



THE INTERNATIONAL BACCALAUREATE AT THE American International School in Egypt

Welcome to the International Baccalaureate Diploma Programme® (IBDP) at the American International School in Egypt.

The purpose of this brochure is to provide you with information regarding the IB programme at AIS. To make your two year journey in IB at AIS a success, it is important that you are fully familiarize yourself with the details of the implementation of the programme and your available options so that you can make the best possible choices for your future.

We look forward to watching you grow through that challenging and enriching experience. We are confident that you will find it engaging and rewarding.



IB Awards Night - Class of 2019

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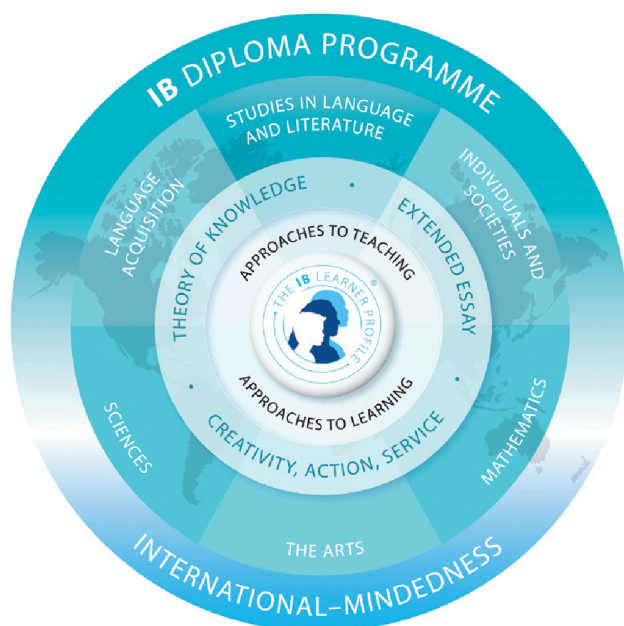
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PROGRAM OVERVIEW

The IB Diploma Program (IBDP) and the IB Diploma courses (IBDC) are two year programmes with final examinations that prepare students, aged 16 to 19, for success at university and life beyond.

The Diploma Program prepares students for effective participation in a rapidly evolving and increasingly global society as they:

- develop physically, intellectually, emotionally and ethically
- acquire breadth and depth of knowledge and understanding, studying courses from 6 subject groups
- develop the skills and a positive attitude toward learning that will prepare them for higher education
- study at least two languages and increase understanding of cultures, including their own
- make connections across traditional academic disciplines and explore the nature of knowledge through the program's unique theory of knowledge course
- undertake in-depth research into an area of interest through the lens of one or more academic disciplines in the extended essay
- enhance their personal and interpersonal development through creativity, action and service



The curriculum contains six subject groups together with the DP core: creativity, action, service (CAS); the extended essay (EE); and theory of knowledge (ToK). This is illustrated by the below Diploma Program model.

IB MISSION STATEMENT

The International Baccalaureate 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 organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

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



Junior CAS Retreat - Marsa Alam 2018

AUTHORIZATION & RECOGNITION

Only schools officially authorized by the IB may offer the Diploma Program and register candidates for an IB examination session. There are over 2,450 IB World Schools offering the Diploma Program in more than 140 countries.

The IB has shown that students are well prepared for university work and the Diploma Program has earned a reputation for rigorous assessment, giving IB diploma holders access to the world's leading universities. These include institutions such as Cambridge, Harvard, Heidelberg, McGill, MIT, Oxford, Princeton, Rotterdam Erasmus, Sorbonne, UBC and Yale.



THE IB LEARNER PROFILE

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities

THE INTERNATIONAL BACCALAUREATE AT THE AMERICAN INTERNATIONAL SCHOOL

There are 3 pathways available to AIS students as they strive towards graduation:

- The full diploma programme - IBDP Candidate is awarded both an American Diploma and an IB Diploma
- The IB courses programme - IB Course Candidate is awarded an American Diploma with certificates in completed IB courses
- The American High School Diploma - No IB classes, student is awarded an American Diploma

REQUIREMENTS FOR FULL DIPLOMA CANDIDATES

Selecting subjects from groups 1 to 6 according to course offerings at AIS

When selecting subjects for a diploma:

- at least three and not more than four subjects must be offered at higher level (HL) and the others at standard level (SL)
- one subject must be selected from each of groups 1 to 5
- the sixth subject may be selected from group 6 or from groups 1, 2, 3 or 4.

