

International School Promotion Policy

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This document outlines the criteria for promotion from one grade to the next as well as other academic matters at the International School of Institut Montana Zugerberg.

1. Promotion requirements for all students

- Students must earn a minimum of five credits per year. The awarding of credits will depend on the number of lessons taught per week in a subject. For every subject with at least four lessons a week, a half credit per semester will be awarded to students whose semester grade is at least 4.0. A half credit per year will be awarded for subjects with two or three lessons a week to students whose average for semester 2 is at least 4.0. A half credit per year will also be awarded to students who fulfil CAS requirements in grades 11-12 and the requirements for the extended essay (semester 2 in grade 11 and all of grade 12).
- Students must have a minimum promotion grade point average of 4.0 for the year to qualify for promotion.
- Students must not exceed 20% absences in any particular subject or in classes overall in an academic year. This limit includes both excused and unexcused absences. For the students who exceed this limit regarding excused absences, promotion will be at the discretion of the faculty.

2. Promotion from grade 10 to grade 11

During the last week of the school year (after grade 10 has finished school), students in grade 10 in danger of failing the year will have the opportunity to retake one examination or take an oral examination (to be determined by the teacher) in one subject he or she has failed. This opportunity is only offered to students who have a realistic chance of being promoted after retaking one exam in one subject. The final decision on their promotion will be made at the last grades conference of the school year.

2.1. Consideration for enrolment in the International Baccalaureate Diploma Programme

In order to fulfil the minimum IB Diploma Programme subject choice requirements, students must score a minimum subject average of 5.0 or an IGCSE grade C for HL subjects and 4.0 or an IGCSE grade D for SL subjects. Students who wish to take IB Mathematics HL must take the IGCSE extended mathematics examination and score an A* or A. Students who wish to take IB Mathematics SL must also take an IGCSE extended mathematics examination and score a minimum of grade C. Students who take the IGCSE extended mathematics examination and score below C and students who take the IGCSE core examination must take IB Mathematical Studies. EAL students who wish to take either English Literature or English Language and Literature must take the IGCSE extended EAL examination and score either an A* or A. Coordinated Science is a prerequisite for entrance into the IB Diploma Programme; additionally, the following criteria must be met in order to take certain science courses:

- To take Chemistry HL or Physics HL, students are required to achieve at least a B in IGCSE Mathematics as their grade in the final IGCSE exam or at least an average high school diploma grade of 6.0 in the two IGCSE years.
- To take Chemistry SL or Physics SL, students are required to achieve at least a C in IGCSE Mathematics as their grade in the final IGCSE exam or at least an average high school diploma grade of 5.0 in the two IGCSE years. Students who fail to fulfil this condition but want to take Chemistry SL or Physics SL will be interviewed by the relevant IB teacher and/or take a placement test to demonstrate they have the required mathematical skills.

Students with a year-end GPA between 4.0 and 4.5 in grade 10 will be placed on academic monitoring for the first grading period of semester 1 in grade 11. Students who do not prove that they have the ability to successfully complete the IB Diploma Programme will be enrolled for the high school diploma and a selection of IB courses (formerly called "certificates"). These students must maintain an average of at least 4.0 in their IB subjects to be allowed to continue preparing for IB courses. If they cannot maintain an average of at least 4.0 but wish to



continue in the IB Diploma Programme, they will have to move to grade 10. Semester 1 grades and credits of students who move to grade 10 after the first grading period are based on the second grading period of semester 1. Credits and grades will be dealt with on a case-by-case basis for students who move to grade 10 during the first grading period.

When the final IGCSE results are issued in August, students whose GPA is between 4.0 and 4.5 but who now meet the IB Diploma Programme requirements may request to be enrolled in the IB Diploma Programme. The final decision remains at the discretion of the faculty; moreover, places in courses at this late stage might be limited.

3. Promotion from grade 11 to grade 12

Students in grade 11 in danger of failing the year will have the opportunity to retake one exam or take an oral exam (to be determined by the teacher) in one subject he or she has failed prior to the final grades conference of the school year. This opportunity is only offered to students who have a realistic chance of being promoted after retaking one exam in one subject. The final decision on their promotion will be made in the last grades conference of the school year.

3.1. Eligibility for continued enrolment in the IB Diploma Programme

In addition to the general promotion requirements, students enrolled in the IB Diploma Programme must meet the following requirements:

- A minimum of 24 points in HL and SL subjects
- A total of 12 points in HL subjects
- A minimum grade of 3.0 in all HL subjects and a minimum grade of 2.0 in all SL subjects
- A passing grade in TOK
- Be on target for CAS
- Meet extended essay requirements
- Complete internal assessments as stipulated
- Not miss more than two internally set school deadlines for extended essay, Theory of Knowledge and internal assessments
- Not have more than two academic honesty infractions. The Academic Honesty Guide is provided as a separate document. An academic honesty infraction in a final version of a student's internally assessed IB coursework will result in the student not being able to receive a final IB grade in the subject concerned, and therefore not be eligible for the IB diploma.

Failure to meet three or more of these requirements will result in being moved from the IB Diploma Programme to IB courses. Failure to meet two of these requirements will result in a student being placed on academic probation. If these requirements are still not met by the end of semester 1, the student will be moved to IB courses.

