate the suitability of courses.
 - Develop short and long term achievement goals for Hampton High School

Principles of Assessment:

- The administrative team and staff at Hampton High School believes that assessment plays an important role in the cycle of planning, teaching, assessing, reporting, and reflecting. To this end, Hampton High School believes that effective assessment should allow students, parents, teachers, and administrators the opportunity to gauge student learning and provide for reengagement and remediation when needed.
- *Effective assessment allows the student to:*
 - Demonstrate a range of skills and conceptual understanding
 - Demonstrate the ability to think critically
 - Utilize a variety of learning styles
 - Participate in self reflection and assessment
 - Set goals for their own learning
- *Effective assessment should allow parents to:*
 - Monitor evidence of student learning
 - Provide opportunities to support student learning
- Effective assessment requires teachers to:
 - Engage in the process of self reflection of their own teaching practice
 - Use assessments to inform and improve instruction
 - Provide students with the opportunity to participate in a variety of assessments.
 - Recognize that students may learn differently, to differentiate instruction, and develop assessments to utilize these styles.
 - Make students aware, in advance, of the criteria that will be used to assess the assignment
 - Assess in a context that is meaningful and relevant to students.
 - Analyze data to note patterns in student performance and needs
 - Provide feedback in a timely manner that will assist students with future learning

- Undertake assessment with district, state, and IB requirements in mind
- Maintain detailed assessment records.
- Effective assessment requires administrators to:
 - Support teachers in maintaining assessment skills and in developing new assessment strategies
 - Provide time for teachers to plan and reflect individually and collectively
 - Provide training on data analysis and the use of data
 - Use student achievement data to set individual, departmental, and school-wide goals
 - Provide students and parents with detailed assessment records and achievement information in a timely manner

International Baccalaureate Assessments

- IB assessments are criterion referenced, not norm referenced. This means that the method of assessment judges each student in relation to identified standards and criterion and not against the work of other students.
- Students and parents are made aware of IB assessment criteria by:
 - Teachers publishing their course curriculum, pacing guides, and syllabus.
 - Direct instruction
 - Informational meetings with the IB Diploma Program Coordinator.
 - IB Diploma Program Candidate meetings held for rising 11th graders during their sophomore year
 - Hampton High School Open House
 - Hampton High School website

International Baccalaureate Internal Assessments

- External assessments Internal Assessments in the International Baccalaureate Diploma Program allow student assessment to be carried over the entirety of the course. Teachers mark individual pieces of student work internally. The scores that the student receives counts as a percentage of the students overall IB score. A sample of the marked work by teachers is sent to an external moderator, who then evaluates the teacher's application of the grading rubric for the Internal Assessment.
- The dates that are reserved for the completion of Internal Assessments are governed by the Hampton High School IB calendar. This document is agreed to by the instructional staff and shared with students and parents via the Hampton High School and Hampton City School website. The calendar is designed to spread out the workload of IB Diploma Program students over the course of two years and provide a timeline for students to follow. Appendix A contains the 2013-2014 Hampton High School IB calendar.
- Teachers are required to share Internal Assessment scores with the IB Diploma Program Coordinator in a timely manner. The dates for submitting

Internal Assessment scores are reviewed with faculty at the start of the academic year and published to teachers and administrators. Appendix A has the current IB Internal Assessment due dates.

International Baccalaureate External Assessments:

- External assessments refer to work that is completed by students under the supervision of invigilators, and then graded externally by IB examiners. End of course exams are the primary means of external assessment. Other examples of external assessment in the IB Diploma Program include the Extended Essay, English A1 World Literature Essays, and the Theory of Knowledge essay.
- External assessment dates are governed by the International Baccalaureate Organization (IBO) and are adhered to by Hampton High School. The IB exam calendar is given to students and parents as a hard copy and is also available on the Hampton High School and Hampton City Schools website.