Exceptions

- A candidate may select a second group 1 subject instead of a group 2 subject. (See Bilingual Diploma below)
- Instead of a group 6 subject a candidate may select an additional subject from groups 3 or 4

Prohibitions

No candidate may count towards the diploma:

- the same subject twice, regardless of whether higher level or standard level
- the same language for group 1 and group 2, or within group 1 or group 2 (for example, Arabic A literature and Arabic B)
- any two of mathematics HL, Mathematics SL and Mathematical Studies SL

Possibilities

- At times, the school may support students to use Pamoja, the online learning platform that offers IBDP courses to access a course that is not offered by the school. Contact the DP Coordinator for more information about [Pamoja online learning](#)

ADDITIONAL REQUIREMENTS FOR FULL DIPLOMA CANDIDATES

In addition to the 6 subjects DP students must complete the IB core requirements, which are:

- Extended Essay - EE**
 The extended essay has a prescribed limit of 4,000 words. It offers the opportunity to investigate a topic of individual interest, and acquaints students with the independent research and writing skills expected at university.
- Theory of Knowledge - ToK**
 The interdisciplinary TOK course is designed to provide coherence by exploring the nature of knowledge across disciplines, encouraging an appreciation of other cultural perspectives
- Creativity, Activity & Service - CAS**
 Participation in the school's CAS program encourages students to be involved in artistic pursuits, sports and community service work, thus fostering students' awareness and appreciation of life outside the academic arena.

THE BILINGUAL DIPLOMA

A bilingual diploma will be awarded to a successful candidate who completes two languages selected from group 1 with the award of a grade 3 or higher in both

COURSE OFFERING AT AIS

All students must choose six subjects, one from each of the following subject groups:

- Group 1 – Languages and Literature**
Language A: English Language and Literature or Arabic Language and Literature
- Group 2 – Language Acquisition**
Language B: Courses are intended for students who have had some experience of learning the language (from four to six years). They may be studied at either higher level or standard level. Arabic B (HL Only) or French B (HL or SL) or Spanish B (SL Only)
- Ab Initio:** courses are for beginners (that is, students who have little or no previous experience of learning the language they have chosen). These courses are only available at standard level. French Ab Initio or Spanish Ab Initio
- Group 3 – Individuals and Societies**
 Business Management (SL/HL), Economics (SL/HL), Global Politics (SL/HL) or Psychology (SL/HL)
- Group 4 – Sciences**
 Biology (SL/HL), Computer Science (SL Only), Chemistry (SL/HL) or Physics (SL/HL)
- Group 5 – Mathematics**
 Mathematical Studies (SL), Mathematics SL or Mathematics HL
 Analysis & Approaches (SL & HL) and Applications & Interpretations (HL)
- Group 6 – Arts**
 Visual Arts (SL/HL)

Additional Notes:

- *No student may choose the same subject twice at different levels, or two language courses in the same language.*
- *a higher level subject requires a minimum of 240 hours of classroom study*
- *a standard level subject requires a minimum of 150 hours of classroom study*
- All International Baccalaureate students enter into the diploma programme under the guidelines provided by IB and the school administrative team. Students acknowledge that the school will work to ensure students will have the same teacher for both years of the course, however, students understand that the content teacher may change from one year to the next.

COURSE DESCRIPTIONS

For more information on course offerings and detailed descriptions, please refer to the [2019-2020 Course Catalogue](#)

ENROLLMENT IN THE PROGRAM

IB courses are rigorous and challenging and therefore evidence of academic ability and good work ethic must be demonstrated in grade 10 by achieving the following:

- A minimum GPA of 3.0 is required for admission into the full IBDP program at AISE.
- A minimum GPA of 2.8 is required for enrolling in more than one IB course
- Take placement test in Math
- Writing sample in English
- Collect teacher recommendations from their grade 10 teachers

Acceptance will be finalized once student and guardian(s) meet with the counselors and IB Coordinator to decide on their choice of subjects.

COURSE CHANGES

Requests for course changes can be directed to the DPC during the first 2 cycle rotations on the schedule. These will normally be accepted timetable and class numbers permitting. Students may drop an IB subject/class and add another one during the first two rounds of the rotational cycle of our high school schedule. It is in the student's best interest to make any course changes as early in the program as possible. Late changes make compensating for missed work quite difficult. Adjustments between HL and SL will be considered, as necessary, throughout the first year of study.

