

## Policy and Procedures for IAS and IAL - From IGCSE, Annual Awards to Graduation

This Policy document explains the conditions for entry to Gr. 11 classes and subsequent promotion to Gr. 12 until the Graduation from High school.

Admission to Gr. 11 and subsequent promotion to Gr. 12 are based on the following factors:

1. Performance in internal exams (as an alternative, performance in external exams are accepted)
2. Attendance and
3. Student behavior in the recent past

### IGCSE – Grade 10

- It is obligatory for every student to study and sit exams or go through the assessment process in all the seven (7) compulsory subjects and some optional subjects:

*Table 1 List of compulsory subjects*

|  |                      |
|--|----------------------|
| ▪ Arabic Language                            | ▪ English Language   |
| ▪ Islamic studies / Moral Science            | ▪ Mathematics        |
| ▪ Social Studies (Saudi History & Geography) | ▪ ICT                |
|  | ▪ Physical education |

*Table 2 list of optional subjects*

|             |                    |
|-------------|--------------------|
| ▪ Physics   | ▪ Business Studies |
| ▪ Chemistry | ▪ Accountancy      |
| ▪ Biology   | ▪ Economics        |

- i. Satisfactory performance in all 7 subjects and some optional subjects (stream subjects) is required. Student must pass the IGCSE exam with minimum of grade 4 as in 9-1 grading system (or “C” grade in the older system) in subjects that s/he chooses to study in Gr 11. This provision is in place to ensure each student choose to study subjects/stream most suit him or her.
- ii. Student must have a minimum of 80% attendance in the academic year.

Note: Students with compound disciplinary issues, fee default and poor academic performance may be denied admission.

**APPLICATION:** Continuing students must collect the standard application form from the office (or from the AL Grade Coordinator) and submit the duly filled form at least 3 days before the School reopens for the new academic year. Once the student is approved for admission to IAS (Gr 11), the student may pay the fees and commence the classes.

## IAS – Grade 11

Students and parent shall ensure that every child chooses subjects/stream most appropriate for him/her. As of current practices, school offers a limited range of subjects for IAS students. The list may vary time to time, depending on the availability of resources. However, considering the immense benefits, students are also allowed to study any other subject independently and sit external exams (EDEXCEL) through the school.

For promotion to Gr 12 and subsequently to qualify for Graduation, each student must meet the following criteria:

- i. Satisfactory performance in all compulsory subjects and minimum of here (3) optional subjects (stream subjects) is required.

*Table 3 Compulsory subjects for IAS and IAL classes*

|                      |  |
|----------------------|--|
| ▪ Arabic Language    | ▪ Social Studies (Saudi History & Geography) |
| ▪ Physical education | ▪ Islamic studies / Moral Science            |
| ▪ English Language   | ▪ ICT  |

*Note: Some subjects may be assessment based*

*Table 4 List of optional subjects for IAS and IAL classes*

|               |                    |
|---------------|--------------------|
| ▪ Physics     | ▪ Business Studies |
| ▪ Chemistry   | ▪ Accountancy      |
| ▪ Biology     | ▪ Economics        |
| ▪ Mathematics |                    |

- ii. Student must have a minimum 80% attendance in the academic year.
- iii. Students must appear both Semester exams and perform satisfactorily, with minimum 40% marks in all subjects. Students who are unable to attend or pass any exam (individual subject/ the whole exam) must apply for make-up exams before proceeding to Gr 12.

## IAL – Grade 12

School ensures that every child is prepared for graduating from the school and succeed in external exams as well. Our teachers will guide our students at every stage and assist them succeed in their school life.

To complete Gr 12 with academic success and subsequently to qualify for graduation, each student must meet the following criteria:

- i. Satisfactory performance, with minimum 40% marks, in all compulsory subjects and three (3) optional subjects (see Tables 3 and 4) is required.

- ii. Student must have a minimum of 80% attendance for the academic year.
- iii. Students must appear for both Semester exams and perform satisfactorily in all subjects. Students who are unable to attend any exam (individual subject/ the whole exam) must make-up exams before the preparations for the Annual Graduation Ceremony start.