Predicted Grades:

- A Predicted Grade (PG) is a grade that is given by the IB Diploma Program instructor. It is the prediction of the grade that the student will receive in the subject, based on the evidence of the candidate’s work and the teacher’s knowledge of the IB standards for the course that they are teaching. Predicted grades may be used:
 - By the International Baccalaureate Organization as a basis for review of the student’s work if the awarded grade varies significantly from the predicted grade.
 - By the International Baccalaureate Organization in grade reward meetings when considering the grade distribution for an individual subject or the performance of individual candidates.
 - By Hampton High School as a means for evaluating teacher comprehension of IB standards and requirements.
- At Hampton High School, teachers are free to share the Predicted Grade with the student, but the IB Diploma Program Coordinator will not directly release PG’s to students or parents.
- Teachers are required to share Predicted Grades with the IB Diploma Program Coordinator in a timely manner. The dates for submitting Predicted Grades are reviewed with faculty at the start of the academic year and published to teachers and administrators. Appendix A has the current Predicted Grade due dates.

Grading Scale and Descriptors:

- Hampton High School Grading Scale

Letter	Points	Un-Weighted GPA WT	Weighted GPA WT (0.5)	IB and AP GPA Weight (1.0)
A	93-100	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7

B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D	64-69	1.0	1.5	2.0
F	Below 64	0	0	0

- IB Grading Scale

Score	Description
7	Excellent Performance
6	Very Good Performance
5	Good Performance
4	Satisfactory Performance
3	Mediocre Performance
2	Poor Performance
1	Very Poor Performance

IB Diploma Program Passing Regulations

- Performance in each of the six Diploma Program subjects is graded on a scale of 1-7, with a score of 7 being the highest. A maximum of 3 bonus points is awarded for student that complete CAS and the Extended Essay. The maximum score that students can earn is 45 points. The minimum score that a students needs to earn an IB Diploma is 24 points.
- A student can earn the IB Diploma with a total score of 24 and above if the following requirements have been met:
 - CAS is completed satisfactorily
 - Both the Theory of Knowledge paper and the Extended Essay has been completed and turned in, with a grade of at least a "D" in one of them.
 - There is no grade of "1" on any subject exam.
 - There is no grade of "2" on any Higher Level subject exam.
 - There is no more than one grade of "2" on any Standard Level subject exam.
 - Overall, there are no more than three grades of "3" or below.
 - At least 12 points have been gained on the Higher Level exams (students taking four Higher Level subjects must earn 16 points on their Higher Level exams).
 - At least 9 points have been earned on Standard Level subjects (candidates who register for two Standard Level subjects must earn at least 6 points).
 - The final award committee has judged that the students did not participate in malpractice.

- A student can earn the IB Diploma with a total score of 28 and above if the following requirements have been met:
 - CAS is completed satisfactorily
 - Both the Theory of Knowledge paper and the Extended Essay has been completed and turned in, with a grade of at least a “D” in one of them.
 - There is no grade of “1” on any subject exam.
 - There is no more than one grade of “2” on any Higher Level subject exam.
 - There is no more than two grades of “2” on any Standard Level subject exam.
 - Overall, there are no more than three grades of “3” or below.
 - At least 11 points have been gained on the Higher Level exams (students taking four Higher Level subjects must earn 14 points on their Higher Level exams).
 - At least 8 points have been earned on Standard Level subjects (candidates who register for two Standard Level subjects must earn at least 5 points).
 - The final award committee has judged that the students did not participate in malpractice.

Exams:

- IB exams at Hampton High School are conducted in strict accordance with IB regulations. Please see Appendix B for a copy of the Hampton High School Exam Policies and Procedures.
- The IB Diploma Program Coordinator, IB teachers at Hampton High School, and community members perform exam invigilation. All invigilators must go through a training session to review exam protocols and procedures prior to assisting. Teachers whose exams are being conducted and parents of students who are taking the exam are not allowed to invigilate. In addition, teachers whose exams are being conducted are required to remain away from the testing location on the day of the examination. Responsibility for exam security falls on the IB Diploma Program Coordinator and the HHS administrative team.
- Teachers are encouraged to conduct mock examinations during the month of April to help prepare students for the examination session. The results of the mock IB examinations are used to assist students in understanding their level of competency in the subject area and as a basis for exam review.

