



Academic Policies for Diploma at The International School of Western Australia

Submission of Assessment Tasks (1.1a) Material that is submitted after 3.30 on the assigned day for submission shall be penalized twenty percent of the final grade. Submissions that are two days late are penalized forty percent of the final grade, Work that is submitted after three days shall receive no grade, but must be submitted in order for the student to receive credit for that semester.

(1.1b) Late work is defined as that which is submitted beyond the deadline and is not accompanied by a medical certificate.(1.1c) Parents shall be informed the classroom teacher if a student fails to meet two or more deadlines in a semester.

(1.1d) Students who wish to seek an extension on an assessment must do so, in writing, at least three days prior to the established deadline.(1.1e) Students who are judged by faculty to be at risk, with respect to their Diploma may be required to attend to their work outside of class hours, including weekends and holidays.

(1.1f) Faculty reserve the right to declare work of insufficient standard. In such instances, the work concerned is deemed incomplete and shall be treated as an incomplete submission.(1.1g) Unless there is a prior agreement between the students and the teacher concerned, work submitted on flash drives shall not be accepted as complete.(1.1h) Faculty shall not be held accountable for work that is submitted without the name of the student.(1.1 i) Diploma faculty shall assume full responsibility the security of work that has been submitted for evaluation.

(1.1 j) Faculty accept that it is their responsibility to return work to students in a punctual manner and to return it with sufficient feedback.

(1.2) Absence. - (1.2a) Students who allow their unexplained attendance exceed ten percent of the year's attendances, shall exempt themselves from full diploma status at ISWA(1.2b) Students are responsible for approaching their classroom teachers for information on material covered in their absence.(1.2c) It is the responsibility of individual students to catch up on work missed during their absence from school. (1.2d) Students who have been absent for more than three school days may apply, in writing, for an extension for work due in the following two weeks. The extension offered should mirror the amount of time that the student was absent from school. (1.2e) Parents shall be notified by the administration if their child's absences threaten to jeopardise their standing in the Diploma Program.

Academic Honesty-(1.3a) Students who submit work that is proven to be fraudulent or plagiarised shall forfeit their position as full diploma graduates. (1.3b) Students who are suspected of fraudulent practice shall meet initially with their classroom teacher to discuss the work that they have submitted. If this meeting does not resolve the issue,



then the meeting shall reconvene in the presence of the Diploma Coordinator. (1.3c) All students enrolled in the Diploma Programme at ISWA give permission for the school to submit their completed work for electronic verification of its authenticity. (1.3d) Students who are found guilty of allowing other students to copy their own work shall be deemed guilty of malpractice and shall forfeit their grade for that particular task (1.3 e) students who are found to have cheated on any Diploma test shall forfeit their position in the ISWA Diploma Program. (1.3f) Students are required to cite and reference any material used that is not of their own creation. (1.3 fg) The faculty for each subject area shall ensure that students enrolled in their courses are taught how to reference according to ISWA's agreed referencing practice. (1.3h) Diploma faculty acknowledge that it is their responsibility to ensure that each student's work is, to the best of their knowledge, authentic.

Extended Essays (1.4a) All Diploma acknowledge that they will be responsible for the supervision of at least one extended essay (1.4b) Whilst efforts shall be made to ensure that teachers are allotted essays within their own areas, that they may be required to supervise essays outside of their subject areas. (1.4c) Diploma faculty acknowledge that it is incumbent upon them to familiarise themselves with the extended essay criteria for their particular subject area (1.4d) Diploma faculty acknowledge that they are required to provide students with sufficient written feedback for them to improve and develop their essay. (1,4d) Each Extended Essay supervisor shall meet with their students on eight occasions over a twelve-month period. (1.4c) Students who fail to submit an extended essay shall be exempt from graduating as either full diploma or certificate Diploma graduates.

Promotion to Diploma (1.5a) Promotion into the Diploma Program shall be contingent upon consultation with the classroom teacher and the Diploma Coordinator . (1.5b) All students entering the diploma Program shall be required to undertake individual consultation appointments with the Program Coordinator (1.5c) Course selections must be undertaken in consultation with parents. All final course nominations must be signed by at least one parent or legal guardian (1.5d) ISWA shall provide ESL support to candidates who require language support in order to undertake nominated courses. (1.5e) In instances where parents choose to disregard the recommendations of the Diploma Faculty, via the Program Coordinator, the school shall provide a written release that establishes that the student concerned has chosen to undertake a course against the recommendations of the school. Parents will provide written confirmation of this.

Evaluation (1.6a) Diploma faculty commit themselves to providing students with punctual and useful feedback. (1.6b) Diploma Faculty commit themselves to the task of ensuring that students have a strong working understanding of the criteria within their subject area. (1.6c) All subject areas will provide students with formative and summative evaluation (1.6d) All subject areas will provide their students with opportunities to reflect on feedback, reflect on progress and goal set. (1.6e) All diploma Faculty will establish assessment tasks that incorporate the Learner Profile (1.6f) All diploma faculty will incorporate into their programs one task per term that draws links between their subject and the Theory of Knowledge (1.6f) Diploma candidates will be in attendance at all parent/ faculty meetings (1.6g) Diploma faculty commit themselves to expressing their feedback in a manner that directly attends to the criteria used. (1.6h) All Diploma faculty will commit to engaging in moderation with other Diploma teachers



either in the region, or in other Diploma Schools., when this opportunity is available. (1.6I) Students shall be provided with copies of all the criteria used to grade them for each Diploma course.(1.6J) Diploma faculty shall ensure that students are required to demonstrate that they understand the criteria being employed. (1.6k) Diploma faculty shall ensure they require that students demonstrate that they have fully understood the feedback that they have received from their subject teachers (1.6L) The classroom teacher shall maintain folios of all written work that has been undertaken by students in their courses. (1.6M) where possible, Diploma Faculty shall keep digital records of oral submissions that students have completed. (1.6n) Diploma Faculty shall commit themselves to providing students with individualised mid-course progress feedback, at least once per school term. (1.6o) Faculty will apply criteria in the same manner at all points throughout the course.

Appealing Grades: (1.7a) In instances where a student seeks to appeal a grade, the student will meet initially with the classroom teacher to review the material concerned.(1.7b) In instances where the student is not satisfied with the rationalization provided by the classroom teacher, the matter will be brought to the Program Coordinator for resolution. (1.7c) In instances where the classroom teacher and the coordinator are unable to agree upon a grade, the school shall seek the moderation of a subject specific third party.

Professional Development (1.8a) ISWA commits itself to providing generational professional development opportunities to all Diploma Faculty (1.8b) ISWA commits itself to providing support to Diploma faculty who seek to undertake IB specific roles, i.e. examiner positions, attending grade awards meetings, networking with other Diploma teachers, workshop leadership, that will enhance their ability to deliver the Diploma at ISWA.

Homework and Review (1.9a) ISWA Diploma students are expected to undertake an average of ten hours of homework per week, in the first year of the program (1.9b) Students in the second year of the program shall undertake no less than fifteen hours of homework per night (1.9c) ISWA shall furnish parents with explanations of the length of time required of students as well as the type of environment in which it feels students need to complete homework (1.9d) Students will be released from classes for ten days prior to the completion of their final examinations . During this time, the Diploma Faculty shall provide subject specific workshops to guide students in their course review.

Electronic Portfolios (1.10a) All students are required, as part of their school certificate, to develop and present electronic portfolios of key moments from the programme. (1.10b) The supervision of these portfolios shall be undertaken by the CAS Coordinator and the Diploma Coordinator.(1.10c) A presentation evening shall be scheduled into the school calendar to allow students to present their portfolios to the school community.



Faculty Meetings (1.11a) The Diploma Faculty shall meet regularly to review matter that are pertinent to the Diploma at ISWA (1.11b) All Diploma faculty shall be invited to submit items to the Diploma meeting agenda, in advance of the meeting. (1.11c) All meetings shall be minuted and all faculty members will receive minutes from those meetings, these shall be compiled and distributed by the IB Coordinator (1.11d) All faculty shall be invited to ratify minutes from the meeting prior. (1.11e) Diploma meetings shall provide time to discuss students at risk (1.11 f) all diploma meetings shall provide time to discuss issues of concern with respect to the delivery of the Diploma at ISWA.

Resourcing (1.12a) Diploma Faculty currently provide the Program Coordinator with details of diploma-specific resources that they require for their programmes. (1.12b) A specific budget is currently provided to assist with delivery of the ISWA CAS Program.

Examinations (1.13a) The Program Coordinator is currently responsible for scheduling and arranging proctors for all internal and external Diploma examinations (1.13b) The weighting given to examinations is left to the discretion of the subject teacher. (1.13c) Wherever possible, faculty are encouraged to create examinations that mirror the style of examinations that students will eventually sit at the end of their courses (1.13d) Oral examinations will be added to the examination schedule as soon as they are a feature in each course. By the end of grade eleven it will be expected that oral examinations will be added to the exam timetable in those subjects where they will eventually be taken.

Grounds for Expulsion from Diploma (1.14a) Students who are found guilty of cheating or intentionally plagiarising material shall forfeit their place in the Diploma Program at ISWA (1.14b) Students who forfeit their place in the Diploma program shall not have recourse to reclaim any specific Diploma levies that have already been paid to the IBO (1.14c) In instances where a student's overall standard is judged to be so poor that they can not hope to satisfy the IB requirements, that student shall be invited to complete at certificate level (1.14d) Student's who amass more than ten percent in unexplained absences shall forfeit their place in the Diploma Program at ISWA.

IB Certificate (1.15a) Students who do not wish to study full IB Diploma, but who wish to study at Diploma level, shall be invited to study IB Certificate (1.15b) Students who undertake IB Certificate shall be required to undertake the study of the Theory of Knowledge, the completion of an electronic portfolio, the completion of the CAS Program, and the study of no less than four Diploma courses (1.15c) Students who undertake certificate are not required to study courses at higher level. (1.15d) Students who opt to undertake IB Certificate, or who switch to IB certificate, shall be informed, in writing, by the Program Coordinator that IB certificate will not necessarily assure them of a position all universities or in their university of choice (1.15e) Students undertaking IB Certificate shall be required to sit examinations in their subject areas, but will not be required to sit final examinations.

Displaying Student Work (1.16a) Student work is not to be used for instructional use, or for outside publications without the written permission of the student. (1.16b) The IB faculty at ISWA recognize that displaying student work is integral to the establishment of an active Diploma environment. (1.16c) THE IB Faculty at ISWA recognise the value of providing wider audiences for student tasks and commit themselves to the task of broadening the contexts in which the work of ISWA students can be exhibited.