COURSEWORK

The pace and the content of the course with the due assignments and deadlines set could be challenging for students, as such organization is a crucial skill. Should students fall behind, they will find it almost impossible to meet all the demands made upon their time. It is important that students:

- manage their time effectively
- keep up to date with all assignments
- respect coursework deadlines
- ask the DP Coordinator or their subject teachers for help or guidance

Parents have an important role and are encouraged to help their children manage their coursework. Supportive and sympathetic parents will make the program easier to manage for the student. Parents should also avoid extending school holidays; even one or two days missed from classes can create additional difficulties for Full Diploma and Diploma course students.

INTERNAL (SCHOOL) EXAMINATIONS AND REPORTS

There are ongoing internal (school) examinations for IBDP and course students. Students will receive an IB progress report which is an evaluation of their performance on the IB Scale after first semester examinations and then again after end of year examinations in year 1. These should not be considered predicted scores as it is still early on in the program to make an accurate prediction when much more material is yet to be covered and performance on IAs is yet to be evaluated. The first set of predicted scores will be sent out in November and these will be used to apply to colleges. The prediction will be made based on end of year exam in year 1 as well as a back to school assessment that is administered at the beginning of year 2. IB seniors will receive another set of predicted scores after their senior mocks. All these exams are internal school exams that are designed to prepare students for their final external examinations. They are added to the students' gradebooks and are therefore used to determine their GPAs as well.

RECEIVING THE IB DIPLOMA

All IB Diploma candidates and Diploma Course candidates take external examinations at the end of Grade 12. These are sent from the IBO and are sent back to the IBO once completed to be marked by IB examiners.

All IB subjects are externally assessed through examinations except group 6 subjects. Typically, the IB external examination accounts for 50% - 75% of a student's final grade; the remaining marks are taken from the student's internal assessments, which is marked by AIS teachers and, in some courses, other externally marked work. All examinations in Group 1 (Studies in Language and Literature) and Group 2 (Language Acquisition) include an oral component.

CONDITIONS FOR AWARDING THE IB DIPLOMA

- Completion of CAS requirements.
- Candidate's total points are 24 or more.
- There is no "N" for TOK, EE or any subject.
- No grade "E" for TOK or EE. (you registered for four HL subjects, the highest three scores count).
- The candidate has gained 9 points or more on SL subjects (if you registered for two SL subjects, you must gain at least 5 points in total).
- The candidate has not received a penalty for academic misconduct from the Final Award Committee.

Students can earn a maximum of 42 points if they earn a score of 7 on each of the 6 subject areas. 3 additional bonus points are possible with high marks achieved in TOK and the Extended Essay. The highest total that a Diploma Program student can be awarded is 45 points.

IB scores are separate from class grades. Students receive their class grades at the end of each semester of study. IB results are available online on or around July 6th each year. The IB Diplomas are sent directly to the schools and can be picked up the last week of August of each year. Students and parents are notified when the diplomas arrive so arrangements can be made to pick them up.

Retaking the IB Diploma Examinations

A student who fails the IB will be issued with separate certificates in each subject passed. Should the student wish to pursue the full IB Diploma, retake examinations are available, either in November or in the following May session.

Grades

The IB marks awarded for each course range from 1 (lowest) to 7 (highest). Conversion tables are used, when appropriate, to convert IB grades to equivalent AIS grades. These boundaries of these conversion tables vary slightly from one subject to another.

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

HOMEWORK

Homework is a necessary adjunct to classroom teaching, and all students can expect to receive homework on a regular basis. Homework is intended to reinforce work covered in class and to help students develop important habits of self-discipline, organization and self-reliance. IB students can expect approximately 20 hours of home research and study per week. Teachers expect homework to be done properly and punctually.

It is the student's responsibility to ensure that deadlines, as outlined on the IB assessment calendar, are followed and met without excuses, similarly for classroom assignments as well as initial and final drafts for IB assessments. Failure to do homework is treated seriously, and when completing homework/assessments is perceived to be problematic, the teacher will notify the IB Coordinator, who may require the student to forfeit his/her free time to complete the outstanding work. Parents will be notified should a student repeatedly fail to submit school work.

*Note: Students may have two major deadlines on a particular day. Students may also have two tests and an IA work due on the same day.

IB LATE WORK POLICY - PERTAINS TO FIRM DEADLINES ON INTERNAL CALENDAR ONLY!