Academic Honesty

- The Hampton High School Academic Honesty Policy is attached in Appendix C. All IB candidates, whether Diploma, Course, or Anticipated, are required to read, understand, and sign the agreement. Parents are also provided with a copy of this policy.

Appendix A: Hampton High School Internal Assessment Calendar

**Hampton High School International Baccalaureate Calendar
Internal and External Assessments**

Month	11 th Grade DP (Year 1)	12 th Grade DP (Year 2)
August		Group 4 Trip (IB Sciences)
September		Extended Essay Rough Draft Due (IB Theory of Knowledge)
October		
November		Internal Assessment Due (IB History)
December		Extended Essay Final Draft Due (IB Theory of Knowledge)
January		Individual Oral Commentary Due (IB English) TOK Paper Due (IB Theory of Knowledge)
February	Internal Assessment Due (ITGS) Internal Assessment Due (IB Math Studies)	Written and Oral Assessments Completed (IB Foreign Languages) TOK Presentation (IB Theory of Knowledge)
March	Internal Assessment Due (IB Psychology)	Submission Deadline (IB Visual Arts) Internal Assessment Due (IB Math HL and SL)
April		
May	Individual Oral Presentation (IB English) External IB Assessments (Psychology, Math Studies, and ITGS)	External Assessments
June		
July		

Appendix B: Hampton High School Exam Rules and Policies for Students

Hampton High School
IB Exam Rules and Policies for Students

General Guidelines:

- Exams will be held at the St. Tammany Masonic Lodge, located across the street from Hampton High School.
- Students must arrive at the examination room a minimum of 15 minutes prior to the start of the examination.
- Before you enter the exam room, you will be reminded to turn off all electronic devices and place them in your bag. The only exception to this rule will be calculators.
- Students will be allowed to enter the exam room 10 minutes prior to the start of the examination. Once you enter the exam room, the examination is considered to be in progress and you will be subject to all IBO exam regulations.
- The IB Diploma Program Coordinator will have assigned seats for all students that will be taking the examination.
- A large clock and a large board to post the start/end time for the exam in session will be present in the room.
- Between exam papers, students will be allowed to leave the exam room.

Possessions

- Only authorized materials may be taken into the exam room.
 - Students may bring pens and pencils.
 - Examinations must be done in pen. Pens should only be blue or black.
 - Students can bring calculators for science and math exams. All calculators will be reset to factory settings prior to the examination. Check the list of IBO approved policies.
 - No backpacks. Backpacks will be left at the front of the room, away from the examinations.
 - No pencil cases or pouches.
 - No correcting fluid. If a mistake is made, neatly cross it out.
 - No food is allowed.
 - The only beverage allowed is water.
 - No communication devices of any kind. Cell phones must be switched off and left in your bag.
 - No personal clocks other than a wristwatch.
- Candidates may not share any materials whatsoever.
- Handwriting must be legible. If an examiner cannot read your response, they cannot mark it.

Misconduct:

- Stealing exam papers
- Failing to comply with the requests of the IB Diploma Program Coordinator or the exam invigilator

- Communicating with another candidate during the examination session
- Sharing anything with another candidate
- Receiving assistance from another candidate during the examination session
- Referring to unauthorized material during the examination session
- Behaving in way that disrupts the examination session
- Removing or attempting to remove exam material from the exam room
- Leaving the examination without permission
- Continuing to answer when told that the exam session has ended
- Disclosing or discussing the content of the exam within 24 hours of the exam ending