### External examinations - EDEXCEL

School prepares students for EDEXCEL exams by means of teaching and coaching. School has established administrative arrangements assisting students register and sit all exams in Gr 10, 11 and 12. Following remarks require students' and parents' attention:

- i. Students have the liberty to register for any number of subjects in all such exams
- ii. Subject teacher's consent is needed to register the subjects taught at school in order to ensure each student is prepared well and student's attendance and disciplinary record are satisfactory
- iii. As of current practices, school officially allows students to sit the exams as follow:
  - IGCSE (Gr. 10) in May/June each year, at the end of Gr 10 studies
  - IAS (Gr. 11) in May/June each year, at the end of Gr 11 studies
  - IAL (Gr. 12) in May/June each year, at the end of Gr 12 studies

Note:

*At times, students appear for make-up exams or for regular IAS and IAL exams in January and October session each year, depending on their personal interest and convenience. However, students do not qualify for promotion to a higher grade in the middle of the academic year based such exam results as it violates MoE's instruction on "gradual progress" from one grade to the other.*

### Annual Awards Day

*Award list for WISDOM magazine* – Eligibility for Top Achievers for IGCSE Awards is based on results in EDEXCEL May/June exams and in one sitting. No combined results or results from other sessions are considered. For IGCSE students, those subjects taught regularly by the school are considered for the awards only if the exam I sat through the School.

*General/Impressive Results:*

- IGCSE – 5 Fours and above
- IAS and IAL – Pass in all subjects with minimum 2Cs

*Top Achievers:*

- IGCSE –A Grade in 5 or more subjects (Under 9-1 Grading, 7 and above in 5 or more subjects)
- IAS and IAL – Minimum 3 A Grades

*Best All Rounder:*

- IGCSE –Student who obtains highest number of ranks in the EDEXCEL exams is honored the Best All Rounder award
- IAL – The student who produces best result in IAL exams in May/June session in one sitting or in combined sittings under CASH IN system.

Medals and Certificates for top achievers:

- IGCSE
  - Medal and Certificate from Pearson-EDEXCEL Examination Board
  - Plaque from the School
- IAS
  - Certificate from Pearson-EDEXCEL Examination Board
  - Medal and Plaque from the School
- IAL
  - Medal and Certificate from Pearson-EDEXCEL Examination Board
  - Plaque from the School

*Additional honours will be awarded on the Annual Awards Day for Country, Regional and World rank holders by the School, along with certificates from the School.*

**Edexcel Top Achievers' Awards Day** – Country, Regional and World rank holders are honoured with awards in a special event hosted by the Edexcel Examinations Board and the British Council

### **High School Diploma**

School awards High School Diploma Certificate (HSDC) for students who complete two years of continuous studies at school in Gr 11 and 12. The certificate is awarded in the Graduation Ceremony held annually – usually in the month of April.

Students who sit and successfully complete just IAS are awarded with the HSDC but categorically mentioning IAS qualifications. Any such partial fulfillment of the conditions will qualify for the Certificate being awarded unofficially at school.

### **Graduation Ceremony**

It is mandatory according to the MoE, KSA that student progress to each higher class annually. Therefore, no quick path is acceptable. Each student shall spend two years to complete his/her higher secondary studies and qualify for the High School Diploma certificate.

Eligibility for attending School's Graduation Ceremony are:

1. Minimum 80% attendance in both Gr 11 and 12 classes
2. Successfully passing all compulsory subjects and at least two optional subjects with minimum 40% marks in all 4 Semesters.
3. Payment of all school fees for the entire academic year.

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*REVISION*

- *Any revision to this policy document must take place by the end of each academic year. Grade Coordinator of Gr. 11-12, Grade Coordinator of Gr. 10 and/or Coordinator of External Examinations shall initiate the discussion with Principal for any such revision;*
- *Revision process must be attended by Principal, VPs, all Grade Coordinators and the Coordinator of External Examinations;*
- *The revised policy document must then be approved by the Board of Directors*

**Signed by:**                      **Principal**