If a student does not hand in the assigned work by the date and time that is required, the following steps will be taken:

- The teacher will refer the student to the DPC
- The DPC will schedule an ISS for the student at the end of which the work will be collected at which ever point it is completed. Parents will be contacted. Absences in classes for the day will be considered unexcused.
- Student will not receive any credit for the assignment
- Student will be removed from any extracurricular activities/ MUN conferences/ trips if another firm deadline is missed.
- Students who miss more than 2 deadlines will be subject to administration review of their position in the IB

NOTE:

- Students may review their internal calendar as soon as received and submit a petition to reschedule an assessment deadline and provide reasons why it should be accommodated. Petition may be approved or rejected at the discretion of the coordinator
- No requests for deadline extensions will be considered

ATTENDANCE

Daily, regular attendance is essential at the school because classes are based on active classroom learning. Students must be present to participate in interactive and investigative activities, otherwise, they will not receive full benefits from the program. Teachers, counselors, administrators, and parents should work together to ensure that students miss as little

school as possible. Families are encouraged to seriously consider this philosophy when scheduling family vacations and sports activities not connected to the school. It is the student's responsibility to contact teachers by email to find out missed work and assignments when absent from class. *If a student misses a test, he/she will be required to take the test the day he/she returns to school even if he/she does not have that class. If a student misses a test more than once, he/she will be required to meet with the IB Coordinator and consequences could be applied.*

AIS ACADEMIC HONESTY

Students will adhere to all requirements of the Academic Honesty & Integrity Policy while completing assignments, homework, formative assessments, summative assessments, and all IB Diploma requirements including Extended Essay, Theory of Knowledge, and CAS. Submission of student work via Turnitin allows staff to check for plagiarism.

Academic honesty reflects your personal integrity and means that you do:

- Submit assignments in a timely manner
- Take responsibility for guarding your own work from the cheating efforts of others
 - If you have made your work available for someone else to copy/cheat, this is an act of academic dishonesty and a violation of the AISE student behavior expectations.
- Communicate with teachers regarding your efforts
- Take ownership of your reputation and take intentional steps to promote your academic integrity

Academic honesty means you do not:

- Copy another person's work, ideas or words
- Share information about an exam, test, or quizzes
- Cheat on tests and quizzes
- Break exam protocol
- Copy homework
- Take credit for work you did not do
- Provide or possess the means to cheat

Consequences for Academic Dishonesty include students always redoing the work, in-school suspension (first offense) and out of school suspensions (subsequent offenses) and possible expulsion from AISE.

STUDENT CONDUCT

The IB is a very demanding program and students who are unable to behave properly often disrupt the work of others. Students who disturb classes or work spaces, and therefore fail to respect the right of others to learn, have no place in the program. Students should remember that the IB regulations state that only students in 'good standing' with the school are allowed to sit for IB examinations.

ACADEMIC DISCIPLINE

The academic progress of all students is closely monitored. Most often, students who fail the course are those who do not discipline themselves; these students fail to turn in assignments, fall behind with their coursework and soon find that they are so far behind that there is no time to make up missed work.

The DP Coordinator has overall responsibility for the academic progress of all IB students. Should a student fall behind or perform particularly poorly in examinations, the DP Coordinator may place him/her on probation. This means that the student's teachers will monitor progress on a regular basis until the student has proved that he or she is able to do the

required work. If a student still fails to do the necessary work, the DP Coordinator may recommend that the student be asked to discontinue the program.

Should parents have any concerns about the academic progress of their children, they should contact the DP Coordinator without delay. Questions or concerns about IB regulations should also be directed to the Coordinator.

Parents and students are reminded that only the DP Coordinator is authorized to contact the IB. The IB will not respond directly to parent or student enquiries, except on general questions. When parents or students require any information from the IB, the Coordinator should be requested to contact the IB on their behalf.

ANY SENIOR IB STUDENT IN POOR ACADEMIC STANDING WILL NOT BE PERMITTED TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES OR THE SENIOR CAS TRIP IF DPC DETERMINES THAT IT IS IN THE STUDENT'S BEST INTEREST

DISCONTINUATION OF IBDP/ IB COURSES

Full Diploma status is contingent on successful completion of Grade 11 as assessed by the end of year report cards. Students with any of the following at the end of Grade 11 will be asked to drop the program/IB course:

- Full DP student with two Ds or 1 F at the end of the second semester of Grade 11
- An IB Course student with a predicted score of 3 or a grade of D will be asked to drop the IB subject concerned.

GLOSSARY

IB	International Baccalaureate
IBDP	International Baccalaureate Diploma Program
IBDC	International Baccalaureate Diploma Courses
DPC	Diploma Program Coordinator
SL	Standard Level
HL	Higher Level
IA	Internal Assessment
TOK	Theory of Knowledge
CAS	Creativity, Activity & Service
EE	Extended Essay
PG	Predicted Grade