Attendance

- Tardy with Poor Excuse (Examples include oversleeping, heavy traffic, etc.)
 - A student arriving within 30 minutes of the start of the exam may be admitted to the exam
 - The student will receive no extra time to complete the exam.
 - After 30 minutes, no late arrivals will be allowed into the exam and the candidate will not be eligible for a grade in the subject.
- Tardy with Acceptable Excuse (Traffic Accident, etc.)
 - A student arriving within 30 minutes of the start of the exam may be admitted to the exam.
 - Candidates may be given full time at the discretion of the IB Diploma Program Coordinator.
 - The International Baccalaureate Organization reserves the right to make the final decision regarding the candidate's ability to take the exam if he/she arrives after the first 30 minutes of the examination.
- Early Departures
 - Students are not permitted to leave the exam room during the first hour of the exam or during the last 15 minutes.
 - If a candidate leaves early, they are not permitted to return to the examination room.
- Leaving the Exam Room in an Emergency
 - Only in cases of emergency may a student leave and then return to the examination room.
 - In case of illness, the International Baccalaureate Program Coordinator may allow the candidate full time for the exam.
 - Candidates must be supervised during a temporary absence. There must be no communication during the absence.
 - A candidate must not take any material out of the exam room; refer to any material when absent, or return with any material.
- End of the Exam
 - It is the responsibility of the students to ensure that the cover sheet is filled out correctly.
 - You must turn in all of your exam papers, including any notes you have made on scratch paper.

- Students must leave the exam session in a quiet and orderly manner.
- You must not disclose the content of any exam with any person outside of the immediate school community within 24 hours after an exam. This includes any form of communication, whether verbal, written, or electronic.

Appendix C:
Hampton High School International Baccalaureate Academic Honesty
Agreement

Hampton High School International Baccalaureate Diploma Program Agreement of Guidelines for Academic Honesty

To maintain the integrity of the IB Diploma Program at Hampton High School, the following guidelines will be understood by all students enrolled in IB courses:

- Hampton High School defines cheating as the, “giving or receiving of unauthorized assistance on any form of academic work.” Examples of cheating include exchanging tests, exchanging reports, sharing papers, looking at a peer’s work, giving answers to a peer, or sharing questions that are on a test/quiz.
- Plagiarism is the use of another person’s ideas or expressions in your writing without giving proper credit to the source. Plagiarism is another form of cheating. If you submit work that has been written, revised, or edited by another person, you are committing plagiarism. If you take an idea from a book, electronic source, movie, speech, or other form of media and then represent it as an original thought-even if it is expressed in your own words-then you have committed plagiarism.

The consequences for violating these guidelines are as follows:

1. First Offense
 - a. An “F” on the assignment.
 - b. Referral sent to the appropriate administrator.
 - c. Referral sent to the International Baccalaureate Program Coordinator.
 - d. Parent contact

2. Second Offense
 - a. An “F” on the assignment.
 - b. Referral sent to the appropriate administrator.
 - c. Referral sent to the International Baccalaureate Program Coordinator.
 - d. One day suspension
 - e. A formal conference with the student, parent, teacher, and IB Coordinator.

3. Third Offense
 - a. An “F” on the assignment.
 - b. Referral sent to the appropriate administrator.
 - c. Referral sent to the International Baccalaureate Program Coordinator.
 - d. Three-day suspension.
 - e. Possible removal from the IB Program.

If any type of cheating takes place on an IB Internal Assessment, it will lead to immediate dismissal from that class, regardless of whether it is a first or second offense. Internal Assessment scores make up part of the official IB score that will determine the success of the student in that course. If a student is an IB Diploma Program candidate or anticipated candidate, it will also disqualify them from

receiving the IB Diploma. The student will still be eligible to receive an IB Certificate in any other IB class that they successfully complete.

Any Extended Essay that is found to be plagiarized will not be sent to the International Baccalaureate Office for scoring, thus disqualifying the student from earning the IB Diploma. According to the IB Handbook of Procedures, "Each candidate must be in good standing at the school at the time of the examinations...Students are expected to acknowledge fully and in detail the work, thoughts, or idea of another person if it is incorporated in work submitted for assessment and to ensure that their own work is never given to another candidate, either in the form of hard copy or electronic means, knowing that it might be submitted for assessment as the work of that other candidate. It is a breach of IB regulations for a student to give or receive confidential information about IB examinations. Violations lead to disqualifications."

I, the IB student and parent, understand the policies noted above and also understand the need to protect the integrity of the IB Program.

Student Signature	
Parent Signature	
Date	