Students with a GPA of between 4.0 and 4.5 at the end of grade 11 will be put on academic monitoring for the first grading period of grade 12. If these students do not prove that they have the ability to successfully complete the IB Diploma Programme in grade 12, they will continue to pursue the high school diploma and a selection of IB courses or move to grade 11 if they intend to continue in the IB Diploma Programme. Semester 1 grades and credits of students who move to grade 11 after the first grading period are based on the second grading period of semester 1. Credits and grades will be dealt with on a case-by-case basis for students who move to grade 11 during the first grading period.



3.2. Eligibility for enrolment in IB courses

Students preparing for IB courses must maintain a minimum subject average of 4.0.

3.3. Additional information

Students may be withdrawn from the IB Diploma Programme at any time if the majority of their teachers along with the IB DP coordinator and the IS principal do not believe that there is a realistic chance of their earning the IB diploma.

4. Impending failure

Students whose grades indicate impending failure or even the possibility of failure will be referred to the learning support coordinator who will evaluate their needs and recommend appropriate measures. Such measures will include but are not limited to:

- Private lessons
- Individual learning support
- Supervised study
- Language support
- Guidance on study techniques and time management
- Guidance from the IS college counsellor
- Tutorials
- Study groups
- Accredited summer school programmes that are approved by the IS principal

Students in danger of not receiving the high school diploma because they do not have the necessary number of credits may request to take subject orals at the end of grade 12. The subject orals will account for half a grade per subject for the final year grade. Only students with a final year grade of at least 3.5 in a subject prior to such examinations may be allowed to take subject orals.

5. High school diploma graduation requirements

To receive a high school diploma, students must meet the following minimum requirements in grades 9-12:

- English: Earn four credits in English
- Mathematics: Earn three credits in mathematics
- Second language: Earn two credits. Students must pass a minimum of two years in a single language other than English
- Natural sciences: Students are required to take a science course every year and must earn at least three credits
- Social sciences: Students must take a History, Economics, Business Management or Business Studies, Global Perspectives, Global Politics or Geography course each year and earn at least three credits
- Must earn a minimum of five credits each year and a minimum total of 20 credits in order to qualify for graduation
- If after the final grades conference of a year it is understood that a student who has sufficient credits to be promoted but is not on track to earn the credits required to graduate, he or she must make up these credits within the following school year.



5.1. Students transferring from other schools

Incoming students must provide official transcripts for the current school year and two previous school years. The transcripts will help in calculating the high school credits required for graduation. Credits from other schools may be accepted as long as students have earned satisfactory passing grades according to the standards set by the previous school.

Students must have attended the International School of Institut Montana Zugerberg for at least one academic year to be eligible for the high school diploma. No more than six transferable credits can be accepted in grade 9; no more than 10 transferable credits can be accepted in grade 10.

6. Students attending the International School of Institut Montana Zugerberg for less than a half semester

Credits for a semester will only be awarded if the student passes the end-of-semester examination. It is the responsibility of the student who transfers to Institut Montana Zugerberg to make sure that he or she makes up any missed academic work in order to prepare effectively for the end-of-semester examinations. However, extra help is subject to availability. If a student attends classes but leaves the school before the semester exams are taken, the student will not be awarded credit.

7. Repeating a school year

A student can be allowed to repeat a given academic year only once, and no more than two grade levels during their stay at the International School of Institut Montana Zugerberg on condition that failing to pass is not related to a lack of effort. The original subject choices cannot be guaranteed. It is at the faculty's discretion whether to allow the student to repeat the year or not. Students required to repeat the year will be placed on academic probation. The faculty will review their probation status after the first grading period.

Credits in courses that a student has passed will not carry over. Students who are allowed to repeat will have to cover the entire course, including CAS in grade 11, again. Students who repeat grade 11 may be required to change their extended essay topic and/or internal assessments.

8. Academic probation and academic monitoring

Academic probation is a method of alerting a student, parents and teachers that there is a cause for concern and that the student is in danger of not passing the school year and consequently not being promoted if his or her academic performance does not improve. It means that a student's academic progress will be monitored particularly closely by his or her class advisor and teachers for the period of probation in order that the needs of the student can be specifically addressed. If a student's performance does not improve above the required standard after a period of probation, he or she will remain on probation until the standard has been reached, or until a decision regarding promotion has been made.

Academic monitoring is a method of alerting a student, parents and teachers that there is a cause for concern—whether this is a drop in a student's academic performance or a concern that the student might be in danger of not passing the school year. Whether a student is placed on monitoring is at the discretion of the student's class advisor and the faculty.

The duration for academic probation and monitoring is minimally a grading period or quarter of a semester.



9. Final year grade

The final year grade will be the average of the semester 1 and semester 2 grades. Semester 1 and semester 2 grades are whole numbers with the possibility of half points, but the final year grade is the exact average of the two grades. This is illustrated in the table below:

Semester 1	Semester 2	Final year grade
4.0	3.5	3.75
4.0	5.0	4.5

10. Early departures affecting end of semester examinations or project weeks

Early departures will not be permitted. Parents/guardians should therefore book holiday flights only after the last scheduled examination or school day. Students who miss an end-of-semester exam in any subject will lose one third of the semester grade. This could affect their chances of passing the year and earning credits required for promotion to the next grade and for the high school diploma. Special arrangements may be made for students with valid reasons but notification must be given at least two weeks in advance and approval granted by the relevant subject teacher and the IS principal.

11. Students receiving honours and high honours

A student who completes a mid-semester or a semester with a minimum GPA of 5.5 receives honours. A student who completes a mid-semester or a semester with a minimum GPA of 6.0 receives